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You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 5945 5955. You'll find the answers to all your questions on the XEROX WORKCENTRE 5945 5955 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 5945 5955
User guide XEROX WORKCENTRE 5945 5955
Operating instructions XEROX WORKCENTRE 5945 5955
Instructions for use XEROX WORKCENTRE 5945 5955
Instruction manual XEROX WORKCENTRE 5945 5955

Version 2.0
December 2014

xerox

Xerox® WorkCentre® 5945/5955 Multifunction Printer Quick Start Guide

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Manual abstract:

@@Other company trademarks are also acknowledged. @@. . . . . .

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. . . . @@Refer to them as needed to ensure the continued safe operation of your device.
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.
Safety Labels and Symbols All warnings and instructions marked on or supplied for the device should be followed. ! WARNING This WARNING alerts users to areas of the device where there is the possibility of personal injury. WARNING This WARNING alerts users to areas of the device where there are heated 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. A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks. Quick Start Guide 3 Safety and Regulations WorkCentre® 5945/5955 Operational Safety Information Your Xerox device and supplies have been designed and tested to meet strict safety requirements. 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 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 Quick Start Guide Safety and Regulations WorkCentre® 5945/5955 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, switch off then 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.

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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 obstruct ventilation openings. They are provided to prevent overheating. 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.

Quick Start Guide 5 Safety and Regulations WorkCentre® 5945/5955 Emergency Power Off If any of the following conditions occur, turn off the device immediately switch off the device 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. Liquid is spilled into the machine.

The machine is exposed to water. 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. 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. 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. Never throw toner, toner cartridges or toner containers into an open flame. When handling cartridges, for example ink, fuser, etc. avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge. This can increase the risk of skin or eye contact. Use a broom or a wet cloth to wipe off spilled toner. Sweep slowly to minimize generation of dust during clean up. Avoid using a vacuum cleaner. If a vacuum cleaner must be used, the unit should be designed for combustible dusts (e.g.

explosion rated motor and conductive hose). • 6 Quick Start Guide Safety and Regulations WorkCentre® 5945/5955 Product Safety Certification This product is certified by the following Agency using the Safety standards listed below. Agency Standard UL60950-1 (2007) 2nd Edition Underwriters Laboratories Inc. (US / Canada) CSA 22.2 no.

60950-1-07 2nd Edition IEC60950-1:2005, (2nd Edition) +A1:2009 EN60950-1:2006 (2nd Edition) +A11:2009;+A1:2010; 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. 8 Quick Start Guide Safety and Regulations WorkCentre® 5945/5955 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 defaulted on at the time of install. Continuing to use the duplex function will reduce the environmental impact of your work.

However, should you require simplex / 1-sided printing, you may change the print settings in the print driver. Paper Types This product can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN12281 or a similar quality standard. Lighter weight paper (60 gsm), which contains less raw material and thus saves resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs. Turkey RoHS Regulation In compliance with Article 7 (d). We hereby certify "It is compliant with the EEE Regulation." "EEE yönetmeliðine uygundur" Regulatory Information for 2.4 GHz Wireless Network Adapter This product contains a 2.4 GHz Wireless LAN radio transmitter module which complies with the requirements specified in FCC Part 15, Industry Canada RSS-210 and European Council Directive 99/5/EC. The 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 recieved, including interference that may cause undesired operation.

Changes or modifications to this device not specifically approved by the Xerox Corporation may void the user's authority to operate the equipment. Eurasia Economic Community (EAC Mark) Russia, Belarus and Kazakhstan are working to establish a common customs union which will be known as the Eurasian Economic Community or EurAsEC. This union has announced a common regulatory scheme and a EurAsEC certification Mark (EAC Mark). Quick Start Guide 9 Safety and Regulations WorkCentre® 5945/5955 Copy Regulations United States Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

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6. Passports. Foreign Passports may be photographed. 7. Immigration papers 8.
Draft Registration Cards 9. Selective Service Induction papers that bear any of the following Registrant's information: 10 Quick Start Guide Safety and Regulations WorkCentre® 5945/5955 • Earnings or Income • Court Record • Physical or mental condition • Dependency Status • Previous military service Exception: United States military discharge certificates may be photographed. 10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, etc. (Unless photograph is ordered by the head of such department or bureau.
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9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner. The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor. Quick Start Guide 11 Safety and Regulations WorkCentre® 5945/5955 Other Countries Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions: • • • • • • Currency notes Bank notes and cheques Bank and government bonds and securities Passports and identification cards Copyright material or trademarks without the consent of the owner Postage stamps and other negotiable instruments This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel. Fax Regulations United States Fax Header Requirements 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 machine, refer to the customer documentation and follow the steps provided.
Data Coupler Information This device complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the cover of this device is a label that contains, among other information, a device 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 device 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 device. 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 device to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details. The Ringer Equivalence Number (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 12 Quick Start Guide Safety and Regulations WorkCentre® 5945/5955 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.

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For products approved after July 23, 2001, the REN for this device is part of the device 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.

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. 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. Quick Start Guide 13 Safety and Regulations WorkCentre® 5945/5955 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. Canada CS-03 issue 9: This product has been tested to and is compliant with CS-03 issue 9. 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, 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 analogue-switched telephone networks in the European Economic Area.The product may be configured to be compatible with other country networks.Please contact your Xerox representative if it needs to be reconnected to another country's network. 14 Quick Start Guide Safety and Regulations WorkCentre® 5945/5955 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 controlapparatus not authorized by Xerox, will invalidate its certification. South Africa This modem must be used in conjunction with an approved surge protection device. New Zealand The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, it does not provide any sort of warranty, and it does not imply that any Telepermitted product is compatible with all Telecom network services. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model. The equipment may not be capable of correct operation at the higher data speeds designated.

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33.8 kbps and 56 kbps connections are likely to be restricted to lower bit rates when connected to some PSTN implementations.

Telecom will accept no responsibility for difficulties that arise in such circumstances. • • • • Immediately disconnect this equipment should it become physically damaged, then arrange for its disposal or repair. This modem shall not be used in any manner which could constitute a nuisance to other Telecom customers. This device is equipped with pulse dialling, while the Telecom standard is DTMF tone dialling. There is no guarantee that Telecom lines will always continue to support pulse dialling. Use of pulse dialling, when this equipment is connected to the same line as other equipment, may give rise to 'bell tinkle' or noise and cause a false answer condition. If you encounter such problems, do not contact the Telecom Faults Service. DTMF tones dialling is the preferred method because it is faster than pulse (decadic) dialling and is readily available on almost all New Zealand telephone exchanges. • ! • • WARNING No '111' or other calls can be made from this device during a mains power failure. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

Some parameters required for compliance with Telecom Telepermit requirements are dependent on the equipment (computer) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom Specifications: For repeat calls to the same number: • • • There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt. • For automatic calls to different numbers: Quick Start Guide 15 Safety and Regulations WorkCentre® 5945/5955 • • The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than five seconds between the end of one call attempt and the beginning of another. For correct operation, total of the RNs of all devices connected to a single line at any time should not exceed five. Product Recycling and Disposal USA and Canada Xerox operates a worldwide equipment takeback and reuse/recycle program.

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.xerox.com/ environment.html.

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.eiae.org/. 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 Quick Start Guide Safety and Regulations WorkCentre® 5945/5955 Energy Program Compliance All Markets ENERGY STAR The Xerox WorkCentre® 5945 / 5955 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.S. , European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction devices, personal computers, and monitors. 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. Xerox ENERGY STAR equipment is preset at the factory. The ENERGY STAR program is a voluntary scheme to promote the development and purchase of energy efficient models, which help to reduce environmental impact. Details on the ENERGY STAR program and models qualified to ENERGY STAR can be found in the website below - http:// www. energystar.gov/index.cfm?fuseaction=find_a_product.showProductGroup&pgw_code=IEQ Power Consumption and Activation Time The amount of electricity a product consumes depends on the way the device is used. This product is designed and configured to enable you to reduce your electricity costs. After the last print it switches to Ready Mode. In this mode it can print again immediately if required. If the product is not used for a period of time, the device switches to a Power Saver Mode. In these modes, only essential functions remain active in order to enable reduced product power consumption. Upon exiting from Power Saver Mode, the first print will take slightly longer than in Ready Mode. This delay is the result of the system "waking up" from Power Saver mode and is typical of most imaging products on the market. If you wish to set a longer Activation Time or would like to completely deactivate the Power Save Mode, please consider that this device may then only switch to a lower energy level after a longer period of time or not at all.To learn more about Xerox's participation in sustainability initiatives, please visit our site at: http://www.xerox.com/about-xerox/environment/enus.

html Canada Environmental Choice Certified to Office Machines CCD-035 This product is certified to Environmental Choice® standard for Office Machines, meeting all requirements for reduced environmental impact.

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As part of achieving certification, Xerox Corporation has proven this product meets the standard's criteria for energy efficiency. Certified copier, printer, multifunctional device, and fax products must also meet criteria such as reduced Quick Start Guide 17 Safety and Regulations WorkCentre® 5945/5955 chemical emissions and demonstrate compatibility with recycled supplies. Environmental Choice was established in 1988 to help consumers find products and services with reduced environmental impacts. Environmental Choice is a voluntary, multi-attribute and lifecycle based environmental certification that indicates a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party, environmental performance standards Germany Germany Blue Angel RAL, the German Institute for Quality Assurance and Labeling, has awarded this product the Blue Angel Environmental Label, distinguishing it as a machine which satisfies Blue Angel criteria for environmental acceptability in terms of machine design, manufacture, and operation. Blendschultz Das Gerät ist nicht für Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden. Lärmemission Maschinenlärminformations- Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB9A) oder weniger gemäß EN ISO 7779. Importeur Xerox GmbHHellersbergstraße 2-441460 Neuss Deutschland 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.xerox.com/msds. European Union material safety data can be found here: www.xerox.com/environment_europe. For the Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts. 18 Quick Start Guide Safety and Regulations WorkCentre® 5945/5955 Environment, Health and Safety Contact Information For more information on Environment, Health, and Safety in relation to this Xerox device and supplies, please contact the customer help line for your area.

Device safety information is also available on the Xerox website www.xerox.com/about-xerox/ environment. USA: For Environment, Health, and Safety information call 1-800 ASK-XEROX Canada: For Environment, Health, and Safety information call 1-800 ASK-XEROX Europe: For Environment, Health, and Safety information call +44 1707 353 434 Quick Start Guide 19 Safety and Regulations WorkCentre® 5945/5955 20 Quick Start Guide Getting Started Identifying the Parts of Your Device 2 Your new device is not simply a conventional copier, it is a digital device capable of copying, faxing, printing and scanning, dependent on your model and configuration. All features and functions described within the User Guide relate to a fully configured WorkCentre and may not be available on your device. If you require further information on any of the optional components, or information on any of the other device configurations please contact your local Xerox representative. There are several configurations available which provide either 45 or 55 copies or prints a minute. All configurations are fully upgradable so as to meet any future requirements you may have. Please contact your local Xerox representative for further information. 1.

Document Feeder and Document Glass: Used for scanning single or multiple documents. The document glass can be used for scanning single, bound, custom size or damaged documents. 2. Control Panel: Touch Screen and Numeric Keypad. 3. Paper Tray 1: This tray is standard on all models. The tray is fully adjustable and can be used for media sizes A5 LEF (5.5 x 8.5" LEF) to A3 (11 x 17"). 4.

Paper Tray 2: This tray is standard on all models. The tray is fully adjustable and can be used for media sizes A5 LEF (5.5 x 8.5" LEF) to A3 (11 x 17"). 5. Paper Tray 3: This tray is standard on all models. The tray can be used for media size A4 LEF (8.5 x 11" LEF). 6. Paper Tray 4: This tray is standard on all models.

The tray can be used for media size A4 LEF (8.5 x 11" LEF). Quick Start Guide 21 Getting Started WorkCentre® 5945/5955 7. Bypass Tray: Used for non-standard printing media from A6 SEF (2.8 x 4.3" SEF) to A3 (11 x 17"). 8. Offset Catch Tray: The optional offset catch tray delivers output collated or uncollated. Each set or stack will be offset from the previous to enable easy separation. 9.

Office Finisher: This optional device stacks, collates, staples and offsets your output. Hole punch kits can be installed with this finisher. 10. New Office Finisher Booklet Maker: This optional finisher creates booklets, collates, offsets, stacks and staples your output. Hole punch kits can be installed with this finisher. 11. Convenience Shelf: An optional shelf used for holding documents and the Convenience Stapler. 12. Convenience Stapler: Optional stapler used to staple sheets if there is no finisher, or to restaple originals after copying. Note: SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device).

LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first). Locating the Serial Number for Your Device If you need assistance during or after product installation, please visit www.xerox.com for online solutions and support. If you require further assistance, call our experts at the Xerox Support Center, or contact your local representative.

When telephoning please quote the machine serial number. The Xerox Support Center or local representative telephone number is provided when the device is installed. 1. Lift the handle to open the door on the left side of the device. Gently lower the door until it comes to rest.

2. The serial number is located at the very top of the area exposed when the door opens. 22 Quick Start Guide Getting Started WorkCentre® 5945/5955 Services and Options Identifying the WorkCentre 5945 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.

Bypass Tray used for non-standard printing media. Color Scanner used to scan in color. Scanning enables E-mail and Workflow Scanning services. Optional • • • • • • • • Envelope Tray this tray is fitted instead of paper tray 2 to enable envelope printing.

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Up to 55 #10 Envelope s (4.1"x 9.5") can be loaded in the tray. 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 when a finisher is not installed. 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. New Office Finisher Booklet Maker creates booklets, collates, offsets, stacks and staples your output. Hole punch kits can be installed with this finisher. New Office Finisher Booklet Maker 2 Hole Punch Kit enables the New Office Finisher Booklet Maker 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. • • Quick Start Guide 23 Getting Started WorkCentre® 5945/5955 • New Office Finisher Booklet Maker 3 Hole Punch Kit enables the New Office Finisher Booklet Maker 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. New Office Finisher Booklet Maker 4 Hole Punch Kit enables the New Office Finisher Booklet Maker 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. New Office Finisher Booklet Maker Swedish 4 Hole Punch Kit enables the New Office Finisher Booklet Maker 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. Convenience Stapler for manual stapling. The Convenience Shelf must be installed. Convenience Shelf a shelf which can be installed on the left side of the device.

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. USB Keyboard support enables users to plug in an external keyboard. The keyboard can be useful to enter logins with strong passwords, enter scan metadata, enter email addresses and maintain the device address book. LAN Fax enables users to send faxes directly from their PC using the print driver. Requires the Basic or Extended Fax Kit to be configured and installed. • • • • • • • • • Server Fax enables users to send and receive hard copy faxes via a fax server. Requires a Third Party Fax Server to be configured and installed. • • • • • • • • • • • Internet Fax allows users to send or receive faxes over the internet or intranet. 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. Security kit provides additional security features, such as image overwrite options. McAfee Integrity Control Kit uses McAfee software to detect and prevent modification and execution of files on the device. Unicode International Printing Kit enables unicode characters to be printed. Wireless Print Kit enables connection to a wireless network. 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 • All the potential options for this device are available on this model either as standard or optional features. 24 Quick Start Guide Getting Started WorkCentre® 5945/5955 Identifying the WorkCentre 5955 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. Bypass Tray used for non-standard printing media. Color Scanner used to scan in color. Scanning enables E-mail and Workflow Scanning services.

Optional • • • • • • • • Envelope Tray this tray is fitted instead of paper tray 2 to enable envelope printing. Up to 55 #10 Envelope s (4.1"x 9.5") can be loaded in the tray. 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 when a finisher is not installed. 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. New Office Finisher Booklet Maker creates booklets, collates, offsets, stacks and staples your output.

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Hole punch kits can be installed with this finisher. New Office Finisher Booklet Maker 2 Hole Punch Kit enables the New Office Finisher Booklet Maker 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.

New Office Finisher Booklet Maker 3 Hole Punch Kit enables the New Office Finisher Booklet Maker 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. • • • Quick Start Guide 25 Getting Started WorkCentre® 5945/5955 • New Office Finisher Booklet Maker 4 Hole Punch Kit enables the New Office Finisher Booklet Maker 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. New Office Finisher Booklet Maker Swedish 4 Hole Punch Kit enables the New Office Finisher Booklet Maker 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. Convenience Stapler for manual stapling.

The Convenience Shelf must be installed. Convenience Shelf a shelf which can be installed on the left side of the device. 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. USB Keyboard support enables users to plug in an external keyboard. The keyboard can be useful to enter logins with strong passwords, enter scan metadata, enter email addresses and maintain the device address book. LAN Fax enables users to send faxes directly from their PC using the print driver. Requires the Basic or Extended Fax Kit to be configured and installed. • • • • • • • • Server Fax enables users to send and receive hard copy faxes via a fax server. Requires a Third Party Fax Server to be configured and installed.

• • • • • • • • • • • Internet Fax allows users to send or receive faxes over the internet or intranet. 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. Security kit provides additional security features, such as image overwrite options. McAfee Integrity Control Kit uses McAfee software to detect and prevent modification and execution of files on the device. Unicode International Printing Kit enables unicode characters to be printed. Wireless Print Kit enables connection to a wireless network. 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 • All the potential options for this device are available on this model either as standard or optional features. 26 Quick Start Guide Getting Started WorkCentre® 5945/5955 Describing the Finishing Devices 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. • • New Office Finisher 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 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. The booklet maker can staple and fold up to 15 sheets of 80 gsm (20 lb) paper. The booklet maker stapler cartridges each contain 2000 staples.

• • • • Quick Start Guide 27 Getting Started WorkCentre® 5945/5955 Identifying the Control Panel Buttons 1. Services Home: Provides access to the services available on the device. 2. Services: Returns the display to the previous Copy, Fax, or Scan feature screen when the Job Status screen or Machine Status screen is displayed. 3. Job Status: Use to check the progress of active jobs, or display detailed information about completed jobs. 4. 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. 5.

Touch Screen: Use to select programing features and display fault clearance procedures and general device information. 6. Log In/Out: Use to enter log in details, and to log out. 7. Help: Displays help messages for device features.

8. Numeric Keypad: Use to enter alphanumeric characters. 9. Dial Pause: Use to insert a pause when dialing a fax number. 10.

'C' Cancel Entry: Cancels the previous entry made on the Numeric Keypad. 11. Language: Use to select a different language for the touch screen options. 12. Power: Use to select Energy Saver mode, perform a quick restart or to power on or off the device. 13. Clear All: Press once to clear a current entry. Press twice to return to default settings. 14. Interrupt Printing: Use to pause the job which is currently printing, to run a more urgent copy job.

15. Stop: Stops the job in progress. 16. Start: Use to start a job. 28 Quick Start Guide Getting Started WorkCentre® 5945/5955 Power On and Off Powering the Device On 1. Ensure that your device is connected to a suitable power supply and that the power cord is fully plugged in to the electrical inlet of the device. 2. Press the Power button. The entire powering on process (to power on all installed options) takes less than 3 minutes 50 seconds. Note: If there are any pages in the document feeder input tray when the device powers on or exits power save mode you will be prompted to reload the documents.

Powering the Device Off Power Off ends the current session and turns off the device.

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1. Press the Power button on the control panel. 2. Select the Power Off button on the touch screen.
3. 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. Quick Start Guide 29 Getting Started WorkCentre® 5945/5955 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. 1. Press the Power button on the control panel. 2. Select the Energy Saver button on the touch screen. 3. 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. Note: If there are any pages in the document feeder input tray when the device powers on or exits power save mode you will be prompted to reload the documents. 30 Quick Start Guide Getting Started WorkCentre® 5945/5955 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. Note: Original documents are only scanned once even when several copies are selected or 2-sided originals are inserted into the document feeder.
Quick Start Guide 31 Getting Started WorkCentre® 5945/5955 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. 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. 2. @@3. Press the Services Home button. 4. Select the Copy button on the touch screen. 5. If required, select the Copy tab.

This is usually the active tab when the Copy service opens. 6. Select any options required. 7. 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.
Press the Job Status button on the device control panel to view the job list and check the status of the job. 11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the Details button. Once the resources are available the job will print.
32 Quick Start Guide Getting Started WorkCentre® 5945/5955 Print Printing a Document using the PostScript Print Driver You can print to the device from your computer through a print driver. @@@@Note: The device is enabled for AirPrint. AirPrint is Apple's driverless printing technology that enables Apple devices, including Macs, phones and tablets, to print to the device without installing drivers or downloading software. Your System Administrator may have loaded a specific print driver on your computer. However, if the choice of driver is yours, the following information may help you decide which driver to install.
• PS (PostScript) gives you the most options to scale and manipulate images; it offers more precision with high-end graphics. PostScript also provides you with different types of errorhandling and font substitution options. PCL (Printer Control Language) generally has fewer advanced features than PostScript. PCL drivers process most jobs faster than other drivers. This driver is suitable for most every-day printing tasks. XPS (XML Paper Specification) is an open specification for a page description language and a fixed document format originally developed by Microsoft. Use this driver to improve the speed and quality of XPS files that you print. Mac is a PostScript driver that has been specifically designed to work on Macs. • • • 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 device-specific drivers mentioned above. This driver works with Xerox and non-Xerox printers. Using this driver makes it easy to add and update printers as the print driver does not need to be changed. Mobile Express Driver lets you find and print to any PostScript printer in any location without driver downloads and installations. • Your System Administrator can configure permissions to control access to the print feature. • • • • • • Specifying the time and day of the week when you can print to the device. Blocking certain types of job such as secure print. Limiting access to specific paper trays. Preventing single sided printing.
Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided. Limiting print jobs to secure print jobs. Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document. Quick Start Guide 33 Getting Started WorkCentre® 5945/5955 Refer to the System Administrator Guide for further information. 1.
Open the document to be printed. @@2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections. 3.
Select the Xerox PS driver from the list of print drivers available. 4. @@@@5. Select the option(s) required. 6. Click the OK button to save your settings. 7. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the OK or Print button. 8.

Collect your job from the device.

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