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You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE XD102. You'll find the answers to all your questions on the XEROX WORKCENTRE XD102 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 XD102
User guide XEROX WORKCENTRE XD102
Operating instructions XEROX WORKCENTRE XD102
Instructions for use XEROX WORKCENTRE XD102
Instruction manual XEROX WORKCENTRE XD102

WorkCentre XD Series
XD100/102/103f/104/105f/
120f/124f/155df

701P99815
2/99



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Manual abstract:

Increase the separation between the equipment and the receiver. · Connect the equipment into an outlet on a different circuit than the receiver. · Consult the dealer or an experienced radio/TV technician for help. Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the authority granted by the FCC to operate this equipment. © All rights reserved. © is a licensee of all the trademarks. © ENERGY STAR is a U.S. registered mark. Information To get answers for any other questions you might have regarding your WorkCentre, to register your warranty by phone, or for assistance with the installation of your WorkCentre you may call: 1 800 TEAM XRX (1 800 832 6979) Supplies To order supplies for your WorkCentre, call or visit your local retailer or visit their Web site.

If your store does not stock these items, you may call the following number. In the United States and Canada: Xerox SupplyNet toll free at: 1 800 822 2200 Toner Cartridge: 6R914 Drum Cartridge: 13R551 Service A Customer Service Support Representative will assist you in keeping your WorkCentre operational and, if required, will arrange for service. Call our experts at: 1 800 TEAM XRX (1 800 832 6979) The following information will be needed when you call Xerox: Machine Type: XD _____ Machine serial number: _____ and the (Product Code) _____ (Serial number) The serial number is located on the back cover of the WorkCentre, to the left of the power cord. XEROX Product code Serial Number PRODUCT CODE : RATING : 120 MANUFACTURED : 1998 APRIL 000000 V8Y V-60 hz A W SSK Xerox Corporation Rochester, New York Manufactured in Japan Visit the Xerox Web site at: <http://www.teamxrx.com>

Information How to obtain a French User Guide Au Canada et aux États-Unis, pour obtenir la version française du présent guide d'utilisation, veuillez composer: 1 800 TEAM XRX (1 800 832 6979) À l'extérieur des États-Unis et du Canada, veuillez communiquer avec votre représentant Xerox. It's Illegal In the USA It is against US law to copy copyrighted material without permission of the copyright owner unless the copying falls within the "Fair Use" or library reproduction rights of the copyright law. Further information on these U.S.

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If your store does not stock these items, you may call: Xerox SupplyNet toll free at: 1 800 822 2200 Toner Cartridge 6R914 Drum Cartridge 13R551 iv Safety Notes Your WorkCentre and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination and approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the WorkCentre and refer to them as needed to ensure the continued safe operation of your WorkCentre. Follow all warnings and instructions marked on or supplied with the product. = Heated Surface, ! Symbology: = High Voltage, = Warning = Laser Caution use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure. Unplug this WorkCentre from the wall outlet before cleaning. Always use materials specifically designated for this WorkCentre. Use of other materials may result in poor performance and could create a hazardous situation. Do not use aerosol cleaners.



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Follow the instructions in this User Guide for proper cleaning methods.

Never use supplies or cleaning materials for purposes other than what they were intended. Keep all supplies and materials out of reach of children. Do not use this WorkCentre near water, wet locations, or outdoors. Do not place this WorkCentre on an unstable cart, stand, or table. The WorkCentre may fall, causing personal injury or serious damage to the WorkCentre.

This product is equipped with a 3-wire grounding type plug (e.g., a plug having a third grounding pin). This plug will fit only into a grounding-type 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 a grounding adapter plug to connect the WorkCentre to a power source receptacle that lacks a ground or Release latch Alternate paper tray XD104/ 105f/ 124f/ 155df only Paper tray bypass paper guides Document glass Exit tray Serial number Power connection Parallel port Power switch Lift area 5 Installation As you unpack the WorkCentre, familiarize yourself with its contents. After the WorkCentre is installed, and the Ready Indicator is lit, the WorkCentre is ready to make copies. **IMPORTANT:** Save the carton and packing materials. They should be used to repack the WorkCentre if it has to be shipped for servicing or in case you move. Power cord IEEE-1284 Parallel Cable * Packing material User documentation/ Installs with a colored background or mixed text and graphics. Text for originals that contain mainly text. Photo for copying photographs. Toner Save decreases the overall copy density. 4.

Copy Contrast: Press the contrast keys to lighten or darken copies while in the Text, Photo, or Toner Save settings. Refer to the Image Quality section for detailed information. 5. Preset Reduction/Enlargement: Press this key to select any of the preset reductions or enlargements. The (customer settable) percentage has been set at the factory for 50%. Refer to Customizing Your WorkCentre for information about changing this percentage. 6. Percentage Indicator: The indicator will light when any reduction or enlargement setting is selected. 10 Control Panel 7. Variable Percentage: Press the down key to decrease the percentage.

Press the up key to increase the percentage. Any percentage from 50% to 200% may be selected. 8. %: Press this key to display the reduction/enlargement percentage selected. 9.

Display Window: Copy quantity, reduction/enlargement settings, and status codes appear in this area. 10. Quantity Keys: Select up to 100 copies. Press the 1 key to increase the quantity by one. Press the 10 key to increase the quantity by 10.

To display the number of copies requested during the copy run press the 10 key. Press the Clear key to clear the selected quantity. 11. WorkCentre Diagram: Helps you locate areas that require your attention. The indicators will flash in the area requiring attention. For additional information refer to the Problem Solving section. 12. Paper Supply Selection (XD104/ 105f/ 120f/ 124f/ 155df only): Press to change the selected paper supply. The selected paper supply location will be indicated by a green light on the WorkCentre diagram. 13.

SPF/ADF Misfeed Indicator: This indicator will light when a misfeed occurs in the SPF or the ADF. 14. On-line/Off-line Key: Press this button to alternate between On-line and Off-line status. When the light is lit, the printer is On-line. 15. Ready Indicator: When the light is ON (not flashing), the WorkCentre is ready to make copies. When the light is flashing after the Start key is pressed, the WorkCentre is warming up and the copy cycle will begin automatically. 16. Start: Press this key to begin copying. The display will change to 1 and increases by 1 as each copy is made.

17. Clear/Stop: Press this key to stop the WorkCentre while making copies or to clear copy quantity. If the key is pressed twice quickly, all programming will be cleared. 11 Power Reduction / Auto Clear Power Reduction Modes automatically reduce power consumed by the WorkCentre when the WorkCentre has not been used for a set period of time. There are two modes of power reduction; Power Save, and Power Shut-off.

Power Save Mode The Ready Indicator will flash and the other indicators will remain on. To copy from the Power Save mode select the desired features and press Start. The copies will be made automatically. Power Shut-Off Mode When the WorkCentre enters the power shut-off mode the Ready Indicator will flash and the other indicators will turn off. To copy from the power shut-off mode, press the Start button, then, select the desired features and press Start again.

The copies will be made automatically. Auto Clear This WorkCentre is enabled at the factory to return to the Normal Copy Mode approximately one minute after a job is completed. Unless otherwise programmed, the Normal copy Mode settings are as follows: Copy Quality Auto Copy Lighter/Darker Normal Priority Tray Tray 1 Priority Magnification 100% Quantity Selected 1 Note: Time periods for the Power Shut-Off, Power Save, and Auto Clear modes can be modified to meet your specific copying needs. Refer to Customizing Your WorkCentre section of this User Guide for information about changing these settings. Auto Copy Function This function provides the ability to program a copy job while the copier is warming up, or to pause a print job to enable copying. 1. Program the copy job. 2. Press Start. The current page will be completed if printing is in process.

3. When the copy job is completed, press the On-line/Off-line button to immediately return to the print job. 12 Paper Specifications Paper Storage Note: Paper affected by humidity, and curled paper can cause jams and copy quality problems. For reliable copier operation and good copy quality, Xerox recommends that paper be stored: on a flat surface. in a closed container. in a low humidity area. tightly wrapped, if the ream is partially used. The Specifications Chart below provides information about the types of paper that can be used at each of the paper input areas. Paper Input Paper Sizes Paper Weights Optimum Range Paper Capacities Copy, letterhead, and predrilled XD100 XD102/XD103f XD104/XD105f XD120f XD124/ 155df Labels, Envelopes, and Transparencies * 20 lb / 80 gsm 15 24 lb / 56 90 gsm 20 lb / 80 gsm 250 sheets 200 sheets 250 sheets 2x250 sheets 2x250 sheets No 20 lb / 80 gsm 14 34 lb / 52 130 gsm 20 lb / 80 gsm single sheet single sheet multi-sheet single sheet multi-sheet Yes (1 at a time) Paper Tray 1 and 2 5.5x8.5" to 8.5x14" / A5 to 216x356mm Alternate Paper Tray/ Paper Tray Bypass 3.5x5.5" to 8.5x14" / A6 to 216x356mm * Use labels, envelopes, and transparencies specifically designed for copiers and laser printers (high temperatures).



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13 Loading Paper will flash in the copy quantity display and the green indicator in the copier diagram will flash when: · a paper tray is empty. · paper misfeeds: paper has not fed all the way into the copier. · a paper tray is not closed properly. If the paper has misfed, open the paper tray indicated by the flashing green light on the copier diagram and remove the misfed paper. · Do not reuse the misfed paper. · Ensure that the paper is under the corner snubbers. · Close the paper tray. · If copying, press the Start key to make the remaining copies. · If printing, the job will automatically resume when paper is added. 1. Lift and pull open the paper tray. 2. Push down on the pressure plate until it locks in position. Note: The procedures for loading paper into tray 1 and tray 2 are identical. 3.

Adjust the paper guides to the desired paper size. · Squeeze the side guide. · Lift and insert the rear guide. · When adding paper larger than 8.5×11/A4, remove the rear guide and store it in the pocket in front of the side guide. 14 Loading Paper 4. Fan the paper and insert it into the tray. · Ensure that the paper corners are under the corner snubbers. Do not fill above the max fill line. 5. Close the paper tray. 6. If copying, press Start to continue. If printing, the job will automatically resume. · To cancel the flashing P without restarting copying, press the Clear button.

Flashing When the Alternate Paper Tray runs out of paper, or the paper misfeeds, the P will flash in the display and the green indicator in the copier diagram will flash. Alternate Paper Tray (XD104/ 105f/ 124f/ 155df only) 1. Add paper if the Alternate Paper Tray is empty. 2. If paper has misfed, remove it by carefully pulling the edge of the paper in the direction of the arrow.

3. If copying, press the Start key to continue. If printing, press the On-line/Off-line key to continue. 15 Making Copies on the Document Glass 200%Max 129% 86% 78% Auto 100% Wo r k C e n t r e C 5% 20 0 0% DOCUMENT 10 1 1. Ensure that the WorkCentre is Off-line. · The light between the two icons will be off. 2. Select the desired copy features from the control panel. 3. Select the number of copies.

· Press the 10 to increase the quantity by 10. Press the 1 key to increase the quantity by 1. To clear the selected quantity, press the Clear key. · 4. Lift the Document Cover. 5. 6. Close the Document Cover. Note: Leaving the cover open while copying will affect copy quality and toner consumption. 7. Press Start to begin copying. · The number in the display window returns to 1 and advances as each copy is made. 16 Making Copies on the Single Pass Feeder 105f/ 120f/ 124f) (XD103f/ Use the Single Pass Feeder(SPF) to make one collated copy of originals. The SPF holds up to 30 originals (20 lb/80 gsm) in one job. Ensure originals are in good condition, and that all staples and paper clips have been removed.

Use the document glass to make copies from transparencies, facsimile paper, or originals having other unusual characteristics. For reliable copying operation, use originals within the following ranges: Paper weight range: 16 to 24 lb/60 to 90 gsm Paper size range: 5.5×8.5"/A5, 8.5×11"/A4 and 8.5×14"/216×353 mm The SPF comes from the factory with the Auto Start feature enabled. Refer to Customizing Your Copier section of this User Guide for information about changing this setting. 200%Max 129% 86% 78% Auto 100% Wo r k C e n t r e C 5% 20 0 0% DOCUMENT 10 1 1. Select the required paper tray. 2. Select the desired copy features from the control panel. · The maximum copy quantity is 1. Reinsert the originals into the SPF for each set required. 3. Adjust the paper guide to the original size.

Note: Writing that is very close to the leading or trailing edge of the original may not copy. Turning the original around in the SPF may help. 4. Insert up to 30 originals face up into the SPF until the green SPF light on the copier diagram comes on. 17 Making Copies on the Automatic Document Feeder (XD155df) The Automatic Document Feeder (ADF) allows you to automatically make single sided or two-sided copies. The ADF holds up to 30 originals (20 lb/80 gsm). Ensure originals are in good condition, and that all staples and paper clips have been removed. Use the document glass to make copies from transparencies, facsimile paper, or originals having other unusual characteristics. For reliable copying operation, use originals within the following ranges: Paper weight range: 16 to 24 lb/60 to 90 gsm Paper size range: 5.5×8.

5"/A5 (Short Edge feed only) 8.5×11"/A4 and 8.5×14"/216×353 mm The ADF comes from the factory with the Auto Start feature disabled. Refer to Customizing Your WorkCentre section of this User Guide for information about changing this setting. Note: Automatic two-sided copying is available only in the copying mode, not the print mode.

The available copy options are: Icon (2 1) (2 2) (1 2) (1 1) Original Two-sided Two-sided Single sided Single sided Copy Single sided Two-sided Two-sided Single sided Max Quantity 100 sets 1 set 1 set 100 sets Single sided original to single sided copies (1 1) This mode will create single sided copies from your originals. 1. Place the originals face up in the ADF. 2. Select the icon (1 to 1) and any additional features and the desired quantity. 3. Press Start to begin copying. The WorkCentre will produce the requested number of uncollated (1,1,1...2,2,2...3,3,3..

.) single sided sets. 18 Making Copies on the Automatic Document Feeder (XD155df) Single sided originals to two-sided copies (1 2) This mode will create two-sided copies from your single sided originals. 1. Place the originals face up in the ADF. 2. Select the icon (1 to 2) and any additional features. · The maximum copy quantity is 1. Reinsert the originals into the ADF for each set required. 3.

Press Start to begin copying. The WorkCentre will produce one set of two-sided copies. Two-sided originals to two-sided copies (2 2) This mode will create two-sided copies from your two-sided originals. 1. Place the originals face up in the ADF.

2. Select the icon (2 to 2) and any additional features. · The maximum copy quantity is 1. Reinsert the originals into the ADF for each set required. 3. Press Start to begin copying. The WorkCentre will produce one set of two-sided copies. Two-sided originals to single sided copies (2 1) This mode will create single sided copies from your two-sided originals. 1. Place the originals face up in the ADF. icon (2 to 1) and any additional features 2. Select the and the desired quantity. 3. Press Start to begin copying. The WorkCentre will produce the number of uncollated single sided sets that you requested.

19 Manual Two-Sided Copying XD155df only) Important Tip: The WorkCentre has been configured to copy onto 8.



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5x11/A4 paper. When copying onto any other paper size the image may not be placed properly. The default paper size for both paper trays is 8.5x11/A4. You may want to change the default setting for one or both of the trays if you find the factory settings do not meet your needs. Refer to Customizing Your WorkCentre for information about changing the default paper size. 1. @@Lower the document cover. @@2.

Select the desired 1-Sided/2-Sided mode. 3. Select the quantity. 4. Press Start to make side 1 copies.

xoreX 1 After scanning side 1, the light next to the selected mode will flash to let you know that the WorkCentre is ready to scan side two. 5. Remove the side 1 original and place the side 2 original face down on the Document Glass with the TOP toward the LEFT. Lower the document cover. 6.

Press Start. 20 xoreX 2 Image Quality The image quality features described on this page can be used to improve copies of documents printed on colored paper, photographs, or are of poor quality. Toner Save Photo Text Auto Auto Auto: Use Auto when copying from originals with a colored background or mixed text and graphics. Note: When Auto is selected, the copier automatically varies the contrast of your copies. Lighter/Darker settings are not available.

Text: Use Text to copy documents containing mostly text. Photo: Use Photo when the originals are photographs. Toner Save: Toner Save mode lowers overall copy density on each page. This feature can be used when making draft copies. Copy Contrast You can vary the copy contrast of your copies in small increments when Text, Photo, or Toner Save settings are selected.

Note: When Auto is selected the copy contrast settings are not available. Press the copy contrast key to lighten or darken copies while in the Text, Photo, or Toner Save settings. There are 5 contrast settings represented by 3 indicator lights. The indicators light up one or two at a time to represent the selected setting. @@Darkest, normal and lightest settings are depicted by one indicator. @@@@You may select any percentage from 50 200%. Press the % key to display the current percentage. @@@@1. Lift the document cover straight up. Note: Do not leave the cover off for extended periods of time.

2. @@The maximum book size is 10x14" / B4. 1. @@@@Stock is fed one sheet at a time into the Paper Tray Bypass. The minimum copy size is 3.5x5.5" / A6. The maximum copy paper size is 8.5x14" / 216x356mm. @@Letterhead paper: face down with the top toward the left.

Envelopes: flap side up and toward the rear. Labels: face down. Transparencies: removable stripe face up and toward the rear. @1. @@@2. Adjust the bypass guide to the width of the copy paper. 3. @@@@Letterhead paper: face down with the top toward the left. Envelopes: flap side up and toward the rear, one at a time. Labels: face down, one at a time.

@@@1. @2. @3. Unfold the paper support extension as shown. 4. Adjust the guides to the width of the copy paper. 5. @@ 50 sheets max. @6. Press the Paper Supply button to select the alternate paper tray.

7. Select other required features. 8. Press the Start button. 25 Two-Sided Copying (for all models except the 155df) 1.

@@Lower the document cover. @@2. Select quantity required. 3. Press Start to make side 1 copies.

4. @@XD100/ 102/ 103f/ 120f 5. @@@@XD104/ 105f/ 124f 5. Remove the Side 1 copies from the output tray and insert the copies face up, TOP toward the RIGHT, into the alternate paper tray. 6. Select the alternate paper tray. 7. Press Start. xoreX xoreX 1 1 Xerox xoreX 1 2 26 Envelopes Various types and sizes of envelopes can be printed/copied on the WorkCentre XD using the bypass tray or alternate paper tray. Selecting Envelopes The construction of envelopes is critical to printing performance and varies widely.

Use high-quality envelopes that are thin and sharply creased. Test a few envelopes before you purchase large quantities. Sizes: Minimum: 3 x 5" / 76 x 127mm Maximum 8.5 x 14" / 216 x 356mm Hints: Try to avoid printing over the area where the envelope's three back flaps meet. Printing/Copying on an envelope: 1. Load one envelope at a time into the paper tray bypass or alternate paper tray. · Make sure that the leading edge of the envelope is straight and firmly creased. For the best print quality, position margins no closer than .5" / 13mm from the edges of the envelope. 2.

Slide the envelope into the bypass, flap side up and toward the rear. Caution: The types of envelopes described below can severely damage your machine. · · · Never use envelopes with clasps, snaps, windows, coated linings, exposed self-stick adhesives, or other synthetic materials. Never use envelopes with glues, inks, and adhesives that could discolor, scorch, or melt when heat is applied. Never try to print on both sides of an envelope.

Jamming and damage can result. Envelope Storage: Proper storage of envelopes helps ensure successful feeding and printing. · Envelopes should be protected from moisture. Excessive moisture can cause wrinkles and sealed flaps. · Envelopes should be stored flat.

Air can become entrapped during printing and cause creases to form. Flat storage helps prevent air entrapment. 27 Customizing Your WorkCentre Programmable Features The default settings for various machine features may be changed to suit your individual needs. All of these features remain set until this process is repeated. Each of the programmable features, along with its program number and options are contained in the chart below. The procedure to change the default settings follows the chart. Note: The procedures written in this manual are based on the factory default settings. Feature Program Number Option Number * Factory Setting Priority Tray: This feature allows you to set the default paper tray. At power on or auto clear, the copier will return to the selected priority paper tray. (Model XD104/ 105f/ 120f/ 124f/ 155df only).

0 0 Main paper tray * 1 Alternate paper tray 2 - Second paper tray 0 Off 1 30 seconds 2 60 seconds * 3 90 seconds 4 120 seconds 0 Off 1 45 seconds 2 90 seconds * 3 2 minutes 4 5 minutes 0 2 minutes 1 5 minutes * 2 15 minutes 3 30 minutes 4 60 minutes 5 120 minutes 6 Off 0 100% * 1 99% 2 101% Auto Clear Time Out: This feature allows you to select the time it takes for the copier to return to the normal copy mode after a copy cycle is complete. Time Out to Power Save: When enabled, this feature automatically reduces power used by the copier if the copier has not been used for the set period of time. Time Out to Power Shut-Off: When enabled, this feature significantly reduces power used by the copier if the copier has not been used for the set period of time. 1 2 3 Default Magnification: This feature allows you to make copies slightly larger or smaller than the original, or the same size.



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28 4 Feature Program Number Option Number * Factory Setting Default Image Quality: This feature allows you to select the default Image Quality mode. Auto Contrast Adjustment: The copy contrast range may be adjusted when the copy image is consistently too light or too dark in the Auto Image Quality mode. Paper Trail Edge Deletion: The trail edge deletion can be turned Off to accommodate originals that have print to the very bottom edge. When Off, another 4 mm will copy, however the image quality may deteriorate as it gets closer to the bottom edge. When this feature is On each time the paper tray is opened edge deletion is disabled for the first copy. Edge deletion is enabled for the following copies.

Paper Tray Bypass Auto Start: When enabled, the copier will begin to copy as soon as paper is fed into the paper tray bypass. (Models XD100/ 102/ 103f/ 120f only.) 5 6 7 0 Auto Exposure * 1 Text 2 Photo 0 Lightest 1 Lighter 2 Normal * 3 Darker 4 Darkest 0 On * 1 Off 8 0 On * 1 Off Single Pass Feeder

Auto Start: When enabled, the SPF will begin to copy as soon as paper is placed in the SPF. (Models XD103f/ 105f/ 120f/ 124f only.) 9 0 On * 1 Off

Automatic Document Feeder Auto Start: When enabled, the ADF will begin to copy as soon as paper is placed in the ADF.

(Models XD155df only.) 9 0 On 1 Off* Reduction/Enlargement Preset: This feature allows you to set a specific preset reduction or key. @@@@ Follow the instructions below. Note: The WorkCentre must be off-line and in the Ready mode. 1.

Select the Toner Saver mode. 2. @@@@ @@@@ 4. Press Start. @@@@ Press the 1 key until the option number you want is displayed. 6. Press Start to store the selection. 10 1 7. Press the Clear key to continue making other changes. @@@@ 1.

Select the Toner Saver mode. 2. · · The light next to Auto mode will light. @@@@ Press the 10 key until the number 10 is displayed. 4. Press Start. 10 1 · The current reduction/enlargement setting will flash. Wo rk Ce n tre 50% 200% DOCUMENT 5. Press the variable percentage keys until the desired percentage is displayed. 6.

Press Start to store the selection. 10 1 7. Press the Clear key to continue making other changes. Press the Image Quality key to return to the copy mode. 33 WorkCentre Care Cleaning the Document Glass and Cover Keeping the document glass clean helps ensure the best possible copies.

Xerox suggests that you clean the document glass at the start of each day and during the day as needed. CAUTION: Do not pour or spray water directly onto any part of the copier. 1. Slightly dampen a soft lint-free cloth or paper towel with water. 2.

Wipe the surface of the document glass until it is clean and dry. 3. Wipe the underside of the white document cover until it is clean and dry. 4. Close the document cover. Cleaning the Corotron Wire If copies start getting streaks or blotches, the corotron wire may be dirty. Note: Ensure that the alternate paper tray is lowered (XD104/ 105f/ 124f/ 155df only). 1. Press the release latch to open the side cover. 2.

Remove the green corotron wire cleaner from inside the copier (near the front corner of the machine). 3. Insert the corotron cleaner into the corotron wire unit. 4. Wipe the corotron wire with the corotron cleaning tool as shown. 5. Replace the cleaner and close the side cover. 34 Single Pass Feeder

Misfeed/Automatic Document Feeder When a misfeed occurs in the feeder, the red SPF/ADF misfeed indicator flashes on the Copier Diagram, and an A1 or A2 status code will flash in the display window. The status code indicates the number of originals that must be returned to the feeder after clearing the misfeed. A1 status code- refeed the last original.

A2 status code- refeed the last 2 originals. This code will disappear when copying is resumed or the clear key is pressed. Details for clearing the three types of feeder misfeeds are given below. Input Misfeed 1. Open the feeding roller cover and pull the original gently to the left and out of the document feeder tray.

2. Close the feeding roller cover. 3. Open and close the document cover to clear the misfeed indicator. 4.

Press Start to continue copying. Exit Misfeed 1. Open the document cover and turn the roller knob to remove the misfed original from the exit area. If paper cannot be easily removed, skip to the Roller Misfeed. 2. Close the document cover. 3. Press Start to continue copying. Roller Misfeed 1. Open the document cover and turn the roller knob to remove the misfed original from the document feeder tray or the exit area.

If the original is difficult to remove, gently remove it from under the feeding roller. 2. Close the document cover. 3. Press Start to continue copying. 35 E2 Clearing the Paper Path When a paper misfeed occurs the red misfeed indicator flashes on the copier diagram, and an E2 status code will flash in the display window. Paper misfeeds may occur in the areas shown below. Follow the steps below to locate and clear the misfeed. Fuser Area Exit Area Paper Feed Area Paper Feed Area Note: Ensure that the alternate paper tray is lowered (XD104/ 105f/ 124f/ 155df only). 1.

Press the release lever to open the side cover. Caution: Do not touch the shiny drum cartridge surface. Scratches or smudges will result in poor copy quality. Do not remove paper through the bypass. Unfused toner may adhere in the area, resulting in smudged copies.

2. Carefully remove the misfed paper in the direction shown. Steps 3 5 for XD120f/ XD124f only 3. Lower the right side tray 2 access door. 4.

Remove the misfed paper. 5. Close the access door. If paper cannot be removed, skip to the Fuser Area. 6. Close the side cover. 36 E2 Clearing the Paper Path (continued) Fuser Area Warning: The fuser area is hot. Take care when removing paper from the fuser area. Note: Ensure that the alternate paper tray is lowered (XD104 105f/ 124f/ 155df only). 1.

Press the release lever to open the side cover. 2. Pull down on the fuser lever. · This will release pressure on the paper. paper is not seen in this area skip to the Exit Area. Caution: Do not pull paper up through the fusing unit. Unfused toner may adhere in the area, resulting in smudged copies. 3. Remove the sheet of paper, in the direction shown. 4.

Push up on the fuser lever. 5. Close the side cover. 37 E2 Clearing the Paper Path (continued) Exit Area Note: Ensure that the alternate paper tray is lowered (XD104/ 105f/ 124f/ 155df only). 1.

Press the release lever to open the side cover. 2 1 2. Press the front cover release buttons to open the front cover. 3. Pull down on the fuser lever. · This will release pressure on the paper. 4. Turn the knob in the direction of the arrow to move the paper to the exit area. 5. Gently pull the paper out through the exit area. 6. Push up on the fuser lever. 7. Close the front cover and side cover. 38 Toner Cartridge Replacement The toner indicator on the copier diagram will light when the toner supply is low.



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Approximately 10 more copies can be made, but you should have a replacement cartridge in stock. When the J1 status code is displayed, the machine will stop operating until the toner cartridge is replaced. Note: Ensure that the alternate paper tray is lowered (XD104/ 105f/ 124f/ 155df only). 1. Press the release lever to open the side cover. 2 1 2. Press the front cover release buttons to open the front cover. 3. Press down on the green lever on the front of the old toner cartridge and pull the cartridge out. Note: Help the environment by recycling your used toner cartridge.

Refer to the recycling brochure packed with the Toner Cartridge for details. 4. Shake the new toner cartridge horizontally four or five times and then remove the cover. · Save the box and the cover for shipping. 1 2 1 2 3 5. Slide the new toner cartridge in until it locks in place. 6. Close the front cover and the side cover. · Wait for the ready indicator to light. 39 J2 Drum Cartridge Replacement The useful life of the drum cartridge is approximately 18,000 copies.

The drum cartridge indicator on the machine diagram lights when the drum is near the end of life. @@When the J2 Status Code is displayed, the machine will stop operating until the drum cartridge is replaced. Note: Ensure that the alternate paper tray is lowered (XD104/ 105f/ 124f/ 155df only). 1. Press the release lever to open the side cover (A). 2. Press the front cover release buttons to open the front cover (B). 3. Press the green button (C) on the front of the toner cartridge and pull out the cartridge. Note: The toner cartridge must be removed before removing the drum cartridge.

4. Pull out the drum cartridge. Note: Help the environment by recycling your used drum cartridge. Refer to the recycling brochure packed with the drum cartridge for details. C B A 5. Remove the cover from the new drum cartridge. CAUTION: Do not touch the shiny surface of the drum. 6. Slide the new drum cartridge in place, making sure not to touch the surface of the drum. 7.

Reinstall the toner cartridge. 8. Close the front cover and the side cover. 40 Counter access Total copies/prints remaining on the drum cartridge This counter displays the total number of copies/prints remaining on the drum in the machine. The count can be used to determine when to reorder a new drum cartridge. The count will be displayed in the display window as a sequence of 23 digit values. Example 1: 10,145 copies/prints will be displayed as 010 followed by 145 Example 2: 361 copies/prints will be displayed as 000 followed by 361 1. Select the Toner Saver mode. 2. @@· The light next to Auto mode will light.

· The lights within the WorkCentre Diagram will flash. C 3. Press and hold the Clear key for 5 seconds. · The count will continually be displayed until the Clear key is released. There will be a slight pause at the end, before displaying the count again. 4. Press the Image Quality key to return to the copy mode. 41 Printer Driver Software Installation The printer driver software is the program which runs the printer. It converts the data in the file you want to print into information that the printer can understand. It also controls communication between the printer and computer as the data is printed.

You will need the following PC hardware and software in order to use the printer driver: WorkCentre XD Series Computer type Operating system CPU RAM IEEE-1284 parallel cable IBM PC/AT or Compatible Computer Windows 3.1x, Windows 95/98, Windows NT 4.0 486DX 66 MHz or better 8 MB or more To ensure reliability use the IEEE-1284 compliant parallel cable that is supplied with the machine. Only cables labeled "IEEE-1284" can be used with your WorkCentre. Note: If you are using some of the computer's memory as a RAM drive, the printer driver may not be able to allocate the correct amount of memory. In such a case, reduce the size of the RAM disk, or do not use a RAM disk. If your PC does not have a CD-ROM Drive: If you have access to a computer with a CD-ROM drive and a floppy disk drive, the WorkCentre XD CD-ROM has a program to create a set of installation diskettes. There are several options available to you. Refer to the order sheet that is packaged with the WorkCentre XD. This sheet explains how you can: · order floppy diskettes from Xerox.

· download the necessary software from the WEB. Note: Refer to Creating WorkCentre XD Floppy Disk Installation Diskettes section in this User Guide for instructions on making your own floppy diskettes. Installation Notes: The Printer Driver Installation software cannot be installed using the Control Panel/Printers for Win 3.1x or the Add Printer Wizard for Win 95/98/NT4.0.

Please use one of the following methods depending on your operating system. 42 Printer Driver Software Installation 1. Ensure that the computer and the WorkCentre are turned off. 2. Plug the IEEE-1284 cable into the parallel port on the WorkCentre. 3. Plug the other end of the IEEE-1284 cable into the computer. 4. Ensure that the power cord is plugged into the WorkCentre and then into a grounded outlet. · Do not attach your WorkCentre to a pass-through port of another TM device (scanner, CD-ROM drive, tape drive, Zip drive or external disk). 5. Turn on the PC. Note: Close all applications before installing the printer driver. 6. Start Windows on your computer.

7. Insert the WorkCentre XD CD-ROM into the CD-ROM Drive. Go to step 8 of the Installation procedure for the software version that you are running. Installation for Windows 3.1x (continued from step 7) 8. Choose File from the menu bar in Program Manager, and then choose the Run... command. 9. Type D:\SETUP (or the appropriate drive letter depending on your CDROM Drive) in the command line box. Click on the OK button to proceed. 10. Follow the on-screen instructions. 11.

When the install is complete, restart Windows and turn on the WorkCentre. Installation for Windows NT 4.0 or 95/98 (continued from step 7) 8. Click on the Start button and then choose the Run menu option. 9.

Type D:\SETUP (or the appropriate drive letter depending on your CDROM Drive) in the command line box. Click on the OK button to proceed. 10. Turn on the WorkCentre. 11. Follow the on-screen instructions. · If you wish to print a test page, ensure paper is loaded and then click the Yes button. 43 WorkCentre XD Properties (Printer Driver) The purpose of this section is to provide information about how to access and use the options in the Xerox WorkCentre XD Printer Driver Properties dialog. Use the Xerox WorkCentre XD Properties dialog to change the settings used for printing. There are several ways to display the Printer Driver dialog, including: · · · Displaying the Driver Properties dialog from an application Displaying the Properties dialog from the Start Menu Displaying the Properties dialog from the Xerox Printer Services Program (Status Monitor) Displaying the Driver Properties dialog from an application Control of the driver settings is provided from the Xerox WorkCentre XD Properties (Printer Driver) dialog box.



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The new driver settings will be active while the application is open. The driver settings will return to the prior values when the application is exited. Access to the Properties dialog will vary depending upon the application that is in use. Note: The application may override any options that are selected using the Properties Dialog. Windows 95/98 and NT: 1. Click Print on the application's File menu 2. If not selected, select the Xerox Document WorkCentre XD printer 3. Click the Properties button 4. Change the print options and click OK Windows 3.1x: 1.

Click Print on the application's File menu 2. Click the Printer Setup button 3. If not selected, select the Xerox Document WorkCentre XD printer 4. Click the Options button 5. Change the print options and click OK 44 WorkCentre XD Properties (Printer Driver) Displaying the Properties dialog from the Start Menu

Windows 95/98 and NT 1.

On the Start Menu, click Settings. On the Settings submenu, click Printers. 2. Right click on the XEROX Document WorkCentre XD printer icon and click Properties, or click Properties from the File menu. Windows 3.

1 1. Double click Main Program Group 2. Double click Control Panel Program Group 3. Double click Printers Program 4. Select Xerox Document WorkCentre XD 5. Press Setup Displaying the Properties dialog from the Xerox Printer Services Program (Status Monitor) Windows 95/98 and NT 1. Click on the Properties button in the Xerox Printer Services window Windows 3.1 1. Click on the Properties button in the Xerox Printer Services window 2. This will display the Windows Printer Program 3.

Select Xerox Document WorkCentre XD 4. Press Setup 45 WorkCentre XD Properties (Printer Driver) Properties Tabs The WorkCentre XD Printer Driver Properties dialog contains four tabs from which you can make selections that best suits your printing requirements. Below is a brief description of each tab.

Note: Refer to On-line Help for detailed information. Paper/Output -- to select desired paper source (tray), number of copies, paper size, document orientation (portrait or landscape), image shift, and output collation. Image Quality -- to change the output type (Normal, Photograph, Text, Advanced), Lighten/Darken, contrast and resolution. DOS Emulation -- to configure the host-based DOS emulation control parameters. This is used to support printing for DOS applications running in a Windows environment. About -- to display the driver version and copyright information. On-Line Help The WorkCentre XD Series Printer Driver includes a comprehensive online help system, designed to answer all your questions about using the Xerox WorkCentre XD Properties dialog.

The help system is your on-line user guide, providing complete introductory and reference information. It also provides troubleshooting information, in case you should run into any problems. When you have a question simply click on the Help button on the Xerox WorkCentre XD Properties dialog. The main Help

Topics window will be displayed. ? Printer Driver Help (Windows 95/98 and NT) To view an explanation of any field or button in the dialog window: 1. Click the ? icon located in the upper right corner of the dialog window, and release the mouse button. · The cursor will change to a question mark. 2. Place the question mark on the field or button that you want defined, and release the mouse button. · The on-line Help file will display information on the selected subject.

46 Creating WorkCentre XD Floppy Disk Installation Diskettes If floppy diskettes are required to install the WorkCentre Printer Driver Software, the user can order floppy diskettes or create a set of diskettes from CD-ROM. To create a set of WorkCentre XD Printer Driver floppy Diskettes, find a PC that has a floppy diskette drive with a CD-ROM drive and follow the procedure below. Four or five blank high density diskettes will be required. Windows 3.1x: 1. Insert the WorkCentre CD-ROM into the CD-ROM Drive. 2. Choose File from the menu bar in Program Manager, and then choose the Run...

command. 3. Type D:\MAKEDISK\MAKEDISK.EXE (or the appropriate drive letter depending on your CD-ROM Drive) in the command line box. Click on the OK button to proceed. 4. Follow the on-screen instructions. Windows 95/98 and Windows NT 4.0: 1. Insert the WorkCentre CD into the CD-ROM Drive. 2. Click on the Start button and then choose the Run menu option. 3. Type D:\MAKEDISK\MAKEDISK.EXE (or the appropriate drive letter depending on your CD-ROM Drive) in the command line box.

Click on the OK button to proceed. 4. Follow the on-screen instructions. To use the Floppy Disk Installation Disks created, follow the same procedure for your operating system but refer to the floppy disk drive (A: B:) rather than the CD-ROM drive (D:). 47 Enabling High Speed Printer Communications Your Xerox WorkCentre XD Digital Copier/Printer has been designed to provide excellent copy and print quality with high productivity.

To ensure the highest print performance, the Xerox WorkCentre XD Digital Copier/Printer was designed to take advantage of high speed parallel port communications between your personal computer and your Xerox WorkCentre XD Digital Copier/Printer. This can be accomplished by enabling the Extended Capabilities Port (ECP) mode for your personal computer parallel port (LPT1, LPT2 etc.). What is ECP? ECP is a particular type of personal computer interface for printers that was established by the IEEE-1284 standard. Personal computers with this type of printer interface can enable printing up to four times faster than personal computers without ECP. How do you know if ECP is enabled on your computer? Many computers will give a status of the printer port settings through the WindowsTM control panel and printer settings folders. Others may give the status by special software on the personal computer to view BIOS settings or CMOS settings. When you install the Xerox WorkCentre XD Digital Copier/Printer driver software on your personal computer, the install software will automatically check your personal computer for you. If your personal computer is not running in ECP mode, the driver software will remind you that higher printing performance would be achieved if ECP were enabled. How will your printing performance be affected if you do not have an ECP compatible personal computer, or if you do not enable ECP mode? Since the rated print speed of the Xerox WorkCentre XD Digital Copier/Printer has been verified with ECP mode, the only effect you may notice is a slight reduction in the print speed.

Are there any other requirements for ECP mode? Always use an approved IEEE-1284 compliant cable (as the one supplied with your Xerox WorkCentre XD Digital Copier/Printer). Never use (scanners, CD devices, tape drives, switch boxes, etc.) attached to the same port as the XD series operate. Each device should be on a separate parallel port (LPT1, LPT2 etc.) for the greatest reliability. What can you do if your personal computer does not appear to have ECP mode enabled? 1) Check your personal computer documentation for a description of this feature.



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Particularly look for BIOS and/or CMOS settings, etc. 2) Call your personal computer's manufacturer. Be prepared with the model number and serial number. 3) Contact a computer sales or service near you, and inquire about an ECP board option for your personal computer that will allow your personal computer to operate in this mode.

48 Problem Solving Problem Solving Chart The following chart lists some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. Refer to the Status Code Chart in this section for status code information. If the problem persists, please refer to the Information section for the appropriate telephone numbers. Condition Ready indicator does not light.

Suggested solutions Check that the WorkCentre is plugged into an electrical receptacle. Ensure that there is power to the receptacle and that the WorkCentre power is in the ON position. If the original is light, select the lower copy contrast position to darken the background of the copies. If the original is dark, select the upper copy contrast position to lighten the background of the copies. If defects are on the original, press the copy contrast key to lighten the background of your copies.

If no defects are on the original, clean the document glass and underside of the document cover. (Refer to WorkCentre Care.) If the above solutions do not help, clean the corotron wire. (Refer to WorkCentre Care.) Ensure that original is positioned correctly on document glass. Check that copy paper is loaded correctly. Ensure that the original is face down on the document glass. Check for a broken corotron wire. Refer to WorkCentre Care section for the location of the corotron wire. Copies are too light or too dark.

Smears, lines, marks, or spots on copies. Copy image is skewed. Blank copies. 49 Condition Image rubs off the copy easily. Frequent copy paper jams. The three trouble indicators are lit in the WorkCentre diagram. Toner yield is lower than expected and the Toner Indicator is on. Fewer copies from the Toner Cartridge than expected. Suggested solutions Replace the paper in the tray with paper from a new package. In high humidity areas do not leave paper in the WorkCentre for extended periods of time.

Fan the stack of paper, then turn it over in the tray. Replace paper in paper tray with a fresh supply. Check/adjust paper guides. Ensure that the paper is the proper paper weight. 20 lb / 80 gsm bond paper is recommended.

Check for copy paper or pieces of copy paper remaining in the WorkCentre after a paper jam has been cleared. (Refer to Clearing the Paper Path.) The machine is in the program mode. @@ Remove the toner cartridge. @@@@ Originals contain pictures, solids, or heavy lines.

Originals are forms, newsletters, books etc. The WorkCentre is being turned on and off frequently. The document cover is being left open while copies are being made. @@ Ensure that the Paper Tray is closed properly. Paper may not have fed all the way into the WorkCentre. (Refer to Loading Paper and Flashing P.) E2 Copy paper has misfed. (Refer to Clearing the Paper Path.) The toner indicator on the copier diagram will light when the toner supply is low. Approximately 10 more copies can be made, but you should have a replacement cartridge in stock.

When the J1 status code is displayed, the machine will stop operating until the toner cartridge is replaced. The drum cartridge indicator on the machine diagram lights when the drum is near the end of life. @@@@ The front or side cover is open. Close the cover. @@@@ Switch OFF the Main Power. Wait approximately 5 seconds. Switch ON the Main Power. If the status code continues, call for service. 51 Problem Solving Printing Solution Chart Problem The WorkCentre does not print Probable Cause The IEEE-1284 Parallel cable is not connected properly. The IEEE-1284 parallel cable is defective.

Remedy Check the cable connection. Check the cable with a computer and printer that work. If printing is still not possible, replace the cable. Check the printer settings in the Windows Control Panel to make sure that the print job is being sent to the correct port. (For Example: LPT1.

) The port setting is incorrect. The toner and drum Check that the toner and cartridges are not installed drum cartridges are installed properly. properly. The printer driver may not be installed properly. The parallel port cable specifications may not be correct.

Half of the page is blank The page layout is too complex. Reinstall the WorkCentre printing software. Use the IEEE-1284 parallel port cable supplied with the machine or replace it with an IEEE-1284 compliant cable. Reduce the resolution setting from 600 dpi to 300 dpi. Install more RAM in the computer. Change the page orientation in the printer setup dialog. Try closing other applications before printing. Reduce resolution from 600 dpi to 300 dpi. Install more RAM in the computer. The page orientation may be incorrect.

There may be too many applications open. 52 Problem Probable Cause The computer CPU specification may be incorrect. Remedy Check that the computer meets the minimum specification. Printing is too slow The computer parallel port If your computer is equipped may not be set for high with an ECP parallel port, speed communications. enable this mode of operation. Refer to the Enabling High Speed Printer Communications section and your computers user guide. If using Windows 3.1x, the Select Background Printing background printing item from the options menu of in the options menu of print manger. print manager may be set incorrectly. If using Windows 95, the spool setting may be set incorrectly.

Point to the Start Task bar and then click Settings then Printers. Click the Xerox Document WorkCentre XD with the right mouse button. Click Properties and then spool settings on the details tab. Select the desired setting from the available choices. Install more RAM in your computer.

Reduce resolution from 600 dpi to 300 dpi. Use only paper that meets the specifications required by the printer. Remove the toner cartridge and shake it gently to evenly distribute the toner. Then reinstall the toner cartridge. Use only paper that meets the specifications required by the WorkCentre.

53 Computer may not have enough memory (RAM). Print Job to large Irregular faded There is a paper quality patches of problem. print Toner may be unevenly distributed. Black staining There is a paper quality problem. Problem Character voids Background scatter Probable Cause Remedy The paper may be too dry. Try printing with a different batch of paper. The paper may be too damp. Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air. If printing onto envelopes, change your printing layout to avoid printing over areas that have overlapping seams on the reverse side.

Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air.



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Print a few blank pages to clean the transfer roller. Use the Fonts dialog box in the Control Panel to enable TrueType fonts. Remove the toner cartridge and shake it gently to evenly distribute the toner. Then reinstall the toner cartridge. Ensure that you have a spare toner cartridge. Printing over uneven surfaces.

Missing characters The paper may be too damp. Back of The transfer roller may be printout is dirty dirty.

Incorrect fonts TrueType fonts may be disabled. Faded graphics Toner may be low. 54 Technical Data Original Size: Maximum 10x14" / B4 Copy Ratio Percentages: 1:1 ± 1% Preset: 50, 78, 86, 100, 129, 200 customer settable Zoom: 50 200 Paper Size and Weight Tray 1 and Tray 2 5.5x8.5 to 8.5x14" / A5 to 216x356mm 15 - 24 lb / 56 - 90 gsm Paper Tray Bypass 3.5x5.5" to 8.5x14" / A6 to 216x356mm 14 34 lb / 52 130 gsm Copy Rate (8.5x11" / A4 and smaller) XD100/ 102/ 103f/ 104/ 105f: 10 copies/minute XD120f/ 124f: 12 copies/minute XD155df: 15 copies/minute Print Rate (8.5x11" / A4 and smaller): 8 prints/minute Paper Tray Capacity XD100/ 103f: XD102: XD104/ 105f: XD120f: XD124f/ 155df: Paper Tray 250 200 250 2x250 2x250 Paper Tray Bypass 1 1 50 1 50 First copy output time: 9 seconds (warm) 23 seconds (cold) Electrical Requirements: AC 120V ± 10%, 50/60 Hz, 9.5A Machine Dimensions XD100/ 102/ 104: XD103f/ 105f: XD120f/ 124f/ 155df: Width x Depth x Height 20.5 x 18 x 12" / 51.8 x 45.1 x 30.3cm 20.5 x 19.3 x 14.9" / 51.8 x 49.*

1 x 37.9cm 20.4 x 19.3 x 18.3" / 51.8 x 49.1 x 46.4cm Machine Weight (Includes Drum and Toner Cartridge) XD100/ 102/ 104: 40.9 lbs / 18.6kg XD103f/ 105f: 48.

5 lbs / 22kg XD120f/ 124f: 55 lbs / 25kg XD155df 57.2 lbs / 26kg Power Consumption: Max: 1.0kW Shut off mode: 20 Watts 55.



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