



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 5225. You'll find the answers to all your questions on the XEROX WORKCENTRE 5225 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 5225**  
**User guide XEROX WORKCENTRE 5225**  
**Operating instructions XEROX WORKCENTRE 5225**  
**Instructions for use XEROX WORKCENTRE 5225**  
**Instruction manual XEROX WORKCENTRE 5225**

The image shows the cover of the Xerox WorkCentre 5225/5225/5230 User Guide. At the top left is the XEROX logo in red. To its right is a red banner with the text 'WorkCentre 5222/5225/5230' and five colored dots (red, orange, yellow, green, blue). Below the banner is a horizontal line with the text 'print | copy | scan | fax | email'. The main title 'User Guide' is centered in a large black font. Below the title is a photograph of the Xerox WorkCentre 5225, a white multi-function copier with a blue control panel and several paper trays. At the bottom left, there is small text: 'XE3021ENO-2' and 'Copyright © 2008 Xerox Corporation. All rights reserved.' At the bottom right, there is a red banner with the text 'www.xerox.com/support'.



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**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](http://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. @Government or its agency. @@@@37 Power On/Off..

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.....45 Copying Procedure ...

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.....45 2. Select the Features ..

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.....47 3.

*Enter the Quantity.....*

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.... 48 4. Start the Copy Job.....

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...48 5. Check the Status of the Copy Job .

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.....48 Stopping a Copy Job ..

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*51 2 Sided Copying .....*

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*52 Copy Output* .....

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71 Job Assembly .....

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...72 Build Job .

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.72 Sample Job...

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...74 Combine Original Sets.

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.....74 Form Overlay .....

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75 Delete Outside/Delete Inside .....

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.....77 Country Code for the Fax Service .....

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..78 1. Load the Documents.....

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...78 2. Select the Features.

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.....79 3. Specify a Destination ...

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.....80 4. Enter an E-mail Subject and Message (for Internet Fax Only) ...  
...81 5. Start the Fax Job .

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.....81 6.

Check the Status of the Fax Job.....

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.82 Stopping a Fax Job.....

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111 Starting Rate.....

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*.112 Fax Options - Server Fax ....*

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*112 Delay Start.....*

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*..113 5 Scan/E-mail...*

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*.115 Sc..139 File Format..*

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*140 Read Receipts .....*

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.....142 Split Send ....

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....142 Document Name/File Name .....

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....143 File Name Conflict .....

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....143 Reply To .

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....144 Encryption.

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*..144 Digital Signature ...*

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*145 Password .....*

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...147 Send from Mailbox .

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...147 Printing/Deleting Mailbox Documents.....

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...148 Job Flow Settings .

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.....149 Job Flow Sheet Restrictions .....

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.....153 7 Job Flow Sheets .....

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machine. · To change the default language, enter the System Administration mode, press the <Machine Status> button, and then select [Tools] > [System Settings] > [Common Service Settings] > [Screen/Button Settings] > [Default Language].

On the [Default Language] screen, select the required language as the default language. For more information, refer to the System Administration Guide. Conventions This section describes the conventions used throughout this User Guide. In this guide, you will find that some terms are used interchangeably: · Paper is synonymous with media. · Document is synonymous with original.

· Xerox WorkCentre 5222/5225/5225A/5230/5230A is synonymous with the machine. Orientation Orientation is used to mean the direction of images on the page. When the image is upright, the paper (or other media) can be either long edge feed or short edge feed. Long Edge Feed (LEF) When loading documents long edge feed into the document feeder, load with one of the long edges facing into the document feeder, with the short edges facing the front and back of the document feeder. When loading paper long edge feed into a paper tray, place the paper with one of the long edges toward the left-hand side and one of the short edges toward the front of the tray. Short Edge Feed (SEF) When loading documents short edge feed into the document feeder, load with one of the short edges facing into the document feeder, with the long edges facing the front and back of the document feeder. When loading paper short edge feed into a paper tray, place the paper with one of the short edges toward the left-hand side and one of the long edges toward the front of the tray. LEF Orientation SEF Orientation Paper feed direction Paper feed direction 10 Conventions Text in [Square Brackets] Indicates the names of the screens, tabs, buttons, features, and option categories. Square brackets are also used when referring to file and folder names on a PC. For example: · Select [Original Type] on the [Image Quality] screen.

· Select [Save]. Text in <Angle Brackets> Indicates the names of the hard buttons, numeric or symbol buttons, lights on the control panel, or symbols on the power switch label. For example: · Press the <Machine Status> button to display the [Machine Information] screen. · Press the <C> button on the control panel to clear the suspended job. Italic Typeface Italic typeface is used to indicate references to other sections and chapters. For example: · For more information, refer to 2 Sided Copying on page 52. · Paper Supply page 51 Warnings Warnings are statements that alert you to the possibility of personal harm.



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For example: **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment. Before cleaning this product, unplug the product from the electrical outlet.

Always use materials specifically designated for this product. The use of other materials may result in poor performance and create a hazardous situation. Always unplug this equipment from the electrical outlet before cleaning. Notes Notes are statements that provide additional information. For example: **NOTE:** If the document feeder is not installed, this feature is not available.

**11 1 Before Using the Machine Related Information Sources** The following sources of information are available for the machine: **User Guide** This guide is intended for general users and describes how to use the features of the machine, such as copy, scan, and fax. **System Administration Guide** This guide is intended for the System Administrator and provides information such as the supported paper and media, troubleshooting tips, how to configure network and security settings, and how to replace consumables. **Quick Network Setup Guide** This guide is intended for the System Administrator and provides TCP/IP setup procedures. **Quick Use Guide** This guide is intended for general users and the System Administrator, and describes how to use some useful features on the machine and how to replace toner and drum cartridges. **Quick Scan Features Setup Guide** This guide is intended for the System Administrator and describes how to configure scanning services.

**NOTE:** Please note that the screens shown in these guides apply to a fully configured machine and therefore may not exactly represent the configuration being used. **Cautions and Limitations** This section describes the cautions and limitations to observe when using this machine. · When moving the machine, hold the middle part of the machine, and not the control panel or document feeder area. Excessive pressure on the document feeder may cause machine malfunction. **Safety Notes** Please read the following instructions carefully before operating the machine and refer to them as needed to ensure the continued safe operation of your machine. Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards. The safety and environment testing and performance of this product have been verified using Xerox materials only. **12 Safety Notes** **WARNING:** Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your Xerox representative for more information.

This product and recommended supplies have been tested and found to comply with strict safety requirements including safety agency approvals and compliance with environmental standards. Follow the following instructions for safety use. **WARNING:** Any unauthorized alteration including an addition of new functions or connection to external devices may not be covered by the product warranty. Contact your local Xerox representative for more information. **Warning Markings** All warnings and instructions marked on or supplied with the product should be followed. **WARNING** This symbol alerts users to areas of the equipment where there is the possibility of personal injury. **WARNING** This symbol alerts users to areas of the equipment where there are heated or hot surfaces, which should not be touched. **CAUTION** This symbol alerts users to areas of the equipment which require special attention to avoid the possibility of personal injury or damage to the equipment. **WARNING** This symbol indicates a Laser is being used in the equipment and alerts the user to refer to the appropriate safety information. **Electrical Supply** This product shall be operated by the power source as indicated on the product's data plate. Consult your local power company to check if your power source meets the requirements. **WARNING:** Connect this product to a protective earth circuit. This product is supplied with a plug that has a protective earth pin. The plug fits only into an earthed electrical outlet. This is a safety feature.

If the plug doesn't fit to the outlet, contact an electrician to replace the outlet to avoid risk of electric shock. Never use an earthed adapter plug to connect the product to the electrical outlet that has no earth connection terminal. Improper connection of a grounding conductor may cause electric shock. **Operator Accessible Areas** This product is designed to prohibit operator access to hazardous areas. The hazard areas are isolated from operators by covers or protectors which require a tool to remove.

To prevent electric shock and injuries, never remove those covers and protectors. **13 1 Before Using the Machine Maintenance** The operator's product maintenance procedures are described in the customer documentation supplied with this product. Do not carry out any other maintenance procedures not described in the documentation. **Cleaning Your Product** **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment. Before cleaning this product, unplug the product from the electrical outlet. Always use materials specifically designated for this product. The use of other materials may result in poor performance and create a hazardous situation. Always unplug this equipment from the electrical outlet before cleaning. **Electrical Safety Information** · Plug the power cord directly into a grounded electrical outlet.

Do not use an extension cord. Consult your local Xerox representative to check if an outlet is grounded. · Connect this product to a branch circuit or an outlet that has larger capacity than the rated ampere and voltage of this product. See the data plate on the rear panel of this product for its rated ampere and voltage. · Never touch the power cord with wet hands. · Do not place an object on the power cord. · Always keep the plug connection free of dust. · Only use the power cord supplied with the product or the ones designated by Xerox. · Hold the plug not the cord when unplugging this product. · Your Xerox machine is equipped with an energy saving device to conserve power when the machine is not in use.

The machine may be left on continuously. **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. **Machine Installation Safety Information** · Do not locate this product where people might step on or trip over the power cord.

· Always locate the machine on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine.



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· Always locate the machine in an area that has adequate ventilation and room for servicing. · This equipment should not be placed in a room unless proper ventilation is provided. Please contact your local Authorized dealer for further information. · Never locate this product in the following places: Near radiators or any other heat sources Near volatile flammable materials such as curtains 14 Safety Notes In a hot, humid, dusty or poorly ventilated environment In direct sunlight Near ovens or humidifiers · Always lock the wheels of this product after installation.

Operational Safety Information · To avoid the risk of electric shock and a fire accident, switch off and unplug the product promptly in the following conditions, then contact your local Xerox representative. The product emits smoke or its surface is unusually hot. The product emits unusual noise or odor. The power cord is cracked or worn down. A circuit breaker, fuse or any other safety device is activated. Any liquid is spilled into the product. The product is soaked in water. Any part of the product is damaged. · Do not insert any object into slots or openings of this product. Do not place any of the followings on the product: Liquid container such as flower vases or coffee cups Metal parts such as staples or clips Heavy objects · Do not use conductive paper, e.

g. carbonic paper or coated paper. · Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment. · If you need to pull out a tray to remove paper jam, contact your local Xerox representative. · Always follow all warning instructions marked on or supplied with this product. · Keep electrical and mechanical safety interlocks active. Keep the safety interlocks away from magnetic materials. · Do not attempt to remove a paper jammed deeply inside the product, particularly a paper wrapped around a fuser or a heat roller. Switch off the product promptly and contact your local Xerox representative.

· Never touch the paper output area of the finisher during operation. · Be careful in removing jammed staples. · Do not apply excessive force when placing a thick document on the document glass. · To move this product to another location, contact your local Xerox representative. Battery Safety Information

**CAUTION: RISK OF EXPLOSION IF BATTERY IS REPLACED BY AN INCORRECT TYPE.**

**DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS.** 15 1 Before Using the Machine Laser Safety Information **CAUTION:** Use of controls, adjustments, or performance of procedures other than those specified in this guide may result in hazardous light exposure. This equipment complies with international safety standards and is classified as a Class 1 Laser Product. With specific reference to lasers, the equipment complies with laser product performance standards set by governmental, 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.

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 the 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 drum and toner cartridges 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 replacing the drum and toner cartridges, 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. ·

Always use materials and supplies specifically designed for this product. Use of unsuitable materials may result in poor performance. 16 Regulatory Information Radio Frequency Emissions (Class A digital device) European Union **WARNING:** In order to allow this equipment to operate in close proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment. **WARNING:** This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures. **USA 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 in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense. Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment. Product Safety Certification (UL, CB) This product is certified by the following agency using the safety standards listed. Agency Underwriters Laboratories Inc.

NEMKO Standard UL60950-1 IEC60950-1:ed. 1 Regulatory Information Certifications in Europe (CE) The CE mark applied to this product, symbolizes XEROX's declaration of conformity with the following applicable European Union Directives, as of the dates indicated: December 12, 2006: Council Directive 2006/95/EC as amended. Approximation of the laws of the member states related to low voltage equipment. December 15, 2004: Council Directive 2004/108/EC as amended.



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Approximation of the laws of the member states related to electromagnetic compatibility. March 9, 1999 Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of the conformity. A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your XEROX Limited representative. 17 1 Before Using the Machine For FAX Function USA FAX Send Header Requirements: The telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a Fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.) In order to program this information into your FAX machine, refer to the Fax chapter in this User Guide and the Setups chapter in the System Administration Guide and follow the steps provided.

**Data Coupler Information:** This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details. You may safely connect the machine to the following standard modular jack: USOC RJ11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details. The Ringer Equivalence Number (or REN) is used to determine the number of devices that may be connected to a telephone line.

Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label. If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary. The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service. If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the System Administration Guide. If the equipment is 18 Regulatory Information causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved. Repairs to the machine should be made only by a Xerox representative or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If your office has specially wired alarm equipment connected to the telephone line, ensure the installation of this Xerox equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer. CANADA This product meets the applicable Industry Canada technical specifications. NOTE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all of the devices does not exceed 5. Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas. CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate. EUROPE Radio Equipment & Telecommunications Terminal Equipment Directive This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the following countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom, Iceland, Liechtenstein, Norway In the event of problems, you should contact your local Xerox representative in the first instance.

This product has been tested to and is compliant with TBR21 OR ES 103 021-1/2/3 or ES 203 021-1/2/3, technical specifications for terminal equipment for use on analogueswitched telephone networks in the European Economic Area.



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19 1 Before Using the Machine 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. Regulatory Information for RFID Regulatory Information for RFID This product generates 13.56 MHz using an Inductive Loop System as a Radio Frequency Identification device (RFID). This RFID device complies with the requirements specified in FCC Part 15, Industry Canada RSS-210, European Council Directive 99/5/EC, and all applicable local laws and regulations. Operation of this device is subject to the following two conditions: 1. this device may not cause harmful interference, and 2. this device must accept any interference received, including interference that may cause undesired operation. Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment. Environmental Compliance USA ENERGY STAR® As an ENERGY STAR® partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency. The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

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28 Product Recycling and Disposal 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. Other Countries Please contact your local waste authorities and request disposal guidance. 29 1 Before Using the Machine 30 2 Product Overview This machine is not simply a conventional copier, but a digital device capable of copying, faxing, printing and scanning, depending on the configuration. The screens shown in this manual are from a fully configured machine to cover all the features. The content of the screens may vary slightly depending on the system settings and machine configuration. The button names and icons on the control panel also vary depending on the machine configuration. However, the machine features described here remain the same.

For more information on available options not described here, visit the Xerox website or contact your Xerox Sales Representative. 31 2 Product Overview Machine Components The following diagrams show the standard and optional components of the machine. Front View 1 2 8 3 9 4 10 5 6 11 7 No. 1 2 3 4 5 6 Component Duplex automatic document feeder Control panel Center tray Power switch Front cover Trays 1 & 2 Function Automatically feeds multiple-page documents into the machine. Consists of operation buttons, LED indicators, and a touch screen. NOTE: For more information, refer to Control Panel on page 36. Delivers copies or prints face down. Switches the machine on/off.



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Open this cover when replacing consumables. Load paper here.

NOTE: The optional Envelope Tray can be inserted into the slot for Tray 1. The standard Tray 1 cannot be used when the Envelope Tray is used. 7 8 9 10 11 Two Tray Module (Trays 3 & 4) (optional) Left Side tray (optional) Automatic duplex unit Tray 5, bypass tray High Capacity Feeder (optional) Load paper here. These trays can be added to the standard 2-tray configuration. Delivers copies or prints face up.

Automatically copies or prints on both sides of the paper. Use this tray when copying or printing on non-standard paper (e.g., thickstock paper and other special media) that cannot be loaded in Trays 1 to 4. Allows you to load up to 2,000 sheets of 20 lb bond or 80 g/m<sup>2</sup> paper in B5, 7,

25 x 10.5", 8.5 x 11", or A4 size, long edge feed. 32 Machine Components 1 2 3 12 4 5 6 13 14 15 16 17 18 7 8 9 10 11 19 No. 1 Component Tray attachment (Office Finisher LX) Function Use this attachment when outputting unstapled A4 LEF, 8.5 x 11" LEF, or B5 LEF paper to the Office Finisher LX tray. NOTE:

For information on how to use the tray attachment, refer to Attaching the Tray Attachment to the Office Finisher LX (Optional) on page 42. 2 3 Document glass Booklet Maker (optional) (Office Finisher LX) Booklet Maker side cover (Office Finisher LX) Booklet staple cartridges (Office Finisher LX) Top cover (Office Finisher LX) Finisher tray (Office Finisher LX) Folding Unit (Office Finisher LX) Place a single-page or bound document here. Makes stapled copies or prints with a crease for easy folding. 4 5 6 7 8 Open this cover when replacing the booklet staple cartridges.

Staple cartridges for booklet creation. The Booklet Maker contains two booklet staple cartridges. Open this cover when clearing paper jams. Delivers outputs processed by the Office Finisher LX. Makes a crease in each sheet of copies or prints for easy folding. 33 2 Product Overview No. 9 10 11 12 13 14

Component Staple cartridge (Office Finisher LX) Front cover (Office Finisher LX) Contains staples. Function Open this cover when clearing paper jams or loading staples. Office Finisher LX (optional) Staples or punches copies or prints. Document feeder glass Top transport cover (Office Finisher LX) Scans documents.

Open this cover when clearing paper jams or loading staples. Hole-punches copies or prints. Hole-Punch Unit 2 & 3 Holes, 2 & 4 Holes, or 4 Holes (optional) (Office Finisher LX) Hole punch waste container Collects punch waste. (Office Finisher LX) Toner cartridge Drum cartridge Front transport cover (Office Finisher LX) Contains toner (Image forming pigments). Contains the photoreceptor.

Open this cover when emptying the hole punch waste container. 15 16 17 18 19 High Capacity Tandem Tray Load paper here. These trays can be added to the standard 2-tray (Trays 3 & 4) (optional) configuration. 3 4 1 2 5 6 No. 1 2 Component Center tray (Integrated Office Finisher) Delivers copies or prints.

Function Integrated Office Finisher Staples copies or prints. (optional) 34 Machine Components No. 3 4 5 6 Component Top cover (Integrated Office Finisher) Front cover (Integrated Office Finisher) Staple cartridge (Integrated Office Finisher) Stand (Optional) Function Open this cover when clearing paper jams. Open this cover when loading staples or clearing staple jams. Contains staples. Supports the main unit. Rear View 1 2 3 4 5 6 7 No. 1 2 3 Component Line 1 TEL Foreign Device Interface (FDI) connector Function Use this connector to connect the machine to a telephone line. Use this connector to connect the machine to a telephone device. Depending on the region, this connector may not be provided.

Use this connector to connect the machine to a third-party device (such as an access control device, coin machine, or card reader). NOTE: Foreign Device Interface (FDI) is an optional interface that supports a variety of vending stations available through the Xerox Custom Application Service. Use this connector to connect a network cable to the machine. Use this connector to connect a USB cable to the machine. This connector is to be used only by customer engineers. Automatically shuts off electricity in the event of current leakage. 4 5 6 7 10 Base-T/100 Base-TX connector USB 2.0 interface connector Connector Ground fault interrupter 35 2 Product Overview Control Panel The following diagram shows the names and functions of the buttons on the control panel. 1 2 3 4 5 6 7 8 9 10 17 16 15 14 13 12 11 No. 1 2 3 Button Brightness dial Touch screen <Log In/Out> button Function Use this dial to adjust the contrast of the touch screen.

Displays messages and screen buttons for the various features. Touch the screen to access the features. Displays the login screen to enter the System Administration mode or when the Authentication/Accounting feature is enabled. Pressing this button again after you have logged in will log you out immediately. Press these buttons to enter the number of copies, passwords, and other numerical values.

Changes the language of the touch screen. When the machine is left idle for a certain period of time, it enters the Energy Saver mode to reduce power consumption. This indicator lights up when the machine is in the Energy Saver mode. To exit this mode, press this button. Press this button twice to reset the status of all services to the default settings.

The machine will return to the default state after it is switched on. Press this button to temporarily interrupt a copy or print job and give another job a higher priority. This button lights up while the priority job is being processed. Press this button after the priority job is finished to resume the job that was interrupted. Press this button to suspend a job. When multiple jobs are being processed, pressing this button suspends all the jobs. The jobs can be cancelled by selecting [Stop] on the Job Status screen. Press this button to start a job. Press this button to enter speed dial codes. Press this button to delete a numeric value or the last digit entered, or to replace the current value with the default value.

The button also cancels a suspended job. 4 5 6 Numeric keypad <Language> button <Energy Saver> button/ indicator 7 8 <Clear All> button <Interrupt> button 9 <Stop> button 10 11 12 <Start> button <Speed Dial> button <C> (clear) button 36 Machine Services No. 13 14 Button <Dial Pause> button <Machine Status> button <Job Status> button <Features> button <All Services> button Function Inserts a pause while dialing a fax number. Displays a screen where you can check the machine status, billing meter, and the status of consumables, or print various reports. Use this button also when accessing the System Administration mode.



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Displays a screen where you can check the progress of active jobs, or display the detailed information of completed jobs. Returns the display to the previous service screen when the Job Status screen or Machine Status screen is displayed. Displays a screen where you can access the services available on the machine. NOTE: The services that appear on the All Services screen can be programmed under the System Administration mode. For more information, refer to the System Administration Guide.

15 16 17 Machine Services The machine provides various services that can be accessed by pressing the <All Services> button on the control panel. The following description outlines the services available on the machine. NOTE: In this manual, the screen that is displayed by pressing the <All Services> button is referred to as the "All Services screen". NOTE: The arrangement of icons for the services displayed on the screen can be changed by the System Administrator. 1.

Press the <All Services> button on the control panel. 2. Select the required service on the All Services screen. NOTE: Use the scroll bar to switch between screens. 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 the Copy chapter on page 45. E-mail Allows you to send scanned documents by e-mail in various ways. For example, you can set the density for scanning, or specify the file format for saving the documents. For more information, refer to the Scan/E-mail chapter on page 115.

37 2 Product Overview Internet Fax Allows you to send and receive faxes over the Internet or intranet. Internet Fax provides reduced cost of transmissions compared to the use of a conventional phone line. After scanning documents, you can send scanned data by e-mail, and can also receive scanned data in an e-mail attachment sent from an Internet Fax compatible machine. For more information, refer to the Fax chapter on page 77. Fax Allows you to fax documents in various ways.

For example, you can send documents in a reduced or enlarged format, or specify destinations using the Address Book or speed dialing features. For more information, refer to the Fax chapter on page 77. Server Fax Allows you to send and receive image data by using the fax feature of a fax server. The Server Fax service cannot be used concurrently with the Fax or Internet Fax service. For more information, refer to the Fax chapter on page 77. Network Scanning Allows you to scan documents and store them as electronic documents on a file server on the network by selecting a job template which has various assigned parameters. You can retrieve the stored electronic documents by accessing the file server from a PC. For more information, refer to Network Scanning in the Scan/E-mail chapter on page 124, and Services in the CentreWare Internet Services chapter on page 163. Scan to PC Allows you to scan and store documents into specified destinations using the FTP or SMB protocol. For more information, refer to Scan to PC in the Scan/E-mail chapter on page 125.

Scan to Mailbox Enables the confidential mailbox or polling feature by storing the scanned documents into private mailboxes. For more information, refer to Scan to Mailbox in the Scan/E-mail chapter on page 124. Send from Mailbox Allows you to confirm, print, or delete the documents in a mailbox. It also allows you to change or release linkage with a job flow sheet, and execute the linked job flow sheets. For more information, refer to the Send from Mailbox chapter on page 147.

Job Flow Sheets Allows you to execute a series of actions on scanned documents using a job flow sheet created on a networked computer. For more information, refer to the Job Flow Sheets chapter on page 155. Custom Services Allows independent software vendors and partners to develop customized programs to access directly from the machine. Users can enter their authentication login at the machine and access a set of features and options designed specifically for their business needs. Refer to Xerox Extensible Interface Platform (XEIP) in the Appendix chapter of the System Administration Guide on how to set up this feature.

38 Power On/Off Stored Programming Allows you to store frequently-used settings as a program and recall them with just one button. This service is not available on the All Services screen by default, but can be displayed by the System Administrator. For instructions on how to display the service on the All Services screen, refer to the System Administration Guide or ask your System Administrator. For more information on this feature, refer to the Stored Programming chapter on page 159 or the Setups chapter in the System Administration Guide. Power On/Off Powering On Ensure that the machine is connected to a suitable power supply and that the power plug is firmly connected to the electrical outlet. The machine is ready to make copies after a maximum of 26 seconds from powering on (varies with the machine configuration). 1. Press the power switch to the <I> position. NOTE: If the machine does not start up, check that the RESET button on the back of the machine is in the reset position (depressed). TEST button RESET button Powering Off Before switching off the machine, wait at least 5 seconds after all copy or print jobs have completely finished.

After you switch off the machine, it remains on for approximately 10 seconds while it stores files on the hard disk drive and prepares for shutdown. The machine then shuts down completely. Be careful not to unplug the power cord immediately after you switch off the machine. NOTE: If the machine is switched off while processing data stored in the memory, the data may be lost. NOTE: When switching on the machine again, wait at least 10 seconds after the touch screen is turned off and the machine completely shuts down. 39 2 Product Overview Ground Fault Interrupter (GFI) If a fault is detected in the power supply to the machine, a Ground Fault Interrupter (GFI) device on the machine automatically cuts all electrical power. If power is interrupted, locate the RESET button on the back of the machine. If the GFI has been triggered, the RESET button will be in the tripped position. To restore power to the machine, press the

RESET button. Before using the machine, press the TEST button.

If the GFI is working properly, the RESET button should pop up. If it does, press the RESET button. TEST button RESET button NOTE: If the RESET button pops back up when you press it, or if power is not restored by this procedure, contact the Xerox Welcome Center. Energy Saver Modes The machine has a power saving feature that significantly reduces power consumption during periods of inactivity. The <Energy Saver> button is located on the upper-right portion of the control panel, and lights up when the power saving feature is enabled.



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