



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 5655. You'll find the answers to all your questions on the XEROX WORKCENTRE 5655 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 5655**  
**User guide XEROX WORKCENTRE 5655**  
**Operating instructions XEROX WORKCENTRE 5655**  
**Instructions for use XEROX WORKCENTRE 5655**  
**Instruction manual XEROX WORKCENTRE 5655**

WorkCentre®  
5632/5638/5645/5655/5665/5675/5687

Quick Use Guide

604P19210C

**MAXIMISE YOUR PRODUCTIVITY...**

...by taking advantage of all the capabilities of your device. An Interactive User Guide CD is supplied with your product. The CD provides animated tutorials and interactive screens. When installed on your network it will always be available to everyone, or load it on your hard drive for easy access.



[You're reading an excerpt. Click here to read official XEROX WORKCENTRE 5655 user guide](http://yourpdfguides.com/dref/3681042)  
<http://yourpdfguides.com/dref/3681042>

**Manual abstract:**

*The CD provides animated tutorials and interactive screens. @@@@@Changes, technical inaccuracies and typographical errors will be corrected in subsequent editions. Contents Welcome .....*

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

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

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

*. 1 Additional Resources .....*

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

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

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

*. 1 Features .....*

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

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

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

*... 2 Safety and Legal .....*

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

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

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

*. @@@@@8 Getting Started.....*

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

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

.....  
.....  
*... 11 Control Panel Overview..*  
.....

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

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

*... 11 Power On or Off .....*

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

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

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

*12 Loading Paper .....*

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

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

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

*13 Making Copies.....*

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

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

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

*14 Copying an ID Card.....*

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

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

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

*.. 15 Saving for Reprint .....*

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

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

.....  
.....

*. 16 Reprinting Saved Jobs ....*

.....

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

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

*.. 17 Sending an Embedded Fax .....*

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

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

.....

*. 18 Sending a Server Fax ....*

.....  
.....

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

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

*..... 19 Sending an Internet Fax .*

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

.....

.....

.....

.....

.....

.....

*... 20 Scanning a Document to a File..*

.....

.....

.....

.....

.....

.....

.....

.....

*. 21 Sending an E-mail ....*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*22 Printing from a PC.....*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*.... 23 Sending a LAN Fax .....*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*..... 24 Printing with Internet Services ....*

.....

.....

.....

.....

.....



.....  
.....  
.... 29 Cleaning the Machine .....

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

.. 30 Further Assistance .....

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

.... 31 Troubleshooting .

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

..... 33 Fault Clearance ..

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

..... 33 Xerox Welcome and Support Centre....

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

provides you with an overview of the features and options that may be available on your machine. For additional assistance at the machine press the Help button. If your machine is connected to the network, use the CentreWare Help system or click on the Help button in the Print Driver. NOTE: The appearance of the Touch Screens may differ slightly on other configurations. However, feature descriptions and functionality as described remain the same. Additional Resources System Administration CD (CD1) Contained in the CD Pack delivered with your machine, the System Administration CD (CD1) offers detailed information on configuring your machine for network printing and instructions on installing any of the optional features. The System Administration CD (CD1) is intended for System/Machine Administrators. Interactive User Guide CD (CD2) For detailed information on any of the features or functions available on your machine, please refer to the Interactive User Guide CD (CD2), contained in the CD Pack delivered with your machine. The Interactive User Guide CD is intended for all users, including Machine Administrators.

It contains comprehensive information about your new product including interactive 'how-to's and tutorials. To ensure maximum productivity is gained from your machine, please copy the programme contained on the CD onto your network so that all users have access. Utilities CD (CD3) Contained in the CD Pack, the Utilities CD (CD3) contains a utility for upgrading to new versions of software on the machine. NOTE: This CD is not required during installation. Quick Use Guide Page 1 Welcome Features Overview of Features at the Machine Using the powerful features available on your machine you can: Scan Once and Print Many When making copies your machine only has to scan a document once regardless of the number of copies needed. This reduces the risk of jams and damage to originals. Perform Different Tasks Simultaneously Your machine performs different tasks simultaneously. A job can be added to the job queue by scanning it, even while the machine is printing another job. Make Copies Look Like Originals Your machine allows the reproduction of high quality images, especially photographs, graphics, text, or a combination. Compare your output to that from other copiers and see the difference. Customise Image Size and Placement You can manipulate the appearance of the image on the output stock. - Shift the image to create margins for binding. - Automatically reduce, enlarge, or centre your images. - Print multiple reduced images on a single page. Use Digital Features to Simplify your Work Process Use the Build Job feature to divide a copy or embedded fax job into different segments and apply different settings to each of the segments. This allows you to: - Combine originals from the document glass and the document handler into a single job. - Create a single job, using different programming features for each original. - Feed more than the maximum number of originals through the document handler without reprogramming. Use the Transparency feature to produce transparencies with transparency separators in one step. Use the Booklet Creation feature to automatically reduce or enlarge and sequence the images when making booklets. Use the Covers feature to automatically add covers to your documents. Use the Mixed Size Originals feature to copy mixed size originals simultaneously. Produces copies on uniform size paper or mixed size paper. Use the Annotation feature to add a comment, page number or date to your copy output. Be Environmentally Friendly This product complies with a variety of international standards for environmental protection and is compatible with most recycled paper. Scan Documents to Create Electronic Files (Optional) This feature allows you to create electronic files from your originals which can be: Page 2 Quick Use Guide Welcome - Transferred over the network to your desktop. - Distributed through an e-mail system. - Automatically placed into a Document Management Application. - Converted into an electronic digital document which can be edited, managed, shared and distributed, using a wide variety of software applications. Fax Documents (Optional) The optional Embedded Fax service is a walk up feature that enables you to transmit and receive hard copy faxes using a telephone network.

The optional Server Fax service is a walk up feature allowing you to scan your documents and send them to any type of fax machine that is connected to a telephone network, via your fax server. NOTE: Both Embedded and Server Fax can be installed on the WorkCentre at the same time, however only one service can be enabled for use. The optional Internet Fax service allows users to transmit and receive documents as an e-mail attachment. This type of fax travels over the internet or intranet. Overview of Features at the Workstation If your machine is connected to a network you can use the following features.

@@Options include: · 1-sided or 2-sided. @@· Resolutions up to 1200x1200 dpi. · Adding standard or customised watermarks.

@@@@@@@@@@@@@@@@Please contact your authorised local dealer for more information. @@This product must be connected to a protective earth circuit.

This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. @@@@Any operator maintenance procedures will be described in the customer documentation supplied with the product. Do not carry out any maintenance on this product, which is not described in the customer documentation. Follow the electrical safety information as described in the customer documentation supplied with the product. 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.



[You're reading an excerpt. Click here to read official XEROX WORKCENTRE 5655 user guide](http://yourpdfguides.com/dref/3681042)  
<http://yourpdfguides.com/dref/3681042>



Use of controls, adjustments or performance of procedure other than those specified in the customer documentation supplied with the product may result in hazardous light exposure. Follow the operational safety information as described in the customer documentation supplied with the product.

Do not attempt any maintenance procedure that is not specifically described in the documentation that is supplied with the product. This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as same time. (Embedded) LAN Fax Enables a document to be sent to a fax machine that is connected to a telephone network. The images are sent from the PC directly to the fax number entered. Server Fax Enables users to send and receive hard copy faxes via a fax server. The images are sent from your machine to a third party fax server, which relays them to the fax number entered. Internet Fax Allows users to send or receive faxes over the internet or intranet. E-mail Allows an image to be scanned and sent to any valid e-mail address.

The scanned image is sent as an e-mail attachment to the specified recipient(s). Network Used to scan an original document ar Colour - White NOTE: Some machine configurations do not support envelope printing, please refer to the Product Overview chapter for more information. Quick Use Guide Page 13

Getting Started Loading Paper Getting Started Making Copies 1 Load the documents either in the document handler or on the document glass. NOTE: Documents are only scanned once. 2 Access the Basic Copy screen - if necessary select the [Features] button on the control panel. 3 Select the required features on the Touch Screen. Select the number of copies required. Press [Start]. Copy features include..

· Producing stapled or hole punched sets, if there is a finisher available · Auto Reduce/Enlarge · Adding printed or blank separators into transparency sets · Adding printed or blank covers · Inserting printed or blank sheets or tabs · Erasing edges and borders · Storing the programming for frequently run jobs · Image Quality adjustment · Copying mixed size originals · Arranging multiple images on a page · Adding Annotations · Image Shift · Build Job to apply different programming within a set of documents · Creating booklets Page 14 Quick Use Guide Getting Started 1 Load side 1 of the ID card on the document glass. 2 Access the ID Card Copy screen - if necessary select the [Features] button on the control panel. 3 Select the required side 1 Image Quality features on the Touch Screen. Press [Start].

NOTE: Side 1 of the card is only scanned once. 4 Load side 2 of the ID card on the document glass. Select the required side 2 Image Quality features on the Touch Screen. Select the number of copies required. Press [Start].

NOTE: Side 2 of the card is scanned and both sides are printed to a single side output. Quick Use Guide Page 15 Getting Started Copying an ID Card Getting Started Saving for Reprint 1 2 Load the documents either in the document handler or on the document glass. NOTE: Documents are only scanned once.

Access the Save Job for Reprint screen - if necessary select the [Features] button on the control panel. 3 Select the required option. Select [Save Only] if you want to store your document without printing. Select [Copy and Save] if you want to print a copy and store your document. Select the folder where you want to store your document. Select the required features on the Touch Screen. @@Select the document from the list.

Select the required features on the Touch Screen. @@@@· Select [Save] to save changes to your document settings. @@@@Refer to the System Administration CD (CD1) for more information. @@NOTE: Documents are only scanned once. 2 Select [Fax]. @@@@Refer to the System Administration CD (CD1) for more information. @@NOTE: Documents are only scanned once. 2 Select [Fax]. @@@@Press [Start]. Fax features include. .. Adjusting the Resolution Faxing double sided originals Programming the size of the originals being scanned Image Quality adjustment Delaying the start time of a fax Quick Use Guide Page 19 Getting Started Sending a Server Fax Getting Started Sending an Internet Fax Internet Fax is an optional feature on networked WorkCentre machines. Refer to the System Administration CD (CD1) for more information. 1 Load the documents either in the document handler or on the document glass.

NOTE: Documents are only scanned once. 2 Select [Internet Fax]. NOTE: You may need to select [All Services] first to access the Internet Fax option. Select [To.], enter the recipient e-mail details and select [Save].

Select [Edit Subject], enter a subject and select [Save]. 3 Select the required features on the Touch Screen. Press [Start]. Internet Fax features include... Setting up a Public or Internal Address Book Adjusting the Resolution Scanning double sided originals Programming the size of the originals being scanned Image Quality adjustment Changing the default file format setting Page 20 Quick Use Guide Getting Started Refer to the System Administration CD (CD1) for more information on Network Scanning. 1 Load the documents either in the document handler or on the document glass. NOTE: Documents are only scanned once. 2 3 Select [Network Scanning].

NOTE: You may need to select [All Services] first to access the Network Scanning option. Select the template required. Select the required features on the Touch Screen. Press [Start]. On completion access your job at your workstation. Network Scanning features include... Adjusting the image output requirements Adjusting the Resolution Scanning double sided originals Programming the size of the originals being scanned Changing the destination for the scanned image Quick Use Guide Page 21 Getting Started Scanning a Document to a File Getting Started Sending an E-mail Refer to the System Administration CD (CD1) for more information on the E-mail feature. 1 Load the documents either in the document handler or on the document glass.

NOTE: Documents are only scanned once. 2 3 Select [E-mail]. NOTE: You may need to select [All Services] first to access the e-mail option. Select [To], enter the recipient e-mail details and select [Enter]. Select [Edit Subject], enter a subject and select [Save].

Select the required features on the Touch Screen. Press [Start]. E-mail features include...

Setting up a Public or Internal Address Book Adjusting the Resolution Scanning double sided originals Programming the size of the originals being scanned Image Quality adjustment Page 22 Quick Use Guide Getting Started If your machine is connected to a network, documents can be printed directly from your PC using the CentreWare Print Driver supplied.



[You're reading an excerpt. Click here to read official XEROX](http://yourpdfguides.com/dref/3681042)

[WORKCENTRE 5655 user guide](http://yourpdfguides.com/dref/3681042)

<http://yourpdfguides.com/dref/3681042>

The Print Driver must be loaded on each PC which uses the machine for printing. 1 Select [Print] in your application. Select your machine as the printer. 2 Select [Properties], make your selections and click [OK]. Click [OK] to print your document. NOTE: Instructions may vary depending on the application being used. Print features include...

Printing 1 or 2 sided Producing stapled or hole punched sets, if available Changing the printing Resolution Adding a Banner Sheet Adding a front cover Adjusting the Image Quality Adding a Watermark Reprint Saved Jobs Quick Use Guide Page 23 Getting Started Printing from a PC Getting Started Sending a LAN Fax Refer to the System Administration CD (CD1) for more information on the LAN Fax feature. 1 Select [Print] in your application. Select your machine as the printer. 2 Select [Properties]. Select [Job Type] and then [Fax] from the pull down menu. Enter the recipient details and select the features required. Click [OK] to send your document. NOTE: Instructions may vary depending on the application being used. LAN fax features include..

. Creating a Phone book Confirmation Sheet Send Speed Resolution Send Time Cover sheet Page 24 Quick Use Guide Getting Started Printing with Internet Services is available on the WorkCentre if the option compatible with PostScript®3™ is installed. Internet Services uses a Web User Interface embedded in the machine to communicate between the HTTP server and the machine. This option is only available when the machine is connected to a network. 1 Open your Web Browser, then enter: http:// and the printer TCP/IP address.

Press the [Enter] key on your workstation keyboard. The default Status window displays. HINT: If you do not have the TCP/IP address for your machine, Refer to the System Administration CD (CD1). 2 Click on [Print] and make your selections. 3 Click on [Browse] and locate the file to be printed.

Click on [Submit Job]. NOTE: For more detailed information on using Internet Services refer to the System Administration CD (CD1). Internet Services features include... Creating, modifying and deleting scan templates if Network Scanning is available Promoting, deleting or releasing a job in the Print Queue Reviewing the status of your machine Reprint Saved Jobs Quick Use Guide Page 25 Getting Started Printing with Internet Services Getting Started Logging On / Logging Off If an authentication mode has been enabled, a valid User Number needs to be entered in order to access the machine functions.

Authentication is a useful network security management tool limiting, restricting and monitoring access to the network via the machine. Authentication can be set up by the System Administrator to restrict access to the features within E-mail, Network Scanning, Server Fax and Internet Fax. Network Requires your network login name and password. If you do not have a network account on Authentication the local network you will not be authenticated using this mode.

Access Guest Access Requires a generic passcode that is set up by the System Administrator. You will need to obtain the passcode from the System Administrator. Xerox Secure Requires a configured card and card-reader that is set up by the System Administrator. You Access will need to obtain the access details from the System Administrator. 1 To Log On when the Internal Auditron has been enabled, use the keypad to enter a 4 digit password and then select [Enter]. Internal Auditron Log on screen To Log On when Network Accounting has been enabled, enter a valid User ID and Account ID and select [Enter]. Network Accounting Log on screen 2 3 Complete your job. To Log Off: Press [Access ] on the control panel. Select [Logout] on the Touch Screen. Page 26 Quick Use Guide Getting Started Your machine can be customised to suit your working environment and practices.

The System Management Tools enable your System or Machine Administrator to set-up, customise and maintain the machine. After your machine is installed, it is recommended that the settings and options are customised to fully meet the requirements of the Users. Please discuss your requirements with your System or Machine Administrator to ensure you get optimum performance from your machine. The Tools facility is accessed using the Access button on the control panel. Some of the settings within Tools are critical to the operation of the machine, therefore the screens are password protected so they cannot be accidentally changed or corrupted.

@@@The All Incomplete Jobs queue displays. @@@@Visit our Customer Web Site at [www.xerox.com](http://www.xerox.com) or contact the Xerox Welcome and Support Centre quoting the machine serial number. Press the [Machine Status] button on the control panel.

Select [Machine Details] to display the machine serial number. NOTE: The serial number can also be found on a metal plate inside the front door. Page 28 Quick Use Guide Maintenance Consumables Consumables are items on the machine that need replenishing or replacing, such as paper, staples, and customer replaceable units. To place an order for Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial number. HINT: For information about locating the serial number, please refer to "Locating the Serial Number" on page -34. To find out more information about each consumable please refer to the Maintenance section of the Interactive User Guide CD (CD2), contained in the CD Pack delivered with your machine. Customer Replaceable Units There are 5 replaceable units on the machine: Xerographic Module Replenisher Bottle (toner) Fuser Module and Ozone Filter Document Handler Feed Head Waste Toner bottle The machine will display a message on the Touch Screen when any of the above need to be reordered. This message is a warning that the unit is nearing the end of its life. Only replace the unit when a message actually instructs you to do so. To replace a Replaceable Unit, follow the instructions on the User Interface or refer to the Maintenance section of the Interactive User Guide CD (CD2), contained in the CD Pack delivered with your machine.

@@@@@HINT: To place an order for any Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial Quick Use Guide Page 29 Maintenance number. @@@@Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your machine. Cleaning the Machine WARNING: When cleaning the machine do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly onto any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children. WARNING: Do not use pressurised air-spray cleaning aids on or in this equipment. Some pressurised air-spray containers contain explosive mixtures and are not suitable for use in electrical applications.



[You're reading an excerpt. Click here to read official XEROX](http://yourpdfguides.com/dref/3681042)

[WORKCENTRE 5655 user guide](http://yourpdfguides.com/dref/3681042)

<http://yourpdfguides.com/dref/3681042>

*Use of such cleaners can result in a risk of explosion and fire. 1 Document Glass and Constant Velocity Transport Glass Apply Xerox Cleaning Fluid or Xerox Anti-Static Cleaner, to a lint-free cloth.*

*Liquid should never be poured directly onto the glass. Wipe clean the entire glass area. Wipe away any residue with a clean cloth or paper towel. Constant velocity transport glass NOTE: Spots or marks on the glass will be reproduced on the prints when copying from the document glass. Spots on the Constant Velocity Transport Glass will show up as streaks on the prints when copying from the document handler.*

*2 Touch Screen Use a soft, lint-free cloth, lightly dampened with water. Wipe clean the entire area, including the Touch Screen. Remove any residue with a clean cloth or paper towel. For more information about maintaining other areas of your machine please refer to the Interactive User Guide CD (CD2), contained in the CD Pack delivered with your machine. Page 30 Quick Use Guide Maintenance For any additional help visit our customer web site at [www.xerox.com](http://www.xerox.com) or contact the Xerox Welcome and Support Centre quoting the machine serial number. 1 Press the [Machine Status] button on the control panel. 2 3 The Machine Information screen displays. Select [Machine Details]. The Customer Support Number for the Welcome and Support Centre and the Machine Serial Number are displayed. Quick Use Guide Page 31 Maintenance Further Assistance Maintenance Page 32 Quick Use Guide Troubleshooting NOTE: For additional Troubleshooting information please refer to the Interactive User Guide CD (CD2) or the System Administration CD (CD1). Fault Clearance 1 When a fault occurs, a fault screen displays which provides recovery instructions. Follow these instructions to clear the fault. NOTE: Any printed sheets removed will automatically be reprinted once the paper jam is cleared.*

*2 Paper Jams The fault screen will indicate the location of the jam. Use the green handles and knobs indicated in the instructions displayed on the screen to remove the jammed paper. Ensure that all jam clearance handles and levers are returned to their correct positions. The red flashes behind the jam clearance handles and levers should not be visible. NOTE: Jam Clearance areas vary depending on your machine model and configuration. Quick Use Guide Page 33 Troubleshooting 3 Document Jams Remove all the documents from the document handler and document glass as instructed. Re-order the documents as at the start of the job and reload. The documents will be recycled automatically to recover the job. If you are unable to clear the fault, refer to the next section to contact your local Xerox Welcome and Support Centre for assistance. Xerox Welcome and Support Centre If the difficulty persists, contact the Xerox Welcome and Support Centre.*

*The Welcome and Support Centre will want to know the following information: The nature of the problem, the Machine Serial number, the fault code (if any) plus the name and location of your company. Locating the Serial Number 1 Press the [Machine Status] button on the control panel. 2 3 The Machine Information screen displays. Select the [Faults] tab to see details of recent faults, together with fault codes. Select [Machine Details] to display the Customer Support Number for the Welcome and Support Centre and the Machine Serial Number.*

*NOTE: The serial number can also be found on a metal plate inside the front door. Page 34 Quick Use Guide .*



[You're reading an excerpt. Click here to read official XEROX WORKCENTRE 5655 user guide](http://yourpdfguides.com/dref/3681042)  
<http://yourpdfguides.com/dref/3681042>