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You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE PE220. You'll find the answers to all your questions on the XEROX WORKCENTRE PE220 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 PE220**  
**User guide XEROX WORKCENTRE PE220**  
**Operating instructions XEROX WORKCENTRE PE220**  
**Instructions for use XEROX WORKCENTRE PE220**  
**Instruction manual XEROX WORKCENTRE PE220**

**XEROX®**

**WorkCentre PE220**

**User Guide**

708P88184



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**Manual abstract:**

Xerox reserves the right at any time to change the information without notice. Changes and technical updates will be added in subsequent editions of the documentation. For the latest information go to [www.xerox.com](http://www.xerox.com). Table of Contents 1 Welcome About This Guide . . . . .

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. . . . . About This Guide page 1-2 Getting to know your machine page 1-3 Special Features page 1-7 Customer Support page 1-8 Safety Notes page 1-9 Regulatory Information page 1-14 Xerox PE220 1-1 1 Welcome About This Guide This User Guide provides information you need for setting up your machine. It also provides all the detailed instructions for using your machine as a printer, scanner, copier and facsimile and information for maintaining and troubleshooting the machine. Throughout this User Guide some terms are used interchangeably: . . . Paper is synonymous with media. Document is synonymous with original. Page is synonymous with sheet.

Xerox PE 220 is synonymous with the machine. The following table offers further information about the conventions used within this Guide. Convention *Italic Typeface* Description Used to emphasise a word or phrase. In addition, references to other publications are displayed in *Italic typeface*. Used to emphasise the selection of a feature mode or button.

Provides additional information relating to the procedure. Cautions are statements that may cause mechanical damage to the machine as a result of an action. Used to alert users to the possibility of personal injury. Example Xerox PE220. **Bold Typeface** Select the resolution required by pressing Resolution. Notes **NOTE:** For instructions on loading paper, refer to Loading Paper on page 2-6. **Caution CAUTION:** DO NOT use organic or strong chemical solvents or aerosol cleaners. **Warning WARNING:** This product must be connected to a protective earthing circuit. Related Information Sources Information available for the products consists of: - This User Guide - The Quick Set Up Guide - The Xerox website <http://www.xerox>.

com 1-2 Xerox PE220 1 Welcome Getting to know your machine Component location These are the main components of your machine: Front View Document Guides Automatic Document Feeder Document Input Tray Document Output Tray Document Cover Document Glass Control Panel Paper Output Extension Smart Kit © Print Cartridge Paper Input Tray Front Door Output Tray (Face Down) Manual Tray Xerox PE220 1-3 1 Welcome Rear View Rear Cover Parallel Connector Power Switch AC Power Cord Connector EXT. Jack Line Jack USB Connector **NOTE:** If your country has a different telephone connection system, this socket may be blocked. 1-4 Xerox PE220 1 Welcome Control Panel Functions 1 2 3 4 5 6 7 8 10 9 Feature 1 2 Lighten/ Darken Original Type Reduce/Enlarge Favorite Copy Description Adjusts the brightness of the image for the current copy job. Selects the document type for the current copy job. Makes the image on the copy smaller or larger than the original. Allows you to use one of the special copy features, such as Clone, Collation, Auto Fit, ID Card Copy, 2/4 Up (multiple pages on a sheet), and Poster copying after assigning it. For details see Setting the Favorite Copy Option on page 4- 3 12. Resolution Copy Scan Adjusts the resolution of the documents for the current fax job. Select to Activate the Copy Mode. Allows you to access a list of your PC software programs that an image can be scanned to.



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You must create the scan list using the Xerox software (Printer Settings ControlCentre) provided with this machine. For details see Using 4 ControlCentre on page 5-26 Fax Select to Activate the Fax Mode. Displays the special features, current status and prompts during an operation. 5 Xerox PE220 1-5 1 Welcome Feature Phone Book Description 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.

Engages the telephone line. Allows you to send a fax to multiple destinations. In Standby mode, redials the last number or in Edit mode, inserts a pause into a fax number. Dials a number or enters alphanumeric characters for Fax and Copy functions. Stops an operation at any time.

In Standby mode, clears/cancels the copy options, such as the brightness, the document type setting, the copy size, and the number of copies. Starts a job. Used to scroll through the available options for the selected menu items on the display. 6 Manual Dial Broadcasting Redial/Pause Number Keypad Stop/Clear 7 8 9 Start Enter Confirms the selection on the display. Enters Menu mode and scrolls through the menus available. Sends you back to the upper menu level. Used to Exit menu functions. 10 Menu Exit 1-6 Xerox PE220 1 Welcome Special Features Your new machine is equipped with special features that improve the print quality. You can: Print with excellent quality and high speed · · You can print up to 600 dots per inch (dpi). Up to 20 pages per minute in A4 or 20 pages per minute in Letter.

Paper tray capacity and media recommendations · · · Manual tray supports one sheet of envelopes, labels, transparencies, custom-sized materials, postcards and heavy paper. Standard 150-sheet tray supports standard type and size of paper. Also, standard tray supports one sheet of special materials. 50-sheet output tray supports convenient access. Create professional documents · · Print Watermarks. You can customize your documents with words, such as "Confidential". For details, see Chapter 5, Printing. Print Posters. The text and pictures of each page of your document are enlarged and printed across the sheet of paper and taped together to form a poster. For details, see Chapter 5, Printing.

Save time and money · · · · Allows you to use the Toner Save mode to save the toner. For details, see Chapter 5, Printing. You can print multiple pages on one single sheet of paper to save paper. You can use preprinted forms and letterhead on plain paper. This machine automatically conserves electricity by substantially reducing power consumption when not printing.

This machine meets Energy Star guidelines for energy efficiency. Print in various environments · · · You can print in Windows 98/Me/NT 4.0/2000/XP. Compatible with Linux and Macintosh. Both USB and Parallel interface.

Xerox PE220 1-7 1 Welcome Customer Support If you need assistance during or after product installation, please visit the Xerox website for online solutions and support: <http://www.xerox.com> If you require further assistance, call our experts at the Xerox Welcome Center, or contact your local representative.

When telephoning please quote the machine serial number. Use the space below to make a note of the machine serial number: # \_\_\_\_\_

Serial Number The Xerox Welcome Center or local representative telephone number is provided when the machine is installed. For convenience and future reference, please record the telephone number in the space below: Xerox Welcome Center or local representative telephone number: # \_\_\_\_\_ Xerox US Welcome Center: 1-800-821-2797 Xerox Canada

Welcome Center: 1-800-93-XEROX (1-800-939-3769) 1-8 Xerox PE220 1 Welcome Safety Notes Read these safety notes carefully before using this product to ensure you operate the equipment safely. Your Xerox product and recommended supplies have been designed and tested to meet strict safety requirements.

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 and environment testing and performance of this product have been verified using Xerox materials only.

**WARNING:** Any unauthorized alternation, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized local dealer for more information Warning Markings All warning instructions marked on or supplied with the product should be followed. **WARNING:** This WARNING alerts users to areas of the product where there is the possibility of personal injury. **WARNING:** This

WARNING alerts users to areas of the product where there are heated surfaces, which should not be touched. Electrical Supply This product shall be operated from the type of electrical supply indicated on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice. **WARNING:** This product must be connected to a protective earth circuit. This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature.

To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal. Xerox PE220 1-9 1 Welcome Operator Accessible Areas This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

Maintenance Any operator product maintenance procedures will be described in the user documentation supplied with the product. Do not to carry out any maintenance on this product, which is not described in the customer documentation. Cleaning Your Product Before cleaning this product, unplug the product from the electrical outlet. Always use materials specifically designated for this product, the use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances.

**WARNING - Electrical Safety Information** · · Use only power cord supplied with this equipment. Plug the power cord directly into a grounded electrical outlet.



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*Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician. Improper connection of the equipment-grounding conductor can result in electrical shock. Do not place this equipment where people might step on or trip on the power cord. Do not place objects on the power cord. Do not override or disable electrical or mechanical interlocks. Do not obstruct the ventilation openings. Never push objects of any kind into slots or openings on this equipment. If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet.*

*Call an authorized local service representative to correct the problem. The equipment emits unusual noise or odors. The power cord is damaged or frayed. A wall panel circuit breaker, fuse, or other safety device has been tripped. Liquid is spilled into the copier/printer. The equipment is exposed to water. Any part of the equipment is damaged. . . . . 1-10 Xerox PE220 1 Welcome Disconnect Device The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.*

*Laser Safety Information CAUTION: Use of controls, adjustments or performance of procedure other than those specified herein may result in hazardous light exposure. With specific regard to laser safety, the equipment complies with performance standards for laser product set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance. Operational Safety Information To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times.*

*Do These: . . Always connect equipment to a correctly grounded power outlet.*

*If in doubt, have the outlet checked by a qualified electrician. This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature.*

*To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet. . . Always follow all warnings and instructions that are marked on or supplied with the equipment. Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building. Always locate the equipment in an area that has adequate ventilation, and the room for servicing. For minimum dimensions see Clearance Space on page 2-3. Always use materials and supplies specifically designed for your Xerox equipment. Use of unsuitable materials may result in poor performance. Always unplug this equipment from the electrical outlet before cleaning.*

*. . . Xerox PE220 1-11 1 Welcome Do Not Do These: . . . Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet. Never attempt any maintenance function that is not specifically described in this documentation. This equipment should not be placed in a built-in installation unless proper ventilation is provided, please contact your Authorized local dealer for further information. Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers. Never locate the equipment near a radiator or any other heat source. Never push objects of any kind into the ventilation openings. Never override or "cheat" any of the electrical or mechanical interlock devices. Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Xerox Service Representative or Service Provider immediately.*

*. . . . Maintenance Information Do not attempt any maintenance procedure that is not specifically described in the documentation that is supplied with your copier/printer. . Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition. Use supplies and cleaning materials only as directed in this manual. Keep all of these materials out of the reach of children. Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service. Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals. . . . Ozone Safety Information This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume.*

*Providing the correct environmental parameters as specified in the Xerox installation procedure will ensure that the concentration levels meet safe limits. If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your authorized local dealer or Service Provider. 1-12 Xerox PE220 1 Welcome For Consumables Store all consumables in accordance with the instructions given on the package or container. . . Keep all consumables away from the reach of children. Never throw toner, print cartridges or toner containers into an open flame. Radio Frequency Emissions United States, Canada, Europe, Australia/New Zealand NOTE: This equipment has been tested and found to comply with the limits for a class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment a residential area is likely to cause harmful interference in which case the user will required to correct the interference at his own expense.*

*Changes and modifications to this equipment not specifically approved by Xerox may void the user's authority to operate this equipment. Shielded interface cables must be used with this equipment to maintain compliance with FCC regulations in the United States and the Radiocommunications Act 1992 in Australia/New Zealand as applicable.*



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*Product Safety Certification This product is certified by the following Agency using the Safety standards listed. Agency Underwriters Laboratories Inc. Intertek ETL Semko Standard UL60950-1 1st (2003) (USA/ Canada) IEC60950-1 Edition 1 (2001) This product was manufactured under a registered ISO9001 Quality system. Xerox PE220 1-13 1 Welcome Regulatory Information CE Mark The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated: January 1, 1995: Council Directive 72/23/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 of conformity, defining the relevant directives and referenced standards, can be obtained from your Authorized local dealer. 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 to be limited or special mitigation measures taken.*

*WARNING: This is a Class A product. In a domestic environment the product may cause radio frequency interference, in which case the user may be required to take adequate measures. WARNING: Shielded interface cables must be used with this product to maintain compliance with Council Directive 89/336/EEC. For Fax Function 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 a Fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.*

*) 1-14 Xerox PE220 1 Welcome In order to program this information into your FAX machine refer to Setting the Machine ID page 2-14 and follow the steps provided. To enter the date and time, please refer Setting the Date and Time page 2-16. 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. See installation instructions for details. 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. For products approved after July 23, 2001, 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). For earlier products, the REN is separately shown on the label. 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.*

*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 Xerox PE220 1-15 1 Welcome 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. CANADA NOTE: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the users satisfaction. Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.*



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Repairs to certified equipment should be coordinated by a representative 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 that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas. CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate. NOTE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalent Numbers of all of the devices does not exceed 5. 1-16 Xerox PE220 1 Welcome 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 Greece Iceland Ireland Spain Romania Luxembourg Netherlands Norway Portugal Czech Republic Hungary Sweden Switzerland United Kingdom Finland Poland Belgium Denmark France Italy Bulgaria 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. Xerox PE220 1-17 1 Welcome Environmental Compliance USA Energy Star As an ENERGY STAR® partner, Xerox Corporation has determined that (the basic configuration of) this product meets the ENERGY STAR guidelines for energy efficiency. The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity. Xerox ENERGY STAR equipment is preset at the factory to enter a "low power" state and/or shut off completely after a specified period of use.

These energy-saving features can reduce product energy consumption in half when compared to conventional equipment. Canada Environmental Choice Terra Choice Environmental Serviced, Inc. of Canada has verified that this product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment. As a participant in the Environmental Choice program, Xerox Corporation has determined that this product meets the Environmental Choice guidelines for energy efficiency. Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products. 1-18 Xerox PE220 1 Welcome Illegal Copies USA Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as: Certificates of Indebtedness National Bank Currency Coupons from Bonds Silver Certificates United States Bonds Federal Reserve Notes Certificates of Deposit Federal Reserve Bank Notes Gold Certificates Treasury Notes Fractional Notes Paper Money Bonds and Obligations of certain agencies of the government, such as FHA, etc Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.) Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.) Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.) Postal money Orders.

Bills, Checks, or Draft of money drawn by or upon authorized officers of the United States. Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress. 2. Adjusted Compensation Certificates for Veterans of the World Wars. 3. Obligations or Securities of any Foreign Government, Bank, or Corporation. 4. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.

C. 20559. Ask for Circular R21. 5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.) 6. Passports. (Foreign Passports may be photographed.) Xerox PE220 1-19 1 Welcome 7.

Immigration Papers. 8. Draft Registration Cards. 9. Selective Service Induction Papers that bear any of the following Registrant's information: Earnings or Income Dependency Status Court Record Previous military service Physical or mental condition Exception: United States military discharge certificates may be photographed. 10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc.



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The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law. 5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province). 6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada. 7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada. 1-20 Xerox PE220 1 Welcome 8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof. 9.

Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner. The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness accuracy. In case of doubt, consult your solicitor. Other countries Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions. Currency notes Bank notes and cheques Bank and government bonds and securities Passports and identification cards Copyright material or trademarks without the consent of the owner Postage stamps and other negotiable instruments This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel. Xerox PE220 1-21 1 Welcome Product Recycling and Disposal If you are managing the disposal of your Xerox product, please note that the product contains lead, mercury, and other materials whose disposal may be regulated due to environmental considerations in certain countries or states. The presence of lead and mercury is fully consistent with global regulations applicable at the time that the product was placed on the market. European Union WEEE Directive 2002/96/EC Some equipment may be used in both a domestic/household and a professional/ business application.

Domestic/Household Environment Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste. Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information. In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge.

Please ask you retailer for information. Professional/Business Environment Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures. Prior to disposal, please contact your local dealer or Xerox representative for end of life takeback information. Mercury Safety Hg LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING LOCAL, STAT OR FEDERAL LAWS.

For details see [lamprecycle.org](http://lamprecycle.org), [eiae.org](http://eiae.org) or call 1-800-ASK-Xerox. 1-22 Xerox PE220 2 Getting Started 2 Getting Started Before you start to use your machine, there are a number of tasks to perform. Using the instructions provided in this chapter, unpack and setup your machine. This chapter includes: . . . . . Unpacking the machine page 2-2 Selecting a Location page 2-3 Installing the Smart Kit ® Print Cartridge page 2-4 Loading Paper page 2-6 Making Connections page 2-8 Switching On the Machine page 2-11 Installing Printer Software page 2-12 Changing the Display Language and Country page 2-14 Setting the Machine ID page 2-14 Setting the Date and Time page 2-16 Setting the Paper Size and Type page 2-18 Setting Sounds page 2-18 Using the Save Modes page 2-20 Xerox PE220 2-1 2 Getting Started Unpacking the machine 1. Remove the machine and all accessories from the packing carton. Make sure that the machine has been packed with the following items: NOTE: The appearance of the power cord and the telephone line cord may differ depending on your country's specifications. The Power Cord must be plugged into a grounded power socket. NOTE: The CD-ROMs contain the Xerox printer driver, scan drivers, software, User Guide, and ControlCentre.

NOTE: Components may differ from country to country. 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 larger telephone line cord. 2-2 Xerox PE220 2 Getting Started 2. Remove the packing tape from the front, back, and sides of the machine. Tape Selecting a Location Select a level, stable place with adequate space for air circulation around the machine. 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 a desk or table. Clearance Space The diagram shows the space that should be left around the machine for access and ventilation. Xerox PE220 2-3 2 Getting Started Installing the Smart Kit ® Print Cartridge 1. Open the front door. 2. Remove the Smart Kit ® Print Cartridge from its bag and remove the paper protecting the cartridge by pulling the packing tape.



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Xerox PE220 2-13 2 Getting Started Changing the Display Language and Country Setting 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. Press the scroll button ( or ) until "Language" appears on the bottom line of the display. 3. Press Enter.

The current setting appears on the bottom line of the display. 4. Press the scroll button ( or ) until the language you want appears on the display. 5. Press Enter to save the selection. 6. To return to Standby mode, press Stop/Clear. Setting Country 1. Press Menu until "Machine Setup" appears on the top line of the display. 2.

Press the scroll button ( or ) until "Select Country" appears on the bottom line of the display. 3. Press Enter. The current setting appears on the bottom line of the display. 4. Press the scroll button ( or ) until your country appears on the display. 5. Press Enter to save the selection. 6. To return to Standby mode, press Stop/Clear.

NOTE: Changing the country clears the memory. 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. 3.

If there is a number already set, the number appears. 4. Enter your fax number using the number keypad. 2-14 Xerox PE220 2 Getting Started NOTE: If you make a mistake while entering numbers, press the delete the last digit. button to 5. Press Enter when the number on the display is correct. The display asks you to enter an ID. 6. Enter your name or the company name using the number keypad. 7.

You can enter alphanumeric characters using the number keypad, and include special symbols by pressing the 0 button. 8. For details on how to use the number keypad to enter alphanumeric characters, see Entering Characters Using the Number Keypad on page 15. 9. 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 enter the next digit. to move the cursor to skip the position. button and button 10. If you want to insert a space in the name, you can also use the 11.

Press Enter when the name on the display is correct. 12. 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 or two digit speed dial or group dial numbers, you may also enter the corresponding names. To enter alphanumeric characters: 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 16. 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, and by using the cursor button. 3. When you finish entering letters, press Enter.

Xerox PE220 2-15 2 Getting Started Keypad Letters and Numbers Key Assigned numbers, letters, or characters 1 2 3 4 5 6 7 8 9 0 I 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 `9 / \* # & 0 7 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. 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. Setting the Date and Time When you turn the machine on for the first time, the display prompts you to enter the current date and time. After entering, it will not appear again.

NOTE: When turning on the machine after it has been off for a long time, you need to reset date and time.

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. 2-16 Xerox PE220 2 Getting Started 3.

Enter the correct time and date using the number keypad. Unit Range Month Day Year Hour Minute 01 - 12 01 - 31 Required 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 immediately moves the cursor to the indicator.

or button. or 5. When the cursor is not under the AM or PM indicator, pressing the 6. You can change the clock mode to 24-hour format (e.g. 01:00 PM as 13:00). For details, see Changing the Clock Mode on page 17. 7. Press Enter when the time and date on the display is correct. 8.

To return to Standby mode, press Stop/Clear. 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. 3. The clock mode currently set for the machine displays. 4. Press the scroll button ( or ) to select the other mode and then press Enter to save the selection.

5. To return to Standby mode, press Stop/Clear. Xerox PE220 2-17 2 Getting Started Setting the Paper Size and Type After loading paper in the tray, 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 print driver you use on your PC.

1. Press Menu. The display shows "Paper Setting" on the top line of the display.



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