



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE PE120I. You'll find the answers to all your questions on the XEROX WORKCENTRE PE120I 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 PE120I**  
**User guide XEROX WORKCENTRE PE120I**  
**Operating instructions XEROX WORKCENTRE PE120I**  
**Instructions for use XEROX WORKCENTRE PE120I**  
**Instruction manual XEROX WORKCENTRE PE120I**

The image shows the cover of the Xerox WorkCentre PE120/120i User Guide. At the top left is the Xerox logo with the tagline 'THE DOCUMENT COMPANY'. To the right, it says 'WorkCentre® PE120/120i'. Below the logo is the text 'print | copy | scan | fax'. The main title 'User Guide' is prominently displayed in the center. Below the title is a photograph of the white Xerox WorkCentre PE120/120i multifunction printer. At the bottom, there is a red bar with the Xerox logo on the left and the URL 'www.xerox.com/office/PE120support' on the right.



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**Manual abstract:**

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..... vii Important Precautions and Safety Information Safety Your Xerox product and supplies have been designed and tested to meet strict safety requirements.



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*These include Safety Agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product. The safety testing and performance of this product have been verified using XEROX materials only.*

*Follow all warnings and instructions marked on, or supplied with the product. This WARNING Mark alerts users to the possibility of personal injury. This WARNING Mark alerts users to heated surfaces. WARNING: This product must be connected to a protective earthing circuit. This product is equipped with a 3-wire type plug, provided with a protective earthing pin.*

*This plug will fit only into an earthed power outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use an earthed adapter plug to connect the product to a power source receptacle that lacks an earth connection terminal. This product should be operated from the type of power source indicated on the marking label.*

*If you are not sure of the type of power available, consult your local power company. Do not allow anything to rest on the power cord. Do not locate the product where persons will step or trip on the cord. Use of an extension cord with this product is not recommended or authorized. Users should check building codes and insurance requirements if a properly earthed extension cord is to be used. Ensure that the total ampere ratings of the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total amperage of all products plugged into the wall outlets does not exceed the outlet rating. Disconnect Device for this product is the power cord. To remove all electrical power to the product, disconnect the power cord from the power receptacle. Your equipment is equipped with an energy saving device to conserve power when the machine is not in use.*

*The machine may be left on continuously. viii Unplug this product from the wall outlet before cleaning. Always use materials specifically designated for this product. Use of other materials may result in poor performance and could create a hazardous situation. Do not use aerosol cleaners. Follow the instructions in the User Guide for proper cleaning methods. Never use supplies or cleaning materials for purposes other than those for which they were intended. Keep all supplies and materials out of reach of children. Do not use this product near water, wet locations, or outdoors. Do not place this product on an unstable cart, stand or table.*

*The product may fall, causing personal injury or serious damage to the product Slots and Openings in the cabinet and in the back and sides of the product are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The product should never be located near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided. Never push objects of any kind into the slots of the product as they may touch dangerous voltage points or short out parts which could result in a fire or electric shock.*

*Never spill liquid of any kind on the product. Never remove covers or guards that require a tool for removal, unless directed to do so in a Xerox approved maintenance kit. Never defeat interlock switches. Machines are designed to restrict operator access to unsafe areas. Covers, guards and interlock switches are provided to ensure that the machine will not operate with covers opened.*

*Do not put your hands into the fuser area, located just inside the exit tray area, as you may be burned. Quality Standards: The product is manufactured under a registered ISO9002 Quality system. If you need additional safety information concerning this XEROX product or XEROX supplied materials you may call the following number: EUROPE +44 (0) 1707 353434 USA/CANADA 1 800 828 6571 ix Laser Safety Statement WARNING: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure. With specific regard to lasers, the equipment complies with laser product performance standards set by governmental, national and international agencies as a Class 1 Laser Product. It does not emit hazardous radiation as the beam is totally enclosed during all phases of customer operation and maintenance. Ozone Safety During normal operation, this machine produces ozone. The ozone produced does not present a hazard to the operator. However, it is advisable that the machine be operated in a well ventilated area. If you need additional information about ozone, please request your nearest Xerox dealer. Power Saver This machine contains advanced energy conservation technology that reduces power consumption when it is not in active use.*

*When the machine does not receive data for an extended period of time, power consumption is automatically lowered. The energy star emblem does not represent EPA endorsement of any machine or service. The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. Product Recycling and Disposal Please recycle or dispose of the packaging material for this product in an environmentally responsible manner. Xerox operates a worldwide equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit [www.xerox.com/environment](http://www.xerox.com/environment). x If you are managing the disposal of your Xerox product, please note that the product contains Lead, and other materials whose disposal may be regulated due to environmental considerations. The presence of Lead is fully consistent with global regulations applicable at the time that the product was placed on the market.*

*For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: [www.eiae.org](http://www.eiae.org). Radio Frequency Emissions FCC PART 15 Information to the User This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules.*

*These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.*

*However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment 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 receiving antenna.*



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· Increase the separation between the equipment and receiver.

· Connect the equipment into an outlet on a circuit different from that to which the receiver is connected. · Consult the dealer or experienced radio TV technician for help. Caution: Change or modifications not expressly approved by the manufacturer responsible for compliance could void the user's authority to operate the equipment. Canadian ICES-003 Radio Interference Regulations This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Industry and Science Canada. Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques", ICES-003 édictée par l'Industrie et Sciences Canada. xi Regulations - Europe Certification to 1999/5/EC Radio Equipment & Telecommunications Terminal Equipment Directive This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the following countries: Austria Germany Luxembourg Sweden Belgium Greece Netherlands Switzerland Denmark Iceland Norway United Kingdom France Ireland Portugal Finland Italy Spain Czech Republic Poland Bulgaria Romania 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, a technical specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. The product may be configured to be compatible with other country networks. Please contact your Xerox representative if it needs to be reconnected to another country's network.

NOTE: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification. xii Regulations - USA Fax Send Header Requirements The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your FAX machine refer to page Data Coupler Information This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product.

It is designed to be connected to a compatible modular jack that is also compliant. 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. You may safely connect the machine 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 (or REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0).

To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary. xiii The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment.

If this happens the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service. If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the user guide. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved. Repairs to the machine should be made only by a Xerox representative or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If your office has specially wired alarm equipment connected to the telephone line, ensure the installation of this Xerox equipment does not disable your alarm equipment.

If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer. Regulations - Canada This product meets the applicable Industry Canada technical specifications.



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The Ringer Equivalence Number (REN) is an indication of the maximum number of devices 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 RENs of all the devices does not exceed five. The REN value may be found on the label located on the rear of the equipment.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Users should ensure for their own protection the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, 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.

xiv Declaration of Conformity (European Countries) Approvals and Certifications The CE marking applied to this product symbolizes Xerox Limited Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated: January 1, 1995: Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment. January 1, 1996: Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility. March 9, 1999 Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity. A full declaration, defining the relevant directives and referenced standards can be obtained from your Xerox representative or by contacting: WARNING: In order to allow this equipment to operate in proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have limited or special mitigation measures taken. WARNING: Shielded cables must be used with this equipment to maintain compliance with Council Directive 89/336/EEC. xv MEMO xvi 1 INTRODUCTION Thank you for purchasing this Xerox multifunctional product. Your machine provides printing, copying, scanning, and faxing functions! This chapter includes: · Special Features · Understanding Component Locations Special Features Your new machine is equipped with special features that improve the print quality. You can: Print with excellent quality and speed · You can print up to 1200 dpi [Best]. See page 4.8.

· Your machine prints A4-sized paper at up to 20 ppm and letter-sized paper at up to 22 ppm (pages per minute). Handle paper flexibly · Bypass tray supports letterhead, envelopes, labels, transparencies, custom-sized materials, postcards, and heavy paper. The Bypass tray can support up to 50 sheets of standard paper. · The Standard 250-sheet input tray (Tray1) and optional 250-sheet input tray (Tray2) supports A4/letter-sized paper. Create professional documents · Print Watermarks. You can customize your documents with words, such as "Confidential." See page 4.20. · Print Posters. The text and pictures of each page of your document are magnified and printed across the sheet of paper and taped together to form a poster.

See page 4.16. Save time and money · This machine automatically conserves electricity by substantially reducing power consumption when not printing. · This machine meets Energy Star guidelines for energy efficiency. 1.

2 Introduction Expand the machine capacity · This machine has 32 MB of memory which can be expanded to 160 MB. · You can install an optional 250-sheet tray in your machine. This tray reduces how often you have to add paper to the machine. · The WorkCentre PE120i comes with a built-in PostScript 3 Emulation\*. · A Network interface enables network printing.

The WorkCentre PE120i comes with a built-in network interface, 10/100 Base TX. \* PostScript 3 Emulation © Copyright 1995-2003, Zoran Corporation. All rights reserved. Zoran, the Zoran logo, IPS/PS3 and OneImage are trademarks of Zoran Corporation. \* 136 PS3 fonts Contains UFST and MicroType from Agfa Monotype Corporation. 1 Print in various environments · You can print in Windows 98/Me/NT 4.0/2000/XP. · Your machine is compatible with various Linux. · Your machine is compatible with various Macintosh (WorkCentre PE120i only). · Your machine comes with both the USB and Parallel interface.

The Parallel interface is available depending on your country. · You can also use a Network interface. The WorkCentre PE120i comes with a built-in network interface, 10/100 Base TX. Introduction 1.3 Use a USB flash drive If you have a USB flash drive, you can use it in various ways with your machine. · You can scan documents and save them on the USB flash drive. · You can directly print data stored on the USB flash drive. · You can manage the USB flash drive. · You can back up data and restore backup files to the machine's memory. Machine Features The table below lists a general overview of features supported by your machine.

(S: Standard) Features IEEE 1284 Parallel USB 2.0 PostScript Emulation Network Interface (Ethernet 10/100 Base TX) PE120 S S PE120i S S S S 1.4 Introduction Understanding Component Locations These are the main components of your machine: 1 Front View Document Guides Automatic Document Feeder Document Input Tray Document Output Tray Document Cover USB Flash Drive Port Document Glass Control Panel (See page 1.7.) Front Output Tray (Face Down) Front Door Toner Cartridge Paper Output Extension Paper Tray (Tray 1) Bypass Tray Optional Paper Tray (Tray 2) Paper Level Indicator The figure above shows an WorkCentre PE120i.

Introduction 1.5 Rear View Rear Door Control Board Cover Network Port (WorkCentre PE120i Only) Rear Output Slot (Face Up) Power Switch AC Power Cord Connector Parallel Connector USB Connector Line Jack EXT Jack\* Tray 2 Cable Connector The figure above shows an WorkCentre PE120i. \* If your country has a different telephone connection system, this socket may be blocked. 1.6 Introduction Control Panel Functions WorkCentre PE120/120i 1 1 Allows you to store frequently-dialed fax numbers and dial them with the touch of a few buttons.

Allows you to shift the one-touch buttons to the numbers 21 through 40. Allows you to access a list of your PC software programs that an image can be scanned to. You must create the scan list using the Xerox software (ControlCentre) provided with this machine. Also allows you to scan and save documents in a USB flash drive, and manage it when it is inserted into the USB port of your machine.



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See Chapter 10, Installing a USB Flash Drive. Adjusts the density of the documents for the current copy job. Selects the document type for the current copy job. Selects the number of copies. Allows you to use special copy features, such as Clone, Collation, Auto Fit, 2 Sides on 1 page, 2/4 Up (multiple pages on a sheet), and Poster copying. Makes a copy smaller or larger than the original.

**2 S C A N 3 C O P Y 4 5** Displays the current status and prompts during an operation. Turns on when the toner cartridge is empty. Uses to scroll through the available options for the selected menu item. Introduction 1.7 Confirms the selection on the display. Enters Menu mode and scrolls through the menus available. Sends you back to the upper menu level. 5 Stops an operation at any time. In Standby mode, clears/cancels the copy options, such as the darkness, the document type setting, the copy size, and the number of copies. Starts a job.

Dials a number or enters alphanumeric characters. Adjusts the resolution of the documents for the current fax job. Allows you to send a fax to multiple destinations. 6 7 F A X Allows you to store frequently-dialed fax numbers as one or two-digit speed dial or group dial numbers for automatic dialing and edit the stored numbers. Also allows you to print a Phonebook list.

In Standby mode, redials the last number or in Edit mode, inserts a pause into a fax number. Engages the telephone line. Allows you to directly print files stored on a USB flash drive when it is inserted into the USB port in the front of your machine. Allows you to save on toner by using less toner to print a document. Allows you to save on call costs by sending a fax at a preset toll-saving time.

Using this feature, you can take advantage of lower long distance rates at night, for example. 8 9 S A V E 1.8 Introduction 2 GETTING STARTED This chapter gives you step-by-step instructions for setting up your machine. This chapter includes: · Setting Up Your Machine Unpacking Installing the Toner Cartridge Loading Paper Connecting Telephone Line Turning the Machine On · Setting Up the Machine System Changing the Display Language Setting the Machine ID Setting the Time and Date Setting the Paper Size and Type Setting Sounds Using the Save Modes · Installing Xerox Drivers Installing Xerox drivers in Windows Using ControlCentre Setting Up Your Machine Unpacking 1 Remove the machine and all accessories from the packing carton. Make sure that the machine has been packed with the following items: NOTES: · The appearance of the power cord and the telephone line cord may differ depending on your country's specifications. · The CD-ROMs contains the Xerox printer driver, Scan drivers, ControlCentre, the User's Guide, and the Adobe Acrobat Reader program. · For the WorkCentre PE120i, the PS Driver CD-ROM is supplied with your machine. · You should use the telephone line cord which is supplied with your machine. If you are replacing it with another vendor's, it should be AWG #26 or lower gauge. · Power cord must be plugged into a grounded power socket.

2.2 Getting Started 2 Remove the packing tape from the front, back, and sides of the machine. 2 Tape 3 Gently pull the scan lock label until it comes away from the machine. This will pull the scanner locking switch into the FORWARD (Unlocked) position automatically. Scan Lock Label NOTE: When you are moving the machine or do not intend to use it for a long period of time, move the scanner locking switch BACKWARD to the lock position, as shown. To scan or copy a document, the switch must be unlocked. Getting Started 2.3 Selecting a Location Select a level, stable place with adequate space for air circulation.

Allow extra space for opening doors and trays. The area should be well-ventilated and away from direct sunlight or sources of heat, cold, and humidity. Do not set the machine close to the edge of your desk or table. Clearance Space · Front: 482.6 mm (enough space so that the paper tray can be removed) · Back: 100 mm (enough space for ventilation) · Right: 100 mm · Left: 100 mm (enough space for ventilation) 2.4 Getting Started Installing the Toner Cartridge 1 Open the front door. 2 2 Remove the starter toner cartridge from its bag.

Gently shake the cartridge 5 or 6 times to distribute the toner. Thoroughly shaking the cartridge will assure maximum copies per cartridge. NOTE: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric. CAUTIONS: · To prevent damage, do not expose the toner cartridge to light for more than a few minutes.

Cover it with a piece of paper, if left exposed for more than a few minutes. · Do not touch the green underside of the toner cartridge. Use the handle on the cartridge to avoid touching this area. Getting Started 2.5 3 Hold the toner cartridge by the handle. Slowly insert the cartridge into the opening in the machine.

Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until it locks into place completely. Groove Tab 4 Close the front door. Make sure that the door is securely closed. NOTE: When printing text at 5% coverage, you can expect a toner cartridge life of approximately 3,500 for the Standard-Capacity Print Cartridge and 5,000 for the High-Capacity print Cartridge.

(3,500 pages for the toner cartridge that is shipped with the machine.) 2.6 Getting Started Loading Paper The paper tray can hold a maximum of 250 sheets of 20 lb (75 g/m<sup>2</sup>) plain paper. To load a stack of Letter-sized paper: 2 1 Pull open the paper tray and remove it from the machine. NOTE: If you want to load a different sized paper, you need to adjust the paper guides. For details, see page 2.9. 2 Fan the edges of the paper stack to separate the pages. Then tap the stack on a flat surface to even it up. 3 Insert the paper stack into the paper tray with the side to be printed on facing down.

Getting Started 2.7 4 Pay attention to the paper limit mark on both inside walls of the tray. Paper overloading may cause paper jams. 5 Insert and slide the paper tray back into the machine. NOTE: After you load paper, you need to set up your machine for the paper type and size you loaded.

See page 2.21 for copying and faxing, or page 4.6 for PC-printing. The settings made from the printer driver override the settings on the control panel. 2.

8 Getting Started Changing the Size of the Paper in the Paper Tray To load longer sizes of paper, such as Legal-sized paper, you need to adjust the paper guides to extend the paper tray. 1 After pressing and unlatching the guide lock, slide the paper length guide out completely to extend the paper tray to its full length. 2 2 After inserting paper into the tray, squeeze the length guide and slide it until it lightly touches the end of the paper stack.



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For paper smaller than Letter size, adjust the front paper length guide so that it lightly touches the paper stack. Getting Started 2.9 3 Squeeze the width guide, as shown and slide it to the stack of paper until it lightly touches the side of the stack. NOTES: · Do not push the paper width guide far enough to cause the materials to warp. · If you do not adjust the paper width guide, it may cause paper jams. 2.10 Getting Started Connecting Telephone Line Plug one end of the supplied telephone line cord into the LINE jack on the machine and the other end into the wall jack.

2 To the wall jack If you want to use your machine to receive both faxes and voice calls, you will need to connect a telephone and/or answering machine to your machine. Plug your phone or answering machine cord into the EXT jack, as shown below. To a phone or answering machine Getting Started 2.11 Connecting a Printer Cable For Local Printing To print from your computer in a local environment, you need to connect your machine to a computer with either a Universal Serial Bus (USB) cable or a parallel cable. NOTE: You only need to connect one of the cables mentioned above. Do not use the parallel and the USB cables at the same time. Using a USB Cable NOTE: If you are using a USB cable, you must be running Windows 98/Me/2000/XP, or Macintosh with OS 10.1–10.3 (WorkCentre PE120i only). 1 Make sure that both the machine and the computer are turned off.

2 Connect a USB cable to the USB connector on your machine. 3 Connect the other end of the cable to the USB port on your computer. 2.12 Getting Started Using a Parallel Cable NOTE: Connecting the machine to the parallel port of the computer requires a certified parallel cable. You need to buy an IEEE-1284 compliant parallel cable that is 3 m or less in length.

2 1 Make sure that both the machine and the computer are turned off. 2 Connect the parallel cable to the parallel connector on your machine. Push the metal clips down to fit inside the notches on the cable plug. 3 Connect the other end of the cable to the parallel interface port on your computer, and tighten the screws. Getting Started 2.

13 For Network Printing (WorkCentre PE120i only) You can attach your machine to a network using an Ethernet cable (UTP cable with RJ.45 connector). The WorkCentre PE120i has a built-in network interface card. 1 Make sure that both the machine and the computer are turned off. 2 Plug one end of the Ethernet cable into the Ethernet network port on your machine. 3 Plug the other end of the cable into a network LAN connection. NOTE: After connecting the machine, you need to configure the network parameters on the control panel. See System Administration Guide. Turning the Machine On 1 Plug one end of the supplied three-pronged electrical cord into the AC socket on the machine and the other end into a properly grounded AC outlet. 2.

14 Getting Started 2 Press the power switch to turn the machine on. "Warming Up Please Wait" appears on the display indicating that the machine is now on.

2 To the AC wall jack To view your display text in another language, see page 2.16. CAUTIONS: · The fuser area inside the rear door of your machine becomes very hot when in use. Take care not to burn your fingers when you access this area. · Do not disassemble the machine with power on. If you do, you may receive an electric shock. Getting Started 2.15 Setting Up the Machine System Changing the Display Language To change the language that displays on the control panel, follow these steps: 1 Press Menu until "Machine Setup" appears on the top line of the display.

2 When "Language" appears on the bottom line of the display, press Enter. The current setting appears on the bottom line of the display. 3 Press the scroll button ( or ) until the language you want appears on the display. 4 Press Enter to save the selection. 5 To return to Standby mode, press Stop/Clear. Setting the Machine ID In some countries, you are required by law to indicate your fax number on any fax you send. The Machine ID, containing your telephone number and name (or company name), will be printed at the top of each page sent from your machine. 1 Press Menu until "Machine Setup" appears on the top line of the display. The first available menu item, "Machine ID," displays on the bottom line. 2 Press Enter.

The display asks you to enter the fax number. 2.16 Getting Started If there is a number already set, the number appears. 3 Enter your fax number using the number keypad. NOTE: If you make a mistake while entering numbers, press the button to delete the last digit. 2 4 Press Enter when the number on the display is correct. The display asks you to enter an ID. 5 Enter your name or the company name using the number keypad. You can enter alphanumeric characters using the number keypad, and include special symbols by pressing the 0 button. For details on how to use the number keypad to enter alphanumeric characters, see "Entering Characters Using the Number Keypad" on page 2.

17. If you want to enter the same letter or number in succession (e.g. SS, AA, 777), enter one digit, move the cursor by pressing the button, and enter the next digit. If you want to insert a space in the name, you can also use the button to move the cursor to skip the position. 6 Press Enter when the name on the display is correct. 7 To return to Standby mode, press Stop/Clear. Entering Characters Using the Number Keypad As you perform various tasks, you need to enter names and numbers. For example, when you set up your machine, you enter your name (or your company's name) and telephone number. When you store one-, two-, or three-digit speed dial or group dial numbers, you may also enter the corresponding names.

To enter alphanumeric characters: Getting Started 2.17 1 When you are prompted to enter a letter, locate the button labeled with the character you want. Press the button until the correct letter appears on the display. For example, to enter the letter O, press 6, labeled with "MNO." Each time you press 6, the display shows a different letter, M, N, O, and finally 6.

You can enter special characters, such as space, plus sign, and etc.. For details, see "Keypad Letters and Numbers" on page 2.19. 2 To enter additional letters, repeat step 1.

If the next letter is printed on the same button, move the cursor by pressing the button and then press the button labeled with the letter you want. The cursor will move to the right and the next letter will appear on the display. You can enter a space by pressing 1 twice. 3 When you finish entering letters, press Enter.

2.18 Getting Started Keypad Letters and Numbers Key 1 2 3 4 5 6 7 8 9 0 Assigned numbers, letters, or characters 1 A D G J M P T W + Space B E H K N Q U X C F I L O R V Y, 2 3 4 5 6 S 8 Z.



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9 √ \* # & 0 7 2 Changing Numbers or Names If you make a mistake while entering a number or name, press the button to delete the last digit or character. Then enter the correct number or character. Inserting a Pause With some telephone systems, you must dial an access code (9, for example) and listen for a second dial tone. In such cases, you must insert a pause in the telephone number.

You can insert a pause while you are setting up one-touch or speed dial numbers. To insert a pause, press Redial/Pause at the appropriate place while entering the telephone number. A "-" appears on the display at the corresponding location. Getting Started 2.19 Setting the Time and Date The current time and date are shown on the display when your machine is on and ready to work. All of your faxes will have the time and date printed on them. NOTE: If power to the machine is cut off, you may need to reset the correct time and date once the power has been restored. 1 Press Menu until "Machine Setup" appears on the top line of the display. 2 Press the scroll button ( or ) to display "Date & Time" on the bottom line and press Enter. 3 Enter the correct time and date using the number keypad.

Month Day Year Hour Minute = 01 ~ 12 = 01 ~ 31 = requires four digits = 01 ~ 12 (12-hour mode) 00 ~ 23 (24-hour mode) = 00 ~ 59 NOTE: The date format may differ from country to country. You can also use the scroll button ( or ) to move the cursor under the digit you want to correct and enter a new number. 4 To select "AM" or "PM" for 12-hour format, press the button or any number button. or When the cursor is not under the AM or PM indicator, pressing the or button immediately moves the cursor to the indicator. You can change the clock mode to 24-hour format (e.g. 01:00 PM as 13:00). For details, see page 2.21. 2.

20 Getting Started 5 Press Enter when the time and date on the display is correct. When you enter a wrong number, the machine beeps and does not proceed to the next step. If this happens, just reenter the correct number. 2 Changing the Clock Mode You can set your machine to display the current time using either a 12-hour or 24-hour format. 1 Press Menu until "Machine Setup" appears on the top line of the display. 2 Press the scroll button ( or ) until you see "Clock Mode" on the bottom line and press Enter. The clock mode currently set for the machine displays. 3 Press the scroll button ( or ) to select the other mode and then press Enter to save the selection. 4 To return to Standby mode, press Stop/Clear. Setting the Paper Size and Type After loading paper in the paper tray, the standard Tray1, Bypass tray, or optional Tray2, you need to set the paper size and type using the control panel buttons.

These settings will apply to copy and fax modes. For PC-printing, you need to select the paper size and type in the application program you use on your PC. 1 Press Menu. The display shows "Paper Setting" on the top line of the display. 2 Press the scroll button ( or ) to display "Paper Size" on the bottom line and press Enter to access the menu item. The first item, "Tray Paper," displays on the bottom line. Getting Started 2.21 If the optional Tray 2 is installed, "Tray1 Size" displays on the bottom line. 3 If there is no optional Tray 2 installed, press Enter. If the optional second tray is installed, use the scroll button ( or ) to select the paper tray you want to use and press Enter.

4 Use the scroll button ( or ) to select the correct paper size and press Enter. 5 Press Exit. 6 Press the button to scroll to "Paper Type" and press Enter to access the menu item. 7 Use the scroll button ( or ) to find the paper type you are using and press Enter to save it. 8 To return to Standby mode, press Stop/Clear.

Setting Sounds You can control the following sounds: · Speaker: You can turn on or off the sounds from the telephone line through the speaker, such as the dial tone or a fax tone. With this option set to "Comm." the speaker is on until the remote machine answers. · Ringer: You can adjust the ringer volume. · Key Sound: With this option set to "On" a key tone sounds each time a key is pressed.

· Alarm Sound: You can turn the alarm sound on or off. With this option set to "On" an alarm tone sounds when an error occurs or fax communication ends. You can adjust the volume level using the Manual Dial button. 2.22 Getting Started Speaker, Ringer, Key Sound, and Alarm Sound 1 Press Menu until "Sound/Volume" appears on the top line of the display. 2 Press the scroll button ( or ) to scroll through the options. Press Enter when you see the desired sound option. 3 Press the scroll button ( or ) to display the desired status or volume for the option you have selected. You will see the selection on the bottom line of the display. For the ringer volume, you can select "Off," "Low," "Med," and "High."

"Setting "Off" means that the ringer does not sound. The machine works normally even if the ringer is turned off. 4 Press Enter to save the selection. The next sound option appears. 5 If necessary, repeat steps 2 through 4. 6 To return to Standby mode, press Stop/Clear. Speaker Volume 1 Press Manual Dial. A dial tone sounds from the speaker. 2 Press the scroll button ( or ) until you hear the volume you want. The display shows the current volume level.

3 Press Manual Dial to save the change and return to Standby mode. NOTE: You can adjust the speaker volume only when the telephone line is connected. Getting Started 2.23 Setting the Dial Mode You can select the type of the telephone dial system where your machine is connected. NOTE: The Dial Mode setting may be unavailable depending on your country.

1 Press Menu until "Fax Setup" appears on the top line of the display. 2 Press the scroll button ( or ) until "Dial Mode" appears on the bottom line of the display. 3 Press Enter. 4 Press the scroll button ( or ) to select the desired dial mode. Select "Tone" if your machine is connected to a tone dial line. Select "Pulse" if your machine is connected to a pulse dial line. 5 Press Enter to save the selection. To return to Standby mode, press Stop/Clear. Using the Save Modes Toner Save Mode Toner Save mode allows your machine to use less toner on each page. Activating this mode extends the life of the toner cartridge beyond what one would experience in the normal mode, but it reduces print quality. To turn the toner save mode on or off, press Toner Save. · If the button backlight is on, the mode is active and the machine uses less toner when printing a document. · If the button backlight is off, the mode is deactivated and the machine prints with the normal quantity of toner.



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2.24 Getting Started NOTE: When PC-printing, you can also turn on or off the toner save mode in printer properties.

See page 4.8. 2 Toll Save Mode Using the Toll Save button on the control panel, you can quickly set your machine to send the document(s) stored in memory during a preset time slot, when the call charge is lower. Toll Save mode helps you to take advantage of lower long distance rates at night, for example. NOTE: The toll-saving time slot may vary depending on your contract with your long distance phone company. To turn the toll save mode on: 1 Press Toll Save. The button backlight turns on. 2 Press Enter when "Start Time" displays on the bottom line. 3 Enter the time and date when your machine starts sending toll save faxes, using the number keypad. To select "AM" or "PM" for 12-hour format, press the button or any number button.

4 Press Enter when the start time and date on the display is correct. 5 Press the scroll button ( or ) to display "End Time" and press Enter. 6 Enter the time and date when the toll save transmission ends, using the number keypad. 7 Press Enter to save the setting. 8 To return to Standby mode, press Stop/Clear.

Once the toll save mode is activated, your machine stores into memory all of the documents to be faxed and sends them at the programmed time. Getting Started 2.25 To turn the toll save mode off, press Toll Save again. The button backlight turns off and the mode is deactivated. NOTE: Once the toll-saving time is set, the Toll Save button allows you only to enable or disable the toll save mode.

To change the time setting, use the Toll Save item in the Advanced Fax menu. See page 7.38. Power Save Mode Power Save mode allows your machine to reduce power consumption when it is not in actual use. You can turn this mode on and select a length of time for which the machine waits after a job is printed before it switches to a reduced power state. 1 Press Menu until "Machine Setup" appears on top line of the display. 2 Press the scroll button ( or ) until "Power Save" appears on the bottom line. Press Enter. 3 Press the scroll button ( or ) to display "On" on the bottom line and press Enter. Selecting "Off" means that the power save mode is deactivated.

4 Press the scroll button ( or ) until the time setting you want appears. The available options are 5, 10, 15, 30, and 45 (minutes). 5 Press Enter to save the selection. 6 To return to Standby mode, press Stop/Clear. Scan Lamp Save Mode Scan Lamp Save mode allows you to extend scan lamp life. The scan lamp under the document glass automatically turns off when it is not in actual use to reduce power consumption and extend the life of the lamp. The lamp automatically wakes up after some warm-up time when you start scanning. 2.26 Getting Started You can set the length of time for which the scan lamp waits after a scan job is completed before it switches to the power save mode. 1 Press Menu until "Machine Setup" appears on top line of the display.

2 Press the scroll button ( or ) until "Scan PWR Save" appears on the bottom line. Press Enter. 3 Press the scroll button ( or ) until the time setting you want appears on the bottom line. The available time options are 0.5, 1, 4, 8, and 12 (hours).

4 Press Enter to save the selection. 5 To return to Standby mode, press Stop/Clear. Getting Started 2.27 Installing Xerox Drivers You must install the printer driver using the supplied Xerox driver CD after you have set up your machine and connected it to your computer. Xerox Driver CD contains: · PCL Printer driver- Use this driver to take full advantage of your printer's features.

Use in the Windows environment. · PC Scan- TWAIN and Windows Image Acquisition (WIA) driver are available for scanning documents on your machine. · ControlCentre- This program is automatically installed when you install the MFP driver. For information about using the program, see page 2.37. · Linux Printer Driver- You can print and scan in Linux using your machine. For information about installing the MFP driver in Linux, see page A.3. · Macintosh Printer Driver- you can print in the Macintosh environment. For more information about installing the Print driver, see page C.

2. Xerox Postscript Driver CD contains: · PS Printer driver- this driver provides postscript printing functionality, see page B.2. 2.28 Getting Started Installing Xerox drivers in Windows System Requirements Before you begin, ensure that your system meets the minimum requirements. Item Operating system Requirements Windows 98/Me/NT 4.0/2000/XP Windows 98/Me/NT 4.0/ 2000 Windows XP Windows 98/Me/NT 4.0/ 2000 Windows XP Windows 98/Me/NT 4.0/ 2000 Windows XP Internet Explorer 5.

0 or higher Pentium II 400 or higher Pentium III 933 or higher 64 MB 128 MB 300 MB 1 GB 2 CPU RAM Free disk space Installing Xerox Drivers in Microsoft Windows XP or Windows 2000 using the USB port 1 Plug the USB cable into the PE120 and connect to your Personal Computer (PC). Start your PC and turn on the PE120. 2 Insert the Xerox Drivers CD into the CD-ROM drive. Getting Started 2.29 3 The "Found New Hardware Wizard" will display. Confirm that the radio button "Install the software automatically" is chosen. Click Next. 4 The Wizard will begin to install the scan driver for the PE120. 5 When the "Completing the Found New Hardware Wizard" screen displays click Finish. The scan driver for the PE120 is now loaded.

6 The "Found New Hardware Wizard" will display. Confirm that the radio button "Install the software automatically" is chosen. Click Next. 7 The Wizard will begin to install the PCL Print driver for the PE120. 8 The Hardware Wizard will search the CD-ROM drive for the print driver and will display the following screen. 2.30 Getting Started 9 When the "Completing the Found New Hardware Wizard" screen displays click Finish. The PCL print driver for the PE120 is now loaded. 10 From within Microsoft Windows click Start and then Settings and then Printers and Faxes. Click on the "Xerox WC PE120 series PCL6" printer object and then select File and then Properties.

When the screen appears click Print Test Page. The PE120 will now print a test page. If the PE120 does not print then click Troubleshoot... and follow the instructions on screen. 2 11 If you want the PE120 to be your default printer. From within Microsoft Windows click Start and then Settings and then Printers and Faxes. Click on the "Xerox WC PE120 series PCL6" printer object and then select File and Set as Default Printer. Installing Xerox Drivers in Microsoft Windows XP, 2000 or Windows 98/ME using the Parallel port 1 Plug the Parallel cable into the PE120 and connect to your Personal Computer (PC). Start your PC and turn on the PE120.



[You're reading an excerpt. Click here to read official XEROX](http://yourpdfguides.com/dref/3685084)

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2 Insert the Xerox Drivers CD into the CD-ROM drive. From within Microsoft Windows click Start and then Run. Type E: Xinstall.exe, replacing "E" with the letter of your CD-ROM drive and click OK.

Getting Started 2.31 3 When the language selection window appears, select the appropriate language and then click Continue. 4 Choose the components you want to install and then click Continue. 5 Click Continue. 6 Click Finish.

The driver installation is now complete. Installing Xerox Drivers in Microsoft Windows 98 or Windows Millennium using the USB port 1 Plug the USB cable into the PE120 and connect to your Personal Computer (PC). Start your PC and turn on the PE120. 2.32 Getting Started 2 Insert the Xerox Drivers CD into the CD-ROM drive. 3 The "Add New Hardware Wizard" will display. Click Next. 4 Confirm that the radio button "Search for the best driver for your device" is chosen. Click Next. i) In Windows Millennium (ME) the add Hardware Wizard will search and find the scan driver.

Click Finish when this process is complete. Windows ME will then display the "Add New Hardware Wizard" for the print driver, Click Next. Click Finish when this process is complete. The drivers are installed and you can skip to step 9. ii) In Windows 98 you must specify the location. Browse to the CD-ROM drive and the "Usb" folder on the CD and click OK. Click Next when prompted then Finish. The USB composite driver is then loaded. 2 5 The "Add New Hardware Wizard" will display. Click Next to install the USB hardware driver for the PE120.

6 You must specify the location. Browse to the CD-ROM drive and the "Usb" folder on the CD and click OK. Click Next when prompted then click Finish. The USB hardware driver for the PE120 is now loaded. 7 The "Add New Hardware Wizard" will display.

Click Next to install the Scan driver for the PE120. 8 Again, You must specify the location. Browse to the CDROM drive and the "Driver" folder on the CD. Then click the scan directory and then the Win98me directory and click OK. Click Next when prompted then click Finish.

The scan driver for the PE120 is now loaded. Getting Started 2.33 9 From within Microsoft Windows click Start and then Settings and then Printers. Double-click the Add Printer icon. 10 The Add Printer Wizard will begin. Click Next. Choose "Local Printer" and click Next. 11 At the next screen click Have Disk, and browse to your CDROM drive. Open the "driver" directory, then open the "Print" directory, then open the "AddPrint" directory and then choose "Win98x" directory and click OK. 12 The next screen will display the "Xerox WC PE120 series PCL6" driver, click Next.

2.34 Getting Started 13 Click the port that the printer cable is attached to, in this case USB and click Next. 2 14 You can type in a name for your new printer or accept the default then click Next. 15 Choose "Yes" to print a test page and click Finish. The PE120 driver will now be installed and a test page should print. Getting Started 2.35 Printer Driver Features Your printer drivers support the following standard features: · Paper source selection · Paper size, orientation, and media type · number of copies The following table lists a general overview of features supported by your printer drivers. PCL 6 Printer Driver Win 98/Me/ 2000/XP/NT4.0 Toner Save Print quality option Poster printing Multiple pages per sheet (N-up) Fit to page printing Scale printing Different source for first page Watermark TrueType fonts option Y Y Y Y Y Y Y Y PostScript (WorkCentre PE120i only) Win 98/Me/ 2000/XP/NT4.0 Y Y N Y Y Y N N Y Linux Y Y N Y(2,4) Y Y Y N N Feature 2.

36 Getting Started Using ControlCentre Using ControlCentre, you can create and edit Phonebook entries from your computer and set up print and scan system data options. You can also configure the destination launches when you use the Scan-to... button on the control panel (see page 2.

38), and update the firmware of the machine (see page 2.40). 2 1 To install the Xerox Control Centre, insert the supplied Xerox Drivers CD. 2 From within Windows click Start and then Run. Type E: Xinstall.

exe, replacing "E" with the letter of your CD-ROM drive. 3 When the language selection window appears, select the appropriate language and then click Continue. 4 Choose Control Centre (if not already selected) and then click Continue. 5 At the next screen accept your choice by clicking Continue and then click Finish. Control Centre is now installed. To open ControlCentre: 1 Start your Windows. 2 Click the Start button on your desktop computer. Getting Started 2.37 3 From Programs, select Xerox WC PE120 Series and then ControlCentre. The ControlCentre window opens.

4 The ControlCentre window provides the following tabs: Scan Settings, Phonebook (only for the WorkCentre PE120/120i), Printer, and Firmware Update. To exit, click the Exit button at the bottom of each tab. For further details, click the Help button at the bottom of each tab. The Scan Settings Tab Click the Scan Settings tab to configure the scan destination list that appears on the control panel display when you press Scan-to... on the control panel. Using the destination list, you can select a software program that an image can be scanned to. You can also configure the scan settings, such as the output type and resolution. Select the program you want from the Available Scan Destinations and click to add it to the Front Panel Destination List.

To delete the selected program, click . Click to restore the default settings. Downloads the settings made in the ControlCentre to your machine. 2.38 Getting Started The Phonebook Tab Click the Phonebook tab to create and edit Phonebook entries.

Reads the Phonebook entries from the machine to the ControlCentre. Downloads the Phonebook entries from the ControlCentre to the machine. Phonebook entries Allows you to set up group dial numbers. See page 2.39.

2 Allows you to edit a selected Phonebook entry in a separate Edit window. Deletes a selected Phonebook entry. Deletes all Phonebook entries. When you click Group dial, the following window opens. Enter a name for the group. Shows the numbers included in the group. To remove a number, select it and click Remove. Shows the Phonebook entries you can include in the group. After selecting a number, click Add to move it to the Included numbers list. Click to save the group dial number after adding or removing numbers for the group.

Getting Started 2.39 The Printer Tab Click the Printer tab to configure print system settings. Allows you to select the default orientation of print image on the page. Allows you to set the margin of print materials. Allows you to set the PCL emulation configuration. Downloads the settings made in the ControlCentre to your machine.



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