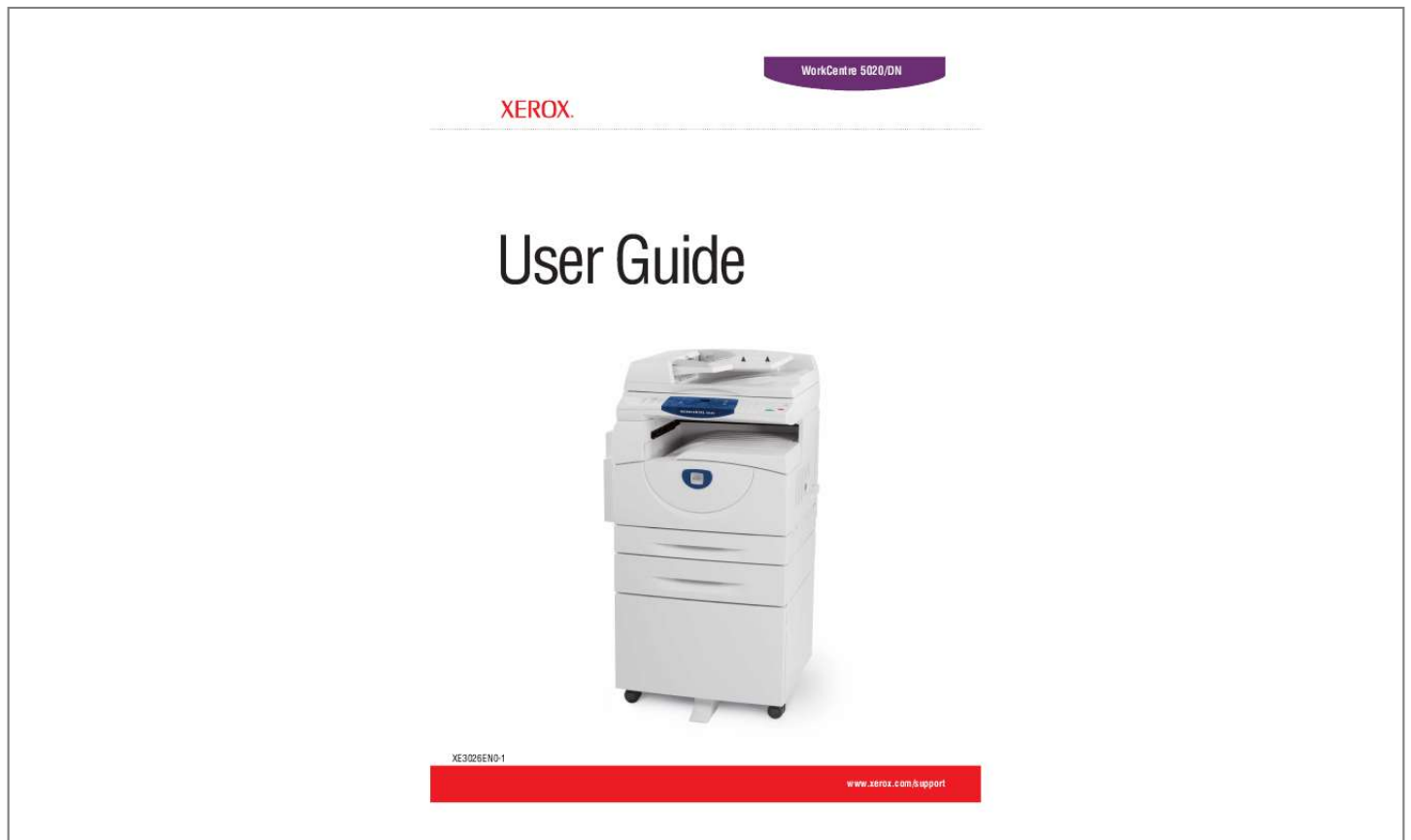




Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 5020. You'll find the answers to all your questions on the XEROX WORKCENTRE 5020 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 5020
User guide XEROX WORKCENTRE 5020
Operating instructions XEROX WORKCENTRE 5020
Instructions for use XEROX WORKCENTRE 5020
Instruction manual XEROX WORKCENTRE 5020



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<http://yourpdfguides.com/dref/3684583>

Manual abstract:

@@@@@The information in this document is correct at the time of publication. Xerox reserves the right at any time to change the information without notice. Changes and technical updates will be added in subsequent editions of the documentation. For the latest information, go to www.xerox.com. Products

Subject To Ordinary Export Regulations An export of this product is strictly limited in accordance with Laws concerning Foreign Exchange and Foreign Trade of Japan and/or the export control regulations of the United States. You must obtain, if you wish to export this product, any appropriate export license from the Japanese Government or its agency and/or re-export approval from the U.S. Government or its agency.

Products Subject To Supplementary Export Regulations An export of this product is strictly limited in accordance with Laws concerning Foreign Exchange and Foreign Trade of Japan and/or the export control regulations of the United States. You must obtain, if you know the product is to be used, or was used for development, manufacturing or use of any mass destructive weapons including nuclear weapon, chemical weapon or biological weapon because of a dealing document such as legal contract or information from the importer, any appropriate export license from the Japanese Government or its agency and/or re-export approval from the U.S. Government or its agency. *Table of Contents 1 Before Using the Machine .*

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...93 5 6 1 Before Using the Machine Welcome to the Xerox family of WorkCentre products. This User Guide provides detailed information, technical specifications, and procedures for using the integral features of the machine. This chapter provides information which users should be aware of before using the machine. Xerox Welcome Center If you need assistance during or after product installation, visit the Xerox website for online solutions and support.

<http://www.xerox.com/support> If you require further assistance, contact our experts at the Xerox Welcome Center.

A telephone number for the local representative may have been provided when the product was installed. For convenience and future reference, please record the telephone number in the space below. Welcome Center or local representative telephone number: # Xerox US Welcome Center: 1-800-821-2797 Xerox Canada Welcome Center: 1-800-93-XEROX (1-800-939-3769) Serial Number When you call the Welcome Center you will need to provide the serial number which is located inside of the Left Side Cover, as shown in the diagram. For your convenience, record the serial number in the space below. Serial Number:

Keep a record of any error codes.

This information helps us solve problems faster. 7 1 Before Using the Machine Conventions This section describes the conventions that are used throughout this User Guide. WARNING: indicates statements that alert you to the possibility of personal harm. CAUTION: indicates statements that suggest the possibility of mechanical damage as a result of an action. NOTE: " [":]: indicates additioith covers or guards, which would require a tool to remove. Never remove these covers or guards. 9 1 Before Using the Machine Maintenance Any operator product maintenance procedures will be described in the customer documentation supplied with the product. Do not carry out any maintenance procedures on this product which are not described in the customer documentation. Cleaning Your Product Before cleaning this product, unplug the product from the electrical outlet. Always use materials specified for this product. The use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances. WARNING - Electrical Safety Information Only use the power cord supplied with the equipment. Plug the power cord directly into a grounded electrical outlet easily accessible. Do not use an extension cord.

If you do not know whether an outlet is grounded, consult a qualified electrician. Improper connection of the equipment-grounding conductor can result in an electric shock. Do not place this equipment where people might step on or trip over the power cord. Do not override or disable electrical or mechanical interlocks. Do not obstruct the ventilation openings. Never push objects of any kind into slots or openings on the equipment. If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet.



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Call an authorized local service representative to correct the problem. The equipment emits unusual noises or odors. The power cord is damaged or frayed. A wall panel circuit breaker, fuse, or other safety device has been tripped. Liquid has spilled into the equipment. The equipment is exposed to water. Any part of the equipment is damaged. Disconnect Device The power cable is the disconnect device for this equipment.

It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet. Laser Safety Information CAUTION: Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure. With specific regard to laser safety, the equipment complies with performance standards for laser products set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

10 Safety Notes Operational Safety Information To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times. Do These: · Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician. · This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet. · Always follow all warnings and instructions that are marked on or supplied with the equipment.

· Always locate the equipment in an area that has adequate ventilation, and space for servicing. See installation instructions for minimum dimensions. · Always use materials and supplies specifically designed for your Xerox equipment. Use of unsuitable materials may result in poor performance. · Always unplug this equipment from the electrical outlet before cleaning. Do Not Do These: · Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet. · Never attempt any maintenance procedures that are not specifically described in the customer documentation. · This equipment should not be placed in a built-in unit unless proper ventilation is provided. Please contact your authorized local dealer for further information. · Never remove covers or guards that are fastened with screws.

There are no operator serviceable areas within these covers. · Never locate the equipment near a radiator or any other heat source. · Never push objects of any kind into the ventilation openings. · Never override or "cheat" any of the electrical or mechanical interlock devices. · Never operate the equipment if you notice unusual noises or odors.

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

Keep all these materials out of the reach of children. 11 Before Using the Machine · Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service. · Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals. Ozone Information This product produces ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Install the system in a well-ventilated room. If you need additional information about ozone, please request the Xerox publication Facts About Ozone (part number 610P64653) by calling 1-800-828-6571 in the United States and Canada. In other markets, please contact your local Xerox representative. For Consumables · Store all consumables in accordance with the instructions given on its package or container.

· Use a broom or a wet cloth to wipe off spilled toner. Never use a vacuum cleaner for the spills. · Keep the Toner Bottle out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately. · When adding toner to the Drum Cartridge, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation. · If toner spills onto your skin or clothing, wash it off with soap and water. · If you get toner particles in your eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary. · If you inhale toner particles, move to a fresh air location and rinse your mouth with water.

· If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately. Radio Frequency Emissions United States, Canada, Europe, Australia/New Zealand NOTE: This equipment has been tested and found to comply with the limits for a class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment a residential area is likely to cause harmful interference in which cause the user will required to correct the interference at his own expense.

Changes and modifications to this equipment not specifically approved by Xerox may void the user's authority to operate this equipment. 12 Regulatory Information Product Safety Certification This product is certified by the following Agency using the Safety standards listed. Agency TUV Rheinland NEMKO CHINA Standard UL60950-1 1st (2003) (USA/Canada) IEC60950-1 Edition 1 (2001) This product was manufactured under a registered ISO9001 Quality system. Regulatory Information CE Mark The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated: December 12, 2006: Council Directive 2006/95/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.



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January 1, 1996: Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999: Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity. A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your authorized local dealer. WARNING: In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken. WARNING: This is a Class A product. In a domestic environment the product may cause radio frequency interference, in which case the user may be required to take adequate measures. EUROPE Certification to 1999/5/EC 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: 13 1 Before Using the Machine Austria Belgium Denmark France Italy Bulgaria Germany Greece Iceland Ireland Spain Romania Luxembourg Netherlands Norway Portugal Czech Republic Hungary Sweden Switzerland United Kingdom Finland Poland In the event of a problem you should contact your local Xerox representative in the first instance. This product has been tested to and is compliant with TBR21, a technical specification 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. 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 Imaging Equipment Program is a team effort between U.S., European Union and Japanese governments and the imaging equipment industry to promote energy-efficient copiers, printers, fax, and multifunction machine. 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. Illegal Copies Copying certain documents may be illegal in your country.

Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions. · Currency notes · Bank notes and cheques · Bank and government bonds and securities · Passports and identification cards 14 Battery Recycling and Disposal · Copyright material or trademarks without the consent of the owner · Postage stamps and other negotiable instruments This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel. Battery Recycling and Disposal Dispose of all batteries in accordance with local legislation. For recovery of scarce resources, Xerox reuses the rechargeable batteries used in this product after the product is returned.

Those batteries can be reused to make recycle materials and energy recovery. Product Recycling and Disposal All Countries, North America - USA/Canada Xerox operates a worldwide equipment takeback and reuse/recycle program. Contact your Xerox sales representative at (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/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: www.eiae.org <<http://www.eiae.org>>. Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries.

Special handling may apply, please see: www.dtsc.ca.gov/hazardouswaste/perchlorate. European Union WEEE Domestic/Household Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste. Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information. In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

15 1 Before Using the Machine Prior to disposal, please contact your local dealer or Xerox representative for end of life takeback information. WEEE Professional/Business Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures. Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

16 Machine Components 2 Product Overview This chapter describes each component of the machine and the services available on the machine, explains how to switch the machine on and off, and provides information on the use of recycled paper. Machine Components This section describes machine components and their functions. Front View No. 1 Component Left Side Cover Function Open this cover when a paper jam occurs in the machine and when replacing consumables. NOTE: For information on how to clear paper jams, refer to the Problem Solving chapter in the System Administration Guide.



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NOTE: For information on how to replace consumables, refer to the Maintenance chapter in the System Administration Guide. 17 2 Product Overview No. 2 Component Bypass Tray Function Used for standard size paper and non-standard size paper. It holds special media such as thick stock paper or other special media that cannot be loaded in Tray 1 or Tray 2. NOTE: For more information on the supported paper types and capacity of the Bypass Tray, refer to Supported Paper Sizes and Types on page 39. 3 4 Extension Flap Access Cover 1 Supports paper that is loaded in the Bypass Tray. Slide out this flap before loading paper in the Bypass Tray. Open this cover to remove paper jams in and around Tray 1 and Tray 2. NOTE: For more information on how to clear paper jams, refer to the Problem Solving chapter in the System Administration Guide. 5 Access Cover 2 Open this cover to remove paper jams in and around Tray 2.

NOTE: The Access Cover 2 is a part of the optional Paper Tray 2. NOTE: For more information on how to clear paper jams, refer to the Problem Solving chapter in the System Administration Guide. 6 7 Document Feeder Control Panel Automatically feeds documents that are loaded to be scanned for a copy or a scan job. Consists of the Display, the Machine Diagram (mimic), buttons and indicators. NOTE: For more information on the Control Panel, refer to Control Panel on page 22. 8 9 10 11 Output Tray Front Cover Left Side Cover Latch Tray 1 Copies and prints are delivered here, face down. Open this cover to replace the Drum Cartridge and to add toner. Pull up this latch to open the Left Side Cover. Used for standard size paper. It holds up to 250 sheets of plain paper.

NOTE: For more information on supported paper types and tray capacity, refer to Supported Paper Sizes and Types on page 39. 12 Paper Tray 2 (optional) Adds an additional tray that can be used as Tray 2. Used for standard size paper. It holds up to 500 sheets of plain paper. NOTE: Paper Tray 2 is an optional accessory.

NOTE: For more information on supported paper types and tray capacity, refer to Supported Paper Sizes and Types on page 39. 13 Stand (optional) Elevates and stabilizes the machine for optimum use. The attached casters allow you to move the machine easily. NOTE: The stand is an optional accessory. 14 15 16 17 18 10Base-T/100Base-TX Connector USB Interface Connector Power Cord Connector Power Switch Connects the network cable to the machine.

Connects the USB cable to the machine. NOTE: This connector is also used for upgrading software. This connector is to be used only by customer engineers. Connects the power cord to the machine. Switches the power to the machine on and off. 18 Machine Components Inside View No. 19 20 21 22 23 Component Document Cover Document Glass Fuser Unit Drum Cartridge Duplex Module Function Close this cover when scanning a document on the Document Glass. Place a document here, face down. Fuses toner onto the paper by applying heat and pressure. Do not touch this unit.

It may become extremely hot. Contains toner and photoconductor used to transfer the toner. Copies and prints on both sides of paper. 19 2 Product Overview Rear View No. 24 Component Data Label Function Contains the machine information. 20 Machine Services Machine Services This section describes the services available on the machine. Print Provides various print features, including 2 Sided Print, Booklet Creation, Multiple-Up, and Poster. For more information, refer to the PCL Print Driver CD-ROM or to Printing on page 81. Copy Allows you to copy documents in various ways. For example, you can produce output which has been reduced or enlarged to a different size, or copy two or four independent documents onto one sheet of paper.

For more information, refer to Copying on page 51. Scan Allows you to scan documents and store them in mailboxes. You can import the scanned documents to your computer using CentreWare Internet Services or via the Network Scanner Utility 3. For more information, refer to Scanning on page 71. 21 2 Product Overview Control Panel This section describes Control Panel components and their functions.

Display Displays the copy quantity, zoom ratio, error code, machine status, or numerical values. Display <Display Switch> button/indicators Press this button to switch the Display between the copy quantity and the zoom ratio. The indicator lights up to show which is currently being displayed. When the machine is in the Paper Setting Mode, press this button to scroll through the paper sizes. <Display Switch> button NOTE: To enter the Paper Setting Mode, hold down the <Paper Supply> button for four seconds.

For information on the <Paper Supply> button, refer to <Paper Supply> button on page 26. <Copy> button Press this button to switch the machine to the Copy Mode. The button lights up when the machine is ready to process a copy job. <Copy> button 22 Control Panel <Scan> button Press this button to switch the machine to the Scan Mode. The button lights up when the machine is ready to process a scan job. When the machine enters the Scan Mode, [b] appears in the Display. <Scan> button <Job in Memory> indicator This indicator lights up when scanned data is stored in mailboxes. The indicator does not go out even when the machine is in the Low Power Mode or Sleep Mode if scanned data is stored in mailboxes. NOTE: If the machine is switched off, all the scanned data stored in mailboxes will be deleted. <Job in Memory> indicator <Online> indicator This indicator blinks when the machine is receiving data from a computer.

The indicator lights up while a job is being processed. <Online> indicator Numeric Keypad Numeric keys Use the numeric keys to enter the copy quantity, passcode, and other numerical values. <C> (clear) button Press this button to clear a wrongly entered numerical value. NOTE: In this manual, this button is indicated as the <C> button. <C> button Numeric keys 23 2 Product Overview <Log In/Out> button Use this button to enter the System Setting Mode, which allows you to configure the system settings. When Copy Auditron is disabled Hold down this button for four seconds, and then enter the System Administrator's ID using the numeric keypad. The machine enters the System Setting Mode. When Copy Auditron is enabled First you must log in to the machine under the System Administrator's ID, and then hold down this button for four seconds. The machine enters the System Setting Mode. For more information on how to log in to the machine, refer to Logging in to the Machine on page 68.

For more information on the System Setting Mode and Copy Auditron, refer to the System Administration Guide. <Log In/Out> button <Power Saver> button To minimize power consumption, the Power Saver feature is automatically activated during periods of machine inactivity.



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For more information on the Power Saver feature, refer to Power Saver on page 36. <Power Saver> button <AC> (all clear) button Press this button to clear the previously selected features, and to restore the default values of the features. <AC> button 24 Control Panel <Stop> button Press this button to cancel a job.

<Stop> button <Start> button Press this button to start a copy or scan job, and to confirm the specified values. <Start> button <Scan Completed> button This button is selectable when using the Document Glass with certain copy features, such as Collate, 2-sided, and N-up, or when running a scan job using the Document Glass. The indicator next to the <Scan Completed> button blinks after the first page of the document is scanned. The machine allows you to scan the next page while this button is blinking. After scanning the last page, press this button.

<Scan Completed> button NOTE: When running a scan job using the Document Glass, use the System Setting Mode (menu number: 201) to enable or disable the scanning of the next page. For more information, refer to the System Administration Guide. 25 2 Product Overview <Paper Supply> button The <Paper Supply> button has the following two functions. Selecting a tray Press this button to select a tray for a copy job. The Machine Diagram (mimic) shows you which tray is currently selected. Press this button repeatedly until the desired tray indicator is lit on the Machine Diagram (mimic). Changeover sequence: Tray 1 & Tray 2 (Automatic Paper Selection), Tray 1, Tray 2, Bypass Tray <Paper Supply> button Tray 1 & Tray 2 (Automatic Paper Selection) If Automatic Paper Selection (menu number: 164) is enabled in the system settings, the machine automatically selects paper that is loaded in either Tray 1 or Tray 2 when a document is loaded in the Document Feeder. For information on the system settings, refer to the System Administration Guide. NOTE: This option is only available when using the Document Feeder for the machines that are fitted with the optional Paper Tray 2. Tray 1 Uses paper that is loaded in Tray 1.

Tray 2 Uses paper that is loaded in Tray 2. NOTE: This option is only available when Paper Tray 2 (optional) is fitted on the machine. Bypass Tray Uses paper that is loaded in the Bypass Tray. Entering the Paper Setting Mode Hold down this button for four seconds to enter the Paper Setting Mode. After loading paper in any of the trays, you must enter the Paper Setting Mode to specify the size and orientation of the loaded paper. Once the machine enters the Paper Setting Mode, press the <Display Switch> button to scroll through the paper sizes. Changeover sequence is shown below. It shows what appears in the Display, followed by the actual size of paper in parentheses. The changeover sequence: A3 (A3 SEF), A4L (A4 LEF), A4 (A4 SEF), b4 (B4 SEF), b5L (B5 LEF), b5 (B5 SEF), C8 (8K SEF), 16L (16K LEF), 16S (16K SEF), A5 (A5 SEF), 17 (11 x 17" SEF), 14 (8.5 x 14" SEF), 13 (8.5 x 13" SEF), 11L (8.5 x 11" LEF), 11 (8.5 x 11" SEF), 134 (8.5 x 13.4" SEF), 55 (5.5 x 8.5" SEF), CUS (Custom paper size) NOTE: When Tray 1 or Tray 2 is selected, [A5], [55], and [CUS] do not appear in the Display. 26 Control Panel For more information on how to specify the size and orientation of paper that is loaded in the tray, refer to Specifying the Size and Orientation of Paper Loaded in the Trays on page 48. Machine Diagram (mimic) The Machine Diagram (mimic) consists of indicators. The indicators flash or light up to display the machine status.

The following shows major indicators. For more information on the Machine Diagram (mimic) and other indicators, refer to the Problem Solving chapter in the System Administration Guide. Document Feeder Jam The red indicator flashes when a document jams in the Document Feeder or when the Document Feeder Cover is open. Processor Jam The red indicator flashes when a paper jam occurs in the machine. Check the error code that appears in the Display. Toner The red indicator lights up when the amount of toner left in the Drum Cartridge is low. Prepare a new toner bottle. No error code is displayed at this point. The red indicator flashes when toner runs out. Add toner into the Drum Cartridge.

The error code [J1] appears in the Display. Replace Drum Cartridge The red indicator lights up when the Drum Cartridge needs to be replaced in the near future. Prepare a new Drum Cartridge. No error code is displayed at this point. The red indicator flashes when the Drum Cartridge needs to be replaced immediately. Replace the Drum Cartridge with a new one. The error code [J6] appears in the Display. 27 2 Product Overview Copy Features <Variable Ratio> button Press the <> and <> buttons to specify the zoom ratio within the range of 50 to 200% in 1% increments. The currently selected zoom ratio appears in the Display. NOTE: Pressing these buttons automatically switches the Display to show the zoom ratio.

<> and <> buttons <Reduce/Enlarge> button Press this button to select the zoom ratio. The currently selected zoom ratio appears in the Display. NOTE: Pressing this button automatically switches the Displays to show the zoom ratio. <Reduce/Enlarge> button NOTE: The paper size table can be switched between metric ([A/B Series (8K/ 16K)]) and inches ([Inch Series (8.5 x 13")], [Inch Series (8.5 x 13.4")], [Inch Series]) when the machine is in the System Setting Mode (menu number: 21). For more information on the system settings, refer to the System Administration Guide. The following options change depending on the selected paper size table. When the paper size table is inches 200% Enlarges a document by 200%.

5.5 x 8.5" 129% Enlarges a document by 129.4%. 5.5 x 8.5" 78% Reduces a document by 78.5%. 8.5 x 14" 50% Reduces a document by 50%.

11 x 17" 5.5 x 8.5" 8.5 x 11" 8.5 x 11", 8.5 x 11" 11 x 17" 11 x 17" 28 Control Panel Preset Enlarges or reduces a document by any zoom ratio that has been preset. NOTE: You can specify the preset zoom ratio when the machine is in the System Setting Mode (menu number: 153). For more information, refer to the System Administration Guide. NOTE: The default preset zoom ratio is 64%. 100% Makes copies of an original document at the same size.

Auto% The machine automatically selects the zoom ratio based on the original document size and the paper size in the selected tray. NOTE: This option is selectable only when using the Document Feeder. When the paper size table is metric 200% Enlarges a document by 200%. A5 A3 141% Enlarges a document by 141.4%.

A5 70% Reduces a document by 70.7%. A3 50% Reduces a document by 50%. A3 A5 A4, A4 A5, B4 B5 A4, A4 A3, B5 B4 Preset Enlarges or reduces a document by any zoom ratio that has been preset. NOTE: You can specify the preset zoom ratio when the machine is in the System Setting Mode (menu number: 153).



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For more information, refer to the System Administration Guide. NOTE: The default preset zoom ratio is 64%. 100% Makes copies of an original document at the same size. 29 2 Product Overview Auto% The machine automatically selects the zoom ratio based on the original document size and the paper size in the selected tray. NOTE: This option is selectable only when using the Document Feeder. <Lighten/Darken> button Press the < > or < > button to select the density of the output copies. NOTE: This button is also used to specify the scan density for a scan job. <Lighten/Darken> button Lightest The density of the output copies decreases to the lightest level. Light The density decreases on the output copies. Normal The density of the output copies stays the same as the original documents.

Dark The density increases on the output copies. Darkest The density of the output copies increases to the darkest level. <Original Size> button When selecting the N-up feature, press this button to select the original document size. For more information on the N-up feature, refer to 4-up/2-up Copies (Copying Multiple Pages onto a Single Sheet) on page 56. NOTE: This button is selectable when using the Document Glass with the N-up feature. The button is not selectable when using the Document Feeder as the size of the original document is automatically detected. <Original Size> button NOTE: The paper size table can be switched between metric ([A/B Series (8K/16K)]) and inches ([Inch Series (8.5 x 13")], [Inch Series (8.5 x 13.4")], [Inch Series]) when the machine is in the System Setting Mode (menu number: 21).

For more information on the system settings, refer to the System Administration Guide. The following three options change depending on the selected paper size table. 30 Control Panel When the paper size table is inches 11 x 17" SEF, 8.5 x 14" SEF, 8.5 x 13.

4" SEF, 8.5 x 13" SEF Select this option if the size and orientation of an original document is 11 x 17" SEF, 8.5 x 14" SEF, 8.5 x 13.4" SEF, or 8.5 x 13" SEF when using the N-up feature. 8.5 x 11" SEF Select this option if the size and orientation of an original document is 8.5 x 11" SEF. 8.5 x 11" LEF Select this option if the size and orientation of an original document is 8.5 x 11" LEF. When the paper size table is metric A3 SEF, B4 SEF Select this option if the size and orientation of an original document is A3 SEF or B4 SEF. A4 SEF, B5 SEF Select this option if the size and orientation of an original document is A4 SEF or B5 SEF. A4 LEF, B5 LEF Select this option if the size and orientation of an original document is A4 LEF or B5 LEF.

<N-up/ID Card Copy> button Press this button to select the N-up feature or ID Card Copy feature. NOTE: When the N-up feature is selected, the zoom ratio is fixed to Auto%, and it cannot be changed manually. <N-up/ID Card Copy> button ID Card Copy Copies an ID card-shaped document onto one side of a single sheet. For more information on the ID Card Copy feature, refer to ID Card Copies (Copying an ID Card-shaped Document onto a Sheet) on page 66.

4-up Copies four pages of the original documents onto one side of a single sheet. For more information on the N-up feature, refer to 4-up/2-up Copies (Copying Multiple Pages onto a Single Sheet) on page 56. 2-up Copies two pages of the original documents onto one side of a single sheet. For more information on the N-up feature, refer to 4-up/2-up Copies (Copying Multiple Pages onto a Single Sheet) on page 56. 31 2 Product Overview Off Disables the N-up and ID Card Copy features. <Original Type> button Press this button to select the original document type.

NOTE: This button is also used to select the original document type for a scan job. <Original Type> button Photo Suitable for copying documents that contain only photo images. Text & Photo Suitable for copying documents that contain both text and photo images. Text Suitable for copying documents that contain only text. <2-sided> button Press this button to select whether to copy on one side or both sides of the sheet.

NOTE: This button is also used to select whether to scan one side or both sides of a document for a scan job when using the Document Feeder. <2-sided> button 2 1 Sided Makes 1-sided copies from 2-sided documents. 2 2 Sided Makes 2-sided copies from 2-sided documents. NOTE: This button is not selectable when scanning a document for a scan job. 1 2 Sided Makes 2-sided copies from 1-sided documents.

NOTE: This button is not selectable when scanning a document for a scan job. 1 1 Sided Makes 1-sided copies from 1-sided documents. 32 Control Panel The following chart shows how to load the original document on the Document Glass or in the Document Feeder when making 2-sided copies. Paper Orientation in the Tray How to Scan Document Feeder Copied Output Portrait LEF Document Glass How to Scan Landscape Document Feeder Copied Output Document Glass Paper Orientation in the Tray How to Scan Portrait Document Feeder Copied Output SEF Document Glass How to Scan Landscape Document Feeder Copied Output Document Glass <Copy Output> button Press this button to select whether or not to collate the output copies. <Copy Output> button 33 2 Product Overview Collate -When 1-sided is selected Delivers the specified number of copy sets in the same order as the original documents. -When 2-sided is selected Delivers the specified number of copy sets in the same order as the original documents, and copies are made on both sides of the sheets. Uncollate -When 1-sided is selected Delivers the copies in stacks based on the number of copies for each set. -When 2-sided is selected Delivers the copies in stacks based on the number of copies for each set, and copies are made on both sides of the sheets. 34 Switching On / Off Switching On / Off This section describes how to switch the machine on and off, and explains the Power Saver feature. The machine is ready within 27 seconds after the machine is switched on.

The time required for the machine to warm up may vary, depending on the machine configuration and the machine environment. The machine automatically enables the Power Saver feature after a set period of machine inactivity in order to minimize power consumption. It is recommended that the machine be switched off at the end of the day or when it will not be in use for a long period of time. NOTE: If the machine is switched off, data currently being processed may be lost, and all the scanned data stored in mailboxes will be deleted. For information on the Power Saver feature, refer to Power Saver on page 36.

Switching On The following procedure describes how to switch on the power to the machine. 1. Press the Power Switch to the [] position.



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NOTE: [1] appears in the Display when the machine is ready. NOTE: If you attempt to run a job during warm-up, the job will be processed once the machine is ready.

Switching Off The following procedure describes how to switch off the power to the machine. NOTE: If the machine is switched off, data currently being processed may be lost, and all the scanned data stored in mailboxes will be deleted. 1. Before switching off the machine, make sure that all jobs have been processed completely. Also, make sure that the <Online> indicator is not lit.

NOTE: Never switch off the machine in the following instances: · While data is being received · While jobs are being printed · While jobs are being copied · While jobs are being scanned NOTE: Switching off the machine during copying or printing may cause paper jams. 35 2 Product Overview 2. Press the Power Switch to the [] position. NOTE: After pressing the Power Switch to the [] position, wait for a few seconds before removing the power cord from the power outlet to allow the machine time to power off completely. NOTE: After switching off the machine, wait for a few seconds before switching the machine back on again.

Power Saver The machine has a power-efficient feature called Power Saver to minimize power consumption during inactivity. When the machine is inactive for a specified period of time, it activates the Power Saver feature. The Power Saver feature has two stages: Low Power Mode and Sleep Mode. The machine enters the Low Power Mode first if it remains inactive for a preset period of time. Then it enters the Sleep Mode to further reduce power consumption. Low Power Mode When the machine enters the Low Power Mode, the machine reduces the power to the Fuser Unit. While the machine is in this mode, the Display goes out, and the <Power Saver> button is lit. If scanned data is stored in mailboxes, the <Job in Memory> indicator is also lit during this mode. To exit the Low Power Mode to use the machine, press the <Power Saver> button. To specify how long the period of inactivity is before Power Saver is activated, access the System Setting Mode (menu number: 12).

For more information, refer to the System Administration Guide. Sleep Mode When the machine enters the Sleep Mode, the machine further reduces its power consumption. While the machine is in this mode, the Display goes out, and the <Power Saver> button is lit. If scanned data is stored in mailboxes, the <Job in Memory> indicator is also lit during this mode. To exit the Sleep Mode to use the machine, press the <Power Saver> button. To specify how long the period of inactivity is before Power Saver is activated, access the System Setting Mode (menu number: 13). For more information, refer to the System Administration Guide. NOTE: You can specify the Low Power Mode and Sleep Mode settings on CentreWare Internet Services. For more information, refer to the Machine Status chapter in the System Administration Guide. 36 Recycled Paper Exiting the Low Power Mode or Sleep Mode The machine exits the Low Power Mode or Sleep Mode in the following two instances: · When pressing the <Power Saver> button <Power Saver> button · When the machine receives a print job or a scan job Recycled Paper The use of recycled paper in the machine benefits the environment with no degradation in performance.

Xerox recommends recycled paper with a 20% post consumer content which can be obtained both through Xerox and other office suppliers. Contact your Xerox representative or go to www.xerox.com for more information on other types of recycled paper. 37 2 Product Overview 38 3 Loading Paper This chapter describes the sizes and types of paper that can be used with the machine, and provides information on how to load paper in the trays and how to specify the size and orientation of paper in the trays.

Supported Paper Sizes and Types This section lists the sizes and types of paper that can be used with the machine, and explains simple rules for storing paper and loading paper in the trays. Using paper that is not listed here may result in paper jams, lower print quality, or machine malfunctions. If you wish to use paper other than those recommended by Xerox, contact the Xerox Welcome Center. NOTE: The printed image may fade when paper absorbs moisture in the air. For more information on fading of printed images, contact the Xerox Welcome Center.

Supported Paper Sizes The following table shows the size and weight of paper that each tray can accommodate, together with the tray capacity. Paper Tray Tray 1 Weight 60 - 90 g/m2 Quantity 250 sheets (80 g/m2) Paper Size B5 LEF, B5SEF, A4 LEF, A4 SEF, 8.5 x 11" LEF, 8.5 x 11" SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, B4 SEF, 16K LEF, 16K SEF, 8K SEF, A3 SEF, 11 x 17" SEF B5 LEF, B5SEF, A4 LEF, A4 SEF, 8.5 x 11" LEF, 8.5 x 11" SEF, 8.

5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, B4 SEF, 16K LEF, 16K SEF, 8K SEF, A3 SEF, 11 x 17" SEF A4 LEF, A4 SEF, A3 SEF, B5 LEF, B5 SEF, B4 SEF, 8K SEF, 16K LEF, 16K SEF, 8.5 x 11" LEF, 8.5 x 11" SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF, 5.

5 x 8.5" SEF, A5 SEF, Custom size paper (Width: 139.0 - 297.0 mm; Length: 182.0 - 432.

0 mm) Tray 2 60 - 90 g/m2 500 sheets (70 g/m2) 450 sheets (80 g/m2) Bypass 60 - 110 g/m2 Tray 50 sheets (70 g/m2) 39 3 Loading Paper Supported Paper Types The following table shows the paper types that are supported by each of the trays and the Duplex Module. Paper Type Plain Paper Recycled Paper Transparencies Labels Heavyweight 90 - 110 Weight (g/m2) 60 - 90 Tray 1 O O X O X Tray 2 O O X O X Bypass Tray O O O O O Duplex Module O O X X X O: Available X: Not available *: Paper weight is 70 - 90 g/m2 for the Duplex Module Storing and Handling Paper Storing paper · Store paper in dry conditions. Paper that has absorbed moisture can cause paper jams and image quality deterioration. · Once you remove the packaging from the paper, keep the unused paper wrapped. To reduce moisture, apply preventive measures such as placing desiccant (moisture absorber) in the storage area.*

· Paper should be stored on a flat surface to prevent creasing or warping. Loading paper into the trays · Align the edges of the paper stack neatly before loading it in the trays. · Do not use paper that is folded, creased, curled, or badly damaged. · Do not load paper of mixed sizes together in the trays. · Transparencies and labels often cause paper jams if any sheets are stuck together. Fan the edges well before loading. · When continuously printing onto transparencies, remove them from the Output Tray every 20 sheets or so to prevent them from sticking together. · When loading labels in the tray, if any of the labels have already been peeled off or cut off, it may cause a paper jam.



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40 Loading Paper in the Trays Loading Paper in the Trays This section describes how to load paper in the trays. Paper loaded in the trays After loading paper in a tray, you need to manually specify the size and orientation of paper on the Control Panel.

For information on how to set the size and orientation of paper that is loaded in the trays, refer to Specifying the Size and Orientation of Paper Loaded in the Trays on page 48. Automatic Tray Switching If the machine runs out of paper during copying or printing, this feature allows the machine to automatically select an alternative tray that is loaded with the same size and orientation of paper. To use this feature for a copy job, enable Automatic Tray Switching (menu number: 163) in the system settings. If two trays are loaded with paper of the same size and orientation, the machine selects a tray based on the priority set under Tray Priority for Automatic Paper Selection (menu number: 22) in the system settings. For information on how to configure the system settings, refer to the System Administration Guide. NOTE: The Automatic Tray Switching feature is available only when the machine is fitted with the optional Paper Tray 2.

NOTE: Automatic Tray Switching does not include the Bypass Tray. Loading Paper in Tray 1 If the machine runs out of paper in Tray 1 during copying or printing, the Tray 1 indicator flashes on the Machine Diagram (mimic), and the error code appears in the Display. Copying or printing automatically resumes when a sufficient amount of paper is loaded in Tray 1. The following procedure describes how to load paper in Tray 1.

NOTE: Before loading paper in the tray, fan the edges. This separates any sheets of paper that are stuck together, and reduces the possibility of paper jams. 1. Pull out Tray 1 towards you. NOTE: While the machine processes a job, do not pull out the tray in use.

41 3 Loading Paper 2. Push down the metal plate to the bottom of the tray. NOTE: Do not add a new stack of paper on top of the remaining paper in the tray. Remove the remaining paper in the tray, put it on top of the new stack of paper, align the edges neatly, then load the stack of paper in the tray. This reduces the possibility of a paper jam.

3. Load paper neatly and tightly against the left corner of the tray, with the side to be printed facing up. NOTE: Do not load paper above the maximum fill line as it may cause a paper jam or a machine malfunction. 4. Adjust the three paper guides to just touch the edges of the paper, and align the arrow on the right paper guide with the appropriate paper size marking on the label. NOTE: If you do not adjust the paper guides correctly, it may result in a paper jam. NOTE: If loading a relatively thin stack of paper in the tray, when tightly adjusting the right paper guide up against the edge of the paper, the stack of paper can become warped. This will not result in a paper jam as long as the paper guide arrow is correctly aligned with the appropriate paper size marking on the label. 5. Push Tray 1 gently back into position.

Loading Paper in Tray 2 If the machine runs out of paper in Tray 2 during copying or printing, the Tray 2 indicator on the Machine Diagram (mimic) flashes, and the error code appears in the Display. Copying or printing automatically resumes when a sufficient amount of paper is loaded in Tray 2. The following procedure describes how to load paper in Tray 2. NOTE: Paper Tray 2 is an optional accessory. NOTE: Before loading paper in the tray, fan the edges. This separates any sheets of paper that are stuck together, and reduces the possibility of paper jams. 42 Loading Paper in the Trays 1. Pull out Tray 2 towards you.

NOTE: While the machine processes a job, do not pull out the tray in use. 2.

Load paper neatly and tightly against the left corner of the tray with the side to be printed facing up. NOTE: Do not load paper above the maximum fill line as it may cause a paper jam or a machine malfunction. NOTE: Do not add a new stack of paper on top of the remaining paper in the tray. Remove the remaining paper in the tray, put it on top of the new stack of paper, align the edges neatly, then load the stack of paper in the tray. This reduces the possibility of a paper jam.

3. Adjust the three paper guides to just touch the edges of the paper, and align the arrow on the right paper guide with the appropriate paper size marking on the label. NOTE: If you do not adjust the paper guides correctly, it may result in a paper jam. NOTE: If loading a relatively thin stack of paper in the tray, when tightly adjusting the right paper guide up against the edge of the paper, the stack of paper can become warped. This will not result in a paper jam as long as the paper guide arrow is correctly aligned with the appropriate paper size marking on the label.

4. Push Tray 2 gently back into position. Loading Paper in the Bypass Tray The Bypass Tray holds non-standard size paper as well as standard size paper. When printing on paper that cannot be loaded into Tray 1 or Tray 2, such as nonstandard size paper, use the Bypass Tray. The following procedure describes how to load paper in the Bypass Tray. NOTE: Do not load a new stack of paper until the remaining paper in the tray runs out completely. Alternatively, remove the remaining paper before loading a new stack of paper. NOTE: Before loading paper in the tray, fan the edges. This separates any sheets of paper that are stuck together, and reduces the possibility of paper jams. 43 3 Loading Paper NOTE: When using non-standard size paper for a print job (non-standard size paper cannot be used for a copy job), you must register the paper size in the print driver and set the paper size to [CUS] on the Control Panel in advance.

For information on how to specify a custom paper size in the print driver, refer to the PCL Print Driver CDROM. For information on how to specify the size and orientation of paper that is loaded, refer to Specifying the Size and Orientation of Paper Loaded in the Trays on page 48. 1. Open the Bypass Tray. 2.

Slide out the Extension Flap. 3. Load paper with the side to be copied or printed facing down. NOTE: Do not load mixed types or mixed sizes of paper together in the Bypass Tray. NOTE: Do not load paper above the maximum fill line as it may cause a paper jam or a machine malfunction.

NOTE: Depending on the type of paper, paper may not feed into the machine properly, or may cause image quality deterioration. 4. Adjust the paper guides to just touch the edges of the paper. NOTE: If you do not adjust the paper guides correctly, it may result in a paper jam. NOTE: If paper runs out in the Bypass Tray during a job, reload paper in the Bypass Tray and press the <Start> button.

44 Changing the Size and Orientation of Paper in the Trays Changing the Size and Orientation of Paper in the Trays This section describes how to replace paper in the trays with a different size and orientation of paper, and how to specify the size and orientation of the paper.



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NOTE: When using non-standard size paper for a print job (non-standard size paper cannot be used for a copy job), load the paper in the Bypass Tray. You must register the paper size in the print driver and set the paper size to [CUS] on the Control Panel in advance. For information on how to specify a custom paper size in the print driver, refer to the PCL Print Driver CD-ROM. For information on how to specify the size and orientation of paper that is loaded, refer to Specifying the Size and Orientation of Paper Loaded in the Trays on page 48.

Changing the Size and Orientation of Paper in Tray 1 The following procedure describes how to change the size and orientation of paper in Tray 1. 1. Pull out Tray 1 towards you. *NOTE: While the machine processes a job, do not pull out the tray in use.* 2. Remove the remaining paper. 3. Push down the metal plate to the bottom of the tray. 4.5 3 Loading Paper 4. Slide the paper guides towards the front and back of the tray.

5. Slide the paper guide to the right. 6. Load the paper neatly and tightly against the left corner of the tray, with the side to be printed facing up. *NOTE: Do not load mixed types or mixed sizes of paper together in Tray 1. NOTE: Do not load paper above the maximum fill line as it may cause a paper jam or a machine malfunction.* 7. Adjust the paper guides to just touch the edges of the paper, and align the arrow on the right paper guide with the appropriate paper size marking on the label. *NOTE: If you do not adjust the paper guides correctly, it may result in a paper jam. NOTE: If loading a relatively thin stack of paper in the tray, when tightly adjusting the right paper guide up against the edge of the paper, the stack of paper can become warped. This will not result in a paper jam as long as the paper guide arrow is correctly aligned with the appropriate paper size marking on the label.* 8. Push Tray 1 gently back into position. 9. Specify the paper size and orientation on the Control Panel.

For information on how to specify the paper size and paper orientation, refer to Specifying the Size and Orientation of Paper Loaded in the Trays on page 48.

46 *Changing the Size and Orientation of Paper in the Trays* *Changing the Size and Orientation of Paper in Tray 2* The following procedure describes how to change the size and orientation of paper in Tray 2. 1. Pull out Tray 2 towards you. *NOTE: While the machine processes a job, do not pull out the tray in use.* 2. Remove the remaining paper. 3. Slide the paper guides towards the front and back of the tray. 4. Slide the paper guide to the right. 5. Load a new stack of paper neatly and tightly against the left corner of the tray, with the side to be printed facing up. *NOTE: Do not load mixed types or mixed sizes of paper together in Tray 2. NOTE: Do not load paper above the maximum fill line as it may cause a paper jam or a machine malfunction.*

47 3 Loading Paper 6. Adjust the paper guides to just touch the edges of the paper, and align the arrow on the right paper guide with the appropriate paper size marking on the label. *NOTE: If you do not adjust the paper guides correctly, it may result in a paper jam. NOTE: If loading a relatively thin stack of paper in the tray, when tightly adjusting the right paper guide up against the edge of the paper, the stack of paper can become warped. This will not result in a paper jam as long as the paper guide arrow is correctly aligned with the appropriate paper size marking on the label.* 7. Push Tray 2 gently back into position. 8. @@@@Hold down the <Paper Supply> button for four seconds. @@@@Do not load the custom size paper in Tray 1 or Tray 2.

@@@@@@@@@@@@@@@@@@@@Press the <Copy> button. <Copy> button 2. @@@@@@@@@@3) Close the Document Cover. 3. @@@@For more information, refer to <Lighten/Darken> button on page 30.

<Original Size> button Select the original document size when selecting the N-up feature. For more information, refer to <Original Size> button on page 30. <N-up/ID Card Copy> button Select the N-up feature or the ID Card Copy feature. For more information on the N-up and ID Card Copy features, refer to <N-up/ID Card Copy> button on page 31. 52 Copying Procedure For information on how to make copies using the N-up feature, refer to 4-up/2-up Copies (Copying Multiple Pages onto a Single Sheet) on page 56.

For information on how to make copies using the ID Card Copy feature, refer to ID Card Copies (Copying an ID Card-shaped Document onto a Sheet) on page 66. <Original Type> button Select the original document type. For more information, refer to <Original Type> button on page 32. <2-sided> button Select whether to copy on one side or both sides of a sheet. For more information, refer to <2-sided> button on page 32. <Copy Output> button Select whether or not to collate the output. For more information, refer to <Copy Output> button on page 33. 4. Press the <Paper Supply> button to select a tray. *NOTE: Press the <Paper Supply> button repeatedly until the desired tray is lit on the Machine Diagram (mimic).*

For information on the <Paper Supply> button, refer to <Paper Supply> button on page 26. *NOTE: When Tray 1 and Tray 2 are lit simultaneously, the machine selects a tray automatically.* <Paper Supply> button *NOTE: When pressing the <Paper Supply> button, the size and orientation of paper in the selected tray appears in the Display for three seconds. After that, the Display switches back to the previously displayed value.* 5. Enter the copy quantity using the numeric keypad. The entered number appears in the Display. *NOTE: If you have entered an incorrect value, press the <C> button to clear the wrongly entered value.* <C> button Numeric keys 6. Press the <Start> button to start the copy job.

<Start> button 53 4 Copying *NOTE: When using the Document Glass with certain copy features, such as Collate, 2-sided, and N-up, the indicator next to the <Scan Completed> button blinks after the first page has been scanned. Load and scan the next page while the button is blinking. After scanning the last page of your document, press the <Scan Completed> button. <Scan Completed> button Loading Documents* When loading an original document to copy, you can place it on the Document Glass, or load it in the Document Feeder. This section describes how to place documents on the Document Glass and in the Document Feeder.

Information is also given on the capacity and the supported document types for the Document Glass and the Document Feeder. Document Glass The Document Glass supports a single sheet, a book, and other similar types of original documents in sizes up to 297 x 432 mm. The machine does not automatically detect the size of the original document that is placed on the Document Glass. *NOTE: Close the Document Cover while scanning a document on the Document Glass.*



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