



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 5845 5855. You'll find the answers to all your questions on the XEROX WORKCENTRE 5845 5855 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 5845 5855

User guide XEROX WORKCENTRE 5845 5855

Operating instructions XEROX WORKCENTRE 5845 5855

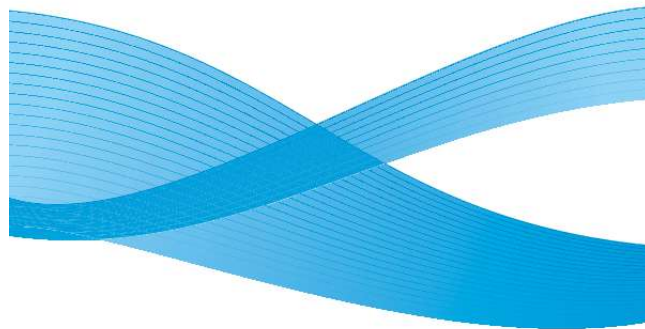
Instructions for use XEROX WORKCENTRE 5845 5855

Instruction manual XEROX WORKCENTRE 5845 5855

Version 1.0
January 2013



Xerox® WorkCentre®
5845/5855/5865/5875/5890
Getting Started Guide



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Manual abstract:

@@@Your Xerox device 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 device have been verified using Xerox materials only. **WARNING:** Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the device certification. Please contact your Xerox representative for more information. @@@@These

include safety agency examination, approval, and compliance with established environmental standards. To ensure the continued safe operation of your Xerox device, follow the safety guidelines on this website at all times. **Electrical Supply** This document provides important electrical supply safety information that you should read before installing or using the device. Read the information in the following sections: •••••Power Outlet Electrical Safety Power Cord

Electrical Safety Laser Safety Information Device Safety Emergency Power Off Disconnect Device Power Outlet Electrical Safety This device must be operated from the type of electrical supply indicated on the data plate label located on the rear cover of the device. If you are not sure that your electrical supply meets the requirements, please consult your local power company or a licensed electrician for advice.

The electrical supply outlet should be installed near the device and should be easily accessible. **WARNING:** This device must be connected to a protective earth circuit. This device is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature.

If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet. Always connect the device to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician. Improper connection of the device grounding conductor can result in electrical shock. **Power Cord Electrical Safety** •••••Use only the power cord supplied with this device.

Plug the power cord directly into a grounded electrical outlet. do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician. Do not place this device where people might step on or trip on the power cord. Do not place objects on the power cord. To reduce the risk of fire, use only No. 26 American Wire Gauge (AWG) or larger telecommunication line cord. 4 WorkCentre® 5845/5855/5865/5875/5890 Getting Started Guide Safety and Regulations Laser Safety Information **CAUTION:** Use of controls, adjustments, or performance of procedures other than those specified in this manual can result in hazardous radiation exposure. With specific regard to laser safety, the device 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.

device Safety This device has been designed to provide operator access to safe areas only. Operator access to hazardous areas is restricted using covers or guards, which require a tool to enable removal. Never remove the covers or guards that protect hazardous areas. **Device Safety - Do These** ••Always follow all warnings and instructions that are marked on or supplied with the device. Before cleaning this device, unplug the device from the electrical outlet. Always use materials specifically designated for this device, the use of other materials may result in poor performance and create a hazardous situation. Always exercise care when moving or relocating the device. Please contact your local Xerox dealer to arrange relocation of the device to a location outside of your building. Always locate the device on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine. Always locate the device in an area that has adequate ventilation and room for servicing.

□••Note: Your Xerox device is equipped with an energy saving function to conserve power when the device is not in use. The device may be left on continuously. **device Safety - Do Not Do These** **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment. □•••••Never use a ground adapter plug to connect the device to a power outlet that lacks a ground connection terminal. Never attempt any maintenance function that is not specifically described in this documentation. Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers. Never locate the machine near a radiator or any other heat source. Never push objects of any kind into the ventilation openings.

Never override or "cheat" any of the electrical or mechanical interlock devices. Never place this device where people might step on or trip on the power cord. This device should not be placed in a room unless proper ventilation is provided. Please contact your local Authorized dealer for further information.

WorkCentre® 5845/5855/5865/5875/5890 Getting Started Guide 5 Safety and Regulations **Emergency Power Off** If any of the following conditions occur, turn off the device immediately and disconnect the power cable(s) from the electrical outlet(s). Contact an authorized Xerox Service Representative to correct the problem: •••••The device emits unusual odors or makes unusual noises. the power cable is damaged or frayed. A wall panel circuit breaker, fuse, or other safety device has been tripped. Any part of the device is damaged. **Disconnect Device** The power cable is the disconnect device for this device.

It is attached to the back of the machine as a plug-in device. To remove all electrical power from the device, disconnect the power cable from the electrical outlet. **ozone Safety Information** This device will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox installation procedure will ensure that the concentration levels meet safe limits. If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your authorized local dealer or Service Provider. **maintenance Information** **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment. □••Any operator device maintenance procedures will be described in the user documentation supplied with the device.



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Do not carry out any maintenance on this device which is not described in the customer documentation. Use supplies and cleaning materials only as directed in the user documentation. Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service. Consumables Information •• Store all consumables in accordance with the instructions given on the package or container.

Keep all consumables away from the reach of children. 6 WorkCentre® 5845/5855/5865/5875/5890 Getting Started Guide Safety and Regulations • Never throw toner, toner cartridges or toner containers into an open flame. Product Safety Certification This device is certified by the following Agency using the Safety standards listed. These standards are designed to mitigate interference caused or received by this device in a typical office environment. United States (FCC Regulations) This device 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 in a commercial environment. This device generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with these instructions, it may cause harmful interference to radio communications. Operation of this device in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense. If this device does cause harmful interference to radio or television reception, which can be determined by turning the device off and on, the user is encouraged to try to correct the interference by one or more of the following measures: •••• Reorient or relocate the receiver. Increase the separation between the device and receiver. Connect the device into an outlet on a circuit different from that to which the receiver is connected. Consult the dealer or an experienced radio/television technician for help. Any changes or modifications not expressly approved by Xerox could void the user's authority to operate the device. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

In a domestic environment this device may cause radio interference in which case the user may be required to take adequate measures. The CE mark applied to this device symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated: •••• December 12, 2006: Low Voltage Directive 2006/95/EC. Approximation of the laws of the member states related to low voltage equipment. december 15 , 2004: Electromagnetic Compatibility Directive 2004/108/EC. Approximation of the laws of the member states related to electromagnetic compatibility. This device, if used properly in accordance with the user's instructions, is neither dangerous for the consumer nor for the environment. To ensure compliance with European Union regulations, use shielded interface cables. A signed copy of the Declaration of Conformity for this device can be obtained from Xerox.

European Union Lot 4 Imaging Equipment Agreement Environmental Information Environmental Information Providing Environmental Solutions and Reducing Cost Introduction The following information has been developed to assist users and has been issued in relation to the European Union (EU) Energy Related Products Directive, specifically the Lot 4 study on Imaging Equipment. This requires manufacturers to improve environmental performance of in scope products and supports the EU action plan on energy efficiency.

In scope products are Household and Office equipment that meet the following criteria. □ • Standard monochrome format products with a maximum speed less than 64 A4 images per minute. Standard color format products with a maximum speed less than 51 A4 images per minute. Environmental Benefits of Duplex Printing Most Xerox products have duplex printing, also known as 2-sided printing, capability. This enables you to print on both sides of the paper automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption.

The Lot 4 Imaging Equipment agreement requires that on models greater than or equal to 40 ppm color or greater than or equal to 45 ppm monochrome the duplex function has been auto enabled, during the setup and driver installation. Some Xerox models below these speed bands may also be enabled with 2-sided printing settings deor imprisonment may be imposed on those guilty of making such reproductions. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province). Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency es REN without a decimal point (e.

For earlier products, the REN is separately shown on the label. To order the correct service from the local telephone company, you may also have to quote the codes listed below: •• Facility Interface Code (FIC) = 02LS2 Service Order Code (SOC) = 9. 0Y WARNING: Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack. If this Xerox device 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 is not 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 device. 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 device, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide. If the device is causing harm to the telephone network, the Telephone Company may request that you disconnect the device until the problem is resolved. Repairs to the machine should be made only by a Xerox Service Representative or an authorized Xerox Service provider.



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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 device 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, make sure that the installation of this Xerox device does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

workCentre® 5845/5855/5865/5875/5890 Getting Started Guide 13 Safety and Regulations Canada Note: The Industry Canada label identifies certified equipment. This certification means that the device meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction. Before installing this device, users must make sure that it is permissible to be connected to the facilities of the local telecommunications company.

The device must also be installed using an acceptable method of connection.

The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations. Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this device, or device malfunctions, may give the telecommunications company cause to request the user to disconnect the device. Users should make sure 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. 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 Equivalent Numbers of all of the devices does not exceed 5. For the Canadian REN value, please see the label on the device. Europe Radio Equipment & Telecommunications Terminal Equipment Directive The Facsimile has been approved in accordance with the Council Decision 1999/5/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point. In the event of a problem you should contact your authorized local dealer in the first instance. This device has been tested to and is compliant with ES 203 021-1, -2, -3, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. This device provides a user-adjustable setting of the country code. Refer to the customer documentation for this procedure.

Country codes should be set prior to connecting this device to the network. Note: Although this device 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 of this device, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification. 14 WorkCentre® 5845/5855/5865/5875/5890 Getting Started Guide Safety and Regulations South Africa This modem must be used in conjunction with an approved surge protection device. Material Safety Data For Material Safety Data information regarding your machine see the support information for your area. North American material safety data can be found here: www. European Union material safety data can be found here: www. For the Customer Support Center phone numbers, go to www. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox device is part of the program. For more information about Xerox environmental programs, visit www. If you are managing the disposal of your Xerox device, please note that the device may contain lead, mercury, 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 device was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: <http://www>.

European Union WEEE Directive 2002/96/EC Some equipment may be used in both a domestic/household and a professional/business application. Professional/Business Environment Application of this symbol on your device is confirmation that you must dispose of this device 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. Domestic/Household Environment Application of this symbol on your device is confirmation that you should not dispose of the device 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 device, your local retailer may be required to take back your old device free of charge. Please ask you retailer for information. Prior to disposal, please contact your local dealer or Xerox representative for end of life takeback information. 16 WorkCentre® 5845/5855/5865/5875/5890 Getting Started Guide Safety and Regulations Energy Program Compliance All Markets ENERGY STAR The Xerox WorkCentre™ 5845/5855/5865/5875/5890 is ENERGY STAR® qualified under the ENERGY STAR Program Requirements for Imaging Equipment. The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Office Equipment Program is a team effort between U. Reducing device energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.



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Only one hole punch kit can be fitted at one time. High Volume Finisher with Booklet Maker creates booklets, collates, offsets, stacks and staples your output. Tri-fold and Hole Punch kits can be installed with this finisher. Trifolder available with the High Volume Finisher with Booklet Maker. The Convenience Shelf must be installed.

Convenience Shelf a shelf which can be installed on the left side of the device. LAN Fax enables users to send faxes directly from their PC using the print and fax drivers. requires the Basic or Extended Fax Kit or a Third Party Fax Server to be configured and installed. Basic Fax Kit (Embedded) this kit enables a single fax line connection. Extended Fax Kit (Embedded) this kit enables two fax lines to be connected.

Scan to PC Desktop Kit enables you to scan to your computer. standard and Pro versions are available. XPS Enablement Kit enables you to create documents in the XPS (XML Paper Specification) format. Xerox Secure Access provides a card reading device to restrict access to the device. Network Accounting enables the tracking of device usage for Print, Copy and Scan jobs from multiple devices over the network. a third party server is needed. Xerox Standard Accounting is an accounting tool which tracks the number of Copy, Print, Workflow Scanning, Server Fax and Fax jobs for each user. Xerox Copier Assistant Kit provides easier access to the copying capabilities. This assistive technology is an alternative to the standard touchscreen and helps everyone, especially people who are wheelchair users, blind or visually impaired, to easily program copy jobs and make copies. Foreign Interface Device enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit.

Not Available • Basic Office Finisher stacks, collates, staples and offsets your output. Identifying the WorkCentre 5865 Standard and Optional Services There are a number of services and options available for use with your device. Many services and options are provided as standard and simply require enabling, or configuring with additional third party hardware. Additional optional functions and kits are also available and can be purchased and installed. The options available are dependent on your device model. standard •••••••••• Paper Tray 1 fully adjustable paper tray. Paper Tray 2 fully adjustable paper tray.

Paper Tray 3 high capacity paper tray. Paper Tray 4 high capacity paper tray. Paper Tray 5 (Bypass Tray) used for non-standard printing media. Security kit provides additional security features, such as image overwrite options. Tray 6 Large Paper Kit converts paper tray 6 to hold larger paper sizes. Tray 6 A4 Short Edge Feed Kit converts paper tray 6 into a short edge feed tray. 26 WorkCentre® 5845/5855/5865/5875/5890 Getting Started Guide Getting Started •••••••••••••••• Envelope Tray this tray is fitted instead of paper tray 2 to enable envelope printing. 5") can be loaded in the tray. Paper Tray 7 (Inserter) adds pre-printed sheets into copy sets. This is only available with the high volume finisher or high volume finisher with booklet maker. Paper Tray Lock Kit locks the trays so that paper cannot be removed, this is a useful feature in libraries. offset Catch Tray delivers collated or uncollated output. Office Finisher stacks, collates, staples and offsets your output.

a hole punch kit is also available for this finisher. Office Finisher 2 Hole Punch Kit enables the Office Finisher to make 2 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time. Office Finisher 3 Hole Punch Kit enables the Office Finisher to make 3 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time. Office Finisher 4 Hole Punch Kit enables the Office Finisher to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.

Office Finisher Swedish 4 Hole Punch Kit enables the Office Finisher to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time. Office Finisher with Booklet Maker creates booklets, collates, offsets, stacks and staples your output. Hole punch kits can be installed with this finisher. high Volume Finisher collates, offsets, stacks and staples your output. Hole punch kits can be installed with this finisher. High Volume Finisher 2 Hole Punch Kit enables the High Volume Finisher to make 2 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.

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XPS Enablement Kit enables you to create documents in the XPS (XML Paper Specification) format. Xerox Secure Access provides a card reading device to restrict access to the device. Network Accounting enables the tracking of device usage for Print, Copy and Scan jobs from multiple devices over the network. a third party server is needed. Xerox Standard Accounting is an accounting tool which tracks the number of Copy, Print, Workflow Scanning, Server Fax and Fax jobs for each user. Xerox Copier Assistant Kit provides easier access to the copying capabilities. This assistive technology is an alternative to the standard touchscreen and helps everyone, especially people who are wheelchair users, blind or visually impaired, to easily program copy jobs and make copies.



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Foreign Interface Device enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit. Not Available • Basic Office Finisher stacks, collates, staples and offsets your output. Identifying the WorkCentre 5875 Standard and Optional Services There are a number of services and options available for use with your device.

Many services and options are provided as standard and simply require enabling, or configuring with additional third party hardware. Additional optional functions and kits are also available and can be purchased and installed. The options available are dependent on your device model. standard ••••••••••

Paper Tray 1 fully adjustable paper tray. Paper Tray 2 fully adjustable paper tray.

Paper Tray 3 high capacity paper tray. Paper Tray 4 high capacity paper tray. Paper Tray 5 (Bypass Tray) used for non-standard printing media. Security kit provides additional security features, such as image overwrite options. Tray 6 Large Paper Kit converts paper tray 6 to hold larger paper sizes.

Tray 6 A4 Short Edge Feed Kit converts paper tray 6 into a short edge feed tray. Envelope Tray this tray is fitted instead of paper tray 2 to enable envelope printing. 5") can be loaded in the tray. Paper Tray 7 (Inserter) adds pre-printed sheets into copy sets. This is only available with the high volume finisher or high volume finisher with booklet maker. Paper Tray Lock Kit locks the trays so that paper cannot be removed, this is a useful feature in libraries. offset Catch Tray delivers collated or uncollated output. Office Finisher stacks, collates, staples and offsets your output. a hole punch kit is also available for this finisher. Office Finisher 2 Hole Punch Kit enables the Office Finisher to make 2 hole punches.

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The Convenience Shelf must be installed. Convenience Shelf a shelf which can be installed on the left side of the device. □ •••••••••• WorkCentre® 5845/5855/5865/5875/5890 Getting Started Guide 29 Getting Started •••••••••• LAN Fax enables users to send faxes directly from their PC using the print and fax drivers. requires the Basic or Extended Fax Kit or a Third Party Fax Server to be configured and installed. Basic Fax Kit (Embedded) this kit enables a single fax line connection. Extended Fax Kit (Embedded) this kit enables two fax lines to be connected. Scan to PC Desktop Kit enables you to scan to your computer. standard and Pro versions are available. XPS Enablement Kit enables you to create documents in the XPS (XML Paper Specification) format. Xerox Secure Access provides a card reading device to restrict access to the device.

Network Accounting enables the tracking of device usage for Print, Copy and Scan jobs from multiple devices over the network. a third party server is needed. Xerox Standard Accounting is an accounting tool which tracks the number of Copy, Print, Workflow Scanning, Server Fax and Fax jobs for each user. Xerox Copier Assistant Kit provides easier access to the copying capabilities. This assistive technology is an alternative to the standard touchscreen and helps everyone, especially people who are wheelchair users, blind or visually impaired, to easily program copy jobs and make copies.

Foreign Interface Device enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit. Not Available • Basic Office Finisher stacks, collates, staples and offsets your output. Identifying the WorkCentre 5890 Standard and Optional Services There are a number of services and options available for use with your device. Many services and options are provided as standard and simply require enabling, or configuring with additional third party hardware. Additional optional functions and kits are also available and can be purchased and installed.

The options available are dependent on your device model. standard •••••••••• Paper Tray 1 fully adjustable paper tray. Paper Tray 2 fully adjustable paper tray. Paper Tray 3 high capacity paper tray. Paper Tray 4 high capacity paper tray. Paper Tray 5 (Bypass Tray) used for non-standard printing media. Security kit provides additional security features, such as image overwrite options. Tray 6 Large Paper Kit converts paper tray 6 to hold larger paper sizes. Tray 6 A4 Short Edge Feed Kit converts paper tray 6 into a short edge feed tray. Envelope Tray this tray is fitted instead of paper tray 2 to enable envelope printing.

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Hole punch kits can be installed with this finisher. High Volume Finisher 2 Hole Punch Kit enables the High Volume Finisher to make 2 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time. High Volume Finisher 3 Hole Punch Kit enables the High Volume Finisher to make 3 hole punches.

Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time. High Volume Finisher 4 Hole Punch Kit enables the High Volume Finisher to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time. High Volume Finisher Swedish 4 Hole Punch Kit enables the High Volume Finisher to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time. High Volume Finisher with Booklet Maker creates booklets, collates, offsets, stacks and staples your output. Tri-fold and Hole Punch kits can be installed with this finisher.

Trifold available with the High Volume Finisher with Booklet Maker. The Convenience Shelf must be installed. Convenience Shelf a shelf which can be installed on the left side of the device. LAN Fax enables users to send faxes directly from their PC using the print and fax drivers. requires the Basic or Extended Fax Kit or a Third Party Fax Server to be configured and installed. Basic Fax Kit (Embedded) this kit enables a single fax line connection. Extended Fax Kit (Embedded) this kit enables two fax lines to be connected. Scan to PC Desktop Kit enables you to scan to your computer. standard and Pro versions are available. XPS Enablement Kit enables you to create documents in the XPS (XML Paper Specification) format.

Xerox Secure Access provides a card reading device to restrict access to the device. Network Accounting enables the tracking of device usage for Print, Copy and Scan jobs from multiple devices over the network. a third party server is needed. Xerox Standard Accounting is an accounting tool which tracks the number of Copy, Print, Workflow Scanning, Server Fax and Fax jobs for each user. Xerox Copier Assistant Kit provides easier access to the copying capabilities. This assistive technology is an alternative to the standard touchscreen and helps everyone, especially people who are wheelchair users, blind or visually impaired, to easily program copy jobs and make copies. Foreign Interface Device enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit. Office Finisher stacks, collates, staples and offsets your output. a hole punch kit is also available for this finisher. Office Finisher 2 Hole Punch Kit enables the Office Finisher to make 2 hole punches.

Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time. Office Finisher 3 Hole Punch Kit enables the Office Finisher to make 3 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.

Office Finisher 4 Hole Punch Kit enables the Office Finisher to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time. Office Finisher Swedish 4 Hole Punch Kit enables the Office Finisher to make 4 hole punches. Other hole punch kits are available for this finisher.

Only one hole punch kit can be fitted at one time. Office Finisher with Booklet Maker creates booklets, collates, offsets, stacks and staples your output. Hole punch kits can be installed with this finisher. □ Describing the Finishing Devices Basic Office Finisher ••• Holds up to 250 sheets of paper in the Top Tray, and up to 1000 sheets in the Stacker Tray. paper weight 60 to 216 gsm (16 to 57 lb). The Stacker can collate, stack and staple your output, depending on the features selected. It staples between 2 and 30 sheets of 80 gsm (20 lb) paper, less if using heavyweight paper or tabs. The staple cartridge for the Basic Office Finisher contains 3000 staples. Note: Double Staple is not available with the Basic Office Finisher. 32 WorkCentre® 5845/5855/5865/5875/5890 Getting Started Guide Getting Started Office Finisher ••• Holds up to 250 sheets of paper in the Top Tray, and up to 2000 sheets in the Stacker Tray.

paper weight 60 to 216 gsm (16 to 57 lb). The Office Finisher can collate, stack, staple and hole punch (if available) your output depending on the features selected. It staples between 2 and 50 sheets of 80 gsm (20 lb) paper, less if using heavyweight paper or tabs. the finisher stapler has 1 staple cartridge containing 5000 staples. This finisher can be fitted with the optional 2, 3 or 4 Hole-Punch kit. □ • Office Finisher with Booklet Maker ••• Holds up to 250 sheets of paper in the Top Tray, and up to 2000 sheets in the Stacker Tray. paper weight 60 to 216 gsm (16 to 57 lb). The booklet maker can collate, stack, staple and hole punch (if available) your output depending on the features selected. It staples between 2 and 50 sheets of 80 gsm (20 lb) paper, less if using heavyweight paper or tabs. the finisher stapler has 1 staple cartridge containing 5000 staples.

This finisher can be fitted with the optional 2, 3 or 4 Hole-Punch kit. The booklet maker can staple and fold up to 15 sheets of 80 gsm (20 lb) paper. □ •• High Volume Finisher ••• Holds up to 250 sheets of paper in the Top Tray, and up to 3000 sheets in the Stacker Tray. paper weight 60 to 216 gsm (16 to 57 lb).

The High Volume Finisher can collate, stack, staple and hole punch (if available) your output depending on the features selected.

It staples between 2 and 100 sheets of 80 gsm (20 lb) paper, less if using heavyweight paper or tabs. Use the Pause button on the top of the finisher to pause printing and unload the output tray. Press the button again to resume. the finisher stapler has 1 staple cartridge containing 5000 staples. This finisher can be fitted with the optional 2, 3 or 4 Hole-Punch kit and the Tray 6 (Post Process Inserter) kit.

The High Volume Finisher is also available with a Booklet Maker which enables booklets to be folded and stapled. Folded sheets and booklets are delivered to the booklet tray which can hold between 10 and 30 booklets, depending upon the number of pages. If the flap on the right of the tray is folded down, an unlimited number of booklets can be collected in a suitable container. If you have a High Volume Finisher with Booklet Maker, a Tri-fold module can also be fitted. This enables your device to produce tri-folded output. With the Tri-fold module fitted, the capacity of the finisher stacker tray is reduced to 2000 sheets and a maximum paper weight of 120 gsm (32lb). Services Home: Provides access to the services available on the device. Services: Returns the display to the previous Copy, Fax, or Scan feature screen when the Job Status screen or Machine Status screen is displayed.



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Job Status: Use to check the progress of active jobs, or display detailed information about completed jobs. Machine Status: Use to check the device status, the billing meters, the status of consumables, or print the user documentation and reports.

Use this button also when accessing the Tools mode. Touch Screen: Use to select programing features and display fault clearance procedures and general device information. Cancel Entry: Cancels the previous entry made on the Numeric Keypad. Language: Use to select a different language for the touch screen options. Power: Use to select Energy Saver mode, perform a quick restart or to power on or off the device. Clear All: Press once to clear a current entry. Press twice to return to default settings. Interrupt Printing: Use to pause the job which is currently printing, to run a more urgent copy job. Ensure that your device is connected to a suitable power supply and that the power cord is fully plugged in to the electrical outlet of the device. press the Power button. The entire powering on process (to power on all installed options) takes less than 3 minutes 50 seconds. Powering the Device Off Power Off ends the current session and turns off the device. Press the Power button on the control panel. Select the Power Off button on the touch screen. Select the Power Off button again to confirm that the device should power off.

Note: Confirming power off will result in the deletion of any jobs currently in the queue. If Cancel is selected the power off option will be cancelled, the device will be available for use and any jobs currently in the queue will be retained. The device will begin a controlled power down sequence. It remains on for approximately 36 seconds before switching off. WorkCentre® 5845/5855/5865/5875/5890 Getting Started Guide 35 Getting Started Using the Energy Saver Option Energy Saver ends the current session and keeps the device running on low power.

When in Energy Saver Mode, press the Power button to wake up the device. Press the Power button on the control panel. Select the Energy Saver button on the touch screen. Select the Energy Saver button again to confirm that the device should go into the Energy Saver state. Note: When Energy Saver mode is confirmed the device will immediately enter Low Power mode. If Sleep mode has been configured, the device will then enter Sleep mode after a specified period of time. Note: The Power button is illuminated when the device is in the Energy Saver state. A steady light indicates the device is in Low Power mode. A flashing light indicates the device is in Sleep mode. 4.

To re-activate the device when in Low Power or Sleep mode, press the Power button. The device takes longer to recover from Sleep mode. 36 WorkCentre® 5845/5855/5865/5875/5890 Getting Started Guide Getting Started Loading Documents Original documents can be loaded either into the document feeder or onto the document glass. 1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents. or Lift up the document feeder. @@ close the document feeder. CAUTION: Do not place objects or documents on the document feeder cover. Note: Original documents are only scanned once even when several copies are selected or 2-sided originals are inserted into the document feeder.

WorkCentre® 5845/5855/5865/5875/5890 Getting Started Guide 37 Getting Started Making Copies When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made. If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents.

or Lift up the document feeder. @@@@Select the Copy button on the touch screen. The copy features are displayed. This is usually the active tab when the Copy service opens. Enter the number of prints required using the numeric keypad on the control panel.

8. Press the Start button on the control panel to scan the original. 9. @@The job enters the job list ready for processing. 10. @@ 11. @@@@Once the resources are available the job will print. 1. 38 WorkCentre® 5845/5855/5865/5875/5890 Getting Started Guide Getting Started Print Printing a Document using the PostScript Print Driver You can print to the device from your computer through a print driver. @@@@PCL drivers process most jobs faster than other drivers.

This driver is suitable for most every-day printing tasks. @@@@ •• Note: To print an XPS document, your device needs to have the optional XPS feature installed. In addition to the drivers designed specifically for your device, you can also use the Xerox Global Print Driver or the Xerox Mobile Express Driver. These drivers will not give you access to all the features available with the device specific drivers. Global Print Driver is available for PS or PCL printer description languages, the same as the devicespecific drivers mentioned above. This driver works with Xerox and non-Xerox printers. @@@@ limiting print jobs to secure print jobs. @@WorkCentre® 5845/5855/5865/5875/5890 Getting Started Guide 39 Getting Started Refer to the System Administrator Guide for further information. open the document to be printed. @@ 2.

Enter the number of copies you want to produce. @@ 3. Select the Xerox PS driver from the list of print drivers available. 4. @@@@Click the OK button to save your settings.

7. @@From most applications select the OK or Print button. 8. Collect your job from the device. 9.

@@ 10. @@@@ 11. @@@@Once the resources are available the job will print. 1. Printing a Document using the PCL Print Driver You can print to the device from your computer through a print driver. @@@@PCL drivers process most jobs faster than other drivers. This driver is suitable for most every-day printing tasks. @@@@ •• Note: To print an XPS document, your device needs to have the optional XPS feature installed. 40 WorkCentre® 5845/5855/5865/5875/5890 Getting Started Guide Getting Started In addition to the drivers designed specifically for your device, you can also use the Xerox Global Print Driver or the Xerox Mobile Express Driver. These drivers will not give you access to all the features available with the device specific drivers.

Global Print Driver is available for PS or PCL printer description languages, the same as the devicespecific drivers mentioned above. This driver works with Xerox and non-Xerox printers. @@@@ limiting print jobs to secure print jobs. @@Refer to the System Administrator Guide for further information. open the document to be printed. @@ 2. Enter the number of copies you want to produce. @@ 3. Select the Xerox PCL driver from the list of print drivers available. 4.

@@@@Click the OK button to save your settings. 7. @@From most applications select the OK or Print button.



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