



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX PHASER 3635MFP. You'll find the answers to all your questions on the XEROX PHASER 3635MFP in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual XEROX PHASER 3635MFP
User guide XEROX PHASER 3635MFP
Operating instructions XEROX PHASER 3635MFP
Instructions for use XEROX PHASER 3635MFP
Instruction manual XEROX PHASER 3635MFP



XEROX PHASER 3635 **USER GUIDE**



[You're reading an excerpt. Click here to read official XEROX PHASER 3635MFP user guide](http://yourpdfguides.com/dref/3683193)
<http://yourpdfguides.com/dref/3683193>

Manual abstract:

Version 4.0.05.01.09 Table of Contents 1 Welcome.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.1 Introduction

.....
.....
.....
.....
.....

..... 2 About This Guide. . . .

.....
.....
.....
.....
.....

..... 3 Related Information Sources . . .

.....
.....
.....
.....
.....

..... 4 Customer Support . . .

.....
.....
.....
.....
.....

.....
.....
.. 5 Safety ..
.....

.....
.....
.....

.....
.....
.....

..... 6 Environmental Compliance ..
.....
.....

.....
.....
.....

..... 17 Product Recycling and Disposal. .
.....
.....

.....
.....
.....

..... 18 2 Getting Started

.....
.....
.....

.....
.....
.....

.....
.....
.....

..... 21 Machine Overview. . . .

.....
.....
.....

.....
.....
.....

..... 22 Loading Paper

.....

.....
.....

.....
.....
.....

.....
.....

.. 26 Logging On / Logging Off ...

.....

.....
.....
.....

.....
.....

.... 28 Machine Status .

.....

.....
.....
.....

.....
.....
.....

29 Customizing Your Machine.

.....
.....
.....

.....
.....
.....

. 34 For Further Assistance

.....
.....
.....

.....
.....
.....

..... 35 3 Copy

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
... 37 Copy Procedure . .
.....

.....
.....
.....
.....

.....
.....
.....
..... 38 Copy .

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

45 Image Quality

.....
.....
.....
.....

.....
.....
.....
.....

.. 48 Layout Adjustment

.....
.....
.....
.....

.....
.....
.....
.....

50 Output Format

.....
.....
.....
.....

.....
.....
.....
.....

.....

.....
.....
.. 54 ID Card Copy

.....
.....
.....

.....
.....
.....

..... @@59 Fax Procedure

.....
.....
.....

.....
.....
.....

.....
.....

... 62 Embedded Fax ..

.....

.....
.....
.....

.....
.....
.....

68 Server Fax

.....
.....
.....

.....
.....
.....

.....
.....

. @@87 Scan Procedure. ...

.....

.....
.....
.....

.....
.....
.....

..... 88 Network Scanning Resources ..

.....
.....
.....

.....

.....

.....

.....

..... *93 Network Scanning*

.....

.....

.....

.....

.....

.....

.....

.....

..... *94 Advanced Settings*

.....

.....

.....

.....

.....

.....

.....

.....

..... *98 Layout Adjustment*

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... *100 Filing Options*

.....

.....

.....

.....

.....

.....

.....

.....

..... *@@*

.....

.....

.....

.....

.....

.....

.....

..... *106 E-mail*

.....

.....

.....
.....
.....
.....

.....
.....
.....
.....

113 Advanced Settings

.....
.....
.....

.....
.....
.....
.....

. 116 Layout Adjustment . . .

.....
.....
.....

.....
.....
.....
.....

. . . . 118 E-mail Options .

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
..... @ @

.....
.....
.....
.....

.....
.....
.....
.....

. 122 Layout Adjustment.

.....
.....
.....

.....
.....
.....
.....

. 124 File/Folder Management. .

.....

.....
.....

.....
.....
.....
.....

.....
126 Store File Procedure

.....
.....

.....
.....
.....
.....

.....
.....

. 127 Store Files from the Workstation

.....

.....
.....
.....
.....

.....
135 8 Print Files.....

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.137 Print Files

.....
.....

.....
.....
.....
.....

.....
.....
.....

..... 138 Print from USB

.....
.....
.....
.....

.....
.....
.....
.....

..... *140 9 Print..*

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

....*145 Print Procedure.*

.....

.....
.....
.....
.....

.....
.....
.....
.....

146 Custom Size Printing

.....
.....
.....

.....
.....
.....
.....

..... *148 Printer Drivers.*

.....
.....
.....

.....
.....
.....
.....

.....
.....

.. *150 Paper / Output* ...

.....
.....

.....
.....
.....

..... 151 Layout / Watermark ..

.....
.....
.....

.....
.....
.....

.... 153 Image Options.

.....
.....
.....

.....
.....
.....

.....
.....

154 Advanced.

.....
.....
.....
.....

.....
.....
.....

. 155 10 Paper and other Media.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

...157 Loading Paper

.....
.....
.....

.....
.....
.....

.....
.....
... 158 *Setting the Paper Size* .
.....
.....

.....
.....
.....
.....
.....

.....
.....
... 163 *Media Specifications* . .
.....
.....
.....
.....

.....
.....
.....
.....
... 164 *11 Setups*.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....167 *Accessing Tools* . . .

.....
.....
.....
.....

.....
.....
.....
.....

..... 168 *Tools Menu Overview* . . .

.....
.....
.....
.....
.....
.....

.....
.. 169 Localization...

.....
.....

.....
.....
.....

.....
.....
.....

..... 171 Fax Setup.....

.....
.....
.....

.....
.....
.....

.....
.. 174 Setting up Paper Trays...

.....
.....

.....
.....
.....

.....
.....
.....

..... 179 Machine Presets.....

.....
.....
.....
.....

.....
.....
.....

..... 181 Change Default Settings.....

.....
.....
.....
.....

.....
.....
.....

..... 183 Software.....

.....
.....
.....
.....

.....
.....

.....
.....
.....
... 185 CRU Replacement Defaults ..

.....
.....
.....
.....
.....

.....
.. 186 Accounting ...

.....
.....
.....
.....
.....

.....
.....
.....
..... 188 Security Settings

.....
.....
.....
.....
.....
.....
.....

..... 191 Machine Tests

.....
.....
.....
.....
.....
.....
.....

. 193 Customer Support and Supplies Numbers

.....
.....
.....
.....
.....

.. 196 Optional Services

.....
.....
.....
.....
.....
.....

.....
.. 197 12 Maintenance

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
..199 Consumables

.....
.....
.....

.....
.....
.....

.....
... 200 Cleaning the Machine .

.....
.....

.....
.....
.....

.....

. screen or tab titles. In addition, references to other publications are displayed in *Italic typeface*. Used to provide additional or useful information about a function or feature. Offers more in-depth specification information relating to the machine.

Used to alert users to the possibility of personal injury. Example *Basic Copy Features*. Please refer to chapter 3, page 42. NOTE: The machine automatically detects standard document sizes. Up to 75 sheets of 20 lb (80 g/m²) bond paper can be loaded.

Italic TypeFace Notes Information Warning WARNING: This product must be connected to a protective earthing circuit. CAUTION: DO NOT use organic or strong chemical solvents or aerosolued safe operation of your Xerox equipment, follow these safety guidelines at all times: Do These · Always follow all warnings and instructions that are marked on or supplied with the equipment. · Before cleaning this product, unplug the product from the electrical outlet.



[You're reading an excerpt. Click here to read official XEROX](http://yourpdfguides.com/dref/3683193)

[PHASER 3635MFP user guide](http://yourpdfguides.com/dref/3683193)

<http://yourpdfguides.com/dref/3683193>

Always use materials specifically designated for this product, the use of other materials may result in poor performance and create a hazardous situation. **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment. · Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department to arrange relocation of the copier to a location outside of your building. · Always locate the machine on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine. · Always locate the machine in an area that has adequate ventilation and room for servicing.

· Always unplug this equipment from the electrical outlet before cleaning. **NOTE:** Your Xerox machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously. **WARNING:** The metallic surfaces in the fuser area are hot. Please use caution when removing paper jams from this area and avoid touching any metallic surfaces. Do Not Do These · Never use a ground adapter plug to connect the equipment to a power outlet that lacks a ground connection terminal. · Never attempt any maintenance function that is not specifically described in this documentation. · Never obstruct ventilation openings. They are provided to prevent overheating. Xerox Phaser 3635 User Guide 7 1 Welcome · Never remove covers or guards that are fastened with screws.

There are no operator serviceable areas within these covers. · Never locate the machine near a radiator or any other heat source. · Never push objects of any kind into the ventilation openings. · Never override or "cheat" any of the electrical or mechanical interlock devices. · Never place this equipment where people might step on or trip on the power cord.

· This equipment should not be placed in a room unless proper ventilation is provided. Please contact your local Authorized dealer for further information. Electrical Safety Information 1. The power receptacle for the machine must meet the requirements stated on the data plate on the rear of the machine. If you are not sure that your electrical supply meets the requirements, please consult your local power company or an electrician for advice.

2. The socket outlet shall be installed near the equipment and shall be easily accessible. 3. Use the power cable that is supplied with your machine. Do not use an extension cord or remove or modify the power cord plug. 4. Plug the power cable directly into a correctly grounded electrical outlet. If you are not sure whether or not an outlet is correctly grounded, consult an electrician. 5. Do not use an adapter to connect any Xerox equipment to an electrical outlet that lacks a ground connection terminal.

6. Do not place this equipment where people might step or trip on the power cable. 7. Do not place objects on the power cable. 8. Do not override or disable electrical or mechanical interlock devices. 9. Do not push objects into slots or openings on the machine. Electrical shock or fire may result. 10.

Do not obstruct ventilation openings. These openings are used to provide proper cooling to the Xerox machine. Electrical Supply 1. This product shall be operated from the type of electrical supply indicated on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult a licensed electrician for advice.

WARNING: This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin. This plug 8 Xerox Phaser 3635 User Guide 1 Welcome will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet.

2. Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician. Disconnect Device The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet. Emergency Power Off If any of the following conditions occur, turn off the machine immediately and disconnect the power cable(s) from the electrical outlet(s). Contact an authorized Xerox Service Representative to correct the problem: The equipment emits unusual odours or makes unusual noises. The power cable is damaged or frayed. A wall panel circuit breaker, fuse, or other safety device has been tripped.

Liquid is spilled into the machine. The machine is exposed to water. Any part of the machine is damaged **CAUTION:** Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instruction. Quality Standards The product is manufactured under a registered ISO9002 Quality system. If you need additional safety information concerning this XEROX product or XEROX supplied materials you may call the following number:

EUROPE: +44 (0) 1707 353434 USA/CANADA: 1 800 928 6571 Safety Standards EUROPE: This XEROX product is certified by the following Agency using the Safety Standards listed. Agency: TUV Rheinland Standard: IEC60950-1, 2001 USA/CANADA: This XEROX product is certified by the following Agency using the Safety Standards listed. Agency: UNDERWRITERS LABORATORIES Xerox Phaser 3635 User Guide 9 1 Welcome Standard: UL60950-1, 2003 Edition. Certification is based on reciprocity agreements, which include requirements for Canada. Laser Safety Information **CAUTION:** Use of controls, adjustments or performance of procedure other than those specified herein may result in hazardous light exposure.

With specific regard to laser safety, the equipment complies with performance standards for laser product set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance. **WARNING:** Do not stare into the light source if the platen cover is in the up position. Ozone Safety Information This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume.

Providing the correct environmental parameters as specified in the Xerox installation procedure will ensure that the concentration levels meet safe limits. If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your authorised local dealer or Service Provider. For Consumables · Store all consumables in accordance with the instructions given on the package or container.



[You're reading an excerpt. Click here to read official XEROX PHASER 3635MFP user guide](http://yourpdfguides.com/dref/3683193)
<http://yourpdfguides.com/dref/3683193>

· Keep all consumables away from the reach of children.

· Never throw Print Cartridges or toner containers into an open flame. · Cartridges: When handling cartridges, for example ink, fuser, etc., avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge. This can increase the risk of skin or eye contact.

Product Safety Certification This product is certified by the following Agency using the Safety standards listed. Agency Underwriters Laboratories Inc Intertek ETL SEMKO Standard UL60950-1 1st (2003) (USA/Canada) IEC60950-1 Edition 1 (2001) 10 Xerox Phaser 3635 User Guide 1 Welcome This product has been manufactured under a registered ISO9001 Quality system. CE Mark The CE mark applied to this product, symbolizes XEROX's declaration of conformity with the following applicable European Union Directives, as of the dates indicated: December 12, 2006: Council Directive 2006/95/EC as amended. Approximation of the laws of the member states related to low voltage equipment.

December 15, 2004: Council Directive 2004/108/EC as amended. Approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999 Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of the conformity. A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your XEROX Limited representative.

WARNING: In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken. **NOTE:** Changes or modifications to this equipment not specifically approved by the

Xerox Corporation may void the user's authority to operate this equipment. **WARNING:** Shielded cables must be used with this equipment to maintain compliance with Council Directive 2004/108/EC. EMC Information FCC Part 15 This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interferences at their own expense. Xerox Phaser 3635 User Guide 11 1 Welcome **NOTE:** Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment. **WARNING:** Shielded cables must be used with this equipment to maintain compliance with FCC regulations. US Regulatory Information for the Fax Kit option Model Number: XRXFAXKIT FAX Send Header Requirements: The telephone

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

) In order to program this information into your FAX machine refer to Setting the Machine and follow the steps provided. Data Coupler Information: This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.

A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details. You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details. The Ringer Equivalence Number (or REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company.

For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal 12 Xerox Phaser 3635 User Guide 1 Welcome point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label. If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. If advance notice isn't practical, the Telephone Company will notify the customer as soon as possible.

Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary. The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment.

If this happens the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service. If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the user guide. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved. Repairs to the machine should be made only by a Xerox representative or an authorized Xerox service agency. This applies at any time during or after the service warranty period.

If unauthorized repair is performed, the remainder of the warranty period is null and void.



[You're reading an excerpt. Click here to read official XEROX PHASER 3635MFP user guide](http://yourpdfguides.com/dref/3683193)
<http://yourpdfguides.com/dref/3683193>

This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If your office has specially wired alarm equipment connected to the telephone line, ensure the installation of this Xerox equipment does not disable your alarm equipment.

If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer. Canadian Regulatory Information for the Fax Kit option Model Number: XRXFAXKIT This product meets the applicable Industry Canada technical specifications NOTE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all of the devices does not exceed 5. Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if Xerox Phaser 3635 User Guide 13 1 Welcome present, are connected together. This precaution may be particularly important in rural areas. CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate. European Regulatory Information for the Fax Kit option Radio Equipment & Telecommunications Terminal Equipment Directive This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the following countries: Austria Czech Republic France Iceland Liechtenstein Netherlands Romania Sweden Belgium Denmark Germany Ireland Lithuania Norway Slovakia Switzerland Bulgaria Estonia Greece Italy Luxembourg Poland Slovenia United Kingdom Cyprus Finland Hungary Latvia Malta Portugal Spain In the event of problems, you should contact your local Xerox representative in the first instance.

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

Please contact your Xerox representative if it needs to be reconnected to another country's network. NOTE: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup.

Modification, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification. 14 Xerox Phaser 3635 User Guide 1 Welcome

Illegal Copying Congress, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such copies. · Obligations or Securities of the United States Government, such as: Certificates of Indebtedness Coupons from Bonds Silver Certificates United States Bonds Federal Reserve Notes Certificates of Deposit National Bank currency Federal Reserve Bank Notes Gold Certificates Treasury Notes Fractional Notes Paper money Bonds and obligations of certain agencies of the government, such as FHA Bonds (US Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.) Internal Revenue Stamps (If it is necessary to copy a legal document on which there is a cancelled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.

) Postage Stamps, canceled or uncanceled (For philatelic purposes, postage stamps may be photographed provided the reproduction is black and white and less than 3/4 or more than 1 1/2 times the linear dimensions of the original). Postal Money Orders Bills, checks, or drafts for money drawn by or on authorized officers of the United States Stamps and other representatives of value, of whatever denomination, which may be or have been issued under any Act of Congress · Adjusted compensation Certificates for veterans of the World Wars. · Obligations or Securities of any foreign government, bank, or corporation. ·

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

Xerox Phaser 3635 User Guide 15 1 Welcome · Certificates of Citizenship or Naturalization (foreign naturalization certificates may be photographed). · Passports (foreign passports may be photographed). · Immigration papers. · Draft Registration cards. · Selective Service Induction papers which bear any of the following information: Registrant's earnings or income Registrant's dependency status Registrant's court record Registrant's previous military service Registrant's physical or mental condition NOTE: Exception: US Army and Navy discharge certificates may be photographed.

· Badges, identification cards, passes or insignias carried by military or Naval personnel, or by members of the various Federal Departments and Bureaus, such as the FBI and Treasury (unless the photograph is ordered by the head of such Department or Bureau). WARNING: Copying of the following is also prohibited in certain states: automobile licences, driver's licenses, and automobile Certificates of Title. This list is not all-inclusive. In case of doubt, consult your attorney. Cyprus Czech Republic Estonia Hungary Italy Latvia Lithuania Malta Poland Slovakia Slovenia Spain 16 Xerox Phaser 3635 User Guide 1 Welcome Environmental Compliance USA Energy Star As an ENERGY STAR partner, Xerox Corporation has determined that (the basic configuration of) this product meets the ENERGY STAR guidelines for energy efficiency. The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors.



[You're reading an excerpt. Click here to read official XEROX PHASER 3635MFP user guide](http://yourpdfguides.com/dref/3683193)
<http://yourpdfguides.com/dref/3683193>

Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory. Your machine will be delivered with the timer for switching to Power Save Mode from the last copy/print out, set at 45 minutes. A more detailed description of this feature can be found in the Machine Setup Section of this guide. Xerox Phaser 3635 User Guide 17 1 Welcome Product Recycling and Disposal European Union Information for users on collection and disposal of old equipment and used batteries These symbols on the products, and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste. For proper treatment, recovery and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC. By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling. For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items. Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation. For business users in the European Union If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information. Information on disposal in other countries outside the European Union These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal. Note for the battery symbol This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive. Hg Removal Batteries should only be replaced by a MANUFACTURER approved service facility. 18 Xerox Phaser 3635 User Guide 1 Welcome North America Xerox operates a worldwide equipment take back and reuse/recycle program.

Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit <http://www.xerox.com/environment>. If you are managing the disposal of your Xerox product, please note that the product contains lamp(s) with mercury, and may contain lead, Perchlorate and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: <http://www.eiae.org/>. WARNING: Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see <http://www.dtsc.ca.gov/hazardouswaste/perchlorate/> Other Countries Please contact your local waste authorities and request disposal guidance.

EH&S Contact Information For more information on Environment, Health and Safety in relation to this Xerox product and supplies, please contact the following customer help lines: USA: 1-800 828-6571 Canada: 1-800 828-6571 Europe: +44 1707 353 434 Product Safety information for US www.xerox.com/about-xerox/environment/enus.html Product Safety information for EU www.xerox.com/about-xerox/environment/eneu.html Xerox Phaser 3635 User Guide 19 1 Welcome 20 Xerox Phaser 3635 User Guide 2 Getting Started Before you use your machine, take some time to familiarize yourself with the various features and options. Xerox Phaser 3635 User Guide 21 2 Getting Started Machine Overview Component Location Document Feeder, Trays 1, 2, High Capacity Feeder and Finisher Document Feeder Control Panel USB Port Convenience Stapler Output Tray Paper Tray 1 Bypass Tray Document Glass, User Interface and Control Panel Document Registration Point Document Glass / Platen User Interface (UI) Touch Screen Numeric Keypad Control Panel 22 Xerox Phaser 3635 User Guide 2 Getting Started Models and Components Phaser 3635MFP/S 50-sheet DADF Paper Tray 1 & Bypass Tray Digital Copying Network Printing Scan to E-mail Embedded Fax USB Thumbdrive 256 MB Memory Configuration 500 Sheet Paper Tray 2 Stand 20 Sheet Convenience Stapler Foreign Interface Standard Standard Phaser 3635MFP/X Standard Standard Standard Standard Standard Option Standard Standard Standard Standard Option Standard Option - Option Option Standard Option Option Xerox Phaser 3635 User Guide 23 2 Getting Started Control Panel Overview Job Status Services Services Home Display and Log In/ Touch Screen Out Help Power Clear All Interrupt Printing Stop Language Machine Status Dial Pause Cancel Entry Numeric Keypad Start Feature Services Services Home Job Status Machine Status Display and Touch Screen Help Language Description Displays the default feature on the touch screen. Displays the available features on the touch screen. Displays job progress information.

Displays the current status of the machine. Displays and selects all the available programming features, plus fault clearance procedures and general machine information. Accesses additional information. Changes text displayed on the screen to an alternative language. Login/out Numeric Keypad Cancel Entry Accesses Tools, used to adjust the defaults of the machine, and to access locked services.

Use to enter numeric characters. Press to cancel the entry made on the numeric keypad. 24 Xerox Phaser 3635 User Guide 2 Getting Started Feature Description Displays when the machine is in energy saver mode. Touch any button or the touch screen to wake up the machine. Touching the power button will bring up energy saver options on the touch screen.

Press to reset to normal feature defaults. Press to insert a local job. Press to cancel current job. Press to begin local job. Enters a pause in a telephone number when transmitting a fax. Power Clear All (AC) Interrupt Printing Stop Start Dial Pause Powering on the Machine The On/Off switch and the power outlet are at the rear of the machine. 1. Connect the AC Power Cord to the machine and a power outlet. The power cord must be plugged into a grounded power socket. 2.

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



[You're reading an excerpt. Click here to read official XEROX PHASER 3635MFP user guide](http://yourpdfguides.com/dref/3683193)
<http://yourpdfguides.com/dref/3683193>

AC Power Outlet Xerox Phaser 3635 User Guide 25 2 Getting Started Loading Paper Additional paper trays are available as an option. The instructions for loading all paper trays are the same. 1. Carefully pull open the paper tray. Rear Guide Side Guide Maximum Fill Line NOTE: Take care not to let the tray fall when removing it from the device. 2. Fan the paper and insert it into the tray.

Do not fill above the top edge of the rear guide for up to 20lb (80 g/m²) paper OR the Maximum Fill line for 20 - 28lb (80 - 105 g/m²) paper. 3. If necessary, open the back of the paper tray to allow for paper sizes such as Legal, Oficio and Folio. 26 Xerox Phaser 3635 User Guide 2 Getting Started 4. Move the guides so they just touch the paper stack.

The guides must lightly touch the edge of the stack, neither too tight nor too loose. 5. Close the tray. NOTE: Follow the instructions on the Touch Screen to confirm the stock size, type and color. For more information on loading paper, please refer to Loading the Paper Trays in the Paper and other Media chapter on page 158.

Xerox Phaser 3635 User Guide 27 2 Getting Started Logging On / Logging Off The System Administrator may choose to enable certain local and network authentication and accounting features which require the users to authenticate themselves before using the device. If authentication has been enabled: 1. Use the keypad and/or keyboard to enter your user credentials and then select Enter. 2. Complete your job. 3. To Log Off, select the Log In/Out button on the touch screen. Contact your System Administrator for more information. For information about accounting features, such as Network Accounting, refer to Accounting on page 188. 28 Xerox Phaser 3635 User Guide 2 Getting Started Machine Status The Machine Status feature displays the following: · Machine Information · Faults · Service Information Press the Machine Status button to the left of the User Interface.

Machine Status button Machine Information The Machine Information tab displays the following information: General Information This section includes the serial number of machine and customer support details. Use these when contacting Xerox support. Network Information Shows the IP address, host name and fax numbers. Xerox Phaser 3635 User Guide 29 2 Getting Started Paper Tray Status Displays the following information about each paper tray: · Status · Size, e.g. A4 (as preset by the System Administrator) · Type, e.g. punched, plain (as preset by the System Administrator) · Color (as preset by the System Administrator) Machine Details Select the Machine Details button to view useful information set by the System Administrator: · Customer Support details · Supplies telephone number · Machine serial number · Customer asset tag number · Xerox asset tag number · System Software Version For information on how to set up this screen, refer to Customer Support and Supplies Numbers in the Setups chapter on page 196. The Machine Details screen also shows: Machine Hardware Options Configuration: This screen displays which hardware options, e.g.

paper trays, finisher, fax, etc are installed on the machine. Machine Software Version: This screen displays the current software versions of features such as the main controller, image output terminal, user interface and tray firmware. Usage Counters Usage counters display images as well as physical pages. The number of images made by each machine feature are displayed: · Copy · Print · Fax · E-mail · Network Scanning 30 Xerox Phaser 3635 User Guide 2 Getting Started Information Pages Allows the user to print the following reports: Report Call For Assistance Help List Error Messages Last 40 Error Messages System Configuration E-mail Send User Authentication Local Address Book Members Group Address Book Members All Above Reports Fax Phone Book Fax Transmission Fax Receive Fax Broadcast Fax Protocol Fax Multipoll Junk Fax List Pending Jobs Description Displays the error and fault log for the machine. Displays a list of control panel buttons, factory defaults and available options.

Displays machine error list. Displays 40 most recent machine error messages. Displays the current hardware and software configuration of the machine. Displays list of E-mail transmissions. Displays User login IDs and addresses. Displays numbers stored in the Local Address Book. Displays numbers stored in the Group Address Book. Prints all the reports listed above. Displays stored numbers in the Speed Dial List, the Group Dial List and Mailboxes. Displays the last 50 faxes sent by the machine. Displays the last 50 fax jobs received on the machine. Reports on the success or failure of a specific fax job which includes more than one destination. Displays low level communication details for the last fax transmitted or received. Reports on the success or failure of a specific polling fax job which includes more than one destination. Displays the fax numbers defined as junk fax numbers by the System Administrator.

Displays the fax jobs in the machine's memory waiting to be sent or printed. This report also gives a percentage of available memory on the machine. Lists current Fax Option settings, e.g. ring volume, redial count, date format, etc. Fax Options Xerox Phaser 3635 User Guide 31 2 Getting Started Faults The Faults tab displays information on machine errors and faults. All Faults Displays the fault description and instructions on how to resolve the fault. Active Messages Displays the list of active error messages. Event Log Displays all fault messages and when they occurred. The fault messages can be ordered by time or by error code.

32 Xerox Phaser 3635 User Guide 2 Getting Started Service Information The Services Information tab displays the current status of customer replaceable and engineer replaceable consumables. Print Cartridge Displays the remaining number of images made with the current toner. Fuser Displays the number of images made with the current fuser. Tray(s) Feed Roller Displays the number of images made with the current tray rollers. Bias Transfer Roll (BTR) Displays the number of images made with the current BTR.

Press the Services button to the left of the User Interface to return to the Services default screen. Tools Allows access to the Tools menu to configure the device settings. Xerox Phaser 3635 User Guide 33 2 Getting Started Customizing Your Machine Your machine can be customized to suit your working environment and practices. The System Management Tools enable your System or Machine Administrator to set-up, customize and maintain the machine. After your machine is installed, it is recommended that the settings and options are customized to fully meet the requirements of the Users.

32 Xerox Phaser 3635 User Guide 2 Getting Started Service Information The Services Information tab displays the current status of customer replaceable and engineer replaceable consumables. Print Cartridge Displays the remaining number of images made with the current toner. Fuser Displays the number of images made with the current fuser. Tray(s) Feed Roller Displays the number of images made with the current tray rollers. Bias Transfer Roll (BTR) Displays the number of images made with the current BTR.

Press the Services button to the left of the User Interface to return to the Services default screen. Tools Allows access to the Tools menu to configure the device settings. Xerox Phaser 3635 User Guide 33 2 Getting Started Customizing Your Machine Your machine can be customized to suit your working environment and practices. The System Management Tools enable your System or Machine Administrator to set-up, customize and maintain the machine. After your machine is installed, it is recommended that the settings and options are customized to fully meet the requirements of the Users.



[You're reading an excerpt. Click here to read official XEROX](http://yourpdfguides.com/dref/3683193)

[PHASER 3635MFP user guide](http://yourpdfguides.com/dref/3683193)

<http://yourpdfguides.com/dref/3683193>

Please discuss your requirements with your System or Machine Administrator to ensure you get optimum performance from your machine. The Tools facility is accessed using the Log In/Out button on the control panel. Some of the settings within Tools are critical to the operation of the machine, therefore the screens are password protected so they cannot be accidentally changed or corrupted. For full instructions on accessing and customizing the System Management Tools, refer to Setups chapter on page 167. System Management Tools include: Device Settings This section includes energy saver, date, time and language settings. Paper Tray Management Includes default stock and paper substitution settings. User Interface Job sheet setup and feature defaults. Connectivity and Network Setup Network setup and software upgrade tools. Accounting Xerox Standard Accounting, Network Accounting and foreign interface device setup. Security Settings Includes authentication and image overwrite setup.

34 Xerox Phaser 3635 User Guide 2 Getting Started For Further Assistance Access the Online Help: Press Help at any time to access the online help screens. Messages, screen instructions and graphics provide additional information. For additional Help If you need any additional help on using your machine you can: 1) Refer to the Quick Use Guide or the System Administration CD, contained in the CD Pack delivered with your machine. 2) Contact your System and/or Machine Administrator. 3) Visit our Customer Web Site at www.xerox.com or contact the Xerox Welcome and Support Centre quoting the machine serial number. Press the Machine Status button on the control panel. NOTE: The serial number can also be found at the rear of the machine. Xerox Phaser 3635 User Guide 35 2 Getting Started 36 Xerox Phaser 3635 User Guide 3 Copy This chapter contains information on the copy screen and the copy features available.

Xerox Phaser 3635 User Guide 37 3 Copy Copy Procedure This section describes the basic procedure for making copies. Follow the steps below. Load the Documents page 38 Select the Features page 39 Enter the Quantity page 40 Start the Copy Job page 41 Job Status Screen page 41 Stop the Copy Job page 43 NOTE: If an authentication feature is enabled, you may need an account before using the machine. To get an account, or for more information, contact the System Administrator. 1 Load the Documents You can load the documents to be copied either on the Document Glass or through the Document Feeder.

@@@ Insert the documents neatly into the document feeder, face up. The first page should be on top with the headings towards the left of the machine. Up to 100 sheets of 20 lb (75 g/m²) bond paper can be loaded. @@ for full Document Feeder Specifications. 3.

Place the stack in between the guides aligning the left edge with the document feeder tray, and position the guides to just touch the edge of the documents. 4. When Paper Supply is set to Auto, the machine automatically selects an appropriate tray. 38 Xerox Phaser 3635 User Guide 3 Copy Document Glass: The following steps explain how to load documents using the document glass: 1. Raise the document feeder. Registration Arrow 2. @@ Lower the document feeder. 2 Select the Features By default, the Copy screen is the first screen displayed on the machine. If the screen displays Job Status or Machine Status, press the Services Home button. If the touch screen displays other options like Fax or E-mail, press the Services Home button and select Copy from the displayed items.

Various copy features can be selected for your copy job. The most common features are displayed on the Copy screen. 1. Press the Services Home button on the control panel. Services Home button Xerox Phaser 3635 User Guide 39 3 Copy 2. Select Copy on the touch screen. Ensure that the Copy screen is displayed. 3. Press the Clear All button on the control panel to cancel any previous selections. The control panel returns to the default entry screen. 4. Select the button for the feature required. Feature Copy Image Quality Layout Adjustment Output Format Description Use this tab to select the standard options for a copy job, e.g. reduce/enlarge, 2 sided copying, etc.

Use this tab to adjust the appearance of the copy output, e.g. lighten/darken, background suppression, etc. Use this tab to adjust the layout of the copy output, e.g.

original size, edge erase, etc. Use this tab to produce different options for the finished output, e.g. booklet creation, covers, etc. If necessary, select one of the tabs and configure the copy settings. For information on the individual tabs, refer to the following: Copy Tab page 45 Image Quality page 48 Layout Adjustment page 50 Output Format page 54 3 Enter the Quantity The maximum copy quantity is 999. Use the numeric keypad on the control panel to enter the number of copies required. The number entered is displayed in the upper right-hand corner of the screen. 40 Xerox Phaser 3635 User Guide 3 Copy NOTE: To cancel an incorrect entry, press the Cancel Entry button and enter the correct quantity. 4 Start the Copy Job Press the Start button.

Each document is scanned only once. The number of copies requested is displayed in the upper right-hand corner of the screen. 5 Job Status Screen 1. Press the Job Status button on the control panel to display the Job Status screen. The default Job Status screen displays all active jobs, including the queued copy job. Xerox Phaser 3635 User Guide 41 3 Copy 2. Select from one of the following options: Queue All Jobs Copy, Print and Fax Receiving Jobs Scan and Fax Send Jobs Description Displays all queued jobs. Displays all active copy, print and fax receiving jobs. Displays all active scan and fax send jobs. 3. Select the required job to view the Progress of Your Job screen. The Progress of Your Job screen displays the number of originals scanned and the number of images completed so far. The Delete button allows the user to delete the selected job from the active job queue. 42 Xerox Phaser 3635 User Guide 3 Copy The Details button displays information such as owner, status, job type, time submitted, etc. 4.

Select Close to return to the Progress of Your Job screen. 5. Select Close to return to the Job Status screen. 6. Select Screen Default to return to the preset default job queue screen.

For information on how to set the Default View, refer to Job Status Default in the Setups chapter on page 183. 6 Stop the Copy Job Follow the steps below to manually cancel an activated copy job. 1) Press the Stop button on the control panel to cancel the current copy job. 2) To cancel a queued job press the Job Status button on the control panel to display the Incomplete Printing Jobs screen. 3) Select the appropriate job from the queue to view the Progress of your Job screen.



[You're reading an excerpt. Click here to read official XEROX PHASER 3635MFP user guide](http://yourpdfguides.com/dref/3683193)
<http://yourpdfguides.com/dref/3683193>

Xerox Phaser 3635 User Guide 43 3 Copy 4) Select Delete from the Job Commands list. 5) Select Confirm to delete the job or Cancel to return to previous screen. 44 Xerox Phaser 3635 User Guide 3 Copy Copy The tabs available for selecting the various Copy features are: 1) Copy 2) Image Quality 3) Layout Adjustment 4) Output Format Depending on the options enabled and how your machine has been configured, you may have to press the Services Home button and select Copy to display the Copy feature tabs. Copy Tab The Copy tab is the default Copy screen. Use this tab to select the standard options for a copy job.

The options can be selected by touching the appropriate button in each column. To view all the choices for each option, select the More... button.

Reduce/Enlarge Using this option, originals can be reduced or enlarged between 25% and 400%. 100%: Produces an image on the copies the same size as the image on the original. Auto%: Reduces or enlarges the image on the copies based on the size of the original and the size of the selected output paper. Preset Options: The most commonly used reduce/enlarge percentages have been provided as preset options. These preset options can be customized by your System or Machine Administrator to meet individual needs.

Xerox Phaser 3635 User Guide 45 3 Copy Select the More... button to display all the Reduce/Enlarge options. Select a custom percentage of reduction or enlargement required.

Use the up/down scroll buttons to adjust the reduce/enlarge percentage, in 1% increments. Paper Supply Use the Paper Supply options to select a paper tray for the copy job. Auto Select: With this option selected, the machine chooses the correct paper for the copy job based on the size of the originals being scanned. Tray 1 & 2 hold 520 sheets of 20lb paper. Weight ranges from 60105 g/sm.

Sizes range from A4(SEF) to Legal. Tray 1: Use this option to select the paper loaded in Tray 1. Tray 2 (Optional): Use this option to select the paper loaded in Tray 2. Bypass Tray: Use this option when feeding individual types of stock, for example letterhead or labels for one-off jobs. The Bypass Tray holds up to 50 sheets of Universal 20lb (Xerox 4200) paper or up to 5 transparency sheets or up to 5 envelopes. For more information, refer to Media Specifications in the Paper and other Media chapter on page 164. 46 Xerox Phaser 3635 User Guide 3 Copy 2-Sided Copying Double-sided copies can be made automatically from one or two-sided originals. 1 1 Sided: Use this option for 1 sided originals when 1 sided copies are required. 2 Sided: Use this option for 1 sided originals when 2 sided copies are required. 1 2 Sided, Rotate Side 2: This option produces 2-sided copies from 1 sided originals and rotates 180 degrees every second side image.

Use this option to create documents which can be read in a "head to toe" manner, for example a calendar. 2 2 Sided: Use this option for 2 sided originals when 2 sided copies are required. 1 Sided: Use this option for 2 sided originals when 1 sided copies are required. 2 1 Sided, Rotate Side 2: This option produces 1 sided copies from 2 sided originals and rotates 180 degrees every second side image. The "read" orientation for this option varies depending on the input originals. For example, if "head to head" orientation originals are scanned, the output will be "head to toe". If "head to toe" orientation originals are scanned, the output produced will be "head to head". 2 2 Sided, Rotate Side 2: This option produces 2 sided copies from 2 sided originals and rotates 180 degrees every second side image. Copy Output Output is used to select the finishing requirements for the job. The options will depend on the finishing output device installed.

Collated: Select Collated for output stacked in sets to match the sequence of the originals, i.e. (1,2,3 / 1,2,3). Uncollated: Select Uncollated for output sorted into stacks of individual pages, i.e.

(1,1,1 / 2,2,2 / 3,3,3). Xerox Phaser 3635 User Guide 47 3 Copy Image Quality The Image Quality tab provides copy features used for adjusting the appearance of the copy output. Select any of the top level buttons to select a feature. To view all the options for a feature, select the option required. Multiple options can be selected for each copy job if required.

Original Type Use this feature to enhance the quality of your output. The Original Type option is used to enhance the copy quality of the output based on the type of original being scanned. Type Text Photo Photo and Text Description Use for originals containing text or line art. Use for continuous tone photographs or printed halftone originals. Use for high quality lithographic images or continuous tone photos with text and/or graphics. Lighten / Darken Adjusts the lightness or darkness of the output. 48 Xerox Phaser 3635 User Guide 3 Copy Background Suppression Use to automatically reduce or eliminate the dark background resulting from copying colored paper or newspaper originals. Xerox Phaser 3635 User Guide 49 3 Copy Layout Adjustment The Layout Adjustment tab provides copy features used for adjusting the layout of the copy output. Original Size Select this feature to specify how the device determines the size of the original document. Auto Detect: Use this option to allow the machine to automatically recognize the size of the originals being fed through the document feeder.

NOTE: Auto Detect is only available when there are originals detected on DADF. 50 Xerox Phaser 3635 User Guide 3 Copy Presets: Use this option to specify the dimensions of the document scanning region when scanning from the document glass. There are several standard size dimensions that correspond to common document sizes and orientations. Custom Size: Use this option to manually adjust the scanning dimensions using the scroll buttons. Mixed Size Originals: Use this feature to copy a document containing mixed size originals. The originals must be the same width, for example 8.5 x 11" and 8.5 x 14".

Load documents in the document feeder when using this feature. Book Copying Use when copying bound documents and books.

Place the original document at the back, center of the document glass. If the document is too thick, lift the machine cover off the hinges slightly and then re-close the cover. Off: Use to deactivate the feature. Both Pages: Use to scan and copy both pages of a bound document. Left Page Only: Use to scan and copy the left page of a bound document.

Right Page Only: Use to scan and copy the right page of a bound document. Xerox Phaser 3635 User Guide 51 3 Copy Image Shift This feature enables the position of the image on the page to be adjusted. Off: The image position is not adjusted. Auto Center: Automatically centres the scanned image on the output paper. Margin Shift: Creates a binding edge for the document.



[You're reading an excerpt. Click here to read official XEROX PHASER 3635MFP user guide](http://yourpdfguides.com/dref/3683193)
<http://yourpdfguides.com/dref/3683193>

The image can be adjusted up or down on the page and/or shifted to the right or left. Use the up/ down and left/right scroll buttons to adjust the amount of shift. The image can be shifted between 0 and 0.80", in 0.1" increments. Edge Erase Use this feature to "refresh" the quality of an original that has become torn or frayed at the edges, or that has hole punch, staple or other marks. 52 Xerox Phaser 3635 User Guide 3 Copy All Edges (minimum): Erases equal amounts on all edges of the copies (minimum 0.04"). All Edges (maximum): Erases equal amounts on all edges of the copies (maximum 0.24").

Small Original Erase: Use to erase 0.25" (6 mm) from the edge of the document. Hole Punch Erase: Use to erase hole punch marks from the left and right edge of the document. Xerox Phaser 3635 User Guide 53 3 Copy Output Format The Output Format tab is used to produce different options for the finished output. Booklet Creation Use this feature to create booklets from a sequential set of either single-sided or double-sided originals. The machine prints 2-sided automatically, which, when folded, produces a booklet with all the pages in the correct sequence. The machine will also reduce and correctly position each image to fit on the selected paper. NOTE: Feed the originals from the document feeder, and ensure that the Original Size settings on the Image Adjustment tab is set to Auto-detect. 54 Xerox Phaser 3635 User Guide 3 Copy Off: The feature is switched off. On: Use this option to enable the Booklet Creation feature. There are two further options available, when Booklet Creation is enabled. Option 1 Sided Originals 2 Sided Originals Description Select this option if the originals are single-sided. Select this option if the originals are double-sided. Covers Use this feature to automatically add covers to your copied set using stock taken from a different tray than the copies. Covers must be the same size and orientation as the main body of the job.

Off: The feature is switched off. Front and Back: Use this option to add both a front and back cover to the copies. Front Only: Use this option to add a front cover to the copies. Back Only: Use this option to add a back cover to the copies. NOTE: Some media types cannot be used as covers.

Transparency Separators Use this feature to add either a blank or printed divider between each transparency within a set. Always load transparencies in the Bypass Tray. Xerox Phaser 3635 User Guide 55 3 Copy Transparency jobs will be delivered single-sided, and collated with no finishing. The quantity can only be set to 1 for this feature. Select Blank to have the system insert a blank page between each transparency, or select Printed to insert a printed page between each transparency. Then choose the appropriate transparency and separator stock. Transparency Supply: Select this button to specify the tray from which the machine needs to use the transparency stock. Separator Supply: Select this button to specify the tray from which the machine needs to use the separator stock. Page Layout This feature is used to copy two or more documents, in a reduced size, onto one sheet of paper. It is ideal for creating handouts, storyboards or documents used for archival purposes.

56 Xerox Phaser 3635 User Guide 3 Copy NOTE: Originals must be loaded in the document feeder when using this feature. 1 Page Up: Copies an original onto one sheet of paper. 2 Pages Up: Copies two separate originals onto one sheet of paper. 4 Pages Up: Copies four separate originals onto one sheet of paper. NOTE: For landscape originals, place the top of the document at the back of the feeder. For portrait originals, place the top of the document to the left. Store Job Use this feature to store files and job settings. Off: The feature is switched off. Copy & Store: Use this option to copy the original documents and store in the device memory for retrieval later. Store Only: Store the originals in the device memory for retrieval later.

No hard copy output is produced. Xerox Phaser 3635 User Guide 57 3 Copy ID Card Copy Use this feature to copy both sides of an ID document, e.g. a driver's license, onto one side of paper. 1.

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

Paper Supply: Use the Paper Supply options to select a paper tray for the copy job. Lighten / Darken: Adjusts the lightness or darkness of the output.

Background Suppression: Use to automatically reduce or eliminate the dark background resulting from copying colored paper or newspaper originals. 4. Place one corner of the ID card into the back left-hand corner of the document glass. 5. Press Start to copy side 1. 6. Turn the ID card over to scan the second side. 7.

Press Start to copy side 2. Both sides of the ID card print on the same side of the output copy. 58 Xerox Phaser 3635 User Guide 4 Fax The Fax feature may not be available on your machine, depending on your configuration. The optional Embedded Fax and Server Fax services can be installed, but only one fax service can be enabled at a time. NOTE: Embedded Fax is the default service when both fax services are installed. Your System Administrator will set up the default fax service. This chapter contains information about the available fax options. Embedded Fax Once enabled on your machine, you will be able to transmit and receive hard copy fax jobs over the telephone network directly to and from another fax machine. Your images are sent from your machine directly to the fax number entered. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.

LAN Fax LAN (Local Area Network) Fax enables you to send documents to fax machines directly from your computer. Once enabled, you can select the Fax option from your printer driver. The LAN fax option requires the Embedded Fax Kit to be fitted to the machine. Server Fax Once the optional server fax is enabled on your machine, you will be able to transmit and receive hard copy faxes without a dedicated telephone line on the machine. Your images are sent from your machine, via your network, to a fax server which forwards them on to the fax number you entered.

Access to the Fax features is gained using the Services Home button on the control panel and Fax to display the Fax feature tabs. Feature Differences Embedded Fax offers more features than Server Fax. The table below identifies which features are present for each fax service. Xerox Phaser 3635 User Guide 59 4 Fax User Interface Fax Tab Tab 1: Fax (Embedded Fax) Basic Fax (Server Fax) For more information see page 59 (Embedded Fax) or page 59 (Server Fax). Feature Speed Dial Sub-Features/ Options Embedded Fax Yes Server Fax Add (multiple destinations) Manual Dial Redial 2 Sided Scanning 1-Sided 2-Sided 2-Sided Rotate Side 2 Photo and Text Text Photo Standard Fine Superfine Yes Yes Yes Yes Yes Yes Original Type Yes Yes Resolution Yes Standard and Fine only Yes Fax Directory Yes Dialling Characters Address Book Yes Yes Yes Tab 2: Image Quality For more information see page 73 (Embedded Fax) or page 83 (Server Fax).



[You're reading an excerpt. Click here to read official XEROX PHASER 3635MFP user guide](http://yourpdfguides.com/dref/3683193)
<http://yourpdfguides.com/dref/3683193>