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You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE XK35C. You'll find the answers to all your questions on the XEROX WORKCENTRE XK35C 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 XK35C**  
**User guide XEROX WORKCENTRE XK35C**  
**Operating instructions XEROX WORKCENTRE XK35C**  
**Instructions for use XEROX WORKCENTRE XK35C**  
**Instruction manual XEROX WORKCENTRE XK35C**

## ***WorkCentre XK35c/25c***



### ***User Guide***

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**Manual abstract:**

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Best Normal Draft 2 Contrast Press to lighten or darken the image appearance. Lighten Normal Darken. 3 Media Type Press to choose the media type to be used. Transparencies Glossy paper Coated paper Plain paper Å Getting Started 5 4 Special Copy Press to set an option. Fits multiple copies on one sheet (clone).

Auto 100% Reduces or enlarges the original to fit paper size. Makes a copy the same size as the original. Press and hold one of these two buttons to reduce or enlarge the copy size from 25% to 400% of the original document in 1% increments. Also used to scroll through the menu choices as shown in the Display.

Lights up when color cartridge ink level is low.

Lights up when black cartridge ink level is low. Lights up when a paper jam occurs or the paper feeder is empty. 5 Copy Size/Scroll 6 Diagnostic Display LEDs 7 Number of Copies Press to set the number of copies from 1 to 50. 8 B&W/Color Mode Press to alternate between black and white mode and color mode. Black and white mode Color mode 9 Percent button Press to change the Display. When this % LED light is on, the Display shows the current copy size.

When the LED light is off, the Display shows the current status of the machine. Used to display machine status, copy size, menu codes and error codes. 10 Display Å 6 Getting Started 11 Menu Press this button to enter Menu Mode. Each time you press this button, the Display shows the menu code: U01 U02 U03 U04 12 Start 13 Stop/Cancel Change cartridges Align cartridges Set paper size Ink nozzle self test/cleaning Press to start operation or activate your selection.

Press to stop an operation or cancel a selection. This action restores all copy menus to default settings in standby mode. Getting Started 7 Setup Use the following procedure to initially set up your WorkCentre. 1 Open the shipping carton on a flat, stable surface. Remove all packing materials and components. Check the set of components with the component list. If any components are missing, call 1-800-TEAM XRX (1-800-832-6379). 2 Remove the wrapping from the machine, and place the machine in its work location. To help guarantee trouble-free operation of your machine, place it on a flat, stable surface near your workstation. Leave enough space to allow for easy paper loading, paper unloading, and opening of the front cover.

NOTE: Do not place your machine: u In direct sunlight. u Near heat sources or air conditioners. u In dusty or dirty environments. 3 Carefully remove the shipping tapes from the machine: the paper exit tray in the front bottom area, both top sides and the paper feeder tray in the back of the machine. Paper exit tray Top side Paper feeder tray 4 Pull the extension tray upwards out of the Automatic Paper Feeder until it snaps into place.

Also pull the paper exit tray outward from the front base of the machine. Fold out the extender from the paper exit tray when copying or printing. Å 8 Getting Started 5 Attach a printer cable. n USB cable (only for Windows 98 PCs): Plug one end into the USB port on the back of the WorkCentre, and the other USB cable end into the USB port on your PC. Parallel cable (not supplied, use IEEE 1284 cable for bi-directional communications): Plug one end of the parallel cable into the matching parallel port on the back of the WorkCentre, and plug the other end of the parallel cable into the matching parallel port on your PC. Swing the two wire clips on the sides of the WorkCentre parallel port inward until they lock firmly inside the notches on the parallel cable connector. Refer to your computer documentation for assistance with this parallel cable procedure. Or n CAUTION: Use only one cable USB or parallel cable. If your PC does not have both a USB port and Windows 98, you must use a parallel cable. Wire clip Parallel port USB port 6 Plug one end of the supplied AC power cord into the power socket on the back of the machine. Plug the other end into a standard AC power outlet. AC power cord socket Å Getting Started 9 Setup (continued)

7 Turn the WorkCentre power switch on. The switch is located on the rear of the machine, next to the printer ports. Pressing the right, outer side turns the power on; pressing the left, inner side turns the power off. Power switch 8 The Control Panel Display will show 000 in a scrolling manner while the machine is initializing.

9 The Control Panel Display will show 001 when it is ready for use. Control Panel mode indicators are set to default values for this setup procedure. When you first power the machine on and there are no cartridges installed, you will see the error code E02 shown in the Display. This means there is no left (color) cartridge installed. This error code will disappear when you start the next procedure. 10 Proceed to the next step Installing & Aligning Ink Cartridges. 10

Getting Started Installing & Aligning Ink Cartridges Your machine is a dual cartridge inkjet printer. You must use a black ink cartridge and a color ink cartridge. When viewed from the front of the machine, the color ink cartridge is installed in the left cartridge holder and the black ink cartridge is installed in the right cartridge holder. Use the following procedure to install the two ink cartridges and align them.

When installing ink cartridges, you must provide specific information to the WorkCentre about the cartridges you install. This allows the printer to monitor ink cartridge utilization. There are two methods of entering cartridge information. n n Using the WorkCentre Control Panel buttons Using the WorkCentre Control Program software and a PC The procedures in this section describe ink cartridge installation without using the WorkCentre Control Program. To install ink cartridges using the WorkCentre Control Program, see Section 5 Maintenance/Control Program.

1 Load sheets of paper (8.5 x 11 inches) into the Automatic Paper Feeder against the right edge of the paper feeder. Squeeze the side paper guide with two fingers to release the guide, and slide the guide all the way to the left side of the paper tray. Ensure that the guide is against the left edge of the paper. For best results, use high quality xerographic copy paper or inkjet paper.

2 Open the entire scanner module (not just the document cover) by lifting the front edge upwards. 3 Support the scanner module by lifting the cartridge compartment lid/support up so the scanner module rests on the top edge of the lid/support. 4 Press the Menu button. A U01 message will appear in the Display. Press Start. The cartridge holder will move left to the open change area. The L-C message (left cartridge) will appear. Å Getting Started 11

Installing & Aligning the Ink Cartridges (continued) 5 Unpack the black ink cartridge.



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Remove the sealing tape. NOTE: Hold the cartridge carefully.

Do not touch the electrical contacts on the side and bottom of the cartridge. Ensure that there are no pieces of tape remaining on the cartridge. 6 Insert the black cartridge down into the cartridge holder on the right side of the carrier assembly. Push the cartridge toward the back of the machine until it snaps into place. 7 Unpack the color ink cartridge. Remove the sealing tape. 8 Insert the color cartridge down into the cartridge holder on the left side of the carrier assembly. Push it toward the back of the machine until it snaps into place. 9 Close the cartridge compartment lid/support and scanner module. 10 The L-C message (left cartridge) still appears in the Display.

Press Start to indicate you have just installed the color ink cartridge in the left cartridge holder. Pressing Stop indicates that a new color ink cartridge was not installed (this avoids the alignment procedure). 11 The r-C message (right cartridge) will appear in the Display. Press Start to indicate you have just installed the black Ink cartridge in the right cartridge holder. Pressing Stop indicates that a new black Ink cartridge was not installed (this avoids the alignment procedure).

12 Getting Started Installing & Aligning the Ink Cartridges (continued) 12 If you pressed Start to either of the two LED messages, the alignment procedure will start. An alignment test pattern sheet will print during which time the Display will show L-P . Review this sheet in response to the next series of six LED messages. See an illustration of the alignment sheet in Section 5 Maintenance/Cartridge Alignment. 13 For the first alignment message, the Display will show "A" plus a number, as, A15 .

Look this number up on the alignment sheet. If the printed lines associated with this number are aligned better than any of the other printed lines in group "A", press Start. If there is another set of printed lines that are aligned better, press the appropriate Copy Size/Scroll button until the number associated with the best-aligned set appears in the Display. Press Start. NOTE: The machine will time out after one minute if Start is not pressed, and will return to Standby Mode. The Display will then show 001 . Press Menu repeatedly until you see the code U02 displayed, then press Start to repeat the cartridge alignment process. 14 The Display will show the next alignment message in the series. Repeat step 13 for these remaining five steps, from "B" through "F". 15 The Ink Cartridge alignment is completed.

Proceed to the next section Using the Automatic Paper Feeder. Getting Started 13 Using the Automatic Paper Feeder (APF) Loading Paper You can load paper, envelopes, card stocks, labels, or transparencies in the Automatic Paper Feeder. If there is no paper loaded and you attempt to copy or print, the error message E01 will appear in the Display. The Automatic Paper Feeder can hold a maximum of 100 sheets of plain paper, or 10 envelopes or other print media. Depending upon media thickness, maximum capacity may be reduced. NOTE: If you experience problems feeding any media in the Automatic Paper Feeder, place the media into the Manual Paper Feeder one sheet at a time. 1 Pull the Extension Tray on the Automatic Paper Feeder all the way up until it snaps into place. 2 Prepare the print material for loading. For paper, flex paper back and forth. For transparencies, fan the stack to prevent feeding failures. Do not fold or crease the paper. Straighten the edges on a level surface. NOTE: For transparencies, be sure to use transparency stock approved for use with inkjet printers. Refer to the packaging for the transparency stock to determine the print side. Hold the transparencies by the edges and avoid touching the print side.

Be careful not to scratch or leave fingerprints on the print side. 3 Load the sheets in the Automatic Paper Feeder. It is located behind the Manual Paper Feeder. Ensure that the right edge of the media is in contact with the right side of the feeder. Do not exceed the rated capacity. Do not mix different types of print media. Refer to the following instructions for loading each type of print material. n n Load paper or transparencies with the print side facing you. Load letterhead paper with the design side facing you. The top edge of the sheet with the logo should enter the printer first. Load 3-hole paper with the hole punches on the left side when printing in landscape orientation or right side (portrait orientation) and the print side facing you. n n 14 Getting Started Using the Automatic Paper Feeder/Loading (continued) 4 Move the side paper guide to the right while squeezing the tab on the side paper guide. Slide the side paper guide until it lightly touches the side of the print media. NOTE: Do not press the guide too tightly to the edge of the print media. The guide may bend the media or prevent the media from feeding.

5 When you print a file from your PC using the Automatic Paper Feeder, make sure that you select the source and the correct paper size from your PC software application before starting your print job. You can also set paper size at the Control Panel. Loading Envelopes When printing envelopes, remember to use the envelope guide in the Automatic Paper Feeder. To load envelopes: 1 Pull the envelope guide out towards you until it snaps into place at a right angle to the paper tray. 2 Load envelopes with the address side facing you. The end of the envelope with the stamp area must enter the feeder first. The right edge of the envelope must align with the raised edge of the envelope guide. 3 Squeeze the side paper guide and move it to the right until it lightly touches the envelopes. NOTE: If envelopes jam while printing, try reducing the number of envelopes in the Automatic Paper Feeder. Fan the envelopes back and forth. CAUTION: Do not feed stamped envelopes. Never use envelopes with clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer. Getting Started 15 Using the Manual Paper Feeder The Manual Paper Feeder is located in front of the Automatic Paper Feeder. Use the Manual Paper Feeder to feed paper one sheet at a time into your machine.

When you print a file from your PC using the Manual Paper Feeder, ensure that you select the source and the correct paper size from the Control Panel or your PC software application before starting your print job. 1 Place the paper in the Manual Paper Feeder and adjust the Manual Paper Feeder guide to the width of the print material. 2 Slide the guide to the right until it lightly touches the left edge of the print media. NOTE: Do not press the guide too tightly to the edge of the print media. The guide may bend the media or prevent the media from feeding. 3 Ensure that the media is fed into the machine as far as it will go. 16 Getting Started Using the Menu Button The Menu button (located to the right of the Control Panel Display) is used for ink cartridge functions.



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Each function is associated with a message code starting with the letter "U". When you first press the Menu button, you will see the code U01 . Repeated pressing of the Menu button will cycle through the codes. When you select the function you want, press Start to begin the procedure. The functions are: U01 ..Changing cartridge U02 ..

Aligning the ink cartridges U03 ..Setting paper size U04 ..Ink nozzle self test/cleaning NOTE: During any Menu operation, if you do not take any action (press any buttons) for one minute, the machine will return to standby mode. The Display will then show 001 . Changing Ink Cartridges Press the Menu button until you see the code U01 . See Installing & Aligning Ink Cartridges earlier in this section or Section 5 Maintenance/Replacing Ink Cartridges for details.

Aligning Ink Cartridges Press the Menu button repeatedly until you see the code U02 . See Installing & Aligning Ink Cartridges earlier in this section or Section 5 Maintenance/Aligning Ink Cartridges for details.

Getting Started 17 Setting Paper Size Using the Control Panel You can load A4, letter or legal-sized paper. Your WorkCentre is preset to letter size. If you load A4 or legal-sized paper, you must set the machine to the correct paper size. 1 Press the Menu button on the Control Panel repeatedly until U03 is shown in the Display. 2 Press Start.

P01 is displayed (letter size). 3 If necessary, press one of the Scroll buttons to choose either P02 for A4 paper or P03 for legal-sized paper. 4 Press Start to confirm the new setting. Display Paper Size Letter A4 Legal P01 . P02 .

P03 . Testing the Print Nozzles Press the Menu button repeatedly until you see the code U04 . See Section 5 Maintenance/Clean Print Head Procedure for details. 18 Getting Started Paper Guidelines When selecting or loading paper, envelopes or other special media, keep these guidelines in mind: n Attempting to print on damp, curled, wrinkled or torn paper can cause paper jams and poor print quality. Use only high quality, inkjet-grade paper. Avoid paper with embossed lettering, perforations or texture that is too smooth or rough. Store paper in its ream wrapper until ready to use. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture, or other conditions that can cause it to wrinkle or curl.

Moisture-proof wrap (any plastic container or bag) should be used during storage to prevent dust and moisture from contaminating your paper. Always use paper and other media that conform to those listed under Specifications in the Appendix. Use only well constructed envelopes with sharp, well creased folds. l

l n n n n DO NOT use envelopes with clasps and snaps. DO NOT use envelopes with windows, coated linings, self-stick adhesives or other synthetic materials. DO NOT use damaged or poorly made envelopes. l Getting Started 19 Paper Selection One of the most important things you can do to assure the best possible printing performance of your machine is to select the correct paper. Your machine produces letter quality print on most plain bond papers, including cotton bond and photocopying papers; it does not require special ink jet papers. However, the print quality varies with different paper types. Be sure to test a type of paper before you purchase a large quantity.

Plain Paper The machine supports paper sizes of letter, legal and A4 in portrait orientation. You can use regular copier paper, cotton bond papers and typical letterhead. Always use paper without curls, folds, staples or damaged edges. Inkjet Paper This paper has been developed specifically for printing with inkjet printers. It will produce high quality documents that compare favorably to those produced with a laser printer.

Coated Paper The coated paper has been developed for high quality printing with minimal or no smearing or running when in contact with water or damp surfaces, making it a good choice for damp or rainy environments. Glossy Photo Paper Glossy photo paper is a high gloss, thicker paper that produces the look and feel of a photograph. Use this paper to produce photo-realistic prints. Transparencies Your transparencies will possess excellent contrast, sharpness and color. Iron-on Transfers Use inkjet T-shirt transfer paper to create and personalize T-shirts, sweatshirts, aprons, tablecloths, napkins, tote bags, and anything else your imagination allows! Use on any cotton or cotton/poly blend fabric.

Follow instructions that come with the transfer paper. Greeting Card Stock Get the most out of card making software with Greeting Cards. These cards give your unique, personalized cards the look and feel of professional cards. You can create cards, invitations, announcements and more. 20 Getting Started Guidelines for Special Paper and other Media Be sure to read any instructions that come with your special paper. These instructions provide important information regarding how to achieve the highest print quality with these papers. n n It is recommended that you feed special paper types one sheet at a time. Store unused media flat. Do not remove papers from their protective packaging until you are ready to use them. Store unused media at temperatures between 59 and 86 degrees Fahrenheit (15 to 30 degrees Centigrade).

The relative humidity should be between 10% and 70%. If the print density of your page is very high, light paper stock may curl slightly due to the large amount of ink. If you need to print dense graphics, try printing on heavier stock. Do not use thicker paper than meets the specifications for this machine. Printing with a paper that is thick enough to come in contact with the print head nozzles may damage the cartridge. n n n Transparencies and glossy photo paper n n Let the printed sheets dry completely before storing them. When a printed sheet has dried completely, cover the printed side with a sheet of plain (not coated) paper before storing it; this is recommended even if you place the sheets in a clear file or plastic holder. Do not leave the sheets in the paper tray for long periods of time. Dust and dirt may accumulate on the sheets resulting in spotty printing. To avoid smudging caused by fingerprints, handle transparencies and glossy photo paper carefully.

To avoid fading, do not expose the printed sheets to prolonged sunlight. n n n Getting Started 21 Installing Software Overview of WorkCentre Software Before the WorkCentre can interface with your computer, you must install print and TWAIN (scanner XK35c only) driver files. These drivers will enable your computer to properly communicate with the WorkCentre for printing and scanning operations. All of the necessary print drivers are contained on the Xerox CD-ROM included with your WorkCentre. Also included on the Xerox CD-ROM is the WorkCentre Control Program.

This program helps to manage the WorkCentre machine.



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See Section 5 Maintenance/Xerox WorkCentre Control Program. In addition to the Xerox software, two optional software applications (XK35c only) are included on separate CD-ROMs. These two applications work with Windows® 95/98/NT 4.0, but not with Windows® 3.

IX. n Pagis Pro® 2.0 - a suite of scanning applications. See Pagis Pro documentation on the Pagis Pro 2.0 CD-ROM or Pagis Pro online Help for details. You will need to install Pagis Pro using the setup.exe file on the Pagis Pro CD-ROM if you do not have a scanning program installed on your PC capable of using the XK35c scanner driver. See Section 3 Scanning. MGI PhotoSuite® - a suite of graphics processing tools. See MGI PhotoSuite documentation on the MGI PhotoSuite CD-ROM or MGI PhotoSuite online Help for details.

You can use this software for editing any images scanned by the XK35c. You can install this software using the setup.exe file on the MGI PhotoSuite CD-ROM. n When you complete the Xerox software installation, the following items will be installed on your PC: n n n Print driver for printing TWAIN driver for scanning (XK35c only) Control Program for managing the WorkCentre NOTE: When you install this software, make sure no other programs are running. 22 Getting Started General Installation 1 Make sure the WorkCentre is connected to your PC. 2 Power on the WorkCentre. 3 Turn on your PC and start Windows. 4 Insert the WorkCentre CD-ROM into your CD ROM drive. Installation for Windows® 3.1X continued.  
.. @@@@ Select NEXT. b) Follow screen instructions to load USB driver. When asked for USB driver source, point to Xerox CD. Continue with screen instructions. c) Go to Step 5 to manually install the XK Series printer and TWAIN drivers. 5 If AutoPlay is not enabled to automatically recognize the CD-ROM, select Start>Run (Windows 95/98 and NT 4.0). @@ Continue with step 7.  
General Installation continued... 7 The WorkCentre software installation program will begin. @@@@ 7 Double Click on the Uninstall icon. @@ 2 Select Start > Programs. @@ 7 Uninstall Shield launches and the component is uninstalled. @@@@ 27 Windows 95/98 and 3.1x Printer Settings..

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.... @@@@ Make sure the WorkCentre is selected as your default printer.

@@@@ This method will provide access to the Job Finishing, Paper, Document/Quality and Advanced tabs. Or n Select the Xerox WorkCentre printer from the Printers folder, then select File>Properties (or select the printer icon in the Printers folder, and click the right mouse button). This method will provide access to the General and Details tabs, as well as the Job Finishing, Page, Main, and Advanced tabs.

NOTE: Windows 98 also shows the Color Management tab. NOTE: In Windows 3.

Ix: Go into Print Manager and select the Xerox WorkCentre printer; pull down the Options menu and select Printer Setup. Click the Setup button to view the Page, Main, and Advanced tabs. Windows NT 4.0 Printer Settings The Windows NT 4.0 printer drivers contain many of the same features as the printer drivers for Windows 3.1 and Windows 95/98. However, the names of the tabs and some of the features are different. You can access the various printer settings by using either of these methods: n Select File>Print>Properties or File>Print Setup command from within any Windows application. This provides access to the Page Setup, Color, and Features tabs. Or n Select Xerox WorkCentre XK Series printer from the Printers folder, click the right mouse button, then select Document Defaults from the drop-down list.

This provides access to the General, Ports, Scheduling, Sharing, Security and DOS Printing tabs. 28 Printing Printer Properties Tabs When the Printer Properties are displayed, you can review and change whatever settings are needed for your print job. If accessed through the Printers folder, the Printer Properties Tab Menu consists of six tabs (seven for Windows 98): n General tab - for viewing and changing general Windows 95 printer information. See your Windows 95/98 User Guide for details. Details tab - for viewing and changing port and timeout parameters.

See your Windows 95/98 User Guide for details. Color Management tab - for adding and removing color profiles associated with your printer. This tab is not shown in Windows 95, only in Windows 98. Job Finishing tab for settings Finishing options of booklet, poster, handout or two-sided printing. Paper tab - for paper sources and sizes, number of copies, and orientation.

Document/Quality tab - for document and paper types and for print quality. Advanced tab - this tab provides access to controls for print image quality. n n n n Printer Properties Buttons & Icons n n Click OK when done reviewing or making changes. Click Cancel if you want to exit the tab menus without applying any changes. Click Help to view the online Help feature and tab menu details. Click the ? icon in the tab dialog menu bar. Position the ? pointer over the parameter in question and click to see a pop up window explaining that parameter. Click the Defaults button to reset the parameter values for all tabs to their default settings (i.e., before you made any pending changes).

Click the About button to view the date and version of the print driver software. n n n n Printing 29 This page intentionally left blank. 30 Printing 3. Scanning with the XK35c This section describes scanning with the Xerox WorkCentre XK35c. The WorkCentre XK25c does not have a Scan To PC function. The following topics are included: Page Scanning .....

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.. 32 Starting the Scan Process ...

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... @@@@ Select Xerox WorkCentre XK Series, then select OK. @@@ Click the Scan button in the tab menu to start the scan process. When the scanning process begins, the WorkCentre Display will show the message PCS . NOTE: If the scanning process does not begin, try lowering the resolution rate in the tab menu, and repeat the scan step. 8 Once you have generated a scanned image, you can edit the image using the image editor functions (e.g., MGI PhotoSuite), or print the image using the Print function in the scanning program, or save the image to disk using a function such as Save As in the scanning program.

NOTE: If you do not close the platen cover or do not contact the document completely with the document glass, scanning quality will be severely reduced. Scanning 33 Scanner Tab Menus Tab Menu Image Window The Tab Menu displays an image window on the right half of the dialog window. This image window has ruler reference lines for editing. The left half of the dialog window contains the four tab menus and their parameters. To scan, click the Scan button in the lower right corner of the tab menu.

Using the Tab Menus The Basic Tab Menu is the first of the scanning driver tab menus, and provides the features of: n n n n Image Type Resolution Reduce/Enlarge Descreen Saved Settings Click on this or the other tab menus to view and change any scanning parameters.



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*..36 Making One Quick Copy.....*

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*..37 Using the Copy Menu Features .....*

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*.38 Adjusting Resolution.....*

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*.....38 Adjusting Contrast or Color Intensity.*

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*...38 Selecting Media Type .....*

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*.....39 Setting Special Copy Features.*

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*..39 Enlarging or Reducing the Image...*

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*.40 Choosing Color or B&W Mode .....*

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....40 Using the Menu Button .....

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.....41 Changing the Number of Copies ..

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.....41 Xerox XK35c/25c User Guide 35 Features Your WorkCentre is a high quality copier that offers the following features: Adjustable Resolution improves the clarity and sharpness of your copies. Adjustable Contrast obtains the best copy quality for documents containing faint markings or dark images. Selectable Paper Type obtains the best copy quality for transparency, glossy paper, coated paper or plain paper. Clone multiple images can be printed on one sheet with this feature. Autofit allows you to reduce or enlarge the original to fit the paper you are using. Enlarge/Reduce reduces or enlarges the copied image from 25% to 400% of the original document. Multiple Copies 1 to 50 copies of the document can be made. B&W/Color Mode Selection allows you to select color mode for a color document. n n n n n n 36 Copying Making One Quick Copy Follow this procedure when you need to make one quick copy of your original document. 1 Make sure the WorkCentre is powered on. Load paper in one of the paper feeders. The Display should show the message 001 .

2 Open the platen cover. Make sure the glass is clean. Load the document on the document glass facing down and pushed against the left and rear guides. 3 Close the platen cover. NOTE: If you do not close the platen cover or do not contact the document completely with the document glass, scanning quality will be severely reduced. 4 Press the Start button. The machine will make one copy with the following features: l l l l l Normal resolution Normal contrast Plain paper type 100% copy size (same as original) Single copy Color mode 5 For other copy features and functions, see the next section Using the Copy Menu Features. Copying 37 Using the Copy Menu Features This section describes all the WorkCentre features available for copying. Use the copy menu buttons to change feature settings before pressing the Start button to begin copying. When you press a feature button, the LED light corresponding to the icon selected will turn on.

To select the next option, press the feature button again. Adjusting Resolution Each time you press the Resolution button, you can choose Best, Normal or Draft mode. Best mode is good for documents with fine detail. The copy quality is very good but the copy speed is slow. Normal mode works well for normal documents (text). Draft mode can be used for fast copying with lower resolution. Adjusting Contrast or Color Intensity In black and white mode, the Contrast button can adjust the contrast for a document containing faint markings or dark images. In color mode, the Contrast button adjusts the color intensity. Low contrast is good for documents containing dark images. Normal contrast works well with standard documents. High contrast works well with light print or faint pencil markings. 38 Copying Selecting Media Type Press the Media Type button to select the desired media type. Transparency Glossy paper Coated paper Plain paper NOTE: Transparencies may be smeared if you store the transparencies in a humid area for a long time. Setting Special Copy Features You can set the following special features by pressing the Special Copy button. Clone Select Clone for automatically setting multiple image copies on a single page.

The number of images is determined by the original image size. See NOTE. Select Auto to automatically reduce or enlarge the original image to fit it on the copy paper. See NOTE. Select 100% to enlarge or reduce the copy image size, then use the Scroll buttons to set the percent from 25% to 400%. Auto 100% NOTE: When copying Multiple images per page or using Auto, the copy size cannot be adjusted. Copying 39 Enlarging or Reducing the Image You can reduce or enlarge the size of a copied image from 25% to 400% in increments of 1% using the Copy Size/Scroll buttons. % Button Press the Percent button to alternate between copy count and copy size in the Display. 25%>400% Copy Size/ Scroll Buttons Press down the upper or lower Scroll button to increase or decrease image size percent by 1% increments, or press and hold to quickly decrease or increase the image size percent. Press Stop to reset the percent to 100%. Choosing Color or B&W Mode Each time you press the B&W/Color Mode button, Black&White and Color modes are alternatively selected. Select the top icon for Black and White copying. Select the bottom icon for Color copying. 40 Copying Using the Menu Button The Menu button provides a number of functions that let you manage components of the WorkCentre. See Section 1 Getting Started/Using the Menu Button for details.

Menu button Changing the Number of Copies You can set the number of copies from 1 to 50. The Control Panel Display shows the selected number. Press and hold down the Quantity button to quickly increase the copy number, or press and quickly release the button to increase the copy number by 1 each time you press/release the button. Once the display reaches 50, further pressing of the Quantity button recycles the number to 001. Press Stop to reset the count to 001. Copying 41 This page intentionally left blank. 42 Copying 5. Maintenance This section describes maintenance procedures for the Xerox WorkCentre. It includes the following topics: Page Managing the Ink Cartridges..

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44 Tips for your ink cartridges.....

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..... 44 Clean Print Head Procedure .

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.... 44 Wiping the Ink Cartridge Nozzles and Contacts.....

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. 47 Cleaning the Cartridge Carrier Contacts....

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..... 48 Replacing the Ink Cartridge .

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..... 49 Cartridge Alignment.....

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... 51 The Xerox WorkCentre Control Program .....

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.. 54 Starting the Xerox WorkCentre Control Program...

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.. 54 Xerox WorkCentre Control Program Tab Menus .....

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.. 55 Cleaning the Scanning Glass...

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..... 56 Xerox XK35c/25c User Guide 43 Managing the Ink Cartridges Tips for your ink cartridges To get the maximum benefit from your ink cartridges: n  
Do not remove an ink cartridge from its packaging until you are ready to install it.

Do not refill the ink cartridge. The warranty will not cover damage caused by using refilled cartridges. Store the ink cartridge in the same environment as the printer. Do not remove an ink cartridge from the printer except to replace it. Immediately replace the ink cartridge or store it in the storage unit. The ink cartridge will not print correctly if removed from the machine and left exposed for an extended period. Do not swap the color cartridge with the black cartridge. The color cartridge should be installed in the Left carrier and the black cartridge should be installed in the Right carrier.



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If you have an opened ink cartridge you are not currently using and do not have an available print cartridge storage unit, store it in an airtight plastic bag. Do not leave it exposed to the air for an extended period; this promotes drying out and clogging of the print nozzles.

**Clean Print Head Procedure** You should test the print cartridge when the print is not clear or image information is missing. The problem may be caused by blocked nozzles on the ink cartridge. This procedure cleans the ink cartridge by purging the nozzles. Then it prints a test so you can see the results.

Use the procedure: n n When you suspect the nozzles are clogged.

When characters are not printing completely. **44 Maintenance Cleaning the Print Head Nozzles From the Control Panel** This procedure cleans the print nozzles and removes any deposits that may impair printing functions. To run the procedure: 1 Press the Menu button repeatedly until the code U04 appears in the Display. Ensure there is paper in the Automatic Paper Feeder. 2 Press Start.

The WorkCentre prints a head cleaning test pattern. Notice the series of diagonal lines across the top and bottom of the test pattern. Breaks within a line of the same color indicate a clogged nozzle. Try running this procedure again if you see breaks in the diagonal lines. If the print quality is satisfactory after running the test three times, the print nozzles are clean. If the print quality of the test pattern is still not satisfactory, go to step 3. 3 Remove and reinstall the print cartridge. 4 Repeat the Print Head Nozzle procedure. 5 If the diagonal lines are still broken, wipe the print cartridge nozzles. See Wiping the Print Nozzles and Contacts.

**Maintenance 45 To clean the Print Head Nozzles from your PC: In Windows 95/98 or Windows NT 4.0:** 1 Go to Start>Programs>Xerox WorkCentre XK Series. Ensure there is paper in the Automatic Paper Feeder. 2 Select Xerox WorkCentre Control Program on LPT1. 3 The Control Program window opens.

**NOTE: For Windows 3.1:** At system startup, open the Xerox WorkCentre group from Program Manager. Double-click on the Xerox WorkCentre Control Program icon. 4 Click the Cartridges tab, then click Clean Print Nozzles. The printer feeds a sheet of paper and prints the nozzle test pattern.

**NOTE:** There are minor differences in the appearance of the Cartridges Tab between Windows 95/98 and Windows NT 4.0 Examine the test pattern. Compare the diagonal same-color lines at the top and bottom of the test pattern. Look for a break in the diagonal lines; a broken line shows clogged nozzles. If the bottom line shows improvement, rerun this test.

If improvement continues, rerun the test. If all nozzles are not printing after running the test three times, continue with step 5. 5 If print quality does not improve, remove and reinstall the ink cartridge. Repeat the Print Head Nozzle procedure. 6 If the line is still broken, wipe the nozzles and contacts.

Refer to Wiping the Ink Cartridge Nozzles and Contacts. **46 Maintenance Wiping the Ink Cartridge Nozzles and Contacts** If print quality does not improve after repeating the Print Head Nozzle procedure, the problem may be caused by dried ink on the ink cartridge: n n n nozzles contacts carrier contacts in the printer Follow this procedure: 1 Lift the scanner module. Lift the cartridge compartment lid/support up so the scanner module rests on the top edge of the lid/support. 2 Press Menu until the code U01 appears in the Display. 3 Press Start. The cartridge carrier assembly will move into the open area. 4 Remove the ink cartridge. See Replacing the Ink Cartridge. 5 Use a clean, lint free cloth, dampened with water only, to gently clean the entire copper colored area, including the nozzles and contacts. To dissolve any dried ink, hold the damp cloth against the nozzles for about three seconds.

Gently blot and wipe dry. **NOTE:** If you are cleaning a color ink cartridge, be especially careful to wipe the nozzles in only one direction so the colors do not mix. 6 Allow the copper-colored area to dry, then reinstall the ink cartridge 7 Close the cartridge compartment lid/support and scanner module. 8 Repeat the nozzle test. See Cleaning the Print Nozzles. 9 If the line is still broken, clean the print cartridge carrier contacts in your machine. See Cleaning the Cartridge Carrier Contacts. 10 If print quality still has not improved, replace the ink cartridge. **Maintenance 47 Cleaning the Cartridge Carrier Contacts** 1 Lift the scanner module. Lift the cartridge compartment lid/support up so the scanner module rests on the top edge of the lid/support.

2 Press the Menu button until the code U01 appears in the Display. 3 Press Start. 4 Unplug the power cord from the rear of the WorkCentre. 5 Remove both ink cartridges. 6 Use a CLEAN, LINT FREE, DRY CLOTH to clean the ink cartridge carrier contacts on the back wall of the carrier.

7 Reinstall the ink cartridges. 8 Close the cartridge compartment lid/support and the scanner module. 9 Plug the power cord into the WorkCentre. 10 Test the ink cartridges by running the Clean Print Head procedure. If the print quality is still unacceptable, contact the Xerox Customer Support Center at 1-800-TEAM XRX (see Preface/Calling for Service and Support).

**48 Maintenance Replacing the Ink Cartridge** The ink cartridge includes the ink supply and the print head. Each time you replace the ink cartridge, you are replacing the print head as well. When you notice the print becomes light or one of the low ink Diagnostic Display LEDs lights turns on, replace your cartridge. **NOTE:** When either of the two ink cartridge Diagnostic Display LED lights turns on during PC printing, the machine continues printing. After PC printing is completed, replace the ink cartridge. Your machine counts ink droplets, and keeps ink low counts for both ink cartridges. **Color Black Diagnostic Display LEDs** To replace the ink cartridge, perform the following steps: 1 Load paper into the Automatic Paper Feeder. 2 Lift and open the entire scanner module. Support the scanner with the cartridge compartment lid/support. 3 Press the Menu button.

A U01 message will appear in the Display. 4 Press Start. The cartridge assembly will move to the open change area. 5 The LCD window will display the L-C message. If you want to change the left cartridge (color) press Start, otherwise press Stop. The message will then change to message r-C. If you want to change the right cartridge (black), press Start, otherwise press Stop. 6 Pull the handle of the ink cartridge(s) you want to replace toward you until there is a click. Remove the ink cartridge(s). 7 Remove a new ink cartridge from its packaging and carefully remove the tape covering the print head.

Hold the ink cartridge by the colored tab or black areas only. Do not touch the copper area. **Maintenance 49** 8 Insert the ink cartridge in the cartridge holder, then push the ink cartridge firmly to the rear of the machine until it snaps into place.



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If the ink cartridge moves loosely in the carrier, it has not snapped into place. Repeat this step.

9 If you changed the left cartridge (color) press Start, otherwise press Stop. The message will then change to r-C . If you changed the right cartridge (black) press Start, otherwise press Stop. If you pressed Start to either of the two LED messages, the alignment procedure will start. An alignment test pattern sheet will print during which time the LED display will show L-P .

10 Close the cover and proceed to the Cartridge Alignment procedure. Use that particular procedure named To Align the Cartridge Using the WorkCentre Control Panel, starting with step 4. NOTE: If you are interrupted and leave the print carrier in the left side access location for more than 30 minutes, the print cartridge carrier moves to the standby position. 50 Maintenance Cartridge Alignment You should print the cartridge alignment test if vertical lines or characters appear crooked. The cartridge alignment test will straighten the vertical lines. To Align the Cartridge from your PC: 1 Open the Xerox WorkCentre Control Program on LPT1. Refer to Starting the Xerox WorkCentre Control Program and to Using the Cartridges Tab. 2 Click Align Cartridges. 3 The printer feeds a sheet of paper and prints the alignment test pattern. 4 Examine the test print.

If the vertical lines are straight, no adjustment is needed. If the lines are not straight, select the number in which the lines appear the straightest and click OK. To Align the Cartridge Using the WorkCentre Control Panel: 1 Press the Menu button on the Control Panel repeatedly until the Message Code U02 appears in the Display. 2 Press Start. NOTE: The machine will time out after one minute if Start is not pressed, and will return to Standby Mode. The Display will then show 001 . Press Menu repeatedly until you see the code U02 displayed, then press Start to repeat the cartridge alignment process. 3 An alignment test pattern sheet will print during which time the Display will show L-P . Review this sheet in response to the next series of six Display messages. A Maintenance

51 The alignment sheet looks like the following example: 4 For the first alignment message, the Display will show "A" plus a number, as, A15 . Look this number up on the alignment sheet. If the printed lines associated with this number are aligned better than any of the other printed lines in group "A", press the Start button. If there is another set of printed lines that is aligned better, press one of the Scroll buttons until the number associated with the best aligned set appears in the Display. Press Start. A 52 Maintenance 5 The Display will show the next number in the series, from "B" through "F". Repeat step 4 for these remaining five steps. 6 The Ink Cartridge alignment is completed. The Display will return to showing 001 . Maintenance 53 The Xerox WorkCentre Control Program In addition to the printer driver, the printer software also includes the Xerox WorkCentre Control Program. The Control Program contains setup options that define the operation of your machine.

The Control Program includes five tabs: n n n n n Status - Displays the printer status, ink levels, and print job status Options - Includes setup options Cartridges - Installs, cleans, or aligns the cartridge DOS Printing - Includes settings for printing directly from DOS About - Displays the Control Program version NOTE: Select the tab menu Help button for online help with tab menu terms and parameters. Starting the Xerox WorkCentre Control Program Windows 95/98 and Windows NT 4.0 1 Select Start>Programs. 2 Choose Xerox WorkCentre XK Series from the program list. 3 Select Xerox WorkCentre Control Program. The Xerox WorkCentre Control Program window opens. Windows 3.1x 1 From the Program Manager at system startup, open the Xerox WorkCentre XK Series group. 2 Double-click on the Xerox WorkCentre Control Program icon. The Xerox WorkCentre Control Program window opens.

54 Maintenance Xerox WorkCentre Control Program Tab Menus When the Xerox WorkCentre Control Program on LPT1 window opens, click the appropriate tab for the options you want to display. On the appropriate tab, specify your changes. Click Close when you are done. Click Help on any of the tabs to use the online Help feature. Using the Status tab This tab shows the printer status, ink levels, and print job status. The Status tab includes these buttons: n n Cancel Print select this to cancel your print job. Pause select this to temporarily pause your print job. Select again to restart the print job. Print Test Page select this to print a sample page. n The information area displays which job is printing, page and copy counts, printing time, any alert/error messages and status.

See graphic example above that shows print job progress at 39% and a print time of 35 seconds. Maintenance 55 Cleaning the Scanning Glass Carefully wipe the scanning glass with a SOFT, DRY CLOTH. If the glass is very dirty, first wipe it with a slightly dampened cloth, then with a dry cloth. Be very careful not to scratch the glass surface. CAUTION: Never spray liquid directly onto the scanning glass.

56 Maintenance 6. Troubleshooting This section describes WorkCentre troubleshooting for the following problem areas and messages: Page Clearing Jams....

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58 Tips for Avoiding Paper Jams .....

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... 59 Display Error Codes.....

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.... 60 Printer Problems.

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61 Print Quality Problems .....

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.. 64 Paper Feeding Problems ...

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69 Scanning Problems (XK35c only) .....

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..... 71 Diagnostic Display LEDs on the Control Panel .....

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72 General Tips .....

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..... 73 Status Message Codes on the Control Panel...

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74 Refer to the specific subsection for a description of the problem and associated solutions. Xerox XK35c/25c User Guide 57 Clearing Jams Paper Jams While the WorkCentre is Printing By carefully selecting the correct paper type and loading them properly, you should be able to avoid most paper jams. If paper jams occur, an error message E01 appears in the Display and the paper jam Diagnostic Display icon lights up on the Control Panel. Follow the steps below to clear jam. To avoid tearing paper, pull the jammed paper out gently and slowly.

If Paper is Jammed in the Paper Feed Area at the Rear of the WorkCentre 1 Remove the stack of paper (if necessary). 2 Remove the jammed paper by gently pulling it straight up as shown in the graphic. 3 After you remove the jammed paper, reload the stack of paper back into the Automatic Paper Feeder with the print side facing you. Before loading, ensure the edges of the stack of paper are even and straight. 4 Adjust the paper guide to match the width of the paper. 5 Press Stop. If Paper is Jammed in the Printer Output Area If the paper jams as it moves to the printer exit tray, remove the jammed paper by pulling gently on the paper as shown in the graphic and then press Stop.



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58 Troubleshooting Tips for Avoiding Paper Jams By carefully selecting print materials and loading them properly, you should be able to avoid most paper jams. If jams do occur, follow the steps outlined in Clearing Jams. If jams occur frequently, make sure that you are following these tips to avoid jams.

n Follow the procedures in Loading Paper to load paper properly. Make sure the adjustable paper guides are positioned correctly. Do not overload the paper. Never exceed the maximum capacity of 100 sheets of paper in the Automatic Paper Feeder. Flex, fan, and straighten paper before loading it. Do not load wrinkled, creased, damp, highly curled, or previously stapled paper. Do not mix paper types. Use only recommended print paper. See Section 1 Getting Started/Paper Guidelines Ensure that the recommended print side is facing up when loading paper into the feeder. Store print materials in an acceptable environment.

n n n n n NOTE: If the remedies described above do not eliminate the error code in the Display and you are sure that no paper remains in the paper path, do the following: Turn off the power switch, pull the power cord from the wall outlet, wait for at least one minute, then insert the power cord back into the wall outlet. Turn the power switch on. The machine should be at the normal standby mode. Troubleshooting 59 Display Error Codes The following error codes appear in the Control Panel Display when your machine has a problem. Use it to identify and solve problems.

LED Meaning Paper is jammed inside the unit, or the paper feeder is empty. Solution n E01 . Remove jammed paper from the paper feeder or the paper exit tray, and press Stop. If there is no paper in the paper feeder, load and press Stop. If there is paper in the paper feeder, remove the paper, then reload paper and press Stop.

n n E02 . E03 . E04 . No left cartridge No right cartridge One of the ink cartridges is not installed correctly. See CAUTION. One or both cartridges are not in good condition. Install the color ink cartridge. See Installing the Ink Cartridges. Install the black ink cartridge. See Installing the Ink Cartridges.

Push each ink cartridge firmly toward the back of the machine until it snaps into place and press Stop. n E05 . Align the ink cartridges. See Aligning the Ink Cartridges. Clean the cartridge nozzles and contacts. See Wiping the Print Nozzles and Contacts. Replace the ink cartridges. See Replacing the Ink Cartridge. n n CAUTION: Non-Xerox ink cartridges will not fit correctly into the WorkCentre cartridge compartment. 60 Troubleshooting Printer Problems Symptom The printer does not print.

Cause and Solution n The USB or parallel cable is not connected properly. The USB or parallel cable is defective. Swap the cable with one known to work. If necessary, replace the cable. If using a parallel cable, ensure that it is compliant with the IEEE 1284 standard.

The printer port is configured incorrectly. Check Printer Setting in Windows to make certain that the print job is being sent to the correct port (for example, LPT1). A paper jam has occurred. See Section 6 Troubleshooting/Clearing Jams. The printer may be configured incorrectly within the PC application. Check the application to verify that all print settings are correct. The printer driver may be incorrectly installed. Remove the existing printer driver, and re-install the printer driver. See Section 1 Getting Started/Uninstalling Software. Try printing a test page. Paper has not been loaded properly. Remove and re-insert the paper correctly. See Section 1 Getting Started/Loading Paper. There is too much paper in the Automatic Paper Feeder. Remove some paper.

n n n n n The paper does not feed into the printer. n n Ä Troubleshooting 61 Printer Problems (continued) Symptom Part of the printed page is blank. Cause and Solution n The page layout is too complex. Simplify the page layout, and remove any unnecessary graphics from the document. The page orientation setting may be incorrect in the print driver. Change the page orientation in the Print Setup dialog box. The paper size and the software paper size settings do not match. Load the correct paper in the printer or change the software paper size settings in the Print Setup dialog box. Scaling may be set to less than 100%. Change the scaling setting in the Paper/Output dialog box.

The printer cable may be incorrect. Replace the cable with a correct cable. See Section 1 Getting Started/Setup. One of the ink cartridges may be empty. The printer cable may be connected improperly.

Check the cable connection. There may be a problem with the printer driver software. Exit Windows and reboot the computer. Turn the printer off and on. The printer cable may be incorrect.

Replace the cable with a correct cable. See Section 1 Getting Started/Setup. n n n n n The printer prints the wrong data, or it prints incorrect characters. n n n Ä 62 Troubleshooting Printer Problems (continued) Symptom The paper constantly jams. Cause and Solution n There is too much paper in the Automatic Paper Feeder. Remove some of the paper. If printing onto transparencies or labels, insert them one at a time in the Manual Paper Feeder. An incorrect type of paper is being used. Use only paper that meets the specifications required by the printer. See Section 1 Getting Started/Paper Guidelines.

The paper setting method may be incorrect. If printing onto envelopes, insert the envelopes so that there is a gap of approximately 1 mm (1/32") between the left and right edges of the envelopes at the paper guide. If using Windows 3.1, Print Manager may be disabled. From the Control Panel Printers menu, check the Use Print Manager box. If using Windows 3.1, the Background Printing item in the Option menu of Print Manager may be set incorrectly. Select Background Printing from the Option menu in the Print Manager. If using Windows 95/98/NT 4.0, the Spooling Setting may be set incorrectly.

Select Start > Settings > Printers. Click the WorkCentre icon with the right mouse button, select Properties, click the Details tab, and then click the Spool Settings button. Select the desired spool setting from the available choices. n n Printing is too slow. n n n Troubleshooting 63 Print Quality Problems Symptom Light or blurred characters.

Cause and Solution n You may be using Draft quality or Normal quality mode. Try using High 1200 dpi print quality mode. The print cartridge may be running out of ink. Replace the print cartridge. The PC Control Program Status Monitor shows the amount of ink left in the cartridge.

Make sure you are using the correct type of paper. Try another type of paper. See Section 1 Getting Started/Paper Guidelines. You may be printing on the wrong side of the paper. The print head may need cleaning. See Section 5 Maintenance/Print Head Nozzle procedure. n n n Solid black areas on transparencies contain white streaks.



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