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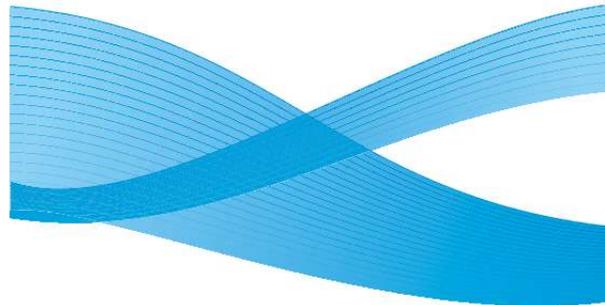
You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 3550. You'll find the answers to all your questions on the XEROX WORKCENTRE 3550 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual XEROX WORKCENTRE 3550
User guide XEROX WORKCENTRE 3550
Operating instructions XEROX WORKCENTRE 3550
Instructions for use XEROX WORKCENTRE 3550
Instruction manual XEROX WORKCENTRE 3550

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Xerox® WorkCentre 3550
User Guide



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Manual abstract:

The power cord must be plugged into a grounded power socket. Paper Supply: Use to select a paper tray for the copy job. @@Back: Sends you back one level in the menu. Address Book: Allows you to search for stored fax numbers or e-mail addresses. In E-mail mode this button provides access to commonly used e-mail address text, for example . The text available can be customized using CentreWare Internet Services. pause / Redial: In standby mode it is used to redial the last number. In edit mode it is used to insert a pause into a fax number. @@Clear All: Press to clear the last selections made. Power Saver: Sends the machine into power saver mode or power down.

Press the button again to restart a powered off machine. @@@@For example, when you set up your machine, you enter your name or your company's name, and the fax number. When you store fax numbers or e-mail addresses in memory, you may also enter the corresponding names. 1. When you are prompted to enter a letter, locate the button labeled with the character you want.

Press the button until the correct letter appears on the display. â For example, to enter the letter O, press 6, labeled with MNO. â Each time you press 6, the display shows a different letter, M, N, O, m, n, o and finally 6. 2. You can enter special characters, such as @ / .

To enter additional letters, repeat step 1. If the next letter is printed on the same button wait 2 seconds between presses, or move the cursor by pressing the right arrow button and then press the button again. The cursor will move to the right and the next letter will appear on the display. If you make a mistake while entering a number or name, press the left arrow button to delete the last digit or character. Then enter the correct number or character. 4. You can enter a space by pressing 1 twice. 5. When you have finished entering letters, press OK. With some telephone systems, you must dial an access code (9, for example) and listen for a second dial tone.

In such cases, you must insert a pause in the telephone number. You can insert a pause while you are setting up speed dial numbers. To insert a pause, press Pause / Redial at the appropriate place while entering the telephone number. These menus can be accessed by pressing the appropriate service button e.

Note: For some services, the machine must be in the Ready state or additional selections may be required before the Menu options can be accessed. After you have setup your machine and connected it to your computer, you must install the printer and scanner software. The software is supplied on the CD delivered with your machine, or can be downloaded from www. Printer Driver: Use the printer driver to take full advantage of your printer's features. Scanner Driver: TWAIN and Windows Image Acquisition (WIA) drivers are available for scanning documents on your machine. â Status Monitor: This program allows you to monitor the machine's status and alerts you when an error occurs during printing.

â Network Scan Manager: Use to change scan settings and add or delete the folders where scanned documents are saved on your computer. â Printer Driver: Use this driver to take full advantage of your printer's features. â Postscript Printer Description (PPD) File: Use this file to run your machine from a Linux computer and print documents. â Printer Driver: Use this driver to take full advantage of your printer's features. â Postscript Printer Description (PPD) File: Use this file to run your machine from a Macintosh computer and print documents.

@@@Note: The paper trays can each hold a maximum of 500 sheets of 20 lb (80 g/m²) bond paper. If loading Legal, Oficio and Folio open the back of the paper tray. @@Make sure the guide clicks into place. Load paper into the tray. Do not fill above the 28lb (105g) line at the rear of the tray.

@@Insert the paper tray into the machine. @@For workstation printing, select the paper size and type in the application program you use on your workstation. For more information on loading paper, refer to Paper and Media on page 117. Documents can be loaded either into the document feeder or onto the document glass. Load documents to be scanned face up in the input tray of the document feeder with the top of the document to the left or rear of the tray. Move the document guide to just touch both sides of the document. Open the document feeder and place single documents face down on the document glass aligned with the rear left corner. Note: Documents are only scanned once even when several copies are selected. The Output Tray collects printed paper face down, in the order in which the sheets were printed. The Output Tray should be used for most jobs.

To use the Output Tray, make sure that the Rear Door is closed. If paper coming out of the Output Tray has problems, such as excessive curl, try printing to the Rear Door. To reduce paper jams, do not open or close the Rear Door while the printer is printing. Using the Rear Door, paper comes out of the machine face up. Printing from the Bypass Tray to the Rear Door provides a straight paper path. Using the Rear Door might improve the output quality when printing on special media. To use the Rear Door, pull on the handle to open the Rear Door and flip open the inner flap. the output is delivered to the Rear Door when the Rear Door is open. If printing envelopes or other special media, open the rear cover and pull down the fuser pressure levers about 90 degrees to improve output quality. CAUTION: The fuser area inside the Rear Door of your machine becomes very hot when in use.

Take care when you access this area. After your machine is installed, it is recommended that the settings and options are customized to fully meet the requirements of the Users. Please discuss your requirements with your System or Machine Administrator to ensure you get optimum performance from your machine. This option includes the following information: Â Use this option to check the level of toner in the print cartridge. This option allows the user to print the following reports: Report This option enables you to print all the reports and information pages.

This provides information about your machine setup, including the serial number, IP Address, installed options and the software version. This list shows all of the Fax and E-mail addresses currently stored in the machine's memory. This report shows the fax number, the number of pages, the elapsed time of the job, the communication mode, and the communication results for a particular Fax job. Note: You can set up your machine to automatically print a Send Report after each Fax job. This report shows information on the faxes and e-mails you have recently sent.

Note: You can set the machine to automatically print this report every 50 communications. This report shows information on the faxes you have recently received. This list shows the documents currently stored for delayed faxes along with the starting time and type of each operation.



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This list shows the fax numbers specified as junk fax numbers. To add or delete numbers to or from this list, access the Junk Fax Setup menu. (See Fax Setup on page 140.) This list shows information about your machine's network connection and configuration. This list shows authorized users who are allowed to use the e-mail function. This list shows the total number of impressions, black Impressions and maintenance impressions which have been made on the machine. It also shows the total number of sheets and 2 sided sheets put through the machine.

The Copy options, including Reduce/Enlarge, Lighten/Darken, Background Suppression, Original Type, Layout, Collation and number of copies, can be set to those most frequently used. a passcode is required to access and change the default settings. When you copy a document, the default settings are used unless they have been changed for the current job. Once the current job is complete or after 20 seconds, the settings return to the default settings. The E-mail options, including File Format, Original Type, Output Color and Resolution, can be set to those most frequently used. a passcode is required to access and change the default settings. When you e-mail a document, the default settings are used unless they have been changed for the current job. Once the current job is complete or after 20 seconds, the settings return to the default settings. Your machine provides you with various user-selectable options for setting up the fax system. You can change the default settings for your preferences and needs.

The scan options, including File Format, Output Color and Resolution, can be set to those most frequently used for the Scan to USB, Scan to FTP and Scan to SMB options. a passcode is required to access and change the default settings. When you scan a document, the default settings are used unless they have been changed for the current job. System Setup options enable you to customize settings which are specific to the machine, such as Date & Time and Power Save.

You may set up the network using the machine's display screen.

Before doing that, you must have the relevant information concerning the type of network protocols and computer system you use. If you are not sure which setting to use, contact your System Administrator to configure this machine on the network. There are several consumables on the machine that need replenishing or replacing, such as paper and the Customer Replaceable Unit. To place an order for Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial number. Supplies can also be ordered from www.

The machine serial number can be displayed by pressing the Machine Status button, then highlighting Machine Information and pressing OK. For further information about locating the serial number, please refer to Locating the Serial Number on page 190. To avoid print quality problems resulting from worn parts and to maintain your machine in top working condition, the Print Cartridge will need to be replaced after printing the specified number of pages or when the life span of the unit has expired. The machine will display a message when the Print Cartridge needs to be replaced. Only replace the unit when a message instructs you to do so or when instructed by a Xerox representative. To replace a Customer Replaceable Unit, follow the instructions provided within this guide or with the consumable. to replace a Customer Replaceable Unit, refer to General Care and Troubleshooting on page 155. To purchase a new Print Cartridge, contact your local Xerox representative or authorized dealer. Supplies can also be ordered from www. The machine covers, control panel and document feeder should all be cleaned using a soft lint-free cloth, lightly dampened with water.

*Xerox Cleaning Fluid or Anti-Static Cleaner can be used to clean the document glass, but must be applied using a cloth and not poured directly on the document glass. Remove any residue with a clean cloth or paper towel. For any additional help visit our customer web site at www. If a fault cannot be resolved by following the display instructions, check Error Messages on page 169. if the difficulty persists, contact the Xerox Support Center. The Xerox Support Center will want to know the nature of the problem, the machine serial number, the fault code and up/down arrows and press OK. The following Job Options are available: **Required Resources:** Use this option to view the media requirements for the job. **Details:** Select this option to display details about the job. Follow the steps below to manually cancel an active copy job. A confirmation is displayed, press Stop again to cancel the current copy job.*

*Your machine provides the following options to customize your Copy jobs. **Nodge** of the document glass. If another page requires scanning, select Yes to add another page. place the new page to be scanned on the document glass and press OK. When you have finished scanning all the pages required, select No at the Another Page? This allows you to print your document on both sides of the paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet.*

The first page should be on top with the headings towards the left of the machine. Select OK to save your selections and press Menu to return to the top level menu. Your original will be divided into 9 portions. You can paste the printed pages together to make one poster-sized document. Note: This copy feature is available only when you place originals on the document glass.

Select OK to save your selections and press Menu to return to the top level menu. Each portion is scanned and printed one by one in the order shown. The number of images is automatically determined by the original image and the paper size. Note: This copy feature is available only when you place originals on the document glass. Select OK to save your selections and press Menu to return to the top level menu. The Output Tray collects printed paper face down, in the order in which the sheets were printed. The Output Tray should be used for most jobs. To use the Output Tray, make sure that the Rear Door is closed. If paper coming out of the Output Tray has problems, such as excessive curl, try printing to the Rear Door. To avoid paper jams, do not open or close the Rear Door while the printer is printing.

Using the Rear Door, paper comes out of the machine face up. Printing from the Bypass Tray to the Rear Door provides a straight paper path. Using the Rear Door might improve the output quality when printing on special media. To use the Rear Door, pull on the handle to open the Rear Door and flip open the inner flap. the output is delivered to the Rear Door when the Rear Door is open. If printing envelopes or other special media, open the rear cover and pull down the fuser pressure levers about 90 degrees to improve output quality. CAUTION: The fuser area inside the Rear Door of your machine becomes very hot when in use.



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Take care when you access this area. This section describes the basic procedure for sending faxes. Fax Confirmation on page 41 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. You can load the documents to be faxed either on the document glass or through the document feeder. The following steps explain how to load documents using the document feeder: 1. Before loading the documents into the document feeder, ensure they are in good condition and remove all staples and paper clips. The first page should be on top with the headings towards the left of the machine.

note: Up to 60 sheets of 20 lb (75 g/m²) bond paper can be loaded. Weight ranges from 12. Place the documents in between the guides placing the left edge in the document feeder, and position the guides to just touch the edge of the documents. The following steps explain how to load documents using the document glass: 1. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass. Various features can be selected for your Fax job. Once you have made a selection, press Back to return to the Ready screen. @@ This option will rotate the second side image 180 degrees. @@ The following features are available through the Menu button lighten/Darken Background Suppression Resolution Original Size Multi Send Delayed Start Priority Send Forward Secure Receive Add Page This provides manual control to adjust the lightness or darkness of the scanned images. @@ A higher resolution produces better quality for photos. a lower resolution reduces communication time. This option allows you to specify the size of the image to be scanned. You can use this feature to send a fax to multiple locations. Use to set your machine to send a fax at a later time. Use when a high priority fax need to be sent ahead of reserved operations.

You can set the machine to forward a received or sent fax to another fax, e-mail or server destination. Use to restrict printing of received faxes when the machine is unattended. Use to add additional documents to a delayed fax job which is saved in memory. @@ select the setting required and press OK. For more information about each of the options refer to Fax Options on page 42. Enter the recipient's fax number by: ^ Keypad Dial: Use this option to enter the number using the keypad. Manual Dial: Allows you to get the dial tone before entering the fax number. ^ Pause / Redial: Allows you to send to the last number or list of numbers dialed. For information about entering a Pause within the number, refer to Inserting a Pause on page 14. ^ Speed Dial: For a one-digit (0-9) speed dial number, press and hold the corresponding digit button on the keypad.

For a two or three-digit speed dial number, press the first digit button(s) and then hold down the last digit button. ^ Address Book: Select the Address Book button to access the address book and select a Speed Dial or Group Dial entry to add to the recipient list. If using the document glass to scan 2 sided originals, the machine displays a message when ready to scan side 2. continue scanning until all sides have been scanned. The machine scans the originals, dials the entered number and attempts to connect with the remote fax machine.

once connected, the machine sends the Fax job. If the number you have dialed is busy or there is no answer when you send a fax, the machine automatically redials the number every three minutes, up to seven times according to the factory default settings. Note: To change the time interval between redials and the number of redial attempts, refer to Fax Setup on page 140. Select your job using the up/down arrows and press OK. The following Job Options are available: ^ Required Resources: Use this option to view the media requirements for incoming Fax jobs.

Details: Select this option to display details about the job. Follow the steps below to manually cancel an active Fax job. When the last page of your original has been sent successfully, the machine beeps and returns to ready mode. If something goes wrong while sending your fax, an error message appears on the display. for a list of error messages and their meanings, refer to Fax Problems on page 188. If you receive an error message, press Stop to clear the message and try to send the fax again. You can set your machine to print a confirmation report automatically each time sending a fax is completed. Your machine provides the following options to customize your Fax jobs. Note: If you press Stop while setting the fax options, all of the options you have set for the current Fax job will be canceled and return to their default status after the machine completes the job in progress. @@ resolution affects the appearance of the fax at the receiving fax terminal.

A higher resolution produces a better quality image. It requires less communication time, but does not produce the best image quality for graphics and photos. This is the default resolution and the best choice in most cases. Sending a color fax is enabled only if the remote fax machine supports color fax reception and you send the fax manually. In this mode, memory transmission is not available. Note: When your machine is set to Super Fine resolution and the remote fax machine does not support Super Fine resolution, the machine transmits using the highest resolution mode supported. Allows you to specify the size of the image to be scanned. You can use the Multi Send feature to send a fax to multiple locations. Fax 1: Use this option to enter the first fax number. ^ Fax 2: Use this option to enter the second fax number.

: Use this option to enter additional fax numbers. Fax 1: Use this option to enter the first fax number. : Use this option to enter additional fax numbers. Fax: Use this option to enter the fax number. Fax: Use this option to forward a fax to another fax number.

^ E-mail: Use this option to forward faxes to an e-mail address. ^ Server: Use this option to forward faxes to a specified server location. Print: Use this option to print the faxes received into memory. If a 4-digit password was set when activating Secure Receive, this password will be required to print the faxes. You can set your machine to send a fax at a later time when you will not be present.

This function is used when a high priority fax need to be sent ahead of reserved operations. You can set the machine to forward a received or sent fax to another fax, e-mail or server destination. You may need to prevent your received faxes from being accessed by unauthorized people. In Secure Receive mode, all incoming faxes go into memory and can be printed by entering a 4digit password. Use to add additional documents to a delayed Fax job which is saved in memory. You can cancel a delayed Fax job which is saved in memory.



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You can use the Multi Send feature to send a fax to multiple locations. The fax is automatically stored in memory and then transmitted from memory to the fax destinations entered. After transmission, the job is automatically erased from memory. You cannot send a color fax using this feature.

Enter the number of the first receiving fax machine and press OK. You can select speed dial numbers or a group dial number using the Address book button. For details, see Address Book on page 51. Note: Once you have entered a group dial number, you cannot enter any more group dial numbers. 5. Enter the second fax number and press OK. The display asks you to enter another fax number. To enter more fax numbers, press OK when Yes highlights and repeat the steps. You can add up to 10 destinations. When you have finished entering fax numbers, press the left/right arrows to select No at the Another No. prompt and press OK. Load originals and press Start to start storing the scanned original data into memory. If using the document glass to scan more than one original, select Yes to add another page. Load another original and press OK. When you have finished, select No at the Another Page? The machine sends the fax to the numbers you entered in the order in which you entered them.

You can set your machine to send a fax at a later time when you will not be present. Use this feature to transmit faxes during off-peak hours or when sending to another country or time zone. You cannot send a color fax using this feature. Enter the number of the receiving fax machine and press OK. You can select speed dial numbers or a group dial number using the Address book button.

For details, see Address Book on page 51. The display asks you to enter another fax number. To enter more fax numbers, press OK when Yes highlights and repeat the steps. You can add up to 10 destinations. Note: Once you entered a group dial number, you cannot enter another group dial numbers anymore. When you have finished entering fax numbers, press the left/right arrows to select No at the Another No. prompt and press OK. Enter the Job Name you want and press OK. If you do not want to assign a name, skip this step. For details on how to enter alphanumeric characters, refer to Using the Keypad on page 13.

Enter the time using the number keypad and press OK. If you set a time earlier than the current time, the fax will be sent at that time on the following day. Load originals and press Start to start storing the scanned original data into memory. If using the document glass to scan more than one original, select Yes to add another page. Load another original and press OK. When you have finished, select No at the Another Page? The display reminds you that you are in ready mode and that a delayed fax is set. You can add additional documents to the delayed Fax job which is saved in memory. Press the up/down arrows until the Fax job you want appears and press OK. If adding more than one original, select Yes to add another page. Load another original and press OK.

When you have finished, select No at the Another Page? You can cancel a delayed Fax job which is saved in memory. Press the up/down arrows until the Fax job you want appears and press OK. This function is used when a high priority fax needs to be sent ahead of other Fax jobs in memory. The original is scanned into memory and immediately transmitted when the current operation is finished. Destinations, for example after the transmission to destination A ends and before the transmission to destination B begins, or between redial attempts.

Enter the number of the receiving fax machine and press OK. You can select speed dial numbers or a group dial number using the Address book button. Enter the job name you want and press OK. If you do not want to assign a name, skip this step. For details on how to enter alphanumeric characters, refer to Using the Keypad on page 13.

When you have finished, select No at the Another Page? You can set the machine to forward a received or sent fax to another fax, e-mail or server destination. If you are out of office but have to receive the fax, this feature may be useful. When you forward a fax to an e-mail address or an FTP or SMB server, you must use CentreWare Internet Services to setup the destination details. You can forward a fax to a total of five destinations. You can set the machine to forward a copy of every fax sent to another fax number, an e-mail address or a server location. A copy of all sent faxes will continue to be forwarded to the destination set until the option is deactivated. Enter the fax number to which faxes are to be sent and press OK. Enter your e-mail address and press OK. e. Enter the e-mail address to which faxes are to be sent and press OK.

You can forward faxes received from remote fax machines to another fax number, an e-mail address or a server location. When the machine receives a fax, it is stored in memory and then sent to the destination you have set. All received faxes will continue to be forwarded to the destination set until the option is deactivated. Enter the fax number to which faxes are to be sent and press OK. Enter your e-mail address and press OK. e. Enter the e-mail address to which faxes are to be sent and press OK. Follow the steps below to deactivate the Fax Forward option. You may need to prevent your received faxes from being accessed by unauthorized people. In Secure Receive mode, all incoming faxes go into memory until they are accessed and released for printing.

A 4digit passcode can be set to prevent faxes being printed by unauthorized users. If Secure Receive mode is deactivated, any faxes stored in memory are automatically printed. Enter a four-digit password you want to use and press OK. You can activate secure receiving mode without setting a password, but cannot protect your faxes. When a fax is received in secure receiving mode, your machine stores it in memory and shows Secure Receive to let you know that there is a fax received.

You can set up an Address Book with the fax numbers you use most frequently. Before beginning to store fax numbers, make sure that your machine is in Fax mode. Your machine provides you with the following features for setting up the Address Book. You can store up to 200 frequently-used fax numbers as speed dial numbers. Enter a speed dial number between 0 and 199 and press OK.

If an entry is already stored in the number you choose, a message is displayed. To start over with another speed dial number, press Back. Enter the name you want and press OK. For details on how to enter alphanumeric characters, refer to Using the Keypad on page 13. Enter the fax number you want and press OK. Press Stop to return to ready mode. Enter the speed dial number you want to edit and press OK. Press Stop to return to ready mode. When you are prompted to enter a destination number while sending a fax, enter the speed dial number at which you stored the number you want. â. For a one-digit (0-9) speed dial number, press and hold the corresponding digit button on the number keypad.



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For a two or three-digit speed dial number, press the first digit button(s) and then hold down the last digit button. You can also search through memory for an entry by pressing Address Book. If you frequently send the same document to several destinations, you can group these destinations and set them under a group dial number. You can then use a group dial number to send a document to all of the destinations within the group. You can set up to 100 (0 through 99) group dial numbers using the destination's existing speed dial numbers. Enter a group dial number between 0 and 99 and press OK. If an entry is already stored in the number you choose, the display shows the message to allow you to change it. 6. Enter the name you want and press OK. For details on how to enter alphanumeric characters, refer to Using the Keypad on page 13.

7. Enter the first few letters of the speed dial's name you want. 8. Press the up/down arrows until the name and number you want highlights and press OK. Repeat the steps to include other speed dial numbers into the group.

When you have finished, press the left/right arrows to select No at the Add Another? Press Stop to return to ready mode. Enter the group dial number you want to edit and press OK. Enter the name you want to edit and press OK. Enter the first few letters of the speed dial's name you want to add or delete. Press the up/down arrows until the name and number you want highlights and press OK.

If you entered a new speed dial number, Add? appears. If you enter a speed dial number stored in the group, Delete? Press OK when Yes highlights to add or delete more numbers and repeat the steps. When you have finished, press the left/right arrows to select No at the Another Number? Press Stop to return to ready mode. To use a group dial entry, you need to search for and select it from memory. When you are prompted to enter a fax number while sending a fax, press Address Book. There are two ways to search for a number in memory. You can either scan from A to Z sequentially, or you can search by entering the first letters of the name associated with the number. Press the up/down arrows until the name and number you want highlights. You can search upwards or downwards through the entire memory in alphabetical order. Enter the first few letters of the name you want.

6. Press the up/down arrows until the group dial's name and number you want highlights. Press the up/down arrows until the searching method you want highlights and press OK. • Select Search All to search for an entry by scanning through all entries in Address Book. • Select Search ID to search for an entry by the first few letters of the name. Press the up/down arrows until the name you want highlights and press OK. Or, enter the first letters. Press the up/down arrows until the name you want highlights and press OK. Press Stop to return to ready mode. You can check your Address Book settings by printing a list.

You can send a fax from your PC without going to the machine. To a fax from your PC you will need to install the PC-Fax software and customize the software settings. It may look slightly different depending on your application. Phonebook: If using the Windows Address Book, select a recipient from the list or add a new recipient using the Add button. select the arrow button to add recipients to the Recipient list.

If using the Outlook Office Address Book, select a recipient from the list and use the arrow button to add recipients to the Recipient list. Use the Add and Remove buttons to edit your Recipient list. Cover Page: If a cover page is required, select the Cover Page checkbox. Enter the cover page details required. Use the Advanced button to import a cover page.

Notify on Delivery: Select this checkbox to receive notification that your fax has been delivered to the recipients. • Preview: Use this option to view the cover page and fax document which will be sent. Your PC sends the fax data to the printer, then the printer sends the fax. This part explains how to receive a fax, and the special receiving methods available. On Hook Dial: You can receive a fax call by pressing On Hook Dial and then pressing Start when you hear a fax tone from the remote machine. the machine begins receiving a fax. If a handset is available you can answer calls using the handset. To change the number of rings, see Fax Setup on page 140. • Using an Extension Telephone: This feature works best when you are using an extension telephone connected to the EXT socket on the back of your machine. You can receive a fax from someone you are talking to on the extension telephone, without going to the fax machine.

When you receive a call on the extension phone and hear fax tones, press the keys *9* on the extension phone. The first and the last asterisks are fixed, but you can change the middle number to whatever you wish. To use this mode, you must attach an answering machine to the EXT socket on the back of your machine. If the caller leaves a message, the answering machine stores the message as it would normally. If your machine detects a fax tone on the line, it automatically starts to receive the fax. notes: • If you have set your machine to this mode and your answering machine is switched off, or no answering machine is connected to EXT socket, your machine automatically goes into Fax mode after a predefined number of rings. If your answering machine has a user-selectable ring counter, set the machine to answer incoming calls within 1 ring. If you are in Tel mode when the answering machine is connected to your machine, you must switch off the answering machine. Otherwise, the outgoing message from the answering machine will interrupt your phone conversation.

Distinctive Ring is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. The particular number someone uses to call you is identified by different ringing patterns, which consist of various combinations of long and short ringing sounds. This feature is often used by answering services who answer telephones for many different clients and need to know which number someone is calling in on to properly answer the phone. Using the Distinctive Ring Pattern Detection (DRPD) feature, your fax machine can learn the ring pattern you designate to be answered by the fax machine. Unless you change it, this ringing pattern Will continue to be recognized and answered as a fax call, and all other ringing patterns will be forwarded to the extension telephone or answering machine plugged into the EXT socket. You can easily suspend or change DRPD at any time.

Before using the DRPD option, Distinctive Ring service must be installed on your telephone line by the telephone company. To set up DRPD, you will need another telephone line at your location, or someone available to dial your fax number from outside. Since your machine is a multi-tasking device, it can receive faxes while you are making copies or printing.



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If you receive a fax while you are copying or printing, your machine stores incoming faxes in its memory. Then, as soon as you finish copying or printing, the machine automatically prints the fax.

Scanning with your machine lets you turn pictures and text into digital files that can be stored on your computer or sent to a repository. Your machine can scan via USB or network to a PC or server, as well as directly to a USB memory device. The following filing options are available for Scan: **USB:** Using this option, you can scan an image to a USB Memory Device inserted into the USB Memory Device port. The scan driver must be installed on your PC prior to use. **SMB:** Using this option, you can scan an image and upload it to a shared folder on an SMB server. **FTP:** Using this option, you can scan an image and upload it to an FTP server. Your machine offers the following ways to scan an image using a local connection: **Local:** This feature can be used via a local connection or a network connection. To use this feature your computer must be connected to the machine via a USB cable. Using Scan, an electronic file can be created from a hard copy original. Stop the Job on page 65 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. You can load the documents to be scanned either on the document glass or through the document feeder. The following steps explain how to load documents using the document feeder: 1. Before loading the documents into the document feeder, ensure they are in good condition and remove all staples and paper clips. The first page should be on top with the headings towards the left of the machine. note: Up to 60 sheets of 20 lb (75 g/m²) bond paper can be loaded. Weight ranges from 12. Place the documents in between the guides placing the left edge in the document feeder, and position the guides to just touch the edge of the documents. The following steps explain how to load documents using the document glass: 1. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass.

Insert a USB Memory Device into the USB memory port on your machine. When the scan settings are selected, press OK to scan your originals. To use Scan to Local PC, the machine must be connected to your PC or workstation via USB cable. The scan driver must be installed on your PC prior to use. Press the up/down arrows until the scan destination you want highlights and press OK.

Make sure that your machine is connected to a network. Make sure the machine has been configured using the Network Scan Manager utility and the scan driver has been installed. for instructions , refer to the System Administrator guide. Note: The Xerox Network Scan Manager program can only be used in the Windows system. Enter the Password using the keypad and press OK.

Make sure that your machine is connected to a network. Make sure the machine has been configured using CentreWare Internet Services. Press the up/down arrows until the server you want highlights and press OK. Make sure that your machine is connected to a network. Make sure the machine has been configured using CentreWare Internet Services. Press the up/down arrows until the server you want highlights and press OK. Various features can be selected for your scan job when the machine is in the Ready mode. Once you have made a selection, press Back to return to the Ready screen. @ This option will rotate the second side image 180 degrees. @@ The following features are available through the Menu button for Scan to USB, Scan to FTP and Scan to SMB.

@@ Use to set the size of the image being scanned. @@ If using the document glass to scan 2 sided originals, the machine displays a message when ready to scan side 2. Select your job using the up/down arrows and press OK. The following Job Options are available: **Details:** Select this option to display details about the job. Follow the steps below to manually cancel an activate scan job. Your machine provides the following options to customize your Scan jobs. **File Format** determines the type of file created and can be temporarily changed for the current job. Select the file format you wish to use for your scanned image. **PDF (Portable Document Format):** Allows recipients with the right software to view, print or edit the electronic file, no matter what their computer platform. **TIFF (Tagged Image File Format):** Produces a graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms.

Multi Page TIFF: Produces a single TIFF file containing several pages of scanned images. A more specialized software is required to open this type of file format. **JPEG (Joint Photographic Experts Group):** Produces a compressed graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. **Black and White:** Use to select black and white output regardless of the color of your original. **Photo:** Use when the originals are photographs.

@ A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network. Note: 600 dpi is only supported for Scan to USB when the maximum memory is installed. **300 dpi:** Recommended for high quality text documents that are to pass through OCR applications. also recommended for high quality line art or medium quality photos and graphics.

This is the default resolution and the best choice in most cases. **100 dpi:** Recommended for lower quality text documents or if a smaller file size is required. Allows you to specify the size of the image to be scanned. If you want to scan documents using other software, you will need to use TWAIN compliant software, such as Adobe Photoshop. Follow the steps below to scan with TWAIN compliant software: 1. Make sure that the machine is connected to your computer and powered on. Follow the install instructions provided with your driver. 3. Load originals face up into the document feeder, or place a single original face down on the document glass. Make sure that the machine is connected to your computer and powered on.

install the WIA driver. Follow the install instructions provided with your driver. Load originals face up into the document feeder, or place a single original face down on the document glass. Scan the originals using the following instructions: Windows XP a. Enter a picture name, and select a file format and destination to save the picture. You can click on View scanners and cameras to view scanners. c. If there is no Scan a document or picture, open the MS paint program and from the File click From Scanner or Camera. Through this program, you can change scan settings and add or delete the folders where scanned documents are saved on your computer. Note: The Xerox Network Scan Manager program can only be used in the Windows system.



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Select the program you want to use and click the right arrow and add to Front Panel Destination List. Remove Application: Allows you to remove an item added by the user from the Available Destination List. Save Location: Allows you to choose the location of the default saving folder. Resolution: Allows you to choose the scan resolution. Output Color: Allows you to choose black and white, grayscale or color output.

Original Size: Allows you to select the size of the original document. default: Allows you to revert to default options. File Format: Determines the type of file created and can be temporarily changed for the current job. You can select the file format you wish to use for your scanned image. You can scan documents using Image Capture on Macintosh systems.

Make sure that the machine is connected to your computer and powered on. install the scan driver. Follow the install instructions provided with your driver.

1. Make sure that the machine and your workstation are connected to the network. 2. Load originals face up into the document feeder, or place a single original face down on the document glass. For more information about using Image Capture, use the Image Capture help option. Use TWAIN-compliant software to apply more scan options. You can also scan using TWAIN-compliant software, such as Adobe Photoshop.

Scan processes differ according to the TWAIN-compliant software being used. You can scan a document using the Unified Driver Configurator window. Make sure that the machine is powered on and connected to your computer via USB cable, or connected to the network. install the scan driver. Follow the install instructions provided with your driver. If you use only one machine device and it is connected to the computer and turned on, your scanner appears on the list and is automatically selected. If you have two or more scanners connected to your computer, you can select any scanner to work at any time. For example, while acquisition is in progress on the first scanner, you may select the second scanner, set the device options and start the image acquisition simultaneously. click Properties. Load originals face up into the document feeder, or place a single original face down on the document glass.

From the Scanner Properties window, click Preview. The Advanced button enables you to set the page size manually. If you want to use one of the preset scan option settings, select the option from the Job Type drop-down list. When you have finished, click Scan to start scanning. The status bar appears on the bottom left of the window to show you the progress of the scan.

When you are finished, click Save on the toolbar. Select the file directory where you want to save the image and enter the file name. You can save your scan option settings for later use. Enter the name for your setting. Select the setting you want to delete from the Job Type drop-down list.

The Image Manager application provides you with menu commands and tools to edit your scanned image. Use the following tools to edit the image: Tools Allows you to scroll through the image. Allows you to scale the image size; you can enter the size manually, or set the rate to scale proportionally, vertically, or horizontally. Allows you to rotate the image; you can select the number of degrees from the drop-down list. For further details about the Image Manager application, refer to the on screen help. E-mailing with your machine lets you turn pictures and text into digital files that can be sent to an email address. You can scan the originals and e-mail the scanned image to several destinations from the machine by e-mail. If E-mail has been enabled, an electronic file can be created from a hard copy original. Stop the E-mail Job on page 79 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.

You can load the documents to be scanned either on the document glass or through the document feeder. The following steps explain how to load documents using the document feeder: 1. Before loading the documents into the document feeder, ensure they are in good condition and remove all staples and paper clips. The first page should be on top with the headings towards the left of the machine. note: Up to 60 sheets of 20 lb (75 g/m²) bond paper can be loaded. Weight ranges from 12. Place the documents in between the guides placing the left edge in the document feeder, and position the guides to just touch the edge of the documents. The following steps explain how to load documents using the document glass: 1. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass. When Enter From Address: appears, enter the sender's email address and press OK.

When Enter Destination Addresses: appears, enter the recipient's e-mail address and press OK. Com button to add commonly used address text to the e-mail address, for example . Com key repeatedly until the text required is displayed and press OK. the text is added to address. The Smart Key text can be customized using CentreWare Internet Services, refer to Smart Key Addresses on page 84 for instructions.

E-mail addresses can also be added using the Address Book, refer to Address Book on page 82 for instructions. Press the down arrow and enter additional e-mail addresses if required and press OK. if File Format appears , highlight the file format required and press OK. Enter an e-mail subject and press OK. When Ready to E-mail appears you can add or edit the recipient list, press Menu to select additional features or press Start to scan your originals.

To add additional recipients, highlight Add Another Address and enter the address required. To edit or delete recipients, use the up/down arrows to highlight the address requiring editing or deleting and press OK. Use the left arrow key to delete characters and then edit the address. To delete the address, press the down arrow key to highlight Delete and select OK. Various features can be selected for your e-mail job. The most common features are selected from the control panel. Once you have made a selection, press Back to return to the Ready screen. @@This option will rotate the second side image 180 degrees. @@The following features are available through the Menu button: @@Use to set the size of the image being scanned. @@If using the document glass to scan 2 sided originals, the machine displays a message when ready to scan side 2.

continue scanning until all sides have been scanned. The images are scanned and sent to the e-mail address or addresses entered. Select your job using the up/down arrows and press OK. The following Job Options are available: Details: Select this option to display details about the job. Follow the steps below to manually cancel an active e-mail job. Your machine provides the following options to customize your E-mail jobs.



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100 dpi: Recommended for lower quality text documents or if a smaller file size is required. Allows you to specify the size of the image to be scanned. You can set up an Address Book with the e-mail addresses you use frequently via CentreWare Internet Services and then easily and quickly enter e-mail addresses by selecting them from the Address Book. This method means that you store e-mail addresses in your machine memory. You can add addresses, as well as group them in particular categories. In the URL field, enter http:// followed by the IP Address of the machine. 100, enter the following into the URL field: http://192. The CentreWare Internet Services options for your machine are displayed. When the Add E-Mail screen appears, select the Index number, enter User Name and E-mail Address. In the URL field, enter http:// followed by the IP Address of the machine.

100, enter the following into the URL field: http://192. The CentreWare Internet Services options for your machine are displayed. Note: To find out the IP Address of your machine, print a configuration report. Make sure you have configured Local Address Book. Select the Group number and enter Group Name. There are two ways to search for an address in memory. You can either preview the entries from 0 to 199 sequentially or search by entering the first letters of the name associated with the address. Enter a few letters of the name you are searching for. Press the up/down arrows until the name and address you want highlights and press OK. Customizing the Smart Key addresses enables you to quickly access and select commonly used e-mail address text, for example . Up to six Smart Key addresses can be entered using the E-mail Setup options in CentreWare Internet Services. In the URL field, enter http:// followed by the IP Address of the machine. 100, enter the following into the URL field: http://192. The CentreWare Internet Services options for your machine are displayed. Enter the text required for each key and select Save Changes.

Each of the addresses configured will be available through the . When entering the e-mail address, press the . Com key repeatedly until the address text required is displayed and press OK. You can access the printer from your PC by installing the appropriate printer driver. To access the many printer drivers which can be used with your machine, refer to the Drivers CD or download the latest versions from the Xerox website at www.

The following provides an overview of the print procedure and features available when printing using Windows. The printer software also provides the Fax from PC function if selected during the installation process. A printer driver is software that lets your computer communicate with your printer. The procedure to install drivers may differ depending on the operating system you are using. All applications should be closed on your PC before beginning installation. You can install the printer software using the typical or custom method. the instructions provided here are for the typical method. For custom install instructions or further information about installing software, refer to the System Administrator Guide. A local printer is a printer directly attached to your computer using a printer cable, such as a USB cable. if your printer is attached to a network , refer to Networked Printer on page 87.

Note: If the "New Hardware Wizard" window appears during the installation procedure, click Close or Cancel. Make sure that the printer is connected to your computer and powered on. insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears. • If the installation window does not appear, click Start and then Run. type X:\Setup. Exe, replacing "X" with the letter which represents your drive and click OK. Exe in Install or run program field, and click Continue in the User Account Control window. If your printer is not already connected to the computer, the Connect Device screen will appear. after connecting the printer , click Next.

If you don't want to connect the printer at this time, click Next, and No on the following screen. Then the installation will start and a test page will not be printed at the end of the installation. After the installation is finished, click Finish. If the Test Print operation is successful, continue on to the next setup procedure in this document. When you connect your printer to a network, you must first configure the TCP/IP settings for the printer.

After you have assigned and verified the TCP/IP settings, you are ready to install the software on each computer on the network. 1. Make sure that the printer is connected to your network and powered on. The CD-ROM should automatically run, and an installation window appears. • If the installation window does not appear, click Start and then Run.

type X:\Setup. Exe, replacing "X" with the letter which represents your drive and click OK. Exe in Install or run program field, and click Continue in the User Account Control window. After the installation is finished, click Finish. If the Test Print operation is successful, continue on to the next setup procedure in this document. Documents can be printed from your PC using the print drivers supplied. The print driver must be loaded on each PC which uses the machine for printing. 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. From the Printer: Name drop down menu, click on your machine.

Orientation allows you to select the direction in which information is printed on a page.



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• **Portrait:** Prints across the width of the page, letter style. **Normal:** Use this option for text or line art. **Layout Options** allow you to select a different layout for your output. You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify. • **Single Page Per Side:** Use this option if the layout does not require changing. • **Multiple Pages Per Side:** Use this option to print multiple pages on each page. you can print up to 16 pages on one sheet. Select the number of images required on each side, the page order and if borders are required.

• **Poster Printing:** Use this option to print a single-page document onto 4, 9 or 16 sheets of paper, for the purpose of pasting the sheets together to form one poster-size document. **Booklet Printing:** This allows you to print your document on both sides of the paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet. You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented. • **Printer Default:** If you select this option, this feature is determined by the setting made on the control panel of the printer.

Long Edge: This is the conventional layout used in book binding. **Short Edge:** This is the type often used with calendars. **Reverse Double-Sided Printing:** The document is printed 2 sided and the second side images are rotated 180 degrees. Use the **Paper Tab** options to set the basic paper handling specifications when you access the printer properties. This allows you to choose the number of copies to be printed.

Size: This allows you to set the size of paper required for printing. If the required size is not listed in the **Size** box, click **Edit**. When the **Custom Paper Setting** window appears, set the paper size and click **OK**. the setting appears in the list so that you can select it. **Source:** Use this option to select the paper tray required. Use the **MP Tray (Bypass)** when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**, the printer automatically selects the paper source based on the requested size. **Advanced:** This allows you to print the first page using a different paper type from the rest of the document. You can select the paper source for the first page. This is useful if the first page is a cover or transparency.

This allows you to automatically or manually scale your print job on a page. • **Fit to Page:** This allows you to scale your print job to any selected paper size, regardless of the digital document size. Use the following options to adjust the print quality for your specific printing needs. **Darken Text:** Use this option to increase the darkness of the text in your document. **True Type fonts** can be downloaded as **Outline** or **Bitmap Images** or printed as **Graphics**. Select the **Use Printer Fonts** option if the fonts do not require downloading and the printer fonts should be used. Selecting this option extends the life of your print cartridge and reduces your cost per page without a significant reduction in print quality. You can select **Advanced output options** for your document, such as watermarks or overlay text. This option allows you to print text over an existing document. There are several predefined watermarks that come with the printer which can be modified, or you can add new ones to the list.

Using an Existing Watermark Select the required watermark from the **Watermark** dropdown list. You can enter up to 40 characters. the message displays in the preview window. When the **First Page Only** box is checked, the watermark prints on the first page only. You can select the font name, style, size or shade from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.

click **Add** to add the new watermark to the list. When you have finished editing, click **OK**. Select the watermark you want to edit from the **Current Watermarks** list and change the watermark message options. When you have finished editing, click **OK**. Select the watermark you want to delete from the **Current Watermarks** list and click **Delete**.

An **Overlay** is text and/or images stored in the computer hard disk drive as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper. **Creating a New Page Overlay** To use a page overlay, you must create a new page overlay containing your logo or image. 1. Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you want them to appear when printed as an overlay. **Note:** The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark. If the overlay file you want does not appear in the **Overlay** list, click the **Edit** button and **Load Overlay**, and select the **Overlay** file. If you have stored the overlay file you want to use in an external source, you can also load the file when you access the **Load Overlay** window.

If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document. If this box is not checked and an overlay has been selected, the overlay automatically prints with your document. Select the **Overlay** you want to delete from the **Overlay List** box 3. click **Delete Overlay**. When a confirming message window appears, click **Yes**. **Reverse All Pages:** Your printer prints all pages from the last page to the first page. **Print Odd Pages:** Your printer prints only the odd numbered pages of the document. Use this option if an **Information Page** requires printing with the job. Choose from the following job types: • **Proof:** Prints one copy of the job as a sample and holds the remaining copies of the job at the printer until you release them from the printer's control panel. • **Secure Print:** Prints the job only after you enter your passcode on the printer's control panel.

When you choose this job type, the **Secure Print** dialog box appears so you can save your passcode. This section explains how to print using Macintosh. You need to set the print environment before printing. When you print with a Macintosh, you need to check the printer driver setting in each application you use. Follow the steps below to print from a Macintosh: 1.

Choose your paper size, orientation, scaling, other options, and make sure that your machine is selected. Choose the number of copies you want and indicate which pages you want to print. You can use advanced printing features provided by your machine. open an application and select **Print** from the **File** menu. The machine name, which appears in the printer properties window may differ depending on the machine in use.

Except for the name, the composition of the printer properties window is similar to the following.



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