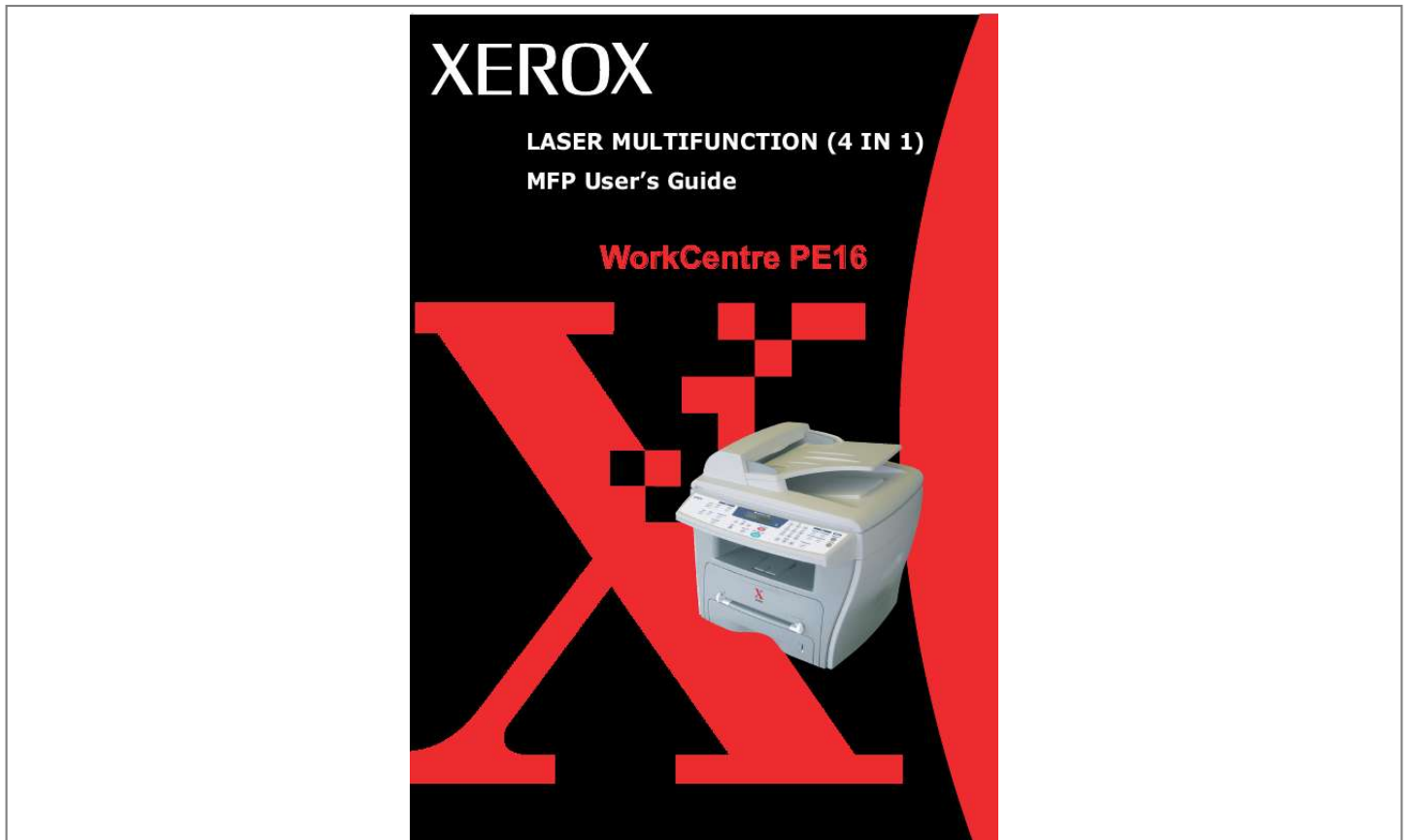




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You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE PE16. You'll find the answers to all your questions on the XEROX WORKCENTRE PE16 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual XEROX WORKCENTRE PE16**  
**User guide XEROX WORKCENTRE PE16**  
**Operating instructions XEROX WORKCENTRE PE16**  
**Instructions for use XEROX WORKCENTRE PE16**  
**Instruction manual XEROX WORKCENTRE PE16**



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**Manual abstract:**

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4 A.5 A.6 A.6 A.6 A.7 A.8 A.8 A.9 vi *Important Precautions and Safety Information* When using this machine, these basic safety precautions should always be followed to reduce risk of fire, electric shock, and injury to people: 1. Read and understand all instructions.

2. Use common sense whenever operating electrical appliances. 3. Follow all warnings and instructions marked on the machine and in the literature accompanying the machine. 4.

If an operating instruction appears to conflict with safety information, heed the safety information. You may have misunderstood the operating instruction. If you cannot resolve the conflict, contact your sales or service representative for assistance. 5. Unplug the machine from the AC wall socket and/or telephone jack before cleaning.

Do not use liquid or aerosol cleaners. Use only a damp cloth for cleaning. 6. Do not place the machine on an unstable cart, stand or table. It may fall, causing serious damage. 7. Your machine should never be placed on, near or over a radiator, heater, air conditioner or ventilation duct. 8. Do not allow anything to rest on the power. Do not locate your machine where the cords will be abused by persons walking on them.

9. Do not overload wall outlets and extension cords. This can diminish performance, and may result in the risk of fire or electric shock. 10. Do not allow pets to chew on the AC power, telephone or PC interface cords. 11. Never push objects of any kind into the machine through case or cabinet openings. They may touch dangerous voltage points, creating a risk of fire or shock. Never spill liquid of any kind onto or into the machine. 12.

You machine may have a heavy cover for optimal pressure on the document for the best scanning and/or faxing (usually the flatbed-type machine). In this case, replace the cover after placing document on the scan glass, by holding and moving it down slowly until it seats on its location. 13. To reduce the risk of electric shock, do not disassemble the machine. Take it to a qualified service technician when repair work is required.

Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly could cause electric shock when the unit is subsequently used. 14. Unplug the machine from the telephone jack, PC and AC wall outlet, and refer servicing to qualified service personnel under the following conditions: When any part of the power cord, plug, or connecting cable is damaged or frayed. If liquid has been spilled into the machine. vii If the machine has been exposed to rain or water. If the machine does not operate properly after instructions have been followed. If the machine has been dropped, or the cabinet appears damaged. If the machine exhibits a sudden and distinct change in performance. 15. Adjust only those controls covered by the operating instructions.



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*Improper adjustment of other controls may result in damage, and may require extensive work by a qualified service technician to restore the machine to normal operation. 16. Avoid using this machine during a lightning storm. There may be a remote risk of electric shock from lightning.*

*If possible, unplug the AC power and telephone cord for the duration of the lightning storm. 17. SAVE THESE INSTRUCTIONS. Laser Safety Statement The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, chapter 1 Subchapter J for Class I(1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 825. Class I laser products are not considered to be hazardous. The laser system and printer are designed so there is never any human access to laser. The Laser Safety Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine 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 following information: (1) the date and time of transmission (2) identification of either business, business entity or individual sending the message; and (3) telephone number of either the sending machine, business, business entity or individual. x Refer to the Facsimile User's Guide for instructions on how to enter this information into your machine's memory. The Telephone Company may make changes in its communications facilities, equipment operations, or procedures where such action is reasonably required in the operation of its business and is not inconsistent with the rules and regulations in FCC Part 68.*

*If such changes can be reasonably expected to render any customer terminal equipment incompatible with telephone company communications facilities, or require modification or alteration of such terminal equipment, or otherwise materially affect its use or performance, the customer shall be given adequate notice in writing, to allow the customer an opportunity to maintain uninterrupted service. Ringer Equivalence Number The Ringer Equivalence Number and FCC Registration Number for this machine may be found on the label located on the bottom or rear of the machine. In some instances you may need to provide these numbers to the telephone company. The Ringer Equivalence Number (REN) is a measure of the electrical load placed on the telephone line, and is useful for determining whether you have "overloaded" the line. Installing several types of equipment on the same telephone line may result in problems making and receiving telephone calls, especially ringing when your line is called.*

*The sum of all Ringer Equivalence Numbers of the equipment on your telephone line should be less than five in order to assure proper service from the telephone company. In some cases, a sum of five may not be usable on your line. If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network. WARNING: FCC Regulations state that changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment. In the event that terminal equipment causes harm to the telephone network, the telephone company should notify the customer that service may be stopped.*

*However, where prior notice is impractical, the company may temporarily cease service, providing that they: a) promptly notify the customer. b) give the customer an opportunity to correct the equipment problem. c) inform the customer of the right to bring a complaint to the Federal Communication Commission pursuant to procedures set out in FCC Rules and Regulations Subpart E of Part 68. xi You should also know that: Your machine is not designed to be connected to a digital PBX system. If you intend to use a computer modem or fax modem on the same phone line as your machine, you may experience transmission and reception problems with all the equipment. It is recommended that no other equipment, except for a regular telephone, share the line with your machine. If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for both the power and the telephone lines. Surge protectors can be purchased from your dealer or telephone and electronic specialty stores. When programming emergency numbers and/or making test calls to emergency numbers, use a non-emergency number to advise the emergency service dispatcher of your intentions. The dispatcher will give you further instructions on how to actually test the emergency number.*

*This machine may not be used on coin service or party lines. This machine provides magnetic coupling to hearing aids. You may safely connect this equipment to the telephone network by means of a standard modular jack, USOC RJ-11C. xii Declaration of Conformity (European Countries) Approvals and Certifications The CE marking applied to this product symbolises Xerox Electronics Co., Ltd. Declaration of Conformity with the following applicable 93/68/EEC Directives of the European Union as of the dates indicated: January 1, 1995: Council Directive 73/23/EEC Approximation of the laws of the member states related to low voltage equipment. January 1, 1996: Council Directive 89/336/EEC (92/31/EEC), approximation of the laws of the Member States related to electromagnetic compatibility. March 9, 1999: Council Directive 1999/5/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 Electronics Co., Ltd.*

*representative. EC Certification Certification to 1999/5/EC Radio Equipment & Telecommunications Terminal Equipment Directive (FAX) 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 European countries: In the event of problems, you should contact the Euro QA Lab of Xerox Electronics Co., Ltd. in the first instance.*

*The product has been tested against TBR21. To assist in the use and application of terminal equipment which complies with this standard, the European Telecommunication Standards Institute (ETSI) has issued an advisory document (EG 201 121) which contains notes and additional requirements to ensure network compatibility of TBR21 terminals. The product has been designed against, and is fully compliant with, all of the relevant advisory notes contained in this document. xiii Replacing the Fitted Plug (for UK Only) IMPORTANT The mains lead for this machine is fitted with a standard (BS 1363) 13 amp plug and has a 13 amp fuse.*



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When you change or examine the fuse, you must re-fit the correct 13 amp fuse.

You then need to replace the fuse cover. If you have lost the fuse cover, do not use the plug until you have another fuse cover. Please contact the people from whom you purchased the machine. The 13 amp plug is the most widely used type in the UK and should be suitable. However, some buildings (mainly old ones) do not have normal 13 amp plug sockets. You need to buy a suitable plug adaptor. Do not remove the moulded plug. **WARNING** If you cut off the moulded plug, get rid of it straight away. You cannot rewire the plug and you may receive an electric shock if you plug it into a socket. **IMPORTANT WARNING:** You must earth this machine.

The wires in the mains lead have the following colour code: Green and Yellow: Blue: Brown: Earth Neutral Live If the wires in the mains lead do not match the colours marked in your plug, do the following: You must connect the green and yellow wire to the pin marked by the letter "E" or by the safety Earth symbol' or coloured green and yellow or green. You must connect the blue wire to the pin which is marked with the letter "N" or coloured black. You must connect the brown wire to the pin which is marked with the letter "L" or coloured red. You must have a 13 amp fuse in the plug, adaptor, or at the distribution board. *xiv xv Differences Between British and American English British English (Re)dialling Colour Emphasise Recognise Organise Authorise Cancelling Customise American English (Re)dialling Color Emphasize Recognize Organize Authorize Canceling Customize xvi 1 GETTING STARTED Thank you for purchasing this Xerox multifunctional product. Your machine provides printing, copying, scanning, and faxing functions! This chapter gives you step-by-step instructions for setting up your machine. This chapter includes: Unpacking Understanding the Component Location Installing the Toner Cartridge Loading Paper Making Connections Turning the Machine On Changing the Display Language and Country Setting the Paper Type and Size Using the Save Modes 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 according to your country's specifications. The CD-ROM contains software, the user's guides and the Adobe Acrobat Reader program. 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 gage. Power cord must be plugged into a grounded power socket. 1.2 GETTING STARTED 2 Remove the packing tape from the front, back and sides of the machine. Tape 1 GETTING STARTED 1.

3 Selecting a Location Select a level, stable place with adequate space for air circulation. Allow extra space for opening covers and trays. The area should be well-ventilated and away from direct sunlight or sources of heat, cold and humidity. Do not set the printer 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) 674 mm (26.5 in.) 1.4 GETTING STARTED 482.6 mm (18.8 in.) 1018.6 mm (40.1 in) Understanding the Component Location These are the main components of your machine: 1 Front View Document Guides Automatic Document Feeder Document Input Tray Document Cover Document Glass Document Output Tray Control Panel (see page 1.7 Front Output Tray (face down) Front Cover Paper Output Extension Paper Tray Bypass Tray Paper Level Indicator GETTING STARTED 1.5 Rear View Rear Cover Rear Output Slot (Face up) Power Switch AC Power Cord Connector Parallel Connector USB Connector Telephone Connector 1.

6 GETTING STARTED Control Panel Functions WorkCentre PE16 1 2 3 4 5 6 1 Adjusts the brightness of the documents for the current copy job. Selects the document type for the current copy job. 1 C O P Y Allows you to use special copy features, such as Clone, Collation, Auto fit, 2-side, N-up (multiple pages on a sheet) and Poster copying. Makes a copy smaller or larger than the original. Selects the number of copies. Displays the current status and prompts during an operation. Turns on when the toner cartridge is empty. Scrolls through the options available for the selected menu item. 2 3 Confirms the selection on the display. Enters Menu Mode and scrolls through the menus available.

GETTING STARTED 1.7 Sends you back to the upper menu level. Stops an operation at any time. In Standby Mode, clears/cancels the copy options, such as the contrast, the image setting, the copy size and the number of copies. Starts a job.

3 4 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. Allows you to store frequently-dialed fax numbers using a one or two-digit speed dial or group number for automatic dialling and edit the stored numbers. Allows you to print a Phonebook list.

Redials the last number in Standby Mode or inserts a pause into a fax number in edit mode. Engages the telephone line. 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. 5 F A X 6 S A V E 1.8 GETTING STARTED Installing the Toner Cartridge 1 Open the front cover. 1 2 Remove the starter toner cartridge from its bag. Gently roll the cartridge to distribute the toner. Thoroughly rolling the cartridge will assure the maximum copies per cartridge.

3 Slide the toner cartridge into the machine until it locks into place completely. GETTING STARTED 1.9 4 Close the front cover. NOTE: When the toner cartridge needs to be replaced, the indicator turns on and the "Toner Empty" message appears on the display. To replace the toner cartridge, see page 7.8.

1.10 GETTING STARTED Loading Paper The paper tray can hold a maximum of 250 sheets of 20 lb plain paper. For copying or faxing, you can use A4-, Letter-, or Legal-sized paper only. For printing a PC file, you can use many different sizes of paper.

The paper tray is preset for using Lettersized paper. To load a stack of Letter-sized paper: 1 1 Pull open the paper tray. 2 Push down on the pressure plate until it locks into place. 3 Fan the edges of the paper stack to separate the pages. Then tap the stack on a flat surface to even it up.

GETTING STARTED 1.11 4 Insert the paper stack into the paper tray. If you want to load a different sized paper, you need to adjust the paper guides.



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For details, see page 1.13.

5 Pay attention to the paper limit mark on the left inside wall of the tray. Paper overloading may cause paper jams. 6 Slide the paper tray back in. After you load paper, you need to set up your machine for the paper type and size you loaded. See page 1.18 for copying and faxing, or page 5.7 for PC-printing. 1.12 GETTING STARTED Changing the Paper Size in the Paper Tray To load longer sizes of paper, such as A4 or Legal-sized paper, you need to adjust the paper guides to extend the paper tray. 1 Pressing and unlatching the guide lock, slide the paper length guide out completely to extend the paper tray to its full length.

1.2 After inserting paper into the tray, slide in the guide until it lightly touches the end of the paper stack. 3 Pinching the paper width guide as shown, move it toward the stack of paper until it lightly touches the side of the stack. GETTING STARTED 1.13 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. Making Connections 1 Plug the supplied telephone line cord into the LINE jack and the other end into the wall jack. 1.14 GETTING STARTED 2 If you want to use a parallel printer cable, purchase only IEEE-1284 compliant parallel cable and connect it to the parallel connector on your machine. Push the metal clips down to fit inside the notches on the cable plug. 1 To the parallel port on your computer Connecting the printer to the USB port of the computer requires a certified USB cable. Connect the supplied USB 1.1 compliant cable to the USB connector on your machine. To the USB port on your computer NOTES: You only need to connect one of the cables mentioned above. Do not use the parallel and the USB cables at the same time. If you are using a USB cable, you must be running Windows 98/Me/2000/XP.

When using the USB connection, your machine provides two USB modes; Fast and Slow. Fast is the default mode. Some PC users may experience poor USB function in the default mode. If this occurs, select the Slow mode to achieve successful results. For details about changing the USB mode, see page 8. 17. GETTING STARTED 1.15 Turning the Machine On 1 Plug one end of the supplied three-pronged electrical type cord into the AC socket on the machine and the other end into a properly grounded AC outlet. 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 view your display text in another language, see below. CAUTIONS: The fusing areas at the rear part of the inside of your machine is hot when powered. Be careful not to be burned when you access this area. Do not disassemble the machine when it is powered. If you do, it may give you an electric shock.

1.16 GETTING STARTED Changing the Display Language and Country Setting Language To change the language that displays on the display of the control panel, follow these steps: 1 1 2 3 4 5 6 Press Menu until "Machine Setup" appears on the top line of the display. Press the scroll button ( or ) until "Language" appears on the bottom line of the display. Press Enter. The current setting appears on the bottom line of the display. Press the scroll button ( or ) until the language you want appears on the display. Press Enter to save the selection. To return to Standby Mode, press Stop/Clear. Setting Country 1 2 3 4 5 6 Press Menu until "Machine Setup" appears on the top line of the display. Press the scroll button ( or ) until "Select Country" appears on the bottom line of the display.

Press Enter. The current setting appears on the bottom line of the display. Press the scroll button ( or ) until your country appears on the display. Press Enter to save the selection. To return to Standby Mode, press Stop/Clear.

NOTES: Changing the county clears the memory. GETTING STARTED 1.17 Setting the Paper Type and Size After loading paper in the paper tray, you need to set the paper type and size using the control panel buttons. These settings will apply to copy mode. For PC-printing, you need to select the paper type and size in the application program you use.

1 Press Menu. The display shows "Paper Setting" on the top line and the first menu item, "Paper Type," on the bottom line. 2 3 4 5 6 7 Press Enter to access the menu item. Use the scroll button ( or ) to find the paper type you are using and press Enter to save it. Press the button to scroll to "Paper Size" and press Enter to access the menu item. Press Enter when "Tray Paper" displays on the bottom line. Use the scroll button ( or ) to find the paper size you are using and press Enter to save it. To return to Standby Mode, press Stop/Clear. 1.18 GETTING STARTED Using the Save Modes Toner Save Mode The toner save mode allows your machine to use less toner on each page.

Activating this mode extends the life of the toner cartridge longer than the normal mode, but it reduces the print quality. To turn the toner save mode on or off, press Toner Save. 1 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 quality. NOTE: For PC-printing, you can also turn on or off the toner save mode in the printer properties. See page 5.20. Power Save Mode The power save mode allows your machine to reduce power consumption when it is not in actual use. You can turn this mode on by selecting the length of time for which the machine waits after a job is printed before it switches to a reduced power state. 1 2 3 Press Menu until "Machine Setup" appears on top line of the display.

Press the scroll button ( or ) until "Power Save" appears on the bottom line. Press Enter. Press the scroll button ( or ) to display "On" on the bottom line and press Enter. Selecting "Off" means that the power save mode turns off. 4 Press the scroll button ( or ) until the time settings you want appears.

The available options are 5, 10, 15, 30 and 45 (minutes). 5 6 Press Enter to save the selection. To return to Standby Mode, press Stop/Clear. GETTING STARTED 1.19 CCD Power Save Mode The scan lamp under the document glass automatically turns off when it is not in actual use to reduce power consumption and extend the lamp life.

The lamp automatically wakes up after some warm-up time when you start scanning. 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 2 3 Press Menu until "Machine Setup" appears on top line of the display. Press the scroll button ( or ) until "CCD Power Save" appears on the bottom line. Press Enter. Press the scroll button ( or ) until the time setting you want appears on the bottom line.



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The available time options are 1, 4, 8 and 12 (hours). 4 5 Press Enter to save the selection. To return to Standby Mode, press Stop/Clear. 1.

20 GETTING STARTED 2 INSTALLING SOFTWARE This chapter gives you information for installing the supplied software. You must install the software to use your machine as a printer and a scanner. This chapter includes: Printer Driver Features System Requirements Installing Software Printer Driver Features Your printer drivers will support the following standard features: Paper source selection Paper size, orientation and media type number of copies Table below lists a general overview of features supported by your printer drivers. Printer Driver Feature Win9x/Me Toner Save Print quality option Poster printing Multiple pages per sheet (N-up) Fit to page printing Scale printing Watermark Overlay Y Y Y Y Y Y Y Y Win2000/XP Y Y Y Y Y Y Y Y NT4.0 Y Y Y Y Y Y Y Y

2.2 INSTALLING SOFTWARE System Requirements Before you begin, ensure that your system meets the minimum requirements. Supported Operating System Windows Windows Windows Windows Windows Windows 95 OSR2 98/Windows 98 SE Me NT 4 Workstation or Server with Service Pack 3 2000 Professional or Advanced Server XP Home edition or Professional. 2 Minimal Requirements Disk space: 120 MB for installation Memory: 64 MB CPU: Pentium II 233 or higher Required software: Internet Explorer 4.01 Recommended Disk space: 220 MB for installation Memory: 128 MB CPU: Pentium II 400 or higher Required software: Internet Explorer 5.5 NOTES: For Windows NT 4.

0/2000/XP, the system administrator should install the software. Windows 95 versions prior to OSR2 are not recommended due to incompatibility with OLE/COM libraries. INSTALLING SOFTWARE 2.3 Installing Software Installing the drivers and other software will enable PC printing. Ensure the WorkCentre PE16 is plugged in and connected to the computer's parallel or USB port before installing software from the CD.

NOTE: Windows 95 and Windows NT 4.0 do not support USB connection. 1 Switch on the PC and start Windows. NOTE: If a window appears concerning New Hardware, select Cancel. 2 3 4 5 Insert the Setup CD into the CD-ROM drive of the PC.

If the Xerox screen appears automatically, go to step 7. From the Start menu, select [Run]. Type D:\XINSTALL.EXE ("D" is the letter of the CD-ROM drive).

2.4 INSTALLING SOFTWARE 6 7 Select [OK]. Follow the on-screen instructions to complete the software installation. NOTE: For more information about printing refer to the "Printing" chapter of this Guide. 8 9 For Windows 95/98 eject the CD after re-start. After installing the software reboot the PC.

2 INSTALLING SOFTWARE 2.5 NOTES: 2.6 INSTALLING SOFTWARE 3 PAPER HANDLING This chapter introduces you to the basics of selecting print materials and loading them into your machine. This chapter includes: Selecting Print Materials Selecting an Output Location Loading Paper in the Paper Tray Using the Bypass Tray Selecting Print Materials Always use print materials that meet the guidelines for use with this machine. Using print materials that are not recommended may cause paper jams or print quality problems. Size, Input Sources and Capacities Input Source/Capacity\* Size (mm/in.) Paper Tray

Plain paper Letter (215.9 x 279/8.5 x 11) A4 (210 x 297/8.27 x 11.

69) Folio (215.9 x 330.2/8.5 x 13) Legal (215.9 x 355.

6/8.5 x 14) Executive (184.2 x 266.7/7.25 x 10.

5) A5 (148 x 210/5.83 x 8.27) A6 (105 x 148/4.13 x 5.88) Envelopes No.9 (98.4 x 225.4/3.88 x 8.88) No.

10 (104.8 x 241.3/4.13 x 9.5) DL (110 x 220/4.33 x 8.66) C5 (162 x 229/6.38 x 9.02) C6 (114 x 162/4.49 x 6.

38) B5 (176 x 250/6.93 x 9.84) No.7 3/4 (98.4 x 190.

5/3.88 x 7.5) Labels\*\* Letter (215.9 x 279/8.5 x 11) A4 (210 x 297/8.

27 x 11.69) Transparency films\*\* Letter (215.9 x 279/8.5 x 11) A4 (210 x 297/8.27 x 11.69) Bypass Tray YES/250 YES/250 YES/250 YES/250 YES/250

YES/250 YES/250 YES/1 YES/1 YES/1 YES/1 YES/1 YES/1 YES/1 NO/0 NO/0 NO/0 NO/0 NO/0 NO/0 YES/1 YES/1 YES/1 YES/1 YES/1 NO/0 NO/0 YES/1

YES/1 NO/0 NO/0 YES/1 YES/1 Card stocks\*\* A6 card (105 x 148/4.13 x 5.88) Post Card (101.6 x 152.4/4 x 6) Hagaki (100 x 148/3.

94 x 5.83) NO/0 NO/0 NO/0 YES/1 YES/1 YES/1 \* Maximum capacity may be reduced depending on paper thickness. \*\* If you experience excessive jamming, load one sheet at a time through the Bypass tray. 3.2 PAPER HANDLING Guidelines for Paper and Special Materials When selecting or loading paper, envelopes, or other special materials, keep these guidelines in mind: Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and the poor print quality. Use only high quality copier grade paper. Avoid paper with embossed lettering, perforations, or texture that is too smooth or too rough. Paper jams may occur.

Store paper in its ream wrapper until ready to use. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture, or other conditions that can cause it to wrinkle or curl. During storage, you should use moisture-proof wrap, such as any plastic container or bag, to prevent dust and moisture from contaminating your paper.

Always use paper and other materials that conform with the specifications listed under "Paper Specifications" on page A.6. Use only well-constructed envelopes with sharp, well creased folds. - DO NOT use envelopes with clasps and snaps. - DO NOT use envelopes with windows, coated lining, self-adhesive seals, or other synthetic materials.

- DO NOT use damaged or poorly made envelopes. Load special paper types one sheet at a time. Only use materials specifically recommended for use in laser printers. To prevent special materials, such as transparencies and label sheets from sticking together, remove them as they print out. Place transparencies on a flat surface after removing them from the machine. Do not leave transparencies in the paper tray for long periods of time. Dust and dirt may accumulate on them resulting in spotty printing. To avoid smudging caused by fingerprints, handle transparencies and coated paper carefully. To avoid fading, do not expose the printed transparencies to prolonged sunlight. Store unused materials at temperatures between 15 oC and 30 oC (59 oF to 86 oF).

The relative humidity should be between 10 % and 70 %. Verify that your labels' adhesive material can tolerate fusing temperature of 200 oC (392o F) for 0.1 second. PAPER HANDLING 3 3.3 Make sure that there is no exposed adhesive material between labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to machine components. Do not load a sheet of labels through the machine more than once. The adhesive backing is designed for one pass through the machine. Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.



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*NOTE: Do not use Carbonless paper and Tracing paper. They could make smell of chemicals and damage your printer. Selecting an Output Location The machine has two output locations; the rear output slot (face up) and the front output tray (face down). Front output tray Rear output slot To use the front output tray, make sure that the rear cover is closed. To use the rear output slot, open the cover.*

*NOTES: If paper coming out of the front output tray has problems, such as excessive curl, try printing to the rear output slot. To avoid paper jams, do not open or close the rear cover while the machine is printing. 3.4 PAPER HANDLING Printing to the Front Output Tray (Face down) The front output tray collects printed paper face-down, in correct order. The tray should be used for most print jobs.*

*3 Printing to the Rear Output Slot (Face up) Using the rear output slot, paper comes out of the machine face up. Printing from the Bypass tray to the rear output slot provides the straight paper path. Using the rear output slot might improve the output quality with the following: envelopes labels small custom-sized paper postcards transparencies PAPER HANDLING 3.5 To use the rear output slot: 1 Open the rear cover by pulling it upward. CAUTION: The fusing area at the rear part of the inside of your machine is hot when powered. Be careful not to be burned when you access this area. 2 If you do not want to stack the printed pages on the rear output slot, close the rear cover. The pages stack on the front output tray. Loading Paper in the Paper Tray The paper tray can hold a maximum of 250 sheets of 20 lb plain paper. For copying or faxing, you can use A4-, Letter- or Legal-sized paper only.*

*For PC-printing, you can use many different sizes of paper; see page 3.2. 3.6 PAPER HANDLING The paper level indicator on the front of the paper tray shows the amount of paper currently left in the tray. When the tray is empty, the indicator of the bar is lowered. Paper full 3 Paper empty To load paper, pull open the paper tray and load paper with the print side face down. You can load letterhead paper with the design side face down. The top edge of the sheet with the logo should be placed at the front side of the tray. For details about loading paper in the paper tray, see "Loading Paper" on page 1.11.*

*PAPER HANDLING 3.7 NOTES: If you experience problems with paper feed, place the paper in the Bypass tray. You can load up to 150 sheets of previously printed paper. The printed side should be facing up with an uncurled edge at the top side. If you experience problems with paper feed, turn the paper around. Note that the print quality is not guaranteed. Using the Bypass Tray Use the Bypass tray to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the paper tray. Postcards, 3.5 by 5.83 in. (index) cards and other custom-sized materials can be printed with this printer. The minimum size is 76 by 127mm(3.0 by 5.0 in.) and the maximum size is 216 by 356mm(8.5 by 14 in.) Acceptable print materials are plain paper with sizes ranging from 100 x 148 mm (3.9 x 5.8 in.) to Legal, 216 x 356 mm (8.*

*5 x 14 in.), the largest size acceptable, and weighing between 16 lb and 32 lb. NOTES: Always load only the print materials specified in the Specifications on page A.6 to avoid paper jams and print quality problems. Flatten any curl on postcards, envelopes and labels before loading them into the Bypass tray. When you print on 76mm X 127mm (3 X 5 in.) sized media with loading into the tray, open the rear output tray. 1 Load a sheet of the print material with the print side face up and into the center of the tray. 3.8 PAPER HANDLING For transparencies, hold the transparencies by the edges and avoid touching the print side.*

*Oils from your fingers that are deposited on them can cause print quality problems. CAUTION: Make sure to open the rear output slot when you print on transparencies. If not, they may tear while exiting the machine. For envelopes, load a sheet with the flap side face down and with the stamp area on the top left side. 3 2 Adjust the paper guide to the width of the print material.*

*The machine picks up the material from the tray and begins printing. NOTE: When printing on previously printed paper from the Bypass tray, the printed side should be facing down with an uncurled edge to the machine. If you experience problems with paper feed, turn the paper around. PAPER HANDLING 3.9 3 Open the rear cover to use the rear output slot.*

*4 After printing, close the rear cover. Setting the Paper Type and Size for the Bypass Tray After loading paper in the Bypass tray, you need to set the correct paper type and size using the control panel buttons. These settings will apply to copy mode. For PC-printing, you need to select the paper size in the application program you use. To set the paper size for the Bypass tray: 1 Press Menu. The display shows "Paper Setting" on the top line and the first item, "Paper Type," on the bottom line. 2 3 4 5 6 7 Press Enter to access the menu item. Use the scroll button ( or ) to find the paper type you are using and press Enter to save it. Press the button to scroll to "Paper Size" and press Enter to access the menu item. Use the scroll button ( or ) to display "Bypass Paper" on the bottom line.*

*Press Enter to access the menu item. Use the scroll button ( or ) to find the paper size you are using and press Enter to save it. To return to Standby Mode, press Stop/Clear. 3.10 PAPER HANDLING 4 COPYING This chapter gives you step-by-step instructions for copying documents. This chapter includes: Loading Paper for Copying Making Copies on the Document Glass Making Copies from the Automatic Document Feeder Setting Copy Options Using Special Copy Features Changing the Default Settings Setting the Time Out Option Loading Paper for Copying You can copy a document to A4-, Letter- or Legal-sized paper. The instructions for loading print materials are the same whether you are printing, faxing or copying. For further details, see page 1.11 for loading in the paper tray and page 3.8 for loading in the Bypass tray.*

*Making Copies on the Document Glass 1 Lift and open the document cover. 2 Place the document face down on the document glass and align it with the registration guide on the top left corner of the glass. 4.2 COPYING NOTE: Make sure that no other documents are in the ADF (Automatic Document Feeder). If a document is detected in the ADF, it has priority over the document on the document glass.*

*3 Close the document cover. NOTES: Leaving the cover open while copying may affect the copy quality and toner consumption. If you are copying a page from a book or magazine, lift the cover until its hinges are caught by the stopper and then close the cover.*



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If the book or magazine is thicker than 30 mm, start copying with the cover open. 4 Customise the copy settings including number of copies, copy size, the contrast and the image type by using the control panel buttons.

See "Setting Copy Options" on page 4.6. To clear the settings, use the Stop/Clear button. 4 5 6 If necessary, you can use special copy features, such as Auto Fit, Clone and 2-side copying. Press Start Copy/Fax to begin copying. The display shows the copy processing. NOTES: You can cancel the copy job during an operation. Press Stop/Clear, and the copying will stop. Dust on the document glass may cause black spots on the printout. Keep it always clean.

To get the best scan quality, especially for coloured or gray scaled images, use the document glass. **COPYING 4.3 Making Copies from the Automatic Document Feeder Using the ADF (Automatic Document Feeder)**, you can load up to 30 documents (75 g/m<sup>2</sup>, 20lb) in one job. When you use the ADF: Do not load documents smaller than 142 x 148 mm or larger than 216 x 356 mm. Do not attempt to feed the following types of documents: - carbon-paper or carbon-backed paper - coated paper - onion skin or thin paper - wrinkled or creased paper - curled or rolled paper - torn paper Remove all staples and paper clips before loading documents. Make sure any glue, ink or correction fluid on the paper is completely dry before loading documents. Do not load documents containing different sizes or weights of paper. If you want to make copies from booklet, pamphlet, transparencies or documents having other unusual characteristics, use the document glass to load the document; see page 4.2. 1 Load the documents up to 30 pages face up into the ADF and adjust the document guides to the document size.

4.4 **COPYING 2** Make sure that the bottom of the document stack matches the paper size marked on the document tray. 3 Customise the copy settings including number of copies, copy size, contrast and image type by using the control panel buttons. See "Setting Copy Options" on page 4.6.

To clear the settings, use the Stop/Clear button. 4 5 If necessary, you can use special copy features, such as Collation and 2 or 4 up-copying. Press Start Copy/Fax to begin copying. The display shows the copy processing. 4 NOTE: Dust on the ADF glass may cause black lines on the printout. Keep it always clean. **COPYING 4.5 Setting Copy Options** The buttons on the control panel let you make all the basic copy options; contrast, image type, copy size and number of copies. Set the following options for the current copy job before pressing Start Copy/Fax to make copies. NOTE: If you press Stop/Clear while you set the copy options, all of the options you have set for the current copy job will be canceled and return to their default status. Or, they automatically returns to their default status after copying. Contrast If you have an original document containing faint markings and dark images, you can adjust the brightness to make a copy that is easier to read. To adjust the contrast, press Contrast. Each time you press the button, the LED labeled with the selected mode turns on. You can choose from the following contrast modes: Lighten: works well with dark print.

Normal: works well with standard typed or printed documents. Darken: works well with light print or faint pencil markings. Image The Image setting is used to improve the copy quality by selecting the document for the current copy job. To select the image type, press Image. Each time you press the button, the LED labeled with the selected mode turns on. You can choose from the following image modes: Text: Use for documents containing mostly text. Mixed: Use for documents with mixed text and graphics. Photo: Use when the originals are photographs. NOTE: When you copy a document containing colour on the background, such as a newspaper or a catalog, you can get the background on your copy. If you want to reduce the background, change the Contrast setting to Lighten and/or the Image setting to Text.

4.6 **COPYING Reduced/Enlarged Copy** Using the Reduce/Enlarge button, you can reduce or enlarge the size of a copied image, from 25% to 400% when you copy original documents from the document glass or from 25% to 100% from the ADF. Note that the zoom rate available is different depending on the document loading method. To select from the predefined copy sizes: 1 Press Reduce/Enlarge. The default setting appears on the bottom line of the display. 2 3 Use Reduce/Enlarge or the scroll button ( or ) to find the size setting you want. Press Enter to save the selection. To fine-tune the size of copies: 4 1 2 Press Reduce/Enlarge. Press Reduce/Enlarge or the scroll button ( or ) until "Custom:25-100%," or "Custom:25-400%" displays on the bottom line. Press Enter.

Press the scroll button ( or ) until the copy size you want appears on the display. Pressing and holding the button allows you to quickly scroll to the number you want. You can enter the value using the number keypad. 3 4 Press Enter to save the selection. NOTE: When you make a reduced copy, black lines may appear at the bottom of your copy. **COPYING 4.7 Number of Copies** Using the No. of Copies button, you can select the number of copies from 1 to 99. 1 2 Press No. of Copies.

Press the scroll button ( or ) until the number you want appears on the display. Pressing and holding the button allows you to quickly scroll to the number you want. you can enter the value using the number keypad. 3 Press Enter to save the selection. **Using Special Copy Features** You can use the following copy features using the Special button on the control panel: Auto Fit: Automatically reduces or enlarges the original image to fit on the paper currently loaded in the machine. See below. Clone: Prints multiple image copies from the original document on a single page. The number of images is automatically determined by the original image and paper size. See page 4.9.

Collation: Sorts the copy job. For example, if you make 2 copies of 3 page documents, one complete 3 page document will print followed by the second complete document. See page 4.10. 2-Side: Prints 2-sided original document on one sheet of paper.

See page 4.11. 2/4-Up: Prints 2/4 original images reduced to fit onto one sheet of paper. See page 4.12.

Poster: Prints an image onto 9 sheets of paper (3x3). You can paste the printed pages together to make one poster size document. See page 4.12. NOTE: Some features may not be available depending on where you loaded the document, on the document glass or in the Automatic Document Feeder. 4.8 **COPYING Auto Fit Copying A** This special copy mode can be applied when you load document only using the document glass. If a document is detected in the ADF, the Auto Fit does not work. 1 2 3 4 5 Load the document to be copied on the document glass, and close the cover. Press Special.



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Press Special or the scroll button ( or ) until "Autofit" appears on the bottom line. Press Enter to save the selection. If necessary, customise the copy settings including number of copies, contrast and image type by using the control panel buttons. See "Setting Copy Options" on page 4.6. NOTE: You cannot adjust the copy size using the Reduce/Enlarge button while the Auto Fit copying is enabled. 4 6 Press Start Copy/Fax to begin copying. Clone Copying This special copy mode can be applied when you load document only using the document glass. If a document is detected on the ADF, the Clone copying feature does not work. 1 2 3 4 5 Load the document to be copied on the document glass, and close the cover.

Press Special. Press Special or the scroll button ( or ) until "Clone" displays on the bottom line. Press Enter to save the selection. If necessary, customise the copy settings including number of copies, contrast and image type by using the control panel buttons. See "Setting Copy Options" on page 4.

6. COPYING 4.9 NOTE: You cannot adjust the copy size using the Reduce/Enlarge button while making a clone copy. 6 Press Start Copy or Start Copy/Fax to begin copying. Collation Copying 1 2 3 1 2 3 The Collation copying feature is available only when you load documents in the ADF.

1 2 3 4 5 Load the documents to be copied in the ADF. Press Special. Press Special or the scroll button ( or ) until "Collation" displays on the bottom line. Press Enter to save the selection. If necessary, customise the copy settings including number of copies, copy size, contrast and image type by using the control panel buttons. See "Setting Copy Options" on page 4.6. Press Start Copy/Fax to begin copying. 6 4.10 COPYING 2-side Copying You can copy a 2-sided document on one page of A4, Letter or Legal-sized paper.

When you copy using this feature, the machine prints one side on the upper half of the paper and the other side on the lower half without reducing the original. This feature is helpful for copying a small-sized document, such as a name card. If the original document is larger than the printable area, some portions may not be printed. This special copy mode can be applied when you load document only using the document glass. If a document is detected in the ADF, the 2-side copying feature does not work. 1 2 3 4 5 Load the document to be copied on the document glass, and close the cover. Press Special. Press Special or the scroll button ( or ) until "2-Side" displays on the bottom line. Press Enter to save the selection. If necessary, customise the copy settings including number of copies, copy size, contrast and image type by using the control panel buttons.

See "Setting Copy Options" on page 4.6. Press Start Copy/Fax to begin copying. Your machine begins scanning the front side. 4 6 7 When "Set Backside" displays on the bottom line, open the document cover and flip the document over.

Close the cover. NOTE: If you press the Stop button or if no buttons are pressed for about 30 seconds, the machine cancels the copy job and returns to Standby Mode. 8 Press Start Copy/Fax again. NOTE: You cannot adjust the copy size using the Reduce/Enlarge button for making a 2-side Copying.

#### COPYING 4.

11 2-up or 4-up Copying The 2 or 4-up copying feature is available only when you load documents in the ADF. 2 1 1 Load the documents to be copied in the ADF. Press Special. Press Special or the scroll button ( or ) until "2-Up" or "4-Up" displays on the bottom line. Press Enter to save the selection. If necessary, customise the copy settings including number of copies, contrast and image type by using the control panel buttons. See "Setting Copy Options" on page 4.6. 2 3 2-up copying 1 2 3 4 4 5 4-up copying NOTE: You cannot adjust the copy size using the Reduce/Enlarge button for making a 2 or 4-up copy. 6 Press Start Copy/Fax to begin copying.

NOTE: 2-up copy reduces your original document by 50 %. 4-up copy reduces the document by the following rates depending on the paper loaded: 76 % for Letter, 81 % for A4 and 95 % for Legal. Poster Copying This special copy mode can be applied when you load document only using the document glass. If a document is detected in the ADF, the Poster copying feature does not work. 1 2 3 4 Load the documents to be copied on the document glass and close the cover. Press Special. Press Special or the scroll button ( or ) until "Poster" displays on the bottom line. Press Enter to save the selection. 4.12 COPYING 5 If necessary, customise the copy settings including number of copies, contrast and image type by using the control panel buttons.

See "Setting Copy Options" on page 4.6. NOTE: You cannot adjust the copy size using the Reduce/Enlarge button for making a poster. 6 Press Start Copy/Fax to begin copying. Your original document is divided into 9 portions.

Each portion is scanned and printed one by one in the following order: Changing the Default Settings The copy options, including contrast, image quality, copy size and number of copies, can be set to the most frequently used modes. When you copy a document, the default settings are used unless they are changed by using the corresponding buttons on the control panel. To create your own default settings: 4 1 Press Menu on the control panel until "Copy Setup" appears on the top line of the display. The first menu item, "Change Default", appears on the bottom line. 2 3 4 5 Press Enter to access the menu item. The first setup option, "Contrast," appears on the bottom line. Press the scroll button ( or ) to scroll through the setup options. When the option you want to set appears, press Enter to access the option. Change the setting using the scroll button ( or ) or enter the value using the number keypad. COPYING 4.13 6 7 8 Press Enter to save the selection. Repeat steps 3 through 6, as needed. To return to Standby Mode, press Stop/Clear. NOTES: While you set copy options, pressing Stop/Clear cancels the changed settings and restores their default status. Setting the Time Out Option You can set the time the machine waits before it restores the default copy settings, if you do not start copying after changing them on the control panel.

1 2 3 4 Press Menu on the control panel until "Copy Setup" appears on the top line of the display. Press the scroll button ( or ) to display "Timeout" on the bottom line. Press Enter to access the menu item. Press the scroll button ( or ) until the status you want appears on the display. You can select from 15, 30, 60 and 180 (seconds). Selecting "Off" means that the machine does not restore the default settings until you press Start Copy/Fax to begin copying, or Stop/Clear to cancel. 5 6 Press Enter to save the selection.



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To return to Standby Mode, press Stop/Clear. 4.14 COPYING 5 PRINTING This chapter explains how to print your documents in Windows and how to use the print settings.

This chapter includes: Printing a Document Setting Paper Properties Printing Multiple Pages on One Sheet of Paper (N-Up Printing) Printing a Reduced or Enlarged Document Fitting Your Document to a Selected Paper Size Printing Posters Using Watermarks Using Overlays Setting Graphic Properties Setting Up the Locally Shared Printer Printing a Document The following procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to your software application's user's guide for the exact printing procedure. 1 2 Open the document you want to print. Select Print from the File menu.

The Print window displays. It may look slightly different depending on your application. The basic print settings are selected within the Print window. These settings include the number of copies and print range. Make sure that your machine is selected.

Windows 98 3 To take advantage of the printer features provided by your machine, click Properties in the application's print window and go to Step 4. If you see Setup, Printer or Options, click that button instead. Then click Properties on the next screen. 4 Now you see the Xerox WorkCentre PE16 Properties window, which allows you to access all of information you need when using your machine. 5.2 PRINTING The Layout tab first displays. The preview image shows the sample page with the settings you currently specified. If necessary, select the Orientation option. The Orientation option allows you to select the direction in which information is printed on a page. Portrait prints across the width of the page, letter style.

Landscape prints across the length of the page, spreadsheet style. If you want to rotate the page in 180 degrees, select Rotate 180 Degrees. 5 Landscape Portrait 5 6 From the Paper tab, select the paper source, size and type. For further details, see page 5.7. If necessary, you can set in what sequence the pages will be printed from the Extra tab. Select the required print order from the Print Order drop-down list. Normal: Your machine prints in normal order.

PRINTING 5.3 Reverse All Pages: Your machine prints all of the pages in reverse.

This setting is helpful when you are using the rear output slot. Print Odd Pages: Your machine prints only the odd pages of the document. Print Even Pages: Your machine prints only the even pages of the document. 7 8 9 Click other tabs on the top of the Xerox WorkCentre PE16 Properties window to access other features, if needed. When you finish setting the properties, click OK until the Print window displays.

Click OK to start printing. Notes: Most Windows applications overrides settings you specified in the printer driver. Change all of the print settings available in the software application first, and change any remaining settings using the printer driver. The settings you change remain in effect only while you are using the current program. To make your changes permanent, make them in the Printers folder.

Follow these steps: 1. Click the Windows Start menu. 2. For Windows 95/98/Me/NT 4.0/2000, select Settings and then Printers. For Windows XP, select Printers and Faxes. 3. Select the Xerox WorkCentre PE16 printer. 4. Click the right mouse button on the printer icon and: For Window 95/98/Me, select Properties.

For Windows 2000/XP, select Print Setup or select Properties and click Printing Preferences. For Windows NT 4.0, select Document Default. 5. Change the settings on each tab and click OK. 5.4 PRINTING Cancelling a Print Job There are two ways to cancel a print job: To stop a print job from the control panel: Press the Stop/Clear button. Your machine finishes printing the page that is moving through the machine and delete the rest of the print job. Pressing the button cancels only the current job. If more than one print job is in the machine's memory, you need to press the button once for each job.

To stop a print job from the Printers folder: 1 2 3 From the Windows Start menu, select Settings. Select Printers to open the Printers window and double-click the Xerox WorkCentre PE16 icon. From the Document menu, select Cancel Printing (Windows 9x/Me) or Cancel (Windows NT 4.0/2000/XP). 5 Windows 98

NOTE: You can access this window simply by double-clicking the printer icon at the bottom right corner of the Windows desktop.

PRINTING 5.5 Using a Favorite Setting The Favorites option, which is visible on each properties tab, allows you to save the current properties settings for future use. To save a Favorites item: 1 2 Change the settings on each tab, as needed. Enter a name for the item in the Favorites input box. 3 Click Save.

To use a saved setting, select it from the Favorites drop-down list. To delete a favorite setting item, select it from the list and click Delete. You can also restore the printer driver's default settings by selecting <Printer Default> from the list. Using Help Your machine has a help screen that can be activated by the Help button in the printer's properties window. These help screens give detailed information about the printer features provided by the printer driver. You can also click from the upper right hand corner, and then click on any setting. 5.6 PRINTING Setting Paper Properties Use the following options to set the paper handling needs when you access the printer properties. See page 5.2 for more information about accessing printer properties.

Click the Paper tab to access many paper properties. 1 2 3 4 Property 1 Copies Description Copies allows you to choose the number of copies to be printed. You can enter up to 999. The Size option allows you to choose the size of paper loaded in the tray. If the required size is not listed in the Size box, click Add Custom. When the Custom Page Size window appears, set the paper size and click Ok. The size setting appears on the Size list so that you can select it. 5 2

Size Enter the custom name you want to use. Enter the paper size. PRINTING 5.

7 Property 3 Source Description Make sure that Source is set to the corresponding paper tray. The Manual Feed source is used when printing to special materials. You need to load one sheet at a time into the Bypass Tray. See page 3.8.

If the paper source is set to Auto Select, the machine automatically picks up print materials according to the following order: the Bypass tray and the paper tray. 4 Type Make sure that Type is set to Printer Default. If you load a different type of print material, select the corresponding paper type. For more information about print materials, refer to Chapter 3, "Paper Handling." If you use cotton paper, set the paper type to Thick for the best printing.



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