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You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX FAXCENTRE F110. You'll find the answers to all your questions on the XEROX FAXCENTRE F110 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual XEROX FAXCENTRE F110
User guide XEROX FAXCENTRE F110
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User Manual
Manuel d'utilisation
Manual del usuario



FaxCentre F110



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Manual abstract:

We hope that you will have lots of fun using your new machine. @@@@ You can connect the FaxCentre F110 to your computer (PC with Microsoft Windows®), and can use the machine as a laser printer. You can also use it to scan documents for use on your computer. Please read the user manual carefully, and always follow the safety instructions that are given there. Try out the many and various possibilities of your machine. You cannot damage the machine while making use of the functions that we have described in this user manual. Functions list Journal (30 Text2Fax or fax transmissions) Entries and groups in the telephone book Overview of the machine settings List of the pending transmissions Transmission report Fax Polling of fax transmissions Automatic document feeder for 20 documents Broadcast function Time stamp Private branch exchange (PABX) possible Telephone book with up to 200 entries Ten groups with up to 199 entries Read these safety notes carefully before using this product to make sure you operate the equipment safely. Your Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. ese include safety agency approval , and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product.

E 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 warranty. 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: is WARNING alerts users to areas of the product where there is the possibility of personal injury.

Electrical Supply is 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. Is product is supplied with a plug that has a protective earth pin. 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 is 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. Cleaning Your Product Before cleaning this product, unplug the product from the electrical outlet. Always use materials specified for this product. E 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.

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. Is equipment is to be used on a branch circuit that has larger capacity than rated ampere and voltage of this machine. Do not place this equipment where people might step on or trip over the power cord. Do not place objects on the power cord. Never push objects of any kind into slots or openings on the equipment. If any of the following conditions occur and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.

A wall panel circuit breaker, fuse, or other safety device has been tripped. Disconnect Device: e 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. CAUTION: Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

With specific regard to laser safety, the 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 Chapter Safety Notes the beam is totally enclosed during all phases of customer operation and maintenance. To ensure the continued safe operation of your 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.

Is equipment must be connected to a protective earth circuit. Is equipment is supplied with a plug that has a protective earth pin. 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. Always locate the equipment in an area that has adequate ventilation, and space for servicing. Always use materials and supplies specifically designed for your Xerox equipment. Use of unsuitable materials may result in poor performance. Always unplug this equipment from the electrical outlet before cleaning.

do Not Do These: · Never use a plug that lacks a ground connection from the machine to an electrical outlet. Never attempt any maintenance procedures that are not specifically described in the customer documentation. Is 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. Ere 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. Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the Do not attempt any maintenance procedures that are not specifically described in the customer documentation supplied with your machine.



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E 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.

Ere 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. E 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. 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, print cartridges or toner containers into an open flame. UNITED STATES, CANADA, EUROPE NOTE: is 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. Ee limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. Is equipment generates, uses, and can radiate radio frequency energy and, If not installed and used in accordance with the 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 may void the user's authority to operate this equipment. Chapter Safety Notes dividual sending the message and the telephone number of the sending machine or such business, other entity or individual.

E 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: is equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. see installation instructions for details. E 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 device 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.

E digits represented by ## are the REN without a decimal point (e. 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. E Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment.

If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service. If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved. Is product is certified by the following Agency using the Safety standards listed. CE Mark: e 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 equipmentd 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. Eee energy-saving features can reduce product energy consumption by half when compared to conventional equipment. 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. @@@@(@@), Internal Revenue Stamps (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes), Postage Stamps (canceled or uncanceled).

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In case of doubt, consult your solicitor. OTHER COUNTRIES Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions. Postage stamps and other negotiable instruments is list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel. Contact your Xerox Sales Representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com. If your product is not part of the Xerox program and you are managing its disposal, please note that the product may contain lead, mercury and other materials whose disposal may be regulated due to environmental considerations. E presence of lead and mercury is fully consistent with global regulations applicable at the time that this product was placed on the market. In order to avoid possible dangers, damage or malfunctions, please heed the following safety instructions for the setup and operation of your machine.

Out of the power socket. Make sure that the machine is stable and secure, on a smooth, level surface (do not place the machine on carpets or similar surfaces). If the machine should fall, it can be damaged or can cause injury to people, especially small children. E distance between the machine and other appliances or objects, must be at least 15 centimetres. Position all cables in such a way that no one will stumble on them, thus avoiding possible injuries to persons and/or damage to the cables or to the machine itself. Allow a space of at least 30 centimetres in front of the machine, since documents and print-outs are dispensed on the front side of the machine. Always avoid direct sunlight as well as immediate proximity to heaters, air-conditioning units, radios, and television sets. If you use an additional cordless telephone, you should maintain a distance of at least 15 centimetres between the laser machine and the base station of the cordless device. Otherwise, acoustic disturbances may occur in the cordless telephone device. Do not allow children to handle the machine without supervision.

E packing materials should be kept out of the hands of children. Do not connect the telephone cord or mains cable in areas where there is moisture of any kind. Never touch the mains cable, the mains connection or the telephone socket with wet hands. Do not allow liquids or foreign parts to enter into the machine! Otherwise, people using the device are at risk to electric shocks. In addition, the machine itself could suffer serious damage.

Should liquids or foreign parts nevertheless enter into the machine, you must immediately pull out the mains cable and have your machine examined by the trained personnel at a technical service site. Never leave your machine outside when it is raining. During a thunderstorm, you should disconnect your machine from the electrical power source and from the telephone network. If that is not possible, then do not use your machine or make any telephone calls.

Otherwise, there is a risk of lightning strikes to the user or damage to the machine.

Before cleaning the surface of the machine, disconnect the device from the electrical power source and from the telephone network. Do not use any liquid or gaseous cleaning agents on your machine (sprays, abrasives, etc. E area in which you operate the machine must be adequately ventilated, especially if the machine is used frequently. Set up your Lasermachine in such a way that the flow of the exhaust air stream points away from the work station. Do not put your machine in closed cabinets or boxes. Do not place the machine on soft surfaces such as carpets or cushions and do not cover the ventilation slits. Otherwise, the machine can overheat and catch on fire. In the event that your machine becomes too hot, or if you see smoke coming from the device, you must immediately pull the mains cable. If the casing or the mains cable become damaged in any way, please pull the mains cable out of the power socket. Never touch telephone cords or mains cables that are not insulated or whose insulation has been damaged without first disconnecting the telephone and mains cable from the network. Only trained personnel from a technical service location may open the housing of your machine.

Neither telephone nor fax will operate during power failure. If the LCD should break, a mildly caustic liquid can escape. Absolutely avoid all contact with your skin and eyes. Your machine has been tested in conformity with standards EN 60950-1 and IEC 60950-1 and should only be operated with telephone systems and power equipment that meet these standards. Is machine was built exclusively for use in the indicated sales region. it conforms to the regulations of the telephone company of the country. Do not perform any other adjustments and do not carry out any other procedures apart from those described in this user manual. Your machine operates with laser beams. Only a qualified service technician should open the machine and carry out service operations; otherwise there is a risk of eye injuries resulting from both visible and invisible laser radiation.



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If toner dust escapes, you should avoid allowing it to contact your skin and eyes.

Store both new and used cartridges in a place where they will not come into the hands of children. In case of a paper jam, do not forcefully remove the paper, but rather carefully pull it out of the machine and throw it away carefully: It is possible that the toner may not be completely set on the print-out, and toner dust could be released into the air. do not inhale the released toner dust. Remove the toner dust from clothing or objects with cold water; hot water would only cause the toner to set. Document feed slot Cover Operation panel with LCD display Paper output tray (extendable) Paper input tray Opening for Plug'n'Print card Book functions Red lamp v--If the lamp flashes, please read what is indicated on the display Green Lamp »--It flashes whenever an Text2Fax message has arrived or when a transmission is waiting to be retrieved from the fax memory Press once: Modify copies STOP--Interrupt an ongoing operation without saving / Eject document START--Start a fax transmission or fax reception h/f/F--Set resolution (NORMAL, FINE--h, SFINE--f, PHOTO--F) C--Delete / One menu step back Move the cursor on the display jobs, settings / Start quick install / Print out fax journal or telephone book MENU/OK--Access functions / Confirm input MODE--Fax reception mode Manual, Fax, or EXT/Dialed CTRL and °--List of last ten callers R/PAUSE--Access special functions CTRL and R/PAUSE--Insert dialing pause 1/4--Listening in during dialing CTRL and 1/4--Attach additional entry to a fax broadcast Press the CTRL key and the corresponding letter key to enter the symbols shown above it Insert the document input tray into the two openings in the cover.

E document input tray should snap securely into place. Starter cartridge Pull the paper output tray support out of the paper input tray cover. Insert the document output tray into the two openings under the operation panel. Connect the telephone cable to the machine by plugging it into the outlet located on the rear side of the machine and designated by the word LINE. Insert the telephone plug into your PTT line outlet.

Before you can receive documents, make copies, or print, a print cartridge must be inserted into the machine. For this reason, a starter cartridge is supplied with the machine (this cartridge has a capacity of approximately 1,000 pages). E toner level memory for this starter cartridge was set at the factory. E starter cartridge need not be updated with a Plug'n'Print card. For each additional print cartridge that you insert into your machine, you must update the toner level memory with the Plug'n'Print card provided. Insert the power cord into the connection located on the rear side of the machine. In order to guarantee a good print quality, use only original XEROX print cartridges. Other print cartridges can cause damage to the machine. Open the cover by taking hold of both document guides and tipping the cover backward. 2 Once the machine is connected to the power supply, the quick install process will immediately commence.

You will be asked to select your country and to enter your number and name as well as the date and time (see chapter on Settings). If you would like to perform a quick install again, simply press "; and select it with [or] help page: 2 installation. Remove the old print cartridge, by gripping it at the recess in the middle and pulling it upward. E device may not be connected to the PC before this. After the software installation, the PC must be restarted, only then should you connect your PC and the laser machine with a USB cable. Carefully remove the print cartridge from the device so that no toner dust spills out. Take care where you place the print cartridge, escaping toner dust may soil the surface. Store opened or used print cartridges in their original packing or in a plastic bag in order to prevent toner dust from escaping. Dispose of old print cartridges by turning them in at specialised shops or Never dispose of print cartridges by throwing them into fire. Print cartridges should never be allowed into the hands of children. never open a print cartridge. If toner dust is released into the air, you should avoid allowing it to contact your skin and eyes. do not inhale the released toner dust. Remove the toner dust from clothing or objects with cold water; hot water would only cause the toner to set. 3 Take the new print cartridge from the package.

E cartridge should snap securely into position. Make sure that the cover snaps securely into position on both sides. Remove the black protective paper and other packaging material, but do not yet remove the protective strip from the cartridge. Shake the new print cartridge back and forth several times in order to distribute the toner evenly, thereby improving the print quality. 10 Wait until insert card appears on the display.

Push the Plug'n'Print card of the new print cartridge into the opening on the left side next to the paper input tray, with the contacts facing to the left. (Only the starter cartridge can be used without inserting a Plug'n'Print card. Only after removing the other packaging, completely pull off the protection strip located on the left side of the cartridge Once you have removed the protection strip, do not shake the print cartridge any more. Otherwise, it is possible that toner dust will be released into the air. Should the error message Cannot read card appear on the display, you may have inserted the Plug'n'Print card incorrectly. E contacts must face to the left as you insert the card into the machine. When the process is completed, the following appears on the display: Before your machine will be ready to make copies or receive faxes, you must load paper into the machine. Use the following paper sizes: A4, 8. Your machine works with normal copier paper and with typewriter paper (0. You can use paper of all three sizes as input documents and as output paper.

You can interrupt the recharging process at any time by simply pressing STOP. However, the toner level memory must be updated for each new print cartridge. If you have pressed the STOP key by mistake, you can restart the recharging process as follows: 1 2 Press MENU/OK, 62 and OK Select new black with [or], and confirm with OK. select yes with [or]. After a short time, the machine will ask you to insert the Plug'n'Print card. 1 Pull out the paper input tray. If the toner level of your cartridge is low, then every time you open and close the cover, the following question will appear on the display: black=new? If you have not installed a new cartridge, press STOP. If you have installed a new cartridge, press OK and follow the description set forth above. Separate the paper sheets by fanning them out, then align them by tapping edge of the stack lightly against a flat surface. Is will prevent several sheets of paper from being drawn in all at once.



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If a new cartridge is replacing an installed cartridge before its end of life for any reason, you must follow the above mentioned procedure for recharging a print cartridge. 3 Remove the cover from the paper input tray. Put in only as much paper as will fit under the raised limit markers on the upper edge of the paper input tray (see also the drawings on the cover of the paper input tray). You can load up to 250 sheets into the paper input tray. Whenever you insert a new print cartridge, you must update the toner level memory of your machine with the Plug'n'Print card that is included with the new cartridge. Your machine registers the extent of toner usage for every printout and calculates the toner level of the cartridge based on this. E indicated toner level is only meaningful if you update each new print cartridge with the Plug'n'Print card provided. press MENU/OK , 62 and OK. Select cart capacity with [or] and confirm with OK. E toner level of the print cartridge is indicated by a percentile value between 100 percent (full) and 0 percent (empty). Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. If you would like to print on a Preprinted form (for example, forms or stationery), place the input sheet Face down in the paper input tray, with the top of the page toward the rear. Do not pull out the paper input tray while the machine is in the process of printing. Is can lead to a paper jam. If a paper jam should occur, follow the suggestions set forth in the chapter entitled Troubleshooting / Paper Jam. In order for you to be able to load paper into the paper input tray in the letter or legal format, you must adjust the paper input tray to accommodate these formats. You can set the width of the paper with the two movable side guides located in the rear portion of the paper input tray. E length of the paper input tray can be set with the arrow key located at the bottom of the paper input tray. 1 Adjusting the paper width: Pull out both of the side side guides. Turn the side guides around so that the imprint LTR faces inward toward the paper.

Insert the side side guides back into position; they must snap securely into place within the mountings. Always turn around both side side guides! Forms that have been printed out by a laser printer are not suitable for further printing. Is can lead to a paper jam. If a paper jam should occur, follow the suggestions set forth in the chapter entitled Troubleshooting / Paper Jam. Press the paper down until the lever (A) snaps into place at the rear of the paper input tray. Place the cover back on the paper input tray. Push the paper input tray into the machine all the way to the stopping point. Now you can use letter-sized paper, as well as legal-sized paper since both formats have the same width. If you would like once again to use A4 paper, simply turn the side side guides back around so that the imprint A4 can be seen. If you would like to copy from a document page onto a different paper size or if you are expecting faxes in either letter or legal format, the table will show you the percentage value for the enlargement or reduction.

For example, if you are going to receive a fax transmission in legal format that you would like to print out on paper size A4, then set the device to 83 percent. Installation 2 Adjusting the paper length: Press the arrow key located at the bottom of the paper input tray. Pull out the front portion of the paper input tray until the arrow key locks into position at the point labelled LGL. Now you can load paper in legal format into the paper input tray. Press the paper input tray together until the arrow key snaps into position at the point labelled LTR; now you can load in paper in letter format.

For A4 paper, the arrow key must be snapped into position within the field that is labelled as A4. It is not an ISDN machine (Group 4), and therefore it cannot be operated directly on an ISDN connection. In order to do this, you need either an analog adapter or a connection for analog terminals. For additional information, please consult the user manual of your ISDN system or ask your telephone service provider. Private branch exchanges (PABX) are customary in all larger businesses.

Before sending a fax, you must press an outside line access code in order to get a connection to the public telephone network from a private branch exchange. In order for your machine to recognize which size of paper you are using, you will need to set the paper format (A4, letter or legal) with menu function 64. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. If you are operating the machine within a PABX, use function 15 to set the machine to the appropriate length for internal numbers and to set the code that must be dialed in order to access a public telephone line. Assume the longest number, then add one digit to that. For example, if your direct dial numbers consist of four digits, then you should input 5. confirm with OK. Input the outside line access code that is required in order to reach the public telephone network. in most cases , this will be 0.

(If necessary, you may want to ask your telephone system provider.) Confirm with OK. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. Once these settings are in place, you will no longer need to prefix the outside line access code every time you enter an external number. E machine will automatically add the outside line access code in front of numbers that are longer than the configured direct dial numbers. E Easylink function provides assistance in the use of external devices that are connected to the same telephone line. To this end, additional telephones must be set to the tone dialing mode (DTMF tones). Refer to your telephone's user manual to determine how you may set your device to the tone dialing mode. You can connect other devices to your PTT line apart from your machine, for example, cordless telephones, answering machines or modems. If you would like to utilize special peripheral equipment with your machine, you should contact your service provider.

If you get a fax call and pick up the handset at an additional telephone--rather than the machine itself--then press *5, in order to start the fax reception. You can connect additional devices directly to your machine. In particular, you may connect external answering machines in the following manner: Plug the telephone cable of the peripheral device into the EXT outlet (RJ11 connection) of your machine. If you connect your peripheral device via the EXT outlet, the fax switch of the machine will function optimally and will be able to control the peripheral devices (see the chapter Settings / Fax Reception Mode). You can connect additional devices to the same telephone outlet.

Make sure the machine is the first device connected to the line.



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You can connect additional devices to separate outlets on the same line even if they are in different rooms. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. When needed, your machine can print out lists containing the most important functions and settings of the machine. press the key " on the machine.

Select with [or] whether you would like to print out the help page: 1 functions list or the help page: 5 setup. confirm with OK. You can also print out the function menu by pressing MENU/OK, 41 and OK. E list of parameters can also be printed out by pressing MENU/ OK, 44 and OK. Return to the previous menu step by pressing C. Move the cursor on the display with [or]. Delete single numbers and letters with C or \. To interrupt an operation in progress and return to the root menu without saving, press STOP. Your number and name, entered using function 14, will appear in the page header of every fax you send and as the sender identification of your Text2Fax messages. In each case, up to 20 different characters are available to you.

1 2 Press MENU/OK , 14 and OK. Enter your fax number with the number keys, for example, 00 44 123 45. confirm your entry by pressing OK. Enter your name using the letter keyboard. To enter capital letters, press + and the desired key simultaneously. You may add a space by pressing the 1/2 key. E symbols are displayed directly above the letter keys. @@It is not possible to insert a symbol as the first character of your name. confirm with OK. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu.

It is essential to select the country because otherwise your machine will not have the correct settings for the local telephone network. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. Your name and number appear in the page header of each fax transmission. If you do not wish to send out your information, you can turn this function off.

1 2 3 4 Press MENU/OK , 16 and OK. Select tx header with [or] and confirm with OK. With [or], select whether or not the page header should appear on every fax transmission. confirm with OK. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu.

With the function 18, you can set the volume of the ring tone. Ree different levels of volume are available to you. to turn off the ring tone entirely , select off.

Your machine will automatically receive incoming faxes without ringing. If your machine is set to the manual reception mode, you can neither hear nor receive incoming fax calls (see chapter entitled Setting the Fax Reception Mode). You have three levels of volume available to you (low, medium, high) or off. confirm with OK. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. You can secure your fax reception with a code. In that case, incoming faxes are not printed out, but rather are stored in the fax memory.

Only after entering a PIN code can you print out these fax transmissions. With function 27, you can input a PIN code, activate the secured fax reception mode or print out stored fax transmissions. Select answer code with [or] and confirm with OK. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. Select activation with [or] and confirm with OK. enter the four-digit PIN code and confirm by pressing OK. Select with or without with [or]. confirm with OK. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. With the h/f/F key, you can set the resolution for fax reception or for fax transmission.

H/FINE--for documents with small print or drawings f/SFINE-- for documents with many details F/PHOTO--for photographs Select print with [or] and confirm with OK. E stored fax transmissions are printed out and deleted from the fax memory. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. With function 16, you can select the default resolution setting. press MENU/OK , 16 and OK.

Select resolution with [or], then press OK. select the desired resolution and confirm with OK. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. With function 65 you can adjust the default contrast settings for fax reception and transmission. Select more (+) or less (-) contrast with [or].

confirm with OK. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. With the locking function, you can prevent unauthorised persons from using your machine. You can lock either the entire keyboard or the number pad of your machine. You must first enter a code for activating or deactivating the lock. 1 2 3

4 Press MENU/OK , 61 and OK. Select locking code with [or] and confirm with OK. enter a four-digit code and confirm by pressing OK. Enter the code again for confirmation purposes, then press OK.

Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. Your machine switches into the energy saving mode by default. It is not necessary for you to set the device to this mode. Whenever you receive a fax or if you would like to print or make a copy, your machine will automatically switch back from its energy saving mode to its operating mode. If you have already saved a code, the device will ask you to provide the old code first before you can enter a new code. E built-in fax switch makes it possible to carry on send and receive faxes, and run additional devices on a single telephone PTT line. Ree different operating modes are available to you: FAX, EXT/ANSW. With [or] and confirm with OK. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. E fax switch of your machine distinguishes between fax transmissions and telephone calls.

Furthermore, the fax switch can also control additional devices that you have connected to your machine through the EXT outlet. 1 2 3 Press MENU/OK , 17 and OK. Use [or] to select from the list of possible ring settings. You can set between 0 and 5 rings. confirm with OK.

Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. All of the keys on the machine are now locked. Only after entering of the correct code will it be possible to access functions or enter numbers. E lock will turn itself on again after each use of the machine. You can cancel the keyboard lock by entering the code and selecting without under step 3.

Select lock number with [or] and confirm it by pressing OK. E number keys on the machine are now locked. You can cancel the lock on the number pad by repeating this process and selecting Free under step 3.



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In MANUAL mode, you must manually start the fax reception when you receive a fax call. In order to receive the fax, you must press START. Automatic reception is not possible with this setting. To get a count of pages printed: Press MENU/OK, 661 and OK (printed PG). @@@@ en the fax reception switches on. @@@@ Move the cursor with [or]. Delete individual letters or numbers with C, or with \.

With the } key, you can access the telephone book functions. @@@@ Enter a name using the letter keyboard. To enter capital letters, press + and the desired key simultaneously. You may add a space by pressing the 1/2 key. E symbols are displayed directly above the letter keys. @@ It is not possible to insert a symbol in the first space for a name. confirm with OK. Enter the number using the number pad. confirm with OK. Select the speed for fax transmissions to this recipient.

normally you can select the highest speed. @@@@ You can combine several telephone book entries into a single group. @@ Your machine can store ten different groups. @@4 Press } and add entries from the telephone book. Enter the initial letters or make your selection with [or].

Enter a group number from 1 to 9 and confirm your entry by pressing OK. E group is now saved. Your machine can print out a list of the stored telephone book entries and groups. Select the group that you would like to edit by pressing [or]. confirm with OK.

If necessary, enter a new name for the group. Move the cursor with [or]; use C to delete individual recipients. To add a recipient from the telephone book, press }. confirm with OK. If necessary, enter a new number for the group. You can also obtain a print-out of the telephone book by pressing "; then selecting help page: 4 directory with [or]. Select the group that you would like to delete with [or], then press OK. Before the dialing process begins, you can freely combine and edit telephone book entries, manually entered digits, numbers from the redial list or numbers from the caller list. For example, if you have saved the telephone number prefix of an inexpensive telephone service provider (callby-call) as a telephone book entry, select this entry and manually enter the subsequent telephone number or select another number from the telephone book, the redial list or the caller list. As much as possible, use originals printed with darker colored text (black or dark-blue).

Yellow, orange and green are not suitable. Do not place any documents in your machine that . Separate the documents by fanning them out, then align them by tapping the edge of the stack gently against a flat surface. Is will prevent several sheets of paper from being drawn in all at once. Are wet, that have been edited with correction fluid, that are soiled or that have a coated surface. Do not place foils or endless papers into your machine as documents. . That are written on with a soft pencil, with paint, chalk or charcoal. . That you have taken from newspapers or magazines (printer's ink smudges! That are held together with office or notebook staples or with tape or glue.

Place into your machine only single sheets without paper clips or adhesive binding of any sort. . That are pasted with note papers. . That are too thick or too thin (card stock or tissue paper).

. That are creased, crumpled or torn 2 1 Insert the document face down into the document input tray. Do not use any documents that are smaller than A4. You can put in up to 20 documents at a time. Push the document guide inwards, so that it lies level on the documents.

You can enter a number with the number pad, or you can select an entry from the telephone book, the redial list or the caller list: Manual entry: Enter the number using the number pad. Telephone book: Press }, select search and confirm with OK. To select a number from the caller list, press the CTRL key and ° and [or]. With--After every error-free fax transfer, a transmission report is printed out. A transmission report is also printed in cases in which a fax transfer is not successfully completed because the recipient's line is busy. If the connection to the fax recipient cannot be made-- for example because the line is busy--your machine will try to make that connection again after short time. after two additional attempts , the machine will discontinue the automatic redial process. If you would like to terminate the redial process prior to this, press STOP. However, the machine will nonetheless save all fax transfers in its memory. You can print out the transmission report by using the fax journal.

Out after each successful fax transfer as well as after interrupted transfers. If the fax memory is full, no additional originals can be read in. However, you can still send faxes manually: 1 2 4 Insert the document as described under Inserting Documents. P3 Enter the desired number or select an entry from the telephone book, the redial list or the caller list. Out if the fax transfer was not successfully completed or if it was terminated prematurely. confirm with OK. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. If you have not changed the factory settings, received faxes will be printed out automatically. If there is no paper in the paper input tray or if you have not inserted a print cartridge, the machine will save all incoming faxes in its memory. e fax memory can store up to approximately 120 pages.

E green lamp » on the operation panel will flash whenever there is a fax present in the fax memory. After you have loaded paper into the machine or inserted a new print cartridge, press START to print out the stored faxes. E device adjusts the transmission speed to the quality of the telephone line. You can normally use the highest speed. If you would like to select a lower speed, for instance to send a fax overseas, set this using function 21 before sending the fax.

Is saves time and money that would result from the automatic adjustment. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. If your machine receives fax transmissions with multiple pages, it will sort the pages as it prints them out. e pages that were received last will be dispensed first. You have the option of turning this function off: 1 2 Press MENU/OK, 28 and OK.

Select sorted print with [or], then press OK. select without with [or]. Select with to turn on the function. Your machine will print you a transmission report--depending on its settings--after it has sent out a fax. Is report indicates whether or not the fax has reached the intended recipient. Four different settings are available for the transmission report. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. Enter a number using the number pad, or simply select an entry from the telephone book. Press }, select search and confirm with OK. Make your selection from the list of entries with [or].

You can also select numbers from the redial list or from the caller list.



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Press ° or the CTRL key and °, then select the desired number with [or]. press CTRL and 1/4. Using the number keyboard, add additional numbers manually--either from the telephone book, the redial list or the caller list. You can enter up to ten numbers. You can interrupt the process at any time, by pressing STOP. You can apply settings to your machine whereby multiple copies of fax transmissions are printed out upon reception. Enter a value between 1 and 99. confirm with OK. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu.

Is allows you to document the exact time at which you have received a fax transmission. A memory buffer in the machine ensures that the correct date and time of reception will be maintained even after a power loss. if the time stamp function is activated , incoming faxes will be stored in the fax memory. As soon as the last page has arrived, the arrival time is stored and the machine prints out all the pages. e stored date and the time will appear on the page header. 1 2 3 If you would like to turn this function off, press MENU/OK, 26 and OK. select without with [or]. Select with to turn the function on. confirm with OK.

Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu.

Select a group from the telephone book. Press }, select search and confirm with OK. select a group by pressing [or]. You can enter additional groups or individual numbers. press CTRL and 1/4. Select an additional group or choose entries from the telephone book, the redial list or the caller list; alternatively, you may enter additional numbers manually using the number pad. 3 To begin the fax transfer , press START. You can interrupt the process at any time, by pressing STOP. You have two options for sending a fax transmission to several recipients: You can either enter the numbers of the individual recipients one-by-one or you can select a group from your telephone book. In the latter case, your machine will send the fax to all members of this group: You cannot edit the individual entries.

If your machine is not able to reach one of the recipients because the line is busy or if the connection cannot be made, the document will still be sent to the other recipients on the list. After the machine has dialed the numbers of all recipients, it will try again to call the recipients who were not reached on the first attempt. With this function, you can send fax transmissions at a later time--within a 24-hour period. For example, you can use this feature to take advantage

of better telephone rates or to send a fax to a recipient who can be reached only at certain times. Enter the desired number or select an entry from the telephone book, the redial list or the caller list. You can enter additional recipients and send the fax transmission as a broadcast by pressing CTRL and 1/4. confirm with OK. Enter the time at which the document should be sent, for example 14 00 for 2:00 pm. After a short warm up phase, the machine will read the document into the fax memory and will send out the fax at the specified time. Enter the number from which you would like to poll a fax or select an entry from the telephone book, the redial list or the caller list.

press OK. Enter the time at which the document should be polled, for example 14 00 for 2:00 pm. E number will now appear on the display as well as the time at which the machine will poll the fax transmission. You can prepare documents in your machine that can be polled by other machines. Select either simple or multiple with [or].

With the setting simple, the document can be polled only once. If you select multiple, the document can be freely polled any number of times. After a short warm up phase, the machine will store the document in the fax memory. To cancel a scheduled fax transmission, simply delete the document from the jobs list. press MENU/OK , 53 and OK.

Select the fax transmission you would like to delete by pressing [or] and confirm twice with OK (see also the chapter entitled Jobs). Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. With the fax polling function, you can retrieve documents that lie ready in a dialed machine. It also is possible to prepare documents in your machine that can be polled by other machines. To terminate the polling readiness, simply delete the document from the jobs list. Pressing C will return you to the previous menu step; pressing STOP will return you to the root menu. If you would like to poll a fax from a direct dial number or from a sub-address--for example, you wish to make use of a certain service provided by a fax database supplier with several different fax polling offers--you can append the direct dial number or the sub-address to the fax number with a dialing pause. Is way, you can also poll faxes from a machine that is protected by a code. enter the fax number. Add a dialing pause to the number by pressing the CTRL key along with R/PAUSE.

Now enter the direct dial number, the sub-address or the code, for example 12345 R/PAUSE 12. a P for pause will appear on the display: 12345 P 12. E sub-address is not dialed until after the fax connection with the main number has already been established. Enter the number from which you would like to poll a fax or select an entry from the telephone book, the redial list or the caller list. Select the command that you would like to change by pressing [or], then press OK. Enter the desired changes and confirm by pressing OK. To interrupt an operation in progress and return to the root menu without saving, press STOP. E fax journal contains a list of the last 30 faxes and Text2Fax messages that you have either received or sent. a print-out of the fax journal is automatically dispensed after the completion of 30 transfers. You can print out the fax journal at any time.

You have two options to choose from: Press ". You can also print out the fax journal by pressing MENU/OK, 42 and OK. Select the command that you would like to delete by pressing [or], then press OK. All fax and Text2Fax transmissions that have just been sent, that have been prepared for polling or that are to be sent at a later time are present on in the commands list. by pressing MENU/OK , 5 and OK , you access the "Commands" function.

You can immediately execute commands as well as change or delete them; in addition, you can either print out individual commands, or obtain a printed list of all pending commands. Select the command that you would like to print out by pressing [or], then press OK. E print-out of the command is now dispensed. After the command number and command status indicator, you will find the fax number to which a fax is to be sent or from which it is to be polled. Documents on the commands list can fall into the following categories with regard to their status: Select the command that you would like to execute immediately by pressing [or], then press OK.



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You can copy documents with your machine. You have two different options available for copying. It is possible either to make copies automatically or to adjust the copies through your own settings. Do not use any documents that are smaller than A4. You can put in up to 20 documents at a time. Enter the number of copies you would like to make of the document. You can make up to 99 copies of a document. You have a higher resolution available to you for copying than you have for fax transmissions. Separate the documents by fanning them out, then align them by tapping the edge of the stack lightly against a flat surface. This will prevent several sheets of paper from being drawn in all at once.

4 You can make copies of the document that are enlarged or that are compressed in size. Zooming is possible down to 25 percent of the size of the original, and enlargements of up to 400 percent can be made. Enter the desired value using the number pad and confirm your entry by pressing OK. The zoom and enlargement function is exactly in the middle of the page. Due to this, it is normal that parts of the image on the left and right side are lost (depending on the zoom factor). Push the document guide inwards, so that it lies level on the documents. From your machine, you can send a text as a fax transmission to another machine. You can enter a number with the number pad or you can select an entry from the telephone book, the redial list or the caller list: Manual entry: Enter the recipient's fax number, then press **W** or **OK**. Telephone book: Press **J**, then select the desired entry from your telephone book by pressing **[or]**, press **W** or **OK**.

Redial list: Press **°**, then select the desired number from the redial list by pressing **[or]**. Enter the text that you would like to send. You can enter a maximum of 70 lines of 80 characters each--a total of 5,600 characters. To enter capital letters, press **+** and the desired key simultaneously. You may enter a space by pressing the **1/2** key.

press **J** to begin a new paragraph. **E** symbols are displayed directly above the letter keys. **@@** Press **COPY** to obtain a print-out of your text before sending it. Press **W** or **OK** when you have finished entering your message. The machine will now send the Text2Fax message.

After sending the Text2Fax message, your machine will print out a transmission report in accordance with its settings (see the chapter entitled Fax / Transmission Report). Move the cursor on the display with **[or]**. Delete individual numbers and letters with **C** or ****. To interrupt an operation in progress and return to the root menu without saving, press **STOP**. Your computer must meet the following minimum requirements: Processor: 500 MHz for Windows 98 SE® 800 MHz for Windows 2000 · XP® Free Hard Drive Space: 260 MB of free hard drive space for installation of COMPANION SUITE and PAPER PORT. USB Interface You can connect your machine only to a PC (Microsoft Windows® operating system). The machine is not compatible with Linux or Apple Macintosh®. You can install or uninstall COMPANION SUITE or load the user manual for PAPER PORT. Click on **BROWSE CONTENTS** to view the files on the installation CD. This opens a Windows® Explorer window that shows the CD contents.

The device may not be connected to the PC before this. After the software installation, the PC must be restarted, only then should you connect your PC and the laser machine with a USB cable. On the installation CD included with your machine, you will find the COMPANION SUITE and PAPER PORT. With the COMPANION SUITE, you can access the address book of the machine from your computer and add or edit entries. You can also alter your machine settings as well as checking the toner level of the print cartridge. With PAPER PORT, you can scan and manage documents. The machine is registered as the default printer on your computer. You can access it as you would any other printer and use it to create black-and-white print-outs. Close all open programs and applications before beginning the installation process. By selecting **ALL PRODUCTS**, you will install the COMPANION SUITE and PAPER PORT, as well as the drivers for the printer and scanner.

If you would like to install only certain components, click on **CUSTOMIZED**, then select the components that you would like to install. Your computer will now prepare for the installation process. In a window will appear on the screen in which you may start the installation process. **PC Connection Next** you will be asked to accept the licensing conditions. Click on **YES**.

Only after the restart, connect the laser machine to your PC with a typical USB cable. The USB port of your device can be found on the rear side. The program can now commence with the installation. Close all open programs and applications before beginning the uninstall process. Load the uninstall program by clicking on **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE > UNINSTALL** in the Start menu.

Your computer will now prepare for the uninstall process. You can either repair the program or remove it. At the conclusion of the installation process you must restart your computer. Make your selection as to whether the computer should restart automatically or whether you would like to restart the computer yourself at a later time. You will be asked to confirm the uninstall. After you have clicked on **OK**, the COMPANION SUITE will be removed from your computer. At the conclusion of the uninstall process you must restart your computer. Make your selection as to whether the computer should restart automatically or whether you would like to restart the computer yourself at a later time. After rebooting has occurred, removal of the COMPANION SUITE from your computer will be complete. You can start the Companion Suite either by clicking on the Companion Director icon on your desktop or by selecting **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE > COMPANION DIRECTOR** from the Start menu.

You can change the look of the start menu by clicking with the right mouse button. You can add new entries or groups to your telephone book and edit or delete these entries as well as printing out a list of all entries. You can exchange existing entries between the address books of Windows®, Microsoft Outlook® and your laser machine. In the right menu window, select the entry you would like to copy to a different address book. Hold down the mouse button to drag this entry to the address book in the left window to which you would like to copy the entry. You can choose whether to add a single entry or a group. Click on **ADDRESS BOOK** to edit the telephone book of your machine. If you would like to scan documents, click on the large icon **DOC MANAGER** in the middle of the start menu. With COMPANION SUITE, you can edit the entries in your machine entries and in the Windows® address book as Enter the name and number and select the transfer speed for fax transmissions to this recipient (see also the chapter entitled Telephone Book). Change the name or the number and confirm with **OK**.



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