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You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE PRO C3545. You'll find the answers to all your questions on the XEROX WORKCENTRE PRO C3545 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 PRO C3545

User guide XEROX WORKCENTRE PRO C3545

Operating instructions XEROX WORKCENTRE PRO C3545

Instructions for use XEROX WORKCENTRE PRO C3545

Instruction manual XEROX WORKCENTRE PRO C3545

Quick Reference Guide

701P41734-e



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Manual abstract:

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1 Welcome ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 11 Introduction...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.. 12 About this Guide.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.. 12 Conventions

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 12 Additional Resources ..

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

..... 19 Environmental Compliance.

.....
.....
.....
.....
.....
.....
.....
.....

.. 113 Environmental ChoiceM ...

.....
.....
.....
.....
.....
.....
.....
.....

... 114 Product Recycling and Disposal

.....
.....
.....
.....
.....
.....
.....

..... 114 Regulatory Information...

.....
.....
.....
.....
.....
.....
.....
.....

. 115 FCC Part 15

.....
.....
.....
.....

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

... 122 2 Getting Started.....

.....
.....
.....

.....
.....
.....

... 21 Machine Overview.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

..... 22 Control Panel Overview..

.....
.....
.....

.....
.....
.....

.... 23 Power On or Off.

.....
.....

.....
.....
.....

.....
.....
.....

.....
... 24 Loading Paper..

.....
.....

.....
.....
.....

.....
.....
.....

.....
.... 25 Making Copies.

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....

26 Sending an Embedded Fax... ..

.....

.....
.....
.....

.....
.....
.....

..... 27 Sending a Server Fax.....

.....
.....
.....

.....
.....
.....

.....
.....

28 Sending an Internet Fax... ..

.....

.....
.....
.....

.....

.....
.....
.....

29 Scanning a Document... ..

.....
.....
.....

.....
.....
.....
.....

.....
.....

. 210 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE i Sending an E-mail... .

.....

.....
.....
.....
.....

.....
.....
.....
.....

..... 211 Printing from a PC.

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

. 212 Printing with Internet Services... ..

.....
.....
.....

.....
.....
.....
.....

... 213 Logging On / Logging Off... ..

.....
.....
.....

.....
.....
.....
.....

... 214 Further Assistance..

.....

.....
.....
.....
.....
.....
.....
.....
.....

.... 215 3 Copy

.....
.....
.....
.....
.....
.....
.....
.....

.31 Copy...

.....
.....
.....
.....
.....
.....
.....
.....

... 32 Basic Copying..

.....
.....
.....
.....
.....
.....
.....
.....

.... 33 Output .

.....
.....
.....
.....

.....
.....
.....
.....

.... 34 2-Sided.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

... 35 Reduce/Enlarge ..

.....

.....
.....
.....
.....

.....
.....
.....
.....

.. 36 Paper Supply ..

.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.. 38 Color Options

.....
.....
.....
.....

.....
.....

.....
.....
.....
.....
.....
.....
. 310 Output Color.....

.....
.....
.....
.....
.....
.....
.....
.....

.....
.....
.....
.....
..... 311 Preset Color Options.....

.....
.....
.....
.....
.....
.....
.....
.....

.....
.....
. 312 Color Balance

.....
.....
.....
.....
.....
.....
.....
.....

.....
.....
.. 313 Sharpness/Saturation ...

.....
.....
.....
.....
.....
.....
.....
.....

.....
.....
..... 313 Color Shift

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
... 314 *Image Adjustment*..

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... 315 *Image Quality*

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... 316 *Original Type*..

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... 317 *Bound Originals*

.....
.....

.....
.....
.....
.....

.....

.....
.....
.....

..... 318 *Edge Erase* .

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.... 319 *Original Input*.

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....

.. 320 *Image Shift*...

.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

... 321 *Output Format*... ..

.....
.....
.....

.....
.....
.....

.....
.....
.....

.. 322 Transparencies

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

. 323 Booklet Creation

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

... 324 Page Layout ..

.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.. 325 Invert Image

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

..... 326 Covers....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... *327 Job Assembly.*

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... *328 Build Job .*

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

... *329 Sample Set ..*

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

... *331 Stored Programming*

.....
.....
.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

47 Sides Scanned

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.. 48 Image Adjustment

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

.. 49 Image Quality ...

.....
.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

.... 410 Original Input.

.....
.....
.....
.....
.....

.....
.....
.....
.....
.....
.....
.....
.....

..... 420 Mailboxes ..

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

. 421 Dial Directory Setup

.....
.....
.....
.....
.....
.....
.....
.....

..... 422 Advanced Fax Features ..

.....
.....
.....
.....
.....
.....
.....
.....

.... 423 Comment Setup

.....
.....
.....
.....
.....
.....
.....

.....
.....
.....
.. 426 Basic Faxing - Server Fax

.....
.....
.....
.....
.....
.....
.....
.....

.. 427 Dialing Options.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.. 428 Resolution

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

..... 430 Sides Scanned .

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

..... 431 More Fax Features .

.....
.....
.....
.....
.....
.....

.....
.....
.....
.....
.....

. 432 Image Quality

.....
.....
.....
.....
.....
.....
.....
.....
.....

... 433 Original Type.....

.....
.....
.....
.....
.....
.....
.....
.....
.....

..... 434 Original Input....

.....
.....
.....
.....
.....
.....
.....
.....
.....

..... 435 Delayed Send.

.....
.....
.....
.....
.....
.....
.....
.....
.....

.....
. 436 Authentication Mode....

.....
.....

.....
.....
.....

.....
.....
.....

437 5 Internet Fax

.....
.....
.....

.....
.....
.....

.....
.....

51 Internet Fax.....

.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

. 52 Send:.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

..... 53 Address List ..

.....
.....
.....

.....

.....
.....
.....

.....
.....
.....
.....

.....
... 53 Entering an E-mail Address fo.

.....
... 615 Document Format

.....
.....
.....

.....
.....
.....

.....
.....
... 616 Document Management Fields ..

.....
.....
.....

.....
.....
.....

... 617 Add File Destinations

.....
.....
.....

.....
.....
.....

.....
... 617 Refresh Destinations..

.....
.....
.....

.....
.....
.....

.....
.....
.....
... 618 Authentication Mode...

.....
.....

.....

.....

.....

.....

.....

.....

.....

.... 6187 E-mail .

.....

.....

.....

.....

.....

.....

.....

.....

.....

....71 E-mail.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 103 Document jams .

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 103 Xerox Welcome and Support Center..

.....

.....

.....

.....
.....
.....
.....

. 104 Locating the serial number.....

.....
.....
.....

.....
.....
.....
.....

... 104 Troubleshooting Tips..

.....

.....
.....
.....
.....

.....
.....
.....
.....

105 Power

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.... 105 Document Handler .

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... 105 Paper Handling ..

.....
.....
.....

.....
.....

.....
.....
.....
.....
.....

..... 105 Finisher ...

.....
.....
.....
.....
.....

... 106 Output Quality ..

.....
.....
.....
.....
.....

.... 107 11 Index .

.....
.....
.....
.....
.....

.. 111 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE v vi XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE 1 WELCOME Introduction...

.....
.....
.....
.....

..1-2 Overview of Features at the Machine... ..
..1-5 Overview of Features at the Workstation...
..1-7 Safety...

.....

.....

.....

.....

.....

.....

.....

.1-8 Environmental Compliance... .

.....

.....

1-13 Regulatory Information.....

.....

.....

.....

.1-15 Illegal Copying... .

.....

.....

.....

.....

.....

...1-20 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 1-1 WELCOME INTRODUCTION... Thank you for choosing the Xerox CopyCentre/WorkCentre Pro. Your CopyCentre/WorkCentre Pro is a digital device capable of being used for copying, faxing, printing and scanning. If your needs change, your machine can be upgraded with the appropriate optional software or hardware units.

For further information contact your Xerox representative. Depending on your model, your machine will print/copy 28, 36, or 45 prints per minute. The digital design of the CopyCentre/WorkCentre Pro enables: - more output options - for example creating booklets, putting multiple images on a single page, inserting dividers into a transparency set and combining multiple segments into a single job. - fewer jams and damaged originals because originals are only scanned once - high quality output which can be enhanced and customized to your unique specifications. About this Guide This Quick Reference Guide supports the various features that may be available on your configuration. Refer to Chapter 2 Getting Started for a brief overview of the main features to help you get started. Further chapters offer more information on the options available. For additional assistance at the machine press the Help button. If your CopyCentre/ WorkCentre Pro is connected to the network, use the CentreWare Help system or click on the Help button in the Print Driver. Conventions

Throughout this Guide, you will find that some terms are used interchangeably: Paper is synonymous with media.

Document is synonymous with original. Page is synonymous with sheet. CopyCentre/WorkCentre Pro is synonymous with the machine. The following pages offer further information about the conventions used within this Guide. PAGE 1-2 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE Orientation refers to the direction of images on the page.

When the image is upright, the paper (or other media) can be one of two ways: Long Edge When observed from the front of the machine, paper or originals with the long edges Feed (LEF) / to the left and right of the paper tray or document handler. Portrait LEF Orientation A Paper feed direction Short Edge When observed from the front of the machine, paper or originals with the short Feed (SEF) / edges to the left and right of the paper tray or document handler. Landscape SEF Orientation A A Paper feed direction Italic typeface The Italic typeface is used to emphasize a word or phrase. In addition, references to other publications are displayed in Italic typeface. For example: - For more information refer to the System Administrator CD (CD1), contained in the CopyCentre/WorkCentre Pro CD Pack delivered with your CopyCentre/ WorkCentre Pro.

Bracket text typeface: The [Bracket Text] typeface is used to emphasize the selection of a feature mode or button.



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For example: Select [Machine Details]. Notes Notes are statements that provide additional information. For example: NOTE: Originals must be loaded in the Document Handler when using this feature. XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 1-3 WELCOME Orientation WELCOME Hints Hints help users to perform a task. For example: HINT: This option is useful for saving toner (dry ink) consumption for images with a dark background and white text. Specification note Offers more in-depth specification information relating to the machine. For example: Tray 2 holds 520 sheets of 20 lb. paper. Sizes range from 5.

5" x 8.5" to 11" x 17". Cautions Cautions are statements that suggest mechanical damage as a result of an action. For example: CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure. Warnings Warnings are statements that alert users to the possibility of personal injury. For example: WARNING: This product must be connected to a protective earthing circuit. Additional Resources Should you require more detailed information about any of the features available on your CopyCentre/WorkCentre Pro, please refer to the Training and Information CD (CD2), contained in the CopyCentre/WorkCentre Pro CD Pack delivered with your CopyCentre/WorkCentre Pro. The Training and Information CD is intended for all users, including Machine Administrators. It contains comprehensive information about your new product including interactive how-to's and tutorials. To ensure maximum productivity is gained from your CopyCentre/WorkCentre Pro, please copy the program contained on the CD onto your network so that all users have access.

PAGE 1-4 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE Using the powerful CopyCentre/WorkCentre Pro features you can: Scan Once and Print Many When making copies the CopyCentre/WorkCentre Pro only has to scan a document once regardless of the number of copies needed. This reduces the risk of jams and damage to originals. Perform Different Tasks Simultaneously The CopyCentre/WorkCentre Pro performs different tasks simultaneously. A job can be added to the job queue by scanning it, even while the CopyCentre/WorkCentre Pro is printing another job. Make Copies Look Like Originals The CopyCentre/WorkCentre Pro allows the reproduction of high quality images, especially photographs, graphics, text, or a combination.

Compare your output to that from other copiers and see the difference. Customize Image Size and Placement You can manipulate the appearance of the image on the output stock. - Shift the image to create margins for binding. - Automatically reduce, enlarge, or center your images. - Print multiple reduced images on a single page.

Use Digital Features to Simplify your Work Process Use the Build Job feature to divide a copy job into different segments and apply different settings to each of the segments. This allows you to: - combine originals from the Document Glass and the Document Handler into a single job. - create a single job, using different programming features for each original. - feed more than the maximum number of originals through the Document Handler without reprogramming.

Use the Transparency feature to produce transparencies with transparency separators in one step. Use the Booklet Creation feature to automatically sequence and reduce or enlarge the images when making booklets. Use the Covers feature to automatically add covers to your documents. XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 1-5 WELCOME OVERVIEW OF FEATURES AT THE MACHINE...

WELCOME Use the Mixed Size Originals feature to copy mixed size originals simultaneously. Produces copies on uniform size paper or mixed size paper. Be Environmentally Friendly This product complies with a variety of international standards for environmental protection and is compatible with most recycled paper. Scan Documents to Create Electronic Files (Optional) This optional feature allows you to create electronic files from your originals which can be: - filed on the server - routed over the network to your desktop - distributed through an e-mail system - Automatically placed into a Document Management Application - Once your original paper document has been converted to an electronic digital document you can change, manage, share and distribute the document in electronic form, using a wide variety of software applications. Fax Documents (Optional) The optional Embedded Fax service is a walk up feature that enables you to transmit and receive hard copy faxes directly from your machine to another over a telephone network. The optional Server Fax service is a walk up feature available only on the WorkCentre Pro configuration. When enabled you will be able to scan your documents and send them to any type of fax machine that is connected to a telephone network, via your fax server. NOTE: Both Embedded and Server Fax can be installed on the WorkCentre Pro at the same time, however only one service can be enabled for use. The optional Internet Fax service, available only on the WorkCentre Pro configuration, allows users to transmit and receive documents as an e-mail attachment. This type of fax travels over the internet or intranet.

PAGE 1-6 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE If your CopyCentre/WorkCentre Pro is connected to a network you can use the following features. Contact your System Administrator to get connected. CentreWare Print Drivers The Print Driver extends the productivity power of the CopyCentre/WorkCentre Pro to your desktop. Options include: 1-sided or 2-sided Stapled sets if you have a Finisher Resolutions up to 1200x1200 dpi Add standard or customized watermarks Secure Printing (print your confidential document after you get to the printer) CentreWare Tools The CentreWare software suite also offers optional User Management Tools and Network Scanning tools. CentreWare Internet Services Every CopyCentre/WorkCentre Pro has a 'built in' web Home Page which allows print-ready files to be sent to any CopyCentre/WorkCentre Pro via the World Wide Web.

This feature is accessed via Internet Services. XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 1-7 WELCOME OVERVIEW OF FEATURES AT THE WORKSTATION.. WELCOME SAFETY.

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



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WARNING: Any unauthorized alteration, 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. Follow all warnings and instructions marked on, or supplied with the product. This WARNING Mark alerts users to areas of the product where there is the possibility of personal injury.

This WARNING Mark alerts users to areas of the product where there are heated surfaces which should not be touched. PAGE 1-8 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE WARNING: This product must be connected to a protective earthing circuit. This product is equipped with a 3-wire type plug, provided with a protective earthing pin. This plug will fit only into an earthed power outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet.

Never use an earthed adapter plug to connect the product to a power source receptacle that lacks an earth connection terminal. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your local power company. Disconnect Device for this product is the power cord.

To remove all electrical power to the product, disconnect the power cord from the power receptacle. Do not put your hands into the fuser area, located just inside the exit tray area, as you may be burned. Do not use pressurized air-spray cleaning aids on or in this equipment. Some pressurized air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 1-9 WELCOME Safety Notes WELCOME Electrical Safety Use only the power cord supplied with this equipment. Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician. This equipment is to be used on a 120V, 15A branch circuit.

If this machine needs to be moved to a different location, contact a Xerox service representative or your authorized local representative or service support organization. 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. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet. 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 locate the equipment near a radiator or any other heat source. PAGE 1-10 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE 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 carry out any maintenance on this product, which is not described in the customer documentation. Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service. 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 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.

Ozone Safety 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. XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 1-11 WELCOME Operator Accessible Areas WELCOME Laser Safety This product complies with safety standards and is certified as a Class 1 Laser product under the Center for Devices and Radiological Health (CDRH) of the US Food and Drug Administration (FDA) implemented regulations for laser products. This product complies with FDA 21 CFR 1940.10 and 1040.11 except for deviations pursuant to Laser Notice No. 50, dated 26 July 2001.

These regulations apply to laser products marketed in the United States. The label on the machine indicates compliance with CDRH regulations and must be attached to laser products marketed in the United States. This product does not emit hazardous laser radiation. CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous exposure of laser light. Since radiation emitted inside this product is completely confined within the protective housing and external covers, the laser beam cannot escape from the machine during any phase of the user operation. This product contains laser warning labels. These labels are intended for use by Xerox Service Representatives and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas inside these covers. Safety Standards This Xerox product is safety certified by Underwriters Laboratories Incorporated to Standards UL60950, 3rd Edition (2000), and CSA International CAN/CSA C22.

2 No.60950-00 3rd Edition. PAGE 1-12 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 1-13 WELCOME ENVIRONMENTAL COMPLIANCE.



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WELCOME Environmental ChoiceM Terra Choice Environmental Services, Inc., of Canada has verified that this Xerox 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. Product Recycling and Disposal Xerox operates a worldwide equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment. If you are managing the disposal of your Xerox Product, please note that the product contains lead and other materials whose disposal may be regulated due to environmental considerations. The presence of lead is fully consistent with global regulations applicable at the time the product was placed on the market. For recycling and disposal information, contact your local authorities.

In the United States, you may also refer to the Electronic Industries Alliance web site: www.eiae.org. PAGE 1-14 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE FCC Part 15 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 in a residential area is likely to cause harmful interference in which case the user will be required to correct the interferences at their own expense. Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment. WARNING:Shielded cables must be used with this equipment to maintain compliance with FCC regulations. ICES-003 This Class "A" digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe "A" est conforme à la norme NMB-003 du Canada. XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 1-15 WELCOME REGULATORY INFORMATION... WELCOME US Regulatory Information for the Fax Kit option Fax Send Header Requirements The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

(The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) The country location, telephone number identifying the machine, the header text information (business name), the send and receive behavior and dial type must be entered when installing the Embedded Fax kit option. Refer to the System Administration CD (CD1) for further information on installing Embedded Fax and the Embedded Fax Tutorial contained in this program for information about the Transmit Header Print feature. 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). A label is fixed to the product that contains, among other information, the FCC approved number US:XRXFB03BFAXKIT.

If requested, this number must be provided to the telephone company. An FCC compliant telephone cord and modular plug is provided with this equipment. It is designed to be connected to the telephone network or premises wiring using a compatible modular jack that is Part 68 compliant. 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. PAGE 1-16 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE FIC SOC USOC Jack REN 02LS2 9.0F RJ-11C 0.3 WARNING:Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

The Ringer Equivalent Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the FCC Approval Number US:XRXFB03BFAXKIT. The digits represented by 03 are the REN without a decimal point (e.g., 03 is a REN of 0.3).

If this Xerox equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary. 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 Xerox Welcome Center telephone number 800-8212797. 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.



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XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 1-17 WELCOME To order the correct service from the local telephone company please quote the codes listed below: Facility Interface Code (FIC), Service Order Code (SOC), USOC Jack code and Ringer Equivalence Number (REN). WELCOME Repairs to the machine should be made only by a Xerox representative or an authorized Xerox service agency. This applies at any time during or after the service warranty period.

If unauthorized repair is performed, the remainder of the warranty period is null and void. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If your office has specially wired alarm equipment connected to the telephone line, ensure the installation of this Xerox equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer. **IMPORTANT SAFETY INSTRUCTIONS** When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following: Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink, or laundry tub, in a wet basement, or near a swimming pool. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning. Do not use the telephone to report a gas leak in the vicinity of the leak.

Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions. **SAVE THESE INSTRUCTIONS.** PAGE 1-18 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE This product meets the applicable Industry Canada technical specifications. A label is affixed to the product that contains the Canadian approval # IC:4821-FAXKIT. If requested, the number must be provided to the telephone company. The Ringer Equivalence Number (REN) is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

The Canadian REN value of this equipment is 0.3. Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Users should ensure for their own protection the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together.

This precaution may be particularly important in rural areas. **CAUTION:** Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or electrician, as appropriate. **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. XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 1-19 WELCOME Canadian Regulatory Information for the Fax Kit option WELCOME ILLEGAL COPYING... United States Congress, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such copies. Obligations or Securities of the United States Government, such as: Certificates of Indebtedness Coupons from Bonds Silver Certificates United States Bonds Federal Reserve Notes Certificates of Deposit National Bank currency Federal Reserve Bank Notes Gold Certificates Treasury Notes Fractional Notes Paper money Bonds and obligations of certain agencies of the government, such as FHA Bonds (US 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 copy 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 black and white and less than 3/4 or more than 1 1/2 times the linear dimensions of the original.) Postal Money Orders Bills, checks, or drafts for money drawn by or on authorized officers of the United States Stamps and other representatives of value, of whatever denomination, which may be or have been issued under any Act of Congress Adjusted compensation Certificates for veterans of the World Wars Obligations or Securities of any foreign government, bank, or corporation PAGE 1-20 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE Copyrighted material (unless permission of the copyright owner has been obtained or the copying falls within the "fair use" or library reproduction provisions of the copyright law). Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, DC 20559 (circular R21) Certificates of Citizenship or Naturalization. (Foreign naturalization certificates may be photographed.) Passports (Foreign passports may be photographed.) Immigration papers Draft Registration cards Selective Service Induction papers which bear any of the following information: Registrant's earnings or income Registrant's dependency status Registrant's court record Registrant's previous military service Registrant's physical or mental condition **NOTE:** Exception: US Army and Navy discharge certificates may be photographed. Badges, identification cards, passes or insignias carried by military or Naval personnel, or by members of the various Federal Departments and Bureaus, such as the FBI and Treasury (unless the photograph is ordered by the head of such Department or Bureau) **NOTE:** Copying of the following is also prohibited in certain states: automobile licences, driver's licenses, and automobile Certificates of Title.



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This list is not allinclusive. In case of doubt, consult your attorney. XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 1-21 WELCOME WELCOME Canada Parliament, 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. Current bank notes or current paper money 2. Obligations or securities of a government or bank. 3.

Exchequer bill paper or revenue paper. 4.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. 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 allinclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

PAGE 1-22 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE 2 GETTING STARTED Machine Overview.....

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2-2 Control Panel Overview... ..

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.2-3 Power On or Off... ..

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....2-4 Loading Paper.....

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2-5 Making Copies... ..

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.....2-6 Sending an Embedded Fax... ..

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2-7 Sending a Server Fax... ..

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....2-8 Sending an Internet Fax.....

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.....2-9 Scanning a Document.....

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.....
.....2-10 Sending an E-mail...

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..... 2-11 Printing from a PC.....

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.....
.....2-12 Printing with Internet Services..
.....
.....

..2-13 Logging On / Logging Off... ..
.....
.....
.....2-14 Further Assistance.

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.....2-15 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 2-1 GETTING STARTED MACHINE OVERVIEW... Control Panel Touch Screen Document Handler Document Glass (under the document handler) Output Tray Bypass Tray (Folds up when not in use) Finisher Paper Trays NOTE: This is a photograph of a fully configured WorkCentre Pro with Office Finisher.

The features available are dependent on your machine configuration. PAGE 2-2 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE Help Accesses additional information. Clear All Resets all the features to their default settings. The Touch Screen Displays and selects all the available programming features, plus fault clearance procedures and general machine information. Language Changes text to an alternative language. Interrupt Temporarily stops the current job to allow a priority job to be run. Pause Temporarily stops the current job. Access Start Starts the job. Dial Pause Features Displays the job features on the screen. Enters a pause in a telephone number when transmitting a fax.

Hash Indicates the dialing character or designates a group dial number. Also used when entering a password. Clear Job Status Displays job progress information. Deletes numeric values or the last digit entered. Machine Status Displays the current status of the machine. XEROX

COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 2-3 GETTING STARTED CONTROL PANEL OVERVIEW... GETTING STARTED POWER ON OR OFF..

. 1 To power ON: Press the ON/OFF switch. The entire powering up process takes less than 4 minutes. Hold the ON/OFF switch down for 5 seconds. The lights on the control panel will flash. It may be up to 30 seconds before you see any lights on the control panel or screens appear on the touch screen. NOTE: Certain functions of the machine, e.g. copying, will be available before other functions e.g.

printing. 2 To power OFF: Press the ON/OFF switch. Hold the ON/OFF switch down for 5 seconds. A confirmation screen will appear asking you to select a power down option. 3 If Quick Power Off is selected and confirmed, the machine will begin a controlled power down sequence.

NOTE: The machine remains on for approximately 30 seconds before the power is terminated. If there are any jobs in the queue, a second pop-up screen will appear warning that jobs in the queue will be deleted if the machine is powered off. Confirmation of this screen will result in the deletion of any jobs in the queue during the power down sequence. If Enter Power Save is selected and confirmed, the machine will immediately enter Low Power Mode. If there are any jobs in the queue, a second pop-up screen is displayed.

NOTE: The ON/OFF switch is disabled in Low Power Mode. To re-activate the machine when in this mode, touch a button on the touch screen or control panel. PAGE 2-4 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE 1 Open the required paper tray. NOTE: For the Tray 1 plus High Capacity Feeder Option, Paper Trays 1 and 2 are fully adjustable, while Paper Trays 3 and 4 are dedicated paper trays which hold 8.5" x 11" long edge feed paper only. For the Tray 1 plus 3-Tray Option, Paper Trays 1 to 4 are fully adjustable. For the Tray 1 plus 1-Tray Option, Paper Trays 1 and 2 are fully adjustable. Load paper. Paper must not be loaded above the fill line. Close the tray NOTE: For Paper Trays 1 to 4, make sure the guides are just touching the paper, otherwise the size automatically detected may be incorrect.

Select [Confirm] OR select [Change Size] and/or [Change Description] to reprogram the tray if the paper size, type or color has changed. NOTE: Make sure the Size, Type and Color are all correct. For standard copy paper the following should apply: Size - 8.5"x11" Type - Plain paper Color - White 2 3 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 2-5 GETTING STARTED LOADING PAPER... GETTING STARTED MAKING COPIES... 1 2 3 Load the documents.

NOTE: Documents are only scanned once. Access the Copy tab - if necessary select the Features button on the control panel. Select the required features on the touch screen. Press Start. Copy Features include.

.. Color options Image quality adjustment Auto Reduce/Enlarge Copying mixed size originals Adding blank dividers into transparency sets Arranging multiple images on a page Adding printed or blank covers Image Shift Erasing edges and borders Build Job to apply different programming within a stack of



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If the Basic Fax screen matches that displayed in step 2, then Embedded Fax is enabled. Please contact your System Administrator for further assistance. NOTE: Both Embedded and Server Fax can be installed on the WorkCentre Pro at the same time, however only one service can be enabled for use. 1 2 Load the documents. Select [Fax]. NOTE: You may need to select [All Services] first. Enter the telephone number. 3 Select the required features on the touch screen. Press Start. Fax Features include...

Adjusting the resolution Faxing double sided originals Programming the size of the originals being scanned Image quality adjustment Delaying the start time of a fax Adding a cover letter Sending to more than one recipient Mailbox storage and polling to and from your machine Setting the transmission speed XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 2-7 GETTING STARTED SENDING AN EMBEDDED FAX... GETTING STARTED SENDING A SERVER FAX... Network Server Fax will be available if your machine is connected to the network, a supported third party supplied network server fax is available on the network, and the optional Network Server Fax Integration kit has been enabled and set up for use. 1 2 3 Load the documents. Select [Fax]. NOTE: You may need to select [All Services] first.

Enter the telephone number. Select the required features on the touch screen. Press Start. Fax Features include..

. Adjusting the resolution Faxing double sided originals Programming the size of the originals being scanned Image quality adjustment Delaying the start time of a fax PAGE 2-8 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE Internet Fax will be available if your machine is connected to the network and the optional Internet Fax kit has been enabled and set up for use. 1 2 Load the documents. Select [Internet Fax]. NOTE: You may need to select [All Services] first.

Select [To..], enter the recipient e-mail details and select [Save]. Select [Edit Subject], enter a subject and select [Save]. Select the required features on the touch screen. Press Start. 3 Internet Fax Features include... Color options Setting up a Public or Internal Address Book Adjusting the resolution Scanning double sided originals Programming the size of the originals being scanned Image quality adjustment Changing the default document format setting XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 2-9 GETTING STARTED SENDING AN INTERNET FAX.

.. GETTING STARTED SCANNING A DOCUMENT... Network Scanning will be available if your machine is connected to the network and the optional Network Scanning kit has been enabled and set up for use. Load the documents. 1 2 3 Select [Network Scanning]. NOTE: You may need to select [All Services] first. Select the template required.

Select the required features on the touch screen. Press Start. On completion access your job at your workstation. Scan Features include..

. Color options Adjusting the image output requirements Adjusting the resolution Scanning double sided originals Programming the size of the originals being scanned Changing the destination for the scanned image PAGE 2-10 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE E-mail will be available if your machine is connected to the network and the optional E-mail kit has been enabled and set up for use. 1 2 3 Load the documents. Select [E-mail]. NOTE: You may need to select [All Services] first.

Select [From], enter your e-mail details and select [Enter]. Select [To], enter the recipient e-mail details and select [Enter]. Select [Edit Subject], enter a subject and select [Save]. Select the required features on the touch screen. Press Start. Scan to E-mail Features include... Color options Setting up a Public or Internal Address Book Adjusting the resolution Scanning double sided originals Programming the size of the originals being scanned Image quality adjustment Document Format - TIFF, Multi-Page TIFF, PDF XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 2-11 GETTING STARTED SENDING AN E-MAIL..

. GETTING STARTED PRINTING FROM A PC... If the WorkCentre Pro is connected to a network, documents can be printed directly from your PC via the CentreWare print driver supplied. Select [Print] in your application. Select the WorkCentre Pro as your printer. 1 2 Select [Properties], make your selections and click [OK]. Click [OK] and then [Print]. Print Features include.

.. Color options Printing 1 or 2 sided Printing stapled sets if the machine has a Finisher Changing the printing resolution Adding a banner sheet Adding a front cover Adjusting the image quality Adding watermarks PAGE 2-12 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE Internet Services uses the embedded Web User Interface which enables communication between the HTTP server and the machine. This option is available when the WorkCentre Pro is connected to a network. 1 2 3 Open your Web Browser, then enter: http:// and the printer TCP/IP address.

Touch the Enter key on your workstation keyboard. Click on [Services]. Make your selections. Use the scroll bar on the right to move to the bottom of the page. Click on [Browse] and locate the file to be printed.

Click on [Submit Job]. Internet Services Features include... Creating, modifying and deleting scan templates if Network Scanning is available Promoting, deleting or releasing a job in the Print Queue Reviewing the status of the WorkCentre Pro NOTE: For more detailed information on using Internet Services please contact your System Administrator. XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 2-13 GETTING STARTED PRINTING WITH INTERNET SERVICES... GETTING STARTED LOGGING ON / LOGGING OFF..

. If the Internal Auditor or the optional Network Accounting has been enabled to track machine use, a valid User Number needs to be entered in order to access the machine functions. 1 To Log on when the Internal Auditor has been enabled, enter a valid User Number (Password). To Log on when Network Accounting has been enabled, enter a valid User ID and Account ID. 2 3 Select [Enter] and complete your job To Log out, press the Access button on the control panel, then select [Logout] on the touch screen. PAGE 2-14 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE 1 Access the Job Queue Press the Job Status button on the control panel. The All Incomplete Jobs queue will be displayed. Review the status of the job. Select [Other Queues] to access and review the other queues available. 2 3 Access the on-line Help Select [Help] at any time to access the on-line help screens.

Messages, screen instructions and animated graphics provide additional information. For additional Help If you need any additional help on using your CopyCentre color copier or WorkCentre Pro color copier/printer you can: Refer to the Training and Information CD (CD2), contained in the CopyCentre/WorkCentre Pro CD Pack delivered with your CopyCentre/ WorkCentre Pro.



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Contact your System and/or Machine Administrator. Visit our Customer Web Site at www.xerox.com.

or contact the Xerox Welcome and Support Center quoting the machine serial number. Press the Machine Status button on the control panel. Select [Machine Details] to display the machine serial number. NOTE: The serial number can also be found on a metal plate toward the rear of the machine in Area 1, in the back of the fuser module. XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 2-15 GETTING STARTED FURTHER ASSISTANCE.
.. GETTING STARTED PAGE 2-16 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE 3 COPY Copy... ..

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...3-2 Basic Copying... ..

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.....3-3 Color Options .
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...3-10 Image Adjustment... ..

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..3-15 Output Format... ..

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3-22 Job Assembly... ..

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3-28 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 3-1 COPY COPY... The Copy feature is standard on the CopyCentre/WorkCentre Pro. Access to the Copy features is gained using the Features button on the control panel. This chapter contains information about the options available within Copy. The tabs available for selecting the Copy features are: Copy Color Options Image Adjustment Output Format Job Assembly PAGE 3-2 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE The Copy tab is the default screen for the Features Pathway. Use the Copy tab to select the standard features for a copy job. Touch any of the top level buttons to select a feature. Multiple options can be selected for each copy job if required.

To view all the options for a feature, select More.... @@@@The Save button saves the selections made and returns to the previous screen. XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 3-3 COPY BASIC COPYING... COPY Output Output is used to select the finishing requirements for the job. The options will depend on the finishing output device available. Options: COLLATED Select Collated for output stacked in sets to match the sequence of the originals. UNCOLLATED Select Uncollated for output sorted into stacks of individual pages. The above output will be delivered in one of the following depending on the output tray: WITH OFFSET WITHOUT OFFSET Each copy set will be slightly offset to allow easy separation. The copy sets will not be offset. STAPLED Available if the CopyCentre/WorkCentre Pro is equipped with the Office Finisher, which offers a selection of single or double stapling options. Collated and uncollated stapled sets will be delivered offset to the finisher. Staples 2 - 50 sheets. The 50-sheet maximum applies to up to 24lb / 90 gsm paper. PUNCHED Available if the CopyCentre/WorkCentre Pro is equipped with the Advanced Office Finisher or the Professional Finisher (with Booklet Maker), which offer a selection of stapling and hole punching options.

FOLDED Available if the CopyCentre/WorkCentre Pro is equipped with the Professional Finisher (with Booklet Maker), which offers a selection of stapling, hole punching, folding, and booklet making options.

PAGE 3-4 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE Up to 50 double-sided copies, ranging in size from 8.5" x 5.5" to 11" x 17", can be made automatically from one or two-sided originals. Options: 1 1 SIDED Use this option for originals that are printed on 1 side only and single-sided copies are required. 1 2 SIDED Use this option for originals that are printed on 1 side only and double-sided copies are required. 1 2 SIDED, This option produces double-sided copies from single-sided originals and rotates ROTATE SIDE 2 every second side image. Use this option to create documents which can be read in a "head to toe" manner, for example a calendar. 2 2 SIDED Use this option for originals that are printed on 2 sides and double-sided copies are required. 2 2 SIDED, This option produces double-sided copies from double-sided originals and rotates ROTATE SIDE 2 every second side image.

The "read" orientation for this option varies depending on the input originals. For example, if "head to head" orientation originals are scanned, the output will be "head to toe". If "head to toe" orientation originals are scanned the output produced will be "head to head". 2 1 SIDED Use this option for originals that are printed on 2 sides and single-sided copies are required. XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 3-5 COPY 2-Sided COPY Reduce/Enlarge The Reduce / Enlarge option provides a variety of reduction and enlargement options.

Originals placed on the Document Glass or sent to the machine electronically can be reduced or enlarged between 25% to 400%. Originals fed through the Document Handler can be reduced or enlarged between 25% to 200%. The preset Reduce/Enlarge options that appear on the Copy tab can be set in Tools mode. Options: The following options appear after pressing the More..

. button on the Copy tab. NORMAL Use this option to proportionately reduce or enlarge the output image in both directions by the % selected. Normal options are as follows 100% Produces an image on the copies the same size as the image on the original. Proportionally reduces or enlarges the image on the copies based on the size of the original and the size of the selected output paper. Use this option to select the percentage of reduction or enlargement required using the keypad on the control panel. To use the keypad, select the box displaying the current reduce/enlarge percentage. The scroll buttons can also be used to adjust the reduce/ enlarge percentage, in 1% increments. AUTO % % SET 25 - 400 PRESET OPTIONS The most commonly used reduce/enlarge percentages have been provided as preset options. These preset options can be customized to meet individual needs.

PAGE 3-6 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE or enlargement of each dimension independently. Custom options are as follows: 100% AUTO % Produces an image on the copies the same size as the image on the original. Automatically fits the image of the original onto the paper selected. Enables you to customize the width(X) and height(Y) reduction or enlargement to suit your own requirements. A percentage can also be entered by touching the X or Y box and using the keypad. NOTE: Output will NOT be reduced or enlarged proportionally. X: Y: 25 - 400% XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 3-7 COPY CUSTOM Use this option to adjust the height (Y) and the width (X) dimensions for reduction COPY Paper Supply Use the Paper Supply options to select Auto Paper or a paper tray for the copy job. Transparencies can be fed from Tray 1 or the Bypass Tray. Options: All configurations of the CopyCentre/WorkCentre Pro include one standard Paper Tray (Tray 1).



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There are also three optional tray configurations available on the CopyCentre/WorkCentre Pro.

You can choose an additional 1-Tray with Stand Option, an additional 3-Tray Option, or an additional High Capacity Feeder Option. Tray 1 plus 1-Tray with Stand Option AUTO With this option selected the machine chooses the correct paper for the copy job based on the size of the originals being scanned. TRAYS 1 & 2 Use this option to select the paper loaded in Trays 1 and 2. Trays 1 and 2 each hold 520 sheets of 20 lb. paper.

Sizes range from 5.5" x 8.5" to 11" x 17". BYPASS TRAY Use this option when feeding individual types of stock, for example letterhead or labels for one-off jobs. The Bypass Tray holds 100 sheets of 20 lb.

paper. Sizes range up to 12" x 19". PAGE 3-8 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE AUTO

With this option selected the machine chooses the correct paper for the copy job based on the size of the originals being scanned. TRAYS 1 TO 4 Use this option to select the paper loaded in Trays 1 to 4. In this configuration, Trays 1 to 4 each hold 520 sheets of 20 lb. paper. Sizes range from 5.5" x 8.5" to 11" x 17". BYPASS TRAY Use this option when feeding individual types of stock, for example letterhead or labels for one-off jobs.

The Bypass Tray holds 100 sheets of 20 lb. paper. Sizes range from 4.25" x 5.5" SEF to 12" x 19"SEF. Tray 1 plus High Capacity Feeder Option AUTO With this option selected the machine chooses the correct paper for the copy job based on the size of the originals being scanned. TRAYS 1 & 2 Use these options to select the paper loaded in Trays 1 and 2. Tray 1 and 2 each hold 520 sheets of 20 lb. paper. Sizes range from 5.

5" x 8.5" to 11" x 17". TRAYS 3 & 4 Use these options to select the paper loaded in Trays 3 and 4. In this configuration, Tray 3 can hold 867 sheets of 20 lb. paper, and tray 4 holds 1133 sheets of 20 lb.

paper, for a total of 2000 sheets. 8.5" x 11" LEF size paper can be loaded. BYPASS TRAY Use this option when feeding individual types of stock, for example letterhead or labels for one-off jobs. The Bypass Tray holds 100 sheets of 20 lb.

paper. Sizes range from 4.25" x 5.5" SEF to 12" x 19"SEF. XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE

GUIDE PAGE 3-9 COPY Tray 1 plus 3-Tray Option COPY COLOR OPTIONS ... The Color Options tab is used to select different color features for the finished output. Touch any of the top level buttons to select a feature. To view all the options for a feature, select the feature required.

Multiple options can be selected for each copy job if required. @@A green light indicates that this feature has been modified from its initial default settings.

@@@The Save button saves the selections made and returns to the previous screen. PAGE 3-10 XEROX COPYCENTRE/WORKCENTRE PRO

C2128/C2636/C3545 QUICK REFERENCE GUIDE When you touch More... on the Color Options tab, you will access the Output Color screen. Use the Output Color options to select the desired color settings for your copies. Options: AUTO DETECT This option enables the copier to determine if the

document is black and white or color. If the document is black and white, the Black & White option is selected automatically.

If the document is color, the Color option is selected automatically. COLOR This option enables the copier to make copies using all four toner colors: Yellow,

Magenta, Cyan, and Black. BLACK & WHITE This option should be selected when the desired output is a black and white copy. When Black & White is selected only Black toner is used. SINGLE COLOR This option enables the machine to make copies using only one color.

You can choose between Red, Green, Blue, Cyan, Magenta, or Yellow. XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK

REFERENCE GUIDE PAGE 3-11 COPY Output Color COPY Preset Color Options Use this feature to change color settings to produce various

predetermined effects. Options: NORMAL This option makes no changes to the image quality and produces copies with the same quality and density of the original. LIVELY This option uses the highest color saturation to produce rich, vivid output colors. BRIGHT This option produces a sharp, clear image on the copy.

WARM This option produces a soft image on the copy by transforming low density colors into light and reddish colors. COOL This option produces a strong, clear blue tone on the copy. PAGE 3-12 XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE Use this feature

to adjust the balance between colors and the overall amount of color on the output using the up and down scroll buttons for each color. Sharpness/Saturation

Use this feature to adjust the amount of definition and overall richness of color on the copy. Options: SHARPNESS This option allows you to adjust the amount of edge definition using the up and down scroll buttons. SATURATION This option allows you to adjust the overall richness of color using the up and

down scroll buttons. XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE PAGE 3-13 COPY Color Balance COPY Color Shift Use this feature to shift all of the copy colors toward the adjacent hue using the up and down scroll buttons. If you scroll toward Warm, the

red colors shift toward the yellow hue, the green colors shift toward the cyan hue, and the blue colors shift toward the magenta hue. If you scroll toward Cool, the red colors shift toward the magenta hue, the blue colors shift toward the cyan hue, and the green colors shift toward the yellow hue. PAGE 3-14 XEROX

COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE The Image Adjustment tab provides copy features used for

adjusting the appearance of the copy output.

Touch any of the top level buttons to select a feature. To view all the options for a feature, select the feature required. Multiple options can be selected for each copy job if required. @@A green light indicates that this feature has been modified from its initial default settings. @@@@The Save button saves

the selections made and returns to the previous screen. XEROX COPYCENTRE/WORKCENTRE PRO C2128/C2636/C3545 QUICK REFERENCE GUIDE

PAGE 3-15 COPY IMAGE ADJUSTMENT... COPY Image Quality Use this feature to enhance the quality of your output. Options: LIGHTEN / DARKEN

Adjusts the lightness or darkness of the output.

To darken the output, select the down scroll button. To lighten the output, select the up scroll button. BACKGROUND Prevents undesired marks or images that are printed on the back of an original from SUPPRESSION appearing on the output copies. CONTRAST This option controls the differences between the

image densities within the copy. Select a lower setting to improve the copy quality of pictures.



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