

- **Booklet Margins** control whether the Booklet Layout feature fits the virtual pages into the printable area of the sheet, or into the full physical size of the sheet. **Standard** ensures the entire image fits on two pages per sheet, even if the original document has little or no white space around the edges. **None** assumes the original document has enough white space around all the borders to fit two pages per sheet, for example if printing two 8.5x11" images on 11x17" paper (or two A4 images on A3 paper).
- **Gutter** use this option to shift the images to create a center margin for the booklet. This option provides space for the booklet center fold. Specify the horizontal distance (in points) between the page images. (A point is 1/72" or .35 mm.)
- **Creep** this option gradually shifts the images throughout the document, providing less shift in the center of the booklet and more shift to the outer pages of the booklet. This is useful for booklets with more than 10 pages. Specify how much the page images are shifted outward (in 10ths of a point).

Note: Some media types, sizes, and weights cannot be stapled, punched, or folded. Refer to www.xerox.com for specifications information. If your document is already formatted as a booklet, do not select **Booklet Layout**.

Page Layout Options

If the orientation is not already set in your application, select the orientation from the first drop-down menu.

- **Portrait** prints the text and images across the shortest dimension of the paper.
- **Landscape** prints the text and images across the longest dimension of the paper.
- **Rotated Landscape** places the landscape text and image upside down (rotates the text and image 180 degrees).

Select the sides printed option required from the second drop-down menu.

- **1-Sided Print** prints on one side of the paper or transparency. Use this option when printing on transparencies, envelopes, or labels.
- **2-Sided Print** prints on both sides of a sheet of paper with the images printed so the job can be bound on the long edge of the sheet.
- **2-Sided Print, Flip on Short Edge** prints on both sides of a sheet of paper with the images printed so the job can be bound on the short edge of the sheet.

Note: You can also select these options on the Paper/Output tab for 2-Sided Printing.

If you select multiple pages per sheet for *Pages Per Sheet* or *Booklet Layout* select one of the following options from the third drop-down menu.

- **No Page Borders** does not print a border around each page.
- **Draw Page Borders** prints a border around each page.

Watermark

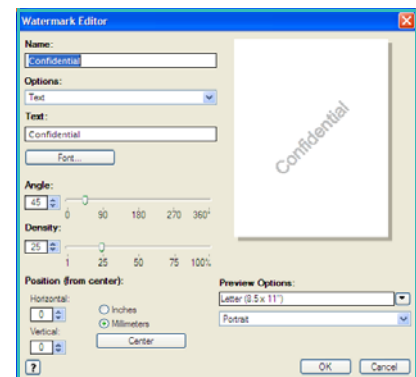
A watermark is a picture or text (independent of that provided by the application) that is printed on every page or the first page of the job.

The watermark options are provided in the drop-down menu. There are pre-set watermarks listed available, **Draft**, **Confidential** and **Copy**.

Once a watermark is selected, use the *Options* menu to select whether to print the watermark in the background, in the foreground, or blend with the job. Also select whether to print the watermark on all pages or on the first page only.

Additional watermarks can be created using the **New** option. The *Watermark Editor* screen is displayed with options for creating a new watermark.

- **Name** is used to enter a name for the watermark. The name appears in the watermark selection menu under the *Layout/Watermark* tab. When creating a new watermark, type a name that is no more than 255 characters.
- The **Options** pull down menu allows you to choose the type of watermark to create. Select one of the following options:
 - **Text** uses the characters that you type in the *Text* field. This is displayed in the document as the watermark.
 - **Time Stamp** uses a time stamp as the watermark. Select whether to include the weekday, date, time, and/or time zone in the **Time Stamp Format** drop-down list.
 - **Picture** uses a picture as the watermark. The picture can be in Bitmap, GIF or JPG format. Specify the file name in the *File Name* field or select the *Choose File* button to browse to the picture that you want to use.
- **Font** if you selected **Text** or **Time Stamp**, select this option to access the *Font* screen to change the font family, style, and size to use for the text.
- **Angle** if you selected **Text** or **Time Stamp**, either specify an angle or move the slider to select the angle of the text on the page. The default angle is 45 degrees.
- **Scale** if you selected **Picture**, either specify the percentage or move the slider to select the percentage to scale the picture.
- **Density** either specify a density for the watermark or move the slider to select the density. The default density is 25 percent.
- Use **Position (from center)** to select the number of inches or millimeters to shift the watermark from the center of the page or select the **Center** option to center the watermark.
- **Preview Options** selects the paper size and orientation to use for the preview image of the watermark.



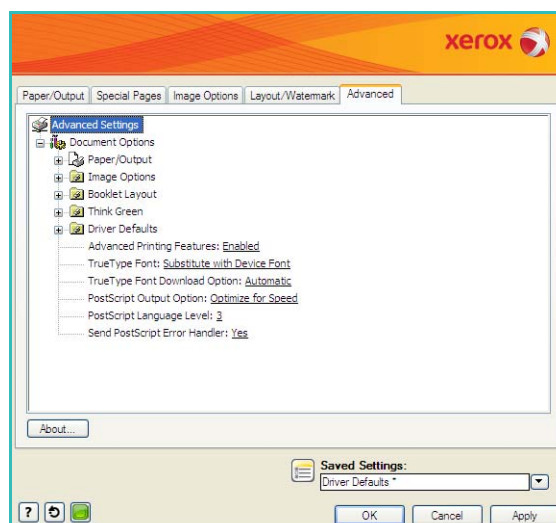
Use the **Edit** option to change an existing watermark. To delete the selected watermark, select **Delete** from the drop-down menu.

Note: Not all applications support watermark printing.

Advanced

The *Advanced* tab enables you to select advanced printing options that are rarely changed.

Note: Some features are only supported by specific printer configurations, operating systems, or driver types. You may see more features or options listed than your specific device supports.



Xerox® WorkCentre

5735/5740/5745/5755/5765/5775/ 5790

E-mail



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 1.0: December 2009

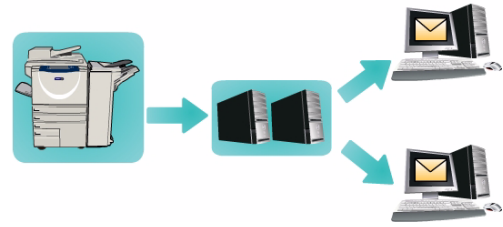
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Introduction

E-mail enables the creation of an electronic image file by scanning an original hard copy document. The scanned image is e-mailed to the specified e-mail recipient or recipients over the internet or intranet.

Using the *E-mail* feature allows you to add and remove recipients and edit the subject line of the e-mail message.



1. To select the **E-mail** service, press the **Services Home** button.
2. Select the **E-mail** option. Additional options and features are displayed.

Most feature screens include the following buttons to confirm or cancel your choices.

- **Undo** resets the current screen to the values that were displayed when the screen was opened.
- **Cancel** resets the screen and returns to the previous screen.
- **Save** saves the selections made and returns to the previous screen.
- **Close** closes the screen and returns to the previous screen.

If an option is not required, use the **Off** option to disable a feature.

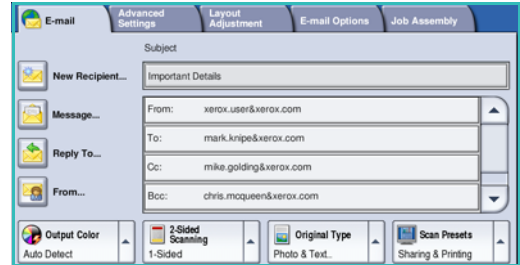


For instructions on using the basic *E-mail* features refer to [Sending an E-mail](#) on page 163.

If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features. Refer to [Log In / Out](#) on page 25 of [Getting Started](#).

Sending an E-mail

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
Or.....
Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programming selections.
3. Press the **Services Home** button and select the **E-mail** option. The *E-mail* features are displayed.



4. Select **New Recipients**.
5. Select **To**, **Cc** or **Bcc** for the recipient using the drop-down menu to the left of the entry box.

Using the keyboard, enter the e-mail address.

- Up to 128 alphanumeric characters can be entered.
- To delete a character use the backspace key, or to clear the entire entry select the **X** button.
- Use the **Keyboards...** button to access additional language keyboards.

Select **Add** to add the e-mail address to the Recipient list. Continue adding e-mail addresses until all the recipients have been added to the list, then select **Save**.

All the recipients are displayed in the Recipient list.

If an address book has been setup, enter the name of the recipient and select **Search**. A list of matching recipients is displayed. Select the e-mail address required and select **Add (To:)**, **Add (Cc:)** or **Add (Bcc:)** from the drop-down menu. The e-mail address is added to the recipient list. Multiple recipients can be added to the Recipient list in this way. Select **Close** to exit.

6. Enter the **Message**, **Reply To**, **From** and **Subject** details as required.
7. Select the required features for your e-mail using the touch screen:



Output Color is used to replicate the original colors or to change the output to black and white, grayscale or color.

Note: This feature may not be available on your device.



2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided. The second side can be rotated.



Original Type is used to define the original document as text, text and photo, or photo.



Scan Presets is used to set the scan settings to suit how the scanned image will be used.

8. Press **Start** to scan your originals and process the *E-mail* job. Remove the originals from the *document feeder* or *document glass* when scanning has completed.

Note: The *E-mail* job enters the job list ready for sending.

9. Select **Job Status** to view the job list and check the status of your job.

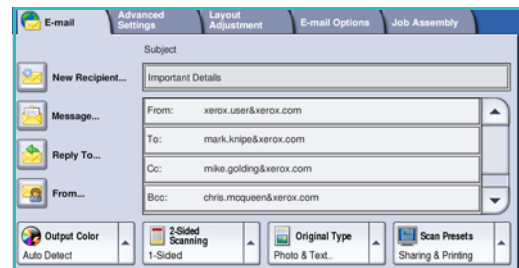
E-mail

These *E-mail* options provide access to features which are required for programing basic e-mail jobs. Details such as the recipients addresses, *Reply To* information and the subject are entered here.

New Recipient

Use this option to enter details of all the recipients of the E-mail. To enter the recipient details:

1. Select **New Recipients**.
2. Select **To**, **Cc** or **Bcc** for the recipient using the drop-down menu to the left of the entry box.
3. Using the keyboard, enter the e-mail address.
 - Up to 128 alphanumeric characters can be entered.
 - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
 - Use the **Keyboards...** button to access additional language keyboards.
4. Select **Add** to add the e-mail address to the Recipient list.
5. Continue adding e-mail addresses until all the recipients have been added to the list.
Select **Close**.



All the recipients are displayed in the Recipient list.

If an *Address Book* has been setup the **Search** option can be used to search for e-mail addresses. Refer to [Address Book](#) on page 167.

Message:

This option is used to enter a message for the e-mail. The message is the text contained within the e-mail and not the e-mail subject line.

1. Using the keyboard, enter the message required.
 - Up to 128 alphanumeric characters can be entered.
 - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
 - Use the **Keyboards...** button to access additional language keyboards.
2. Select **Save** to save your selections and exit.



Reply To

The **Reply To** feature enables you to include an e-mail address you want the recipient to reply to. For example you can enter your personal e-mail address. If you logged in through authentication and your details are available in the *Address Book*, your e-mail address is displayed.

1. Using the keyboard, enter the message required.
 - Up to 128 alphanumeric characters can be entered.
 - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
 - Use the **Keyboards...** button to access additional language keyboards.

If an address book has been setup, enter the name required and select **Search**. A list of matching names is displayed. Select the e-mail address required and select **Save**.

2. If required, select **Save** to save your selections and exit.

The e-mail address entered is displayed in the **Reply To** field.

From:

To enter or edit the sender's name:

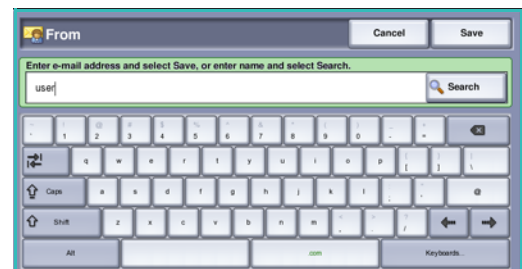
1. Select **From**.
2. If a default name is displayed, select the **X** button to delete the entry.
3. Using the keyboard, enter the e-mail address of the sender.

- Up to 128 alphanumeric characters can be entered.
- To delete a character use the backspace key, or to clear the entire entry select the **X** button.
- Use the **Keyboards...** button to access additional language keyboards.

If an address book has been setup, enter the name required and select **Search**. A list of matching names is displayed. Select the e-mail address required and select **Save**.

4. If required, select **Save** to save and return to the previous screen, or **Cancel** to exit.

The e-mail address entered is displayed in the **From** field.



Subject:

To enter a subject for the e-mail:

1. Select the **Subject** field.
2. Using the keyboard, enter the subject of the e-mail.
 - Up to 128 alphanumeric characters can be entered.
 - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
 - Use the **Keyboards...** button to access additional language keyboards.
3. Select **Save** to save and return to the previous screen, or **Cancel** to exit.

The subject entered is displayed in the **Subject** field.

Output Color

Select the Auto Detect option in Output Color to automatically detect and match the color of your original and produce black and white, grayscale or color output from your original. The options are:

- **Auto Detect** to select output that matches your original.
- **Black & White** to select black and white output regardless of the color of your original.
- **Grayscale** to use gray scales instead of color.
- **Color** to select color output from your original.

Note: This feature may not be available on your device.

2-Sided Scanning

The *2-Sided Scanning* option allows you to set whether 1 or 2 sides of your original document are scanned. Documents must first be loaded in the *document feeder* to enable the *2 Sided* option. The options are:

- **1 Sided** is used if your original documents are single-sided.
- **2 Sided** is used if your original documents are double-sided. The *document feeder* must be used to scan your originals with this option.
- **2-Sided, Rotate Side 2** select if your original opens up like a calendar.

Original Type

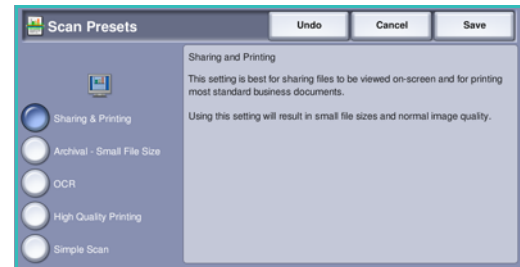
Use this option to define the type of original being used for scanning. Making the correct selection enhances the quality of your output image. The options are:

- **Photo & Text** is recommended for originals containing high quality photographs and halftones. Using this setting the scanned image will contain high quality pictures though the sharpness of text and line art is slightly reduced.
- **Text** produces sharper edges and is recommended for text and line art.
- **Photo** is used specifically for originals containing photos or continuous tones without any text or line art. Produces the best quality for photos but reduced quality text and line art.

Scan Presets

Use **Scan Presets** to optimize scan settings to match the intended purpose of the scanned documents. The options are:

- **Sharing & Printing** is used for sharing files that are going to be viewed on-screen and for printing most standard business documents. This setting results in a small file size and normal image quality.
- **Archival - Small File Size** is best for standard business documents that are stored electronically for record keeping purposes. This setting results in the smallest file sizes and normal image quality.
- **OCR** is best for documents that are going to be processed by Optical Character Recognition (OCR) software. This setting results in large file sizes and the highest image quality.
- **High Quality Printing** is best for business documents containing detailed graphics and photos. This setting results in large file sizes and the highest image quality.
- **Simple Scan** is used for faster processing but may result in excessively large file sizes. Using this setting applies only minimal image processing and compression.

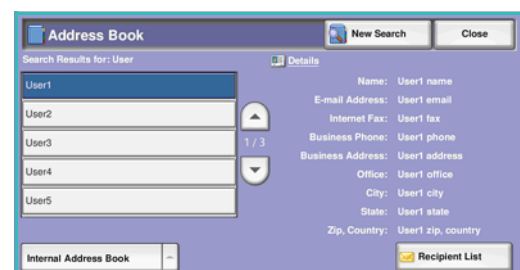


More... is used to access all the *Scan Presets* options available. If using this option, select **Save** to save your selections and exit.

Address Book

If the device has been setup to access the Network and Internal Address Books, you can use them to select recipients. For information about setting up address books, refer to the [System Administrator Guide](#).

1. Select **New Recipients**.
2. Enter the name of the recipient and select **Search**.
The matching entries are displayed.
3. Select the e-mail address required. The recipient details are displayed to the right of the list.
4. Select **Add (To:)**, **Add (Cc:)** or **Add (Bcc:)** from the drop-down menu.
The e-mail address is added to the recipient list.
Continue adding e-mail addresses as required.
5. To search different address books select the **Internal Address Book** option. Select the *Address Book* required using the drop-down menu and search using the same method described.
6. Select **Recipient List** to view the current Recipient list. To remove an entry from the list, select the entry and select **Remove** from the drop-down menu. The recipient is removed from the list.
7. Select **New Search** to continue adding recipients or **Close** to exit.



The *Address Book Search* option can also be used when entering a *Reply To* or *From* e-mail address.

Advanced Settings

The *Advanced Settings* provide access to the features which enhance the image quality or output quality. To access the *Advanced Settings*, select **Services Home** and **E-mail**. Then select the **Advanced Settings** tab.

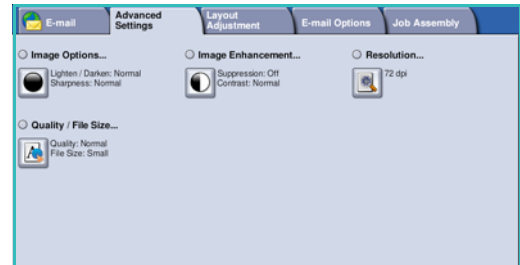
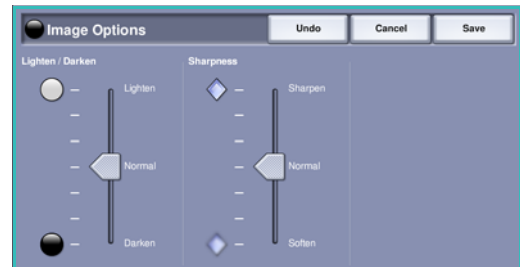


Image Options

Select **Image Options** to adjust the lightness and darkness of the image, and to sharpen the image. The options are:

- **Lighten/Darken** provides a manual control to adjust the lightness or darkness of the scanned images.
 - Move the indicator down to darken the scanned image, for light originals such as pencil images.
 - Move the indicator up to lighten the scanned image, for dark originals such as halftones or originals with colored backgrounds.
- **Sharpness** provides manual control to adjust the sharpness of the scanned images.
 - Move the indicator up to sharpen the scanned image.
 - Move the indicator down to soften the scanned image.

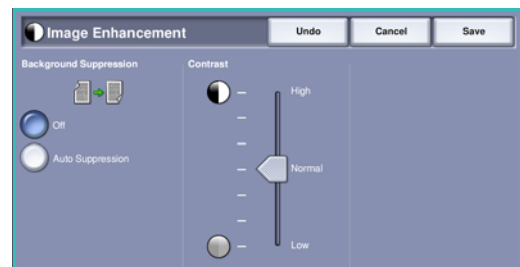


Select **Save** to save your selections and exit.

Image Enhancement

Select **Image Enhancement** to reduce background and adjust the image contrast. The options are:

- **Background Suppression** enhances originals that have colored backgrounds, by reducing or eliminating the background from your original. This option is useful when your original is on colored paper.
 - Select **Auto Suppression** to automatically suppress unwanted background.
 - Select **Off** to turn the *Background Suppression* feature off, particularly when:
 - The Darken adjustment does not produce a satisfactory output from light originals.
 - The original has a gray or colored border, such as a certificate.
 - You want to bring out fine detail that was lost due to a dark edge when using bound originals.



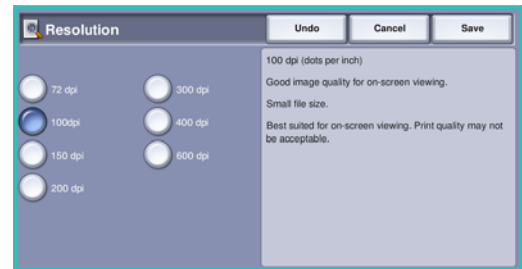
- **Contrast** controls the image density on the output and compensates for an original that has too much or too little contrast on the image.
 - Move the indicator up to reproduce more vivid blacks and whites for sharper text and lines but less detail in pictures.
 - Move the indicator down to reproduce more detail in light and dark areas of the original.

Select **Save** to save your selections and exit.

Resolution

The **Resolution** affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network. The options are:

- **72 dpi** recommended for output displayed on a computer. It produces the smallest file size.
- **100 dpi** recommended for output that delivers low quality text documents.
- **150 dpi** recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics.
- **200 dpi** recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics.
- **300 dpi** recommended for high quality text documents that are to pass through *OCR* applications. Also recommended for high quality line art or medium quality photos and graphics. This is the default resolution and the best choice in most cases.
- **400 dpi** recommended for photos and graphics. It produces average image quality for photos and graphics.
- **600 dpi** recommended for high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.



Select **Save** to save your selections and exit.

Quality / File Size

The **Quality / File Size** settings allow you to choose between scan image quality and file size. These settings allow you to deliver the highest quality or make smaller files. A small file size delivers slightly reduced image quality but is better when sharing the file over a network. A larger file size delivers improved image quality but requires more time when transmitting over the network. The options are:

- **Normal/Small** produces small files by using advanced compression techniques. Image quality is acceptable but some quality degradation and character substitution errors may occur with some originals.
- **Higher/Larger** produces larger files with better image quality.
- **Highest/Largest** produces the largest files with the maximum image quality. Large files are not ideal for sharing and transmitting over the network.

Select **Save** to save your selections and exit.

Note: If you change the **Quality / File Size** option you may affect the settings in the **Scan Presets** options on the *E-mail* tab.



Layout Adjustment

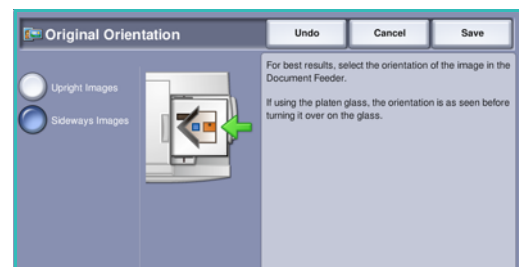
The *Layout Adjustment* options allow you to manipulate the scanned image and enhance the appearance and style of your output. To access the *Layout Adjustment* options, select **Services Home** and **E-mail**. Then select the **Layout Adjustment** tab.



Original Orientation

Use to specify the orientation of the originals being scanned. The options are:

- **Upright Images** refers to the direction the images are loaded in the *document feeder*. Use this option if your images are in the orientation matching the image shown when loaded in the *document feeder*.
- **Sideways Images** refers to the direction the images are loaded in the *document feeder*. Use this option if your images are in the orientation matching the image shown when loaded in the *document feeder*.

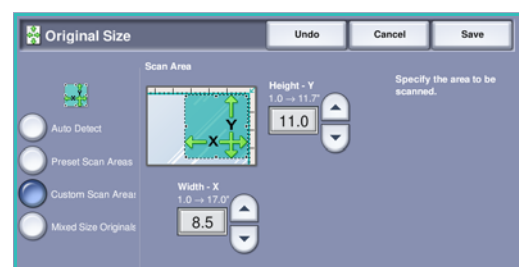


Select **Save** to save your selections and exit.

Original Size

Original Size allows you to specify automatic size detection of the originals, mixed size originals, or the specific size of the image to be scanned. The options are:

- **Auto Detect** is the default setting and enables automatic size sensing. The size detected is matched to a standard size paper.
- **Preset Scan Areas** allows you to define the size of your original from a list of preset, standard original sizes. You can view the list by using the scroll bar.
- **Custom Scan Areas** is used to enter a specific area for scanning. Measure the area to be scanned on the original and enter the X and Y axis measurements into the fields provided. Only the area specified is scanned.
- **Mixed Size Originals** allows you to scan documents containing different size pages. The pages must be the same width, like A4 LEF and A3 SEF (8.5x11" LEF and 11x17" SEF). Other combinations are shown on the screen.

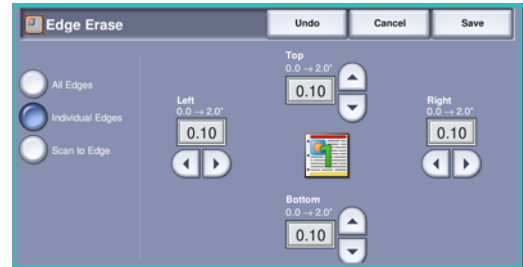


Select **Save** to save your selections and exit.

Edge Erase

Edge Erase enables you to specify how much of the image to erase around the edges of your document. For example, you can remove the marks caused by punched holes or staples in your original. The options are:

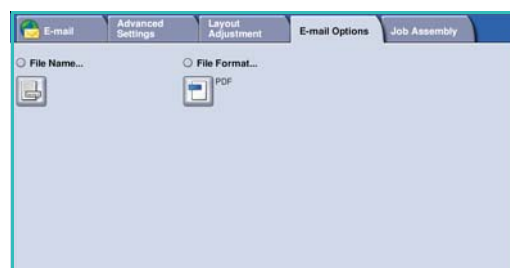
- **All Edges** is used to erase an equal amount from all the edges. Use the *arrow* buttons to adjust the amount to be erased from 1 mm to 50 mm (0.1" to 2.0"). All marks or defects within the measurement set are deleted.
- **Individual Edges** enables an individual amount to be erased from each of the edges.
Use the *arrow* buttons to adjust the amount for each edge, from 0 mm to 50 mm (0" to 2.0").
- **Scan to Edge** use this option to scan to the edge of the image.



Select **Save** to save your selections and exit.

E-mail Options

The *E-mail Options* allow you to temporarily change the format of the e-mail image file, set a *Reply To* address and add a brief message. To access the *E-mail Options*, select **Services Home** and **E-mail**. Then select the **E-mail Options** tab.



File Name

This feature enables you to name the file that is sent by E-mail.

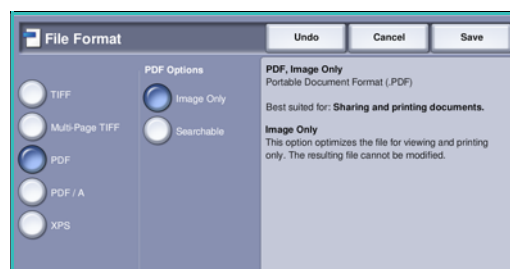
- Using the keyboard, enter the name of the file.
 - Up to 50 alphanumeric characters can be entered.
 - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
 - Use the **Keyboards...** button to access additional language keyboards.
- Select **Save** to save your selections and exit.



File Format

The **File Format** determines the type of file created. You can select the file format you wish to use for your scanned image. The options are:

- PDF (Portable Document Format)** allows recipients with the right software to view, print or edit the file, no matter what their computer platform.
 - Image Only** optimizes the file for viewing and printing and cannot be modified.
 - Searchable** runs the file through an *Optical Character Recognition (OCR)* process. This can take a few minutes but allows the text in the file to be searchable and editable. If **Searchable** is selected, the **Document Language** menu becomes available. Select the appropriate language from the menu.



Depending on the receiving device, the **PDF** selection may not be compatible when the resolution is set to **200 dpi**.

- PDF/A** is an industry standard format for long term document preservation based on the PDF format. The **Advanced Settings** may need checking to ensure they are appropriate for extended use.
 - Image Only** optimizes the file for viewing and printing and cannot be modified.
 - Searchable** runs the file through an *Optical Character Recognition (OCR)* process. This can take a few minutes but allows the text in the file to be searchable and editable. If **Searchable** is selected, the **Document Language** menu becomes available. Select the appropriate language from the menu.

- **XPS (XML Paper Specification)** is a Microsoft proprietary format similar to PDF.
 - **Image Only** optimizes the file for viewing and printing and cannot be modified.
 - **Searchable** runs the file through an *Optical Character Recognition (OCR)* process. This can take a few minutes but allows the text in the file to be searchable and editable. If **Searchable** is selected, the **Document Language** menu becomes available. Select the appropriate language from the menu.
- **Multi-Page TIFF (Tagged Image File Format)** produces a single TIFF file containing several pages of scanned images. A more specialized software is required to open this type of file format.
- **TIFF (1 File per Page)** produces a graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned.
- **JPEG (1 File per Page) (Joint Photographic Experts Group)** produces a compressed graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned.

Select **Save** to save your selections and exit.

Job Assembly

This tab provides access to the *Build Job* feature for compiling jobs which have different originals or programming requirements within a job. To access the *Job Assembly* options, select **Services Home** and **E-mail**. Then select the **Job Assembly** tab.

Build Job

Use this feature to build a job that requires different settings for each page, or a segment of pages.

You can select the appropriate settings to be applied to individual pages or segments of a completed job. First split the originals into sections for individual programming.



Some pages with text and some with photos



Some pages 2 sided and some 1 sided



Various sized originals



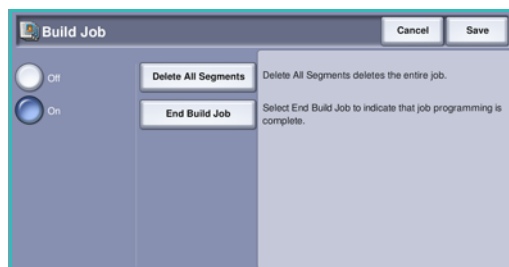
More than 100 pages



1. Select **Build Job** on the **Job Assembly** tab.
2. Switch on *Build Job* by selecting the **On** button and select **Save**.
3. Select the options required for the first segment of the job.
4. Load the first segment originals and press **Start**.
5. Remove the first segment originals. The *Build Job* screen displays the first segment in the list.

Delete All Segments deletes the current *Build Job* and returns you to the main *Build Job* screen.

6. Select the options required for the second segment.
7. Load the second segment originals and press **Start**.
8. Repeat these steps until all segments of your job have been programmed and scanned.
9. After the last segment has been scanned, select **End Build Job** to indicate you have finished scanning and the job can be processed and completed.



Xerox® WorkCentre 5735/5740/5745/5755/5765/5775/ 5790

Save and Reprint Jobs



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Introduction

Reprint Saved Jobs is a standard feature that can be enabled on your device. It enables you to retrieve jobs which have been stored on the device using the *Store Job* feature of the *Copy* service, the print driver or the *Internet Services Print Submission* option.

Prior to using the *Reprint Saved Jobs* option, a job must be saved to a folder on the device. For instructions on using the basic *Save Job for Reprint* features refer to [Saving a Job](#) on page 181.

Jobs are placed into a folder located on the device and can be accessed and retrieved for printing at later date. Jobs can be recalled and printed as many times as you need.

1. To select the **Reprint Saved Jobs** service, press the **Services Home** button.
2. Select the **Reprint Saved Jobs** option. Additional options and features are displayed.

Most feature screens include the following buttons to confirm or cancel your choices.

- **Undo** resets the current screen to the values that were displayed when the screen was opened.
- **Cancel** resets the screen and returns to the previous screen.
- **Save** saves the selections made and returns to the previous screen.
- **Close** closes the screen and returns to the previous screen.



For instructions on using the basic *Reprint Saved Jobs* features refer to [Reprinting Saved Jobs](#) on page 184.

If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features. Refer to [Log In / Out](#) on page 25 of [Getting Started](#).

Saving a Job

Prior to using the *Reprint Saved Jobs* option, a job must be saved to a folder on the device. Jobs can be saved using the Copy service at the device, or at your PC using the print driver or Internet Services.

Using the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790

To store a job using the device:

1. Press the **Services Home** button.
2. Select the **Copy** option. Additional options and features are displayed.
3. Program the required job features.



4. Select the **Save Job for Reprint** button on the **Job Assembly** tab.
5. Select the **Save Job for Reprint** option required:
 - **Copy & Save** is used to store the job and print a copy of the job.
 - **Save Only** stores the job without printing.
6. Select a folder location to store the job.
7. Select **New Job Name** and enter a name for the job using the keyboard.
Select **Save** to save the job name and return to the previous screen.
8. Load your originals into the *document feeder* and select **Start** to run the job.
9. The job is scanned and saved with the name entered, in the folder selected. If **Copy & Save** was selected, a copy of the job is also printed.



For information about File Folder Management, refer to [Managing Folders](#) on page 186.

Using the Print Driver

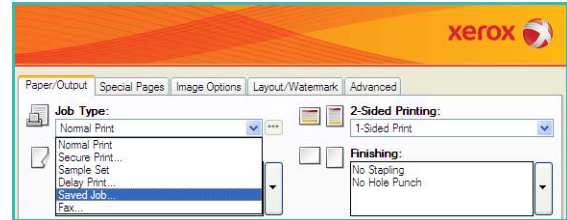
To store a job using the print driver:

1. Open your document and select **Print** from the application's *File* menu. The application Print window is displayed.
2. Select the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790 printer from the *Printer Name* drop-down menu.
3. Select **Properties** to access the print settings for the job.

Saving a Job

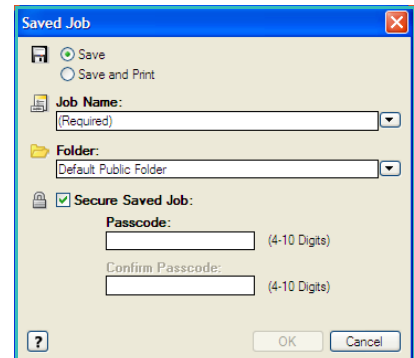
4. Select the *Job Type* drop-down menu and select **Saved Job**.

The *Saved Job* options are displayed.



5. Program the Saved Job options as required:

- Select **Save** to store the job only or **Save and Print** to store and print the job.
- **Job Name** is used to enter a name for the job or select Use Document Name to use the filename of the document being submitted.
- **Folder** is used to select a location to store the job. The *Default Public Folder* is available to all users, other folders may have restricted access.
- **Secure Saved Job** is used to add a passcode to the job. The job can only be accessed and printed using the passcode entered here.



6. Select **OK** to save the settings and exit the Saved Job options.
Program the print features required for the saved job.
7. The **Help** option provides an explanation of all the options.
8. Select **OK** to save the print settings.
9. Select **OK** on the Print dialogue window to send the job.

The job is processed and sent to the device for saving or saving and printing, depending on the selection.

Using Internet Services

The **Print** option within *Internet Services* can also be used to create a Saved Job. The job file submitted must be a print ready file, such as a PDF or PostScript file.

1. Open the web browser from your Workstation.
2. In the URL field, enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field:
`http://192.168.100.100.`



3. Press **Enter** to view the Home page.

The *Internet Services* options for your device are displayed.

Note: To find out the IP Address of your device, print a configuration report. For instructions, refer to [Print Reports](#) on page 236 of [Machine and Job Status](#).

4. Select **Print** to access the *Job Submission* options.
5. Enter the file name of the job requiring saving, or use the **Browse** option to locate the file.
6. Select the *Job Type* drop-down menu and select **Save Job for Reprint**.

The **Saved Job** options are displayed.

- Select **Save** to store the job only or **Save and Print** to store and print the job.
 - **Job Name** is used to enter a name for the job.
 - **Folder** is used to select a location to store the job. The *Default Public Folder* is available to all users, other folders may have restricted access.
 - **Secure Saved Job** is used to add a passcode to the job. The job can only be accessed and printed using the passcode entered here.
 - Program the **Paper**, **2-Sided Printing**, **Collate**, **Orientation**, **Output Destination** and the finishing options as required.
7. Select **Submit Job** at the top of the page to send the job to the device over the internet.
- The job is processed and sent to the device for saving or saving and printing, depending on the selection.

The screenshot shows the 'Job Submission' window with the following settings:

- File Name:** A text field with a 'Browse...' button.
- Job Type:** A drop-down menu set to 'Save Job for Reprint'.
- Save in Folder:** A drop-down menu set to 'Default Public Folder'.
- Secure Saved Job:** A checkbox that is unchecked.
- Passcode:** Two text fields for entering and confirming a passcode (14 - 32 digits).
- Finishing Options:**
 - 2-Sided Printing:** A dropdown set to 'Auto'.
 - Collate:** A dropdown set to 'Auto'.
 - Orientation:** A dropdown set to 'Auto'.
 - Output Destination:** A dropdown set to 'Auto'.
- Paper:** A dropdown menu set to 'Auto'.

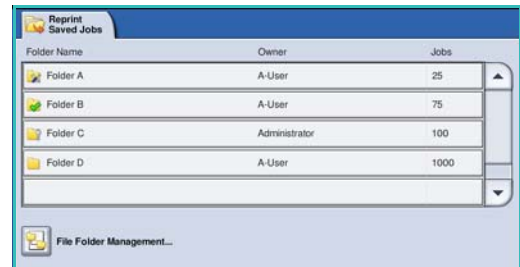
At the top of the window, there are buttons for 'Submit Job' and 'Cancel'.

Reprinting Saved Jobs

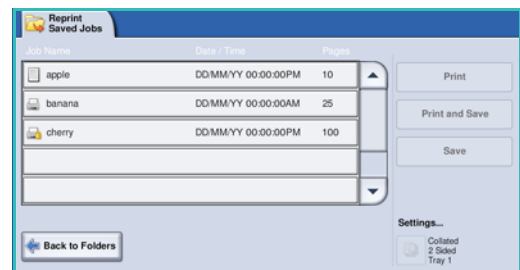
Saved Jobs can be reprinted using the device touch screen or from *Internet Services*.

Using the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790

1. Press the **Services Home** button.
2. Select the **Reprint Saved Jobs** option.
Folders containing the saved jobs are displayed.
3. Select the folder required. If necessary, use the scroll bar to access all the folders.
A list of the jobs in the folder is displayed.

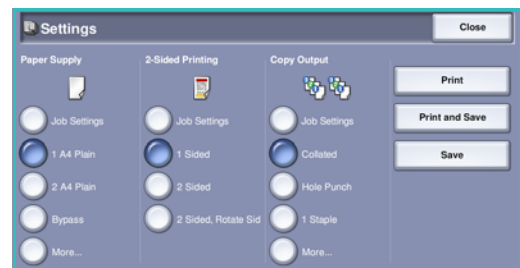


4. Select the job and select the print or save option required:
 - **Print** is used to print the selected job using the currently saved print settings.
 - If print settings are changed from those stored with the original print job, **Print and Save** is used to print and then store the selected job with the new settings.
 - **Save** is used to save the selected job without printing. The job will be saved in place of the original job with any new settings selected.



If the job settings require changing prior to printing the job, select the **Settings** option. Select the options required and then select **Print**, **Print and Save** or **Save**.

5. If the job is a secure job, enter the passcode required and select **Print Job**.
6. Select **Job Status** to view all the job lists and check the status of your job. For further information, refer to [Job Status](#) on page 233 of [Machine and Job Status](#).

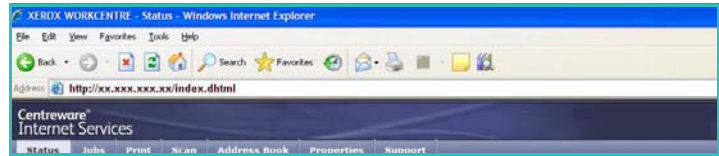


Using Internet Services

You can reprint your saved jobs using *Internet Services*:

1. Open the web browser from your Workstation.

2. In the URL field, enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field:
`http://192.168.100.100`.



3. Press **Enter** to view the Home page.

The *Internet Services* options for your device are displayed.

Note: To find out the IP Address of your device, print a configuration report. For instructions, refer to [Print Reports](#) on page 236 of [Machine and Job Status](#).

4. Select the **Jobs** tab.

This screen shows the jobs currently in the device list.

5. To access the list of *Saved Jobs*, select the **Saved Jobs** tab.



6. Select the folder that contains the job you want to print.

7. Select the check box next to the job you want to print.

You may choose several jobs and specify how many copies you would like.

8. Select **Print Job** from the drop-down menu and then select **Go**.

9. Your selected job or jobs are printed at the device using the saved print setting for each job.

Managing Folders

The folders are set up by the System Administrator using *Internet Services* and can be managed by the users. Folder management tasks can be performed at the device, using the *Reprint Saved Jobs* service, or at your PC using *Internet Services*.

Using the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790

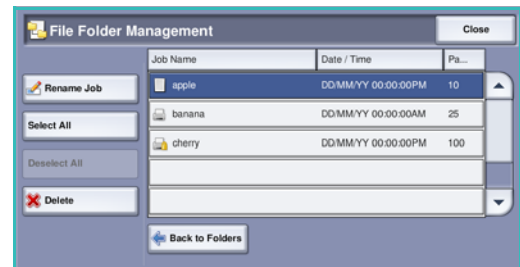
1. Press the **Services Home** button.
2. Select the **Reprint Saved Jobs** option.
Folders containing the saved jobs are displayed.
3. Select the **File Folder Management** option. The Manage Folders options are as follows

- **Open Folder** opens the selected folder.
- **New Folder** is used to create a new folder. Enter the folder name and select the access options required.
- **Modify Folder** is used to edit the folder name or access details.
- **Delete** is used to delete a folder and its contents.

Within each folder, the options are as follows:

- **Back to Folders** is used to return to the folder list.
- **Rename Job** is used to rename selected job.
- **Select All** is used to select all the jobs within the folder.
- **Deselect All** is used to deselect any jobs selected.
- **Delete** is used to delete the selected file(s).

4. Select **Close** to exit the File Folder Management option.



Using Internet Services

Create New Folder

Folders and the files saved within them can be managed using *Internet Services*.

1. Open the web browser from your Workstation.
2. In the URL field, enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field: `http://192.168.100.100`.
3. Press **Enter** to view the Home page.

The *Internet Services* options for your device are displayed.

Note: To find out the IP Address of your device, print a configuration report. For instructions, refer to [Print Reports](#) on page 236 of [Machine and Job Status](#).

4. Select the **Jobs** option.
5. Select the **Saved Jobs** tab to access the folder options.
6. Select **Create New Folder**.
7. Input the name for the folder in the **Name** field.

As a normal user you are only able to create *Public* folders. These are the other kind of folders you may see.

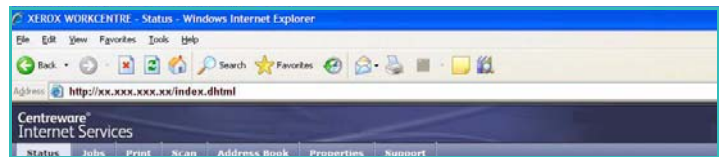
- The **Public** folder has been created by a user. It can be used by any user and has no access authority limitations. Any user can access, modify and delete the documents in this folder.
 - The **Read Only** folder is created by the System Administrator or a user as a *Read Only Public* folder. Any user can print from the folder but documents cannot be deleted or modified.
 - The **Private** folder is created by a user only when the device is in *Authentication* mode. The User marks the folder as *Private* and the folder is only visible to the Owner and the System Administrator.
8. When you have selected the appropriate Permissions, select **Apply**.
The Folder is displayed in the *Folders List*.



Modify or Delete Folder

You can modify or delete existing folders that contain *Saved Jobs* using *Internet Services*.

1. Open the web browser from your Workstation.
2. In the URL field, enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field:
`http://192.168.100.100`.

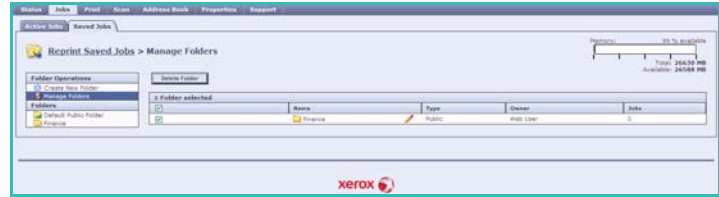


3. Press **Enter** to view the Home page.
The *Internet Services* options for your device are displayed.

Note: To find out the IP Address of your device, print a configuration report. For instructions, refer to [Print Reports](#) on page 236 of [Machine and Job Status](#).

4. Select the **Jobs** option.
5. Select **Saved Jobs** tab to access the folder options.
6. Select **Manage Folders**.
The window displays all the *Public* folders and any *Private* folders belonging to you.
Check the box next to the folder you want to modify.

7. Select options required for the folder.
The folder can be deleted by selecting the **Delete Folder** button.
The folder and the contents of the folder are deleted from the list on this screen and the list of available folders at the device.



Xerox[®] WorkCentre 5735/5740/5745/5755/5765/5775/ 5790 ID Card Copy



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Introduction

ID Card Copy enables you to scan each side of an ID card onto one side of a single sheet of paper. The ID card is placed on the *document glass* and the first side is scanned. When prompted, the card is turned over and the other side is scanned. You can also set different image quality settings for side 1 and side 2.



1. To select the **ID Card Copy** service, press the **Services Home** button.
2. Select the **ID Card Copy** option. Additional options and features are displayed.

Most feature screens include the following buttons to confirm or cancel your choices.

- **Undo** resets the current screen to the values that were displayed when the screen was opened.
- **Cancel** resets the screen and returns to the previous screen.
- **Save** saves the selections made and returns to the previous screen.
- **Close** closes the screen and returns to the previous screen.

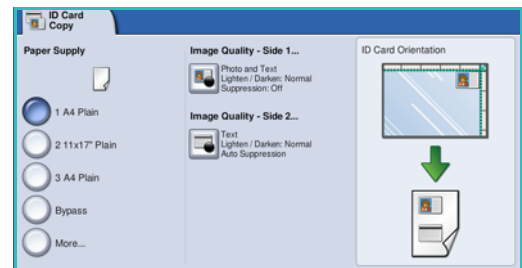
If an option is not required, use the **Off** option to disable a feature.



If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features. Refer to [Log In / Out](#) on page 25 of [Getting Started](#).

ID Card Copy

The *ID Card Copy* tab includes Paper Supply options and Image Quality options for Side 1 and Side 2. Each option is described in detail below.



Paper Supply

Use the *Paper Supply* options to select the paper tray for the job. The options are:

- **Tray 1** use this option to select the paper loaded in Tray 1.
- **Tray 2** use this option to select the paper loaded in Tray 2.
- **Tray 3** use this option to select the paper loaded in Tray 3.
- **Tray 4** use this option to select the paper loaded in Tray 4.
- **Bypass** use this option when feeding individual types of media.
- **More...** provides access to all the tray options.

Select a long edge feed or short edge feed media, depending on the output orientation required. When a paper supply option is selected, the screen graphic illustrates the orientation of the image on the output.

Image Quality - Side 1 and Image Quality - Side 2

Use these features to enhance the image quality of your output. Individual settings can be selected for Side 1 and Side 2. The options are:

Original Type

- **Photo and Text** is recommended for text and line art originals.
- **Text** produces sharper edges and is recommended for text and line art.
- **Photo** is used specifically for originals containing photos or continuous tones without any text or line art. Produces the best quality for photos but reduced quality text and line art.
- **Halftone Photo** is used if your original is from a magazine or newspaper that contains photographs or text.



Lighten/Darken

This provides manual control to adjust the lightness or darkness of the scanned images.

- Move the indicator down to darken the scanned image, for light originals such as pencil images.
- Move the indicator up to lighten the scanned image, for dark originals such as halftones or originals with colored backgrounds.

Background Suppression

This enhances originals that have colored backgrounds, by reducing or eliminating the background on the output copy. This option is useful when your original is on colored paper.

- Select **Auto Suppression** to automatically suppress unwanted background.
- Select **Off** to turn the Background Suppression feature off, particularly when:
 - The *Darken* adjustment does not produce a satisfactory output from light originals.
 - The original has a gray or colored border, such as a certificate.
 - You want to bring out fine detail that was lost due to a dark edge when using bound originals.

Select **Save** to save your selections and exit.

Copying an ID Card

1. Lift up the *document feeder*. Place the ID card face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programming selections.
3. Press the **Services Home** button and select the **ID Card Copy** option. The *ID Card Copy* features are displayed.
4. Select the paper tray required for the job. The graphic on the screen changes to reflect the orientation of the output paper.
5. Select the **Side 1 - Image Quality** option and program the features required for side 1.
Select the **Side 2- Image Quality** option and program the features required for side 2.
6. Enter the copy quantity using the numeric keypad and press **Start** to scan side 1 of the ID card.
7. Lift up the *document feeder* and turn over the ID card to enable side 2 to be scanned. Close the *document feeder*.
8. Press **Start** to scan side 2 of the ID card.
The job is processed and printed. Retrieve your copies from the output tray.



If your job is held in the list it requires additional resources to print. To identify the resources required, select the **Job Status** button. Select your job in the list and select **Job Details**. Once the resources are available the job will print.

Xerox[®] WorkCentre 5735/5740/5745/5755/5765/5775/ 5790 Internet Services



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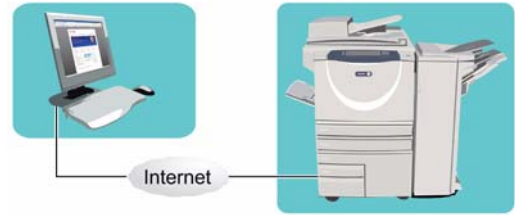
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Introduction

Internet Services uses the embedded HTTP Server on the device. This allows you to communicate with the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790 through a web browser.

Entering the IP Address of the device as the URL (Universal Resource Locator) in the browser provides direct access to the device over the internet or intranet.



Internet Services enables users to perform many functions, including:

- Checking machine status, billing information and consumable status.
- Submitting print jobs over the internet or intranet.
- Setting up the Public Address Book by importing an existing address book, or by adding entries individually.
- Creating, modifying and deleting Workflow Scanning templates.
- Customizing the device settings such as Energy Saver, Paper Trays and Timeout Settings.

The Internet Services Help function describes all the features and functions available.

Using Internet Services

Prior to connecting to Internet Services the device must be physically connected to the network with TCP/IP and HTTP enabled. An operational workstation with *TCP/IP Internet* or *Intranet* accessibility is also required. To access Internet Services:

1. Open the web browser from your Workstation.

2. In the URL field, enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field:
http://192.168.100.100.



3. Press **Enter** to view the Home page.

The Internet Services options for your device are displayed.

Note: To find out the IP Address of your device, print a configuration report. For instructions, refer to [Print Reports](#) on page 236 of [Machine and Job Status](#).

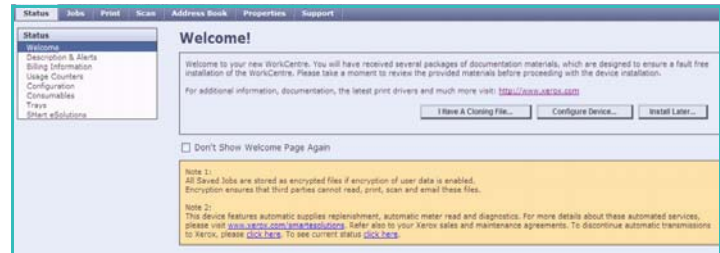
Status

The *Status* option provides information about the device.

Welcome

The Welcome page provides information about setting up and installing your device.

Once you have reviewed this page it can be switched off using the **Don't Show Welcome Page again** option.



Description & Alerts

A description of any problems or *Alerts* on the device.



Billing Information

Provides the machine serial number, the number of black impressions and the number of color impressions made.



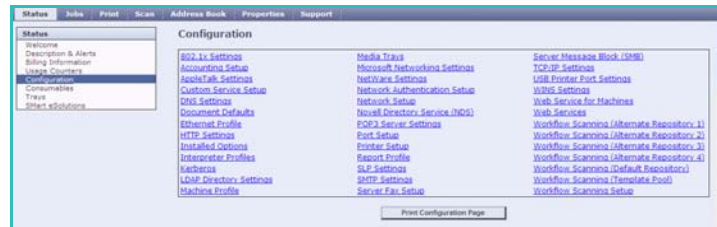
Usage Counters

Provides more detailed information on device usage, such as number of copied sheets, number of printed sheets, number of faxes and number of large sheets.



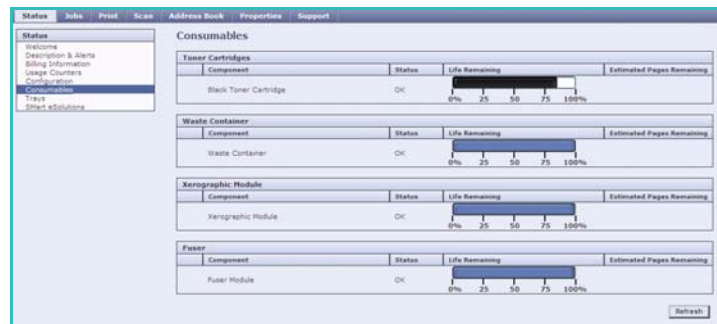
Configuration

This section displays the configuration of the device and the option to print a configuration report.



Consumables

This option provides information on the life of the device consumables, such as the Toner Cartridge and Xerographic Module.



Trays

This area displays status information about all the paper trays. It also provides information about the tray media and settings.

Paper Supply	Status	Size	Color	Type
Paper Tray	Almost Empty	A4 (210 x 297 mm)	White	Plain
Tray 1	Empty	A4 (210 x 297 mm)	White	Plain
Tray 2	Empty	A4 (210 x 297 mm)	White	Plain
Tray 3	Empty	A4 (210 x 297 mm)	White	Plain
Tray 4	Empty	A4 (210 x 297 mm)	White	Plain
Bypass Tray	Empty	A3 (297 x 420 mm)	White	Plain
Offset Tray	Ready			

Information Pages

Using this option, individual guides can be printed which provide information about the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790 services and features.

It also provides sampler pages which are used for checking the quality and color settings.

Select the guide or sampler page required and select **Print**.

SMart eSolutions

This option provides information about the SMart eSolutions enabled on the device. SMart eSolutions is a hassle free, hands free, secure way to manage your device via automatic meter reading, automatic supplies replenishment and remote diagnostics.



Jobs

The *Jobs* option provides information about the all the incomplete jobs in the *Job List* on the device and the Saved Jobs.

Active Jobs

Use this option to check the status of your job. The *Active Jobs* list displays a list of the current jobs and the status of each job.



Saved Jobs

Jobs which have been saved to the device memory can be accessed using the *Saved Jobs* option. A *Saved Job* can be selected and printed, deleted, copied or moved.

Print

The *Print* option enables you to send a print ready job such as a PDF or PostScript file to the printer over the internet. You can send the job from your desktop or from a remote location.

To use the *Job Submission* option:

- Enter the file name of the job requiring printing, or use the **Browse** option to locate the file.
- Program the printing options required.
- Select **Submit Job** to send the job to the printer over the internet.

The screenshot displays the 'Job Submission' window of a Xerox WorkCentre interface. At the top, there are navigation tabs: Status, Jobs, Print, Scan, Address Book, Properties, and Support. The 'Job Submission' section is active, showing a 'File Name' field with a 'Browse' button and a 'Submit Job' button. Below this, the 'Printing' section contains various settings: 'Copies' (Auto or 1-9999), 'Job Type' (Normal Print), 'Paper' (Size, Color, Type), '2 Sided Printing' (Auto), 'Collate' (Auto), 'Orientation' (Auto), and 'Output Destination' (Auto). A printer icon is visible at the bottom of the window.

Scan

The *Scan* option displays a list of all the *Workflow Scanning* templates that have been created using Internet Services.

Use the Scan options to create, modify, copy or delete Workflow Scanning templates.

For more information about the Scan options, refer to [Workflow Scanning Options](#) on page 115 of [Workflow Scanning](#).

Address Book

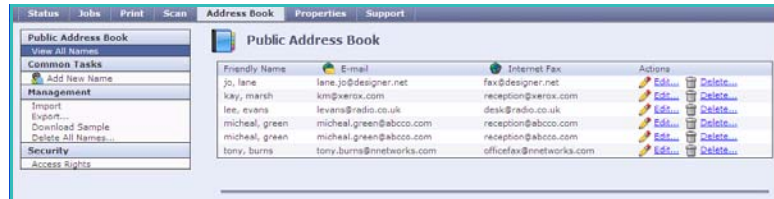
The device supports two types of address book:

- Internal - A global address book provided by LDAP (Lightweight Directory Access Protocol) services.
- Public - An address book created from a list of names and addresses saved in a CSV file (Comma Separated Values) format.

The *Address Book* tab is used to setup and manage a Public Address Book.

The file must be in a CSV (Comma Separated Values) format for the device to be able to read the file contents.

The device can have access to both an LDAP server and a Public Address Book. If both are configured the user will be presented with the choice to use either address book to select email recipients.



Refer to the [System Administrator Guide](#) for further information about Address Books.

Properties

The *Properties* option contains all the settings, setups and default values for installing and setting up the device. These are protected by a user name and password and should only be changed by your System Administrator.



Support

The *Support* option contains the name and telephone number of your System Administrator and the telephone numbers you should use for *Customer Support* and *Supplies*.

The screenshot displays the 'Support' tab of the Xerox WorkCentre 5735 v1 interface. The left sidebar contains machine information, while the main area on the right is divided into sections for assistance links, system administrator settings, and support contact information.

Machine Model	
Xerox WorkCentre 5735 v1 Multifunction System	
Name	
XRX0000AACF4E8B	
IPv4 Address	
13.221.196.63	
IPv6 Address: Link-Local	
fe80::200:ca1f:fe0f:aeb8:164	
Location	
1st Floor	
Fax Line 1	
01707333333	
Status	
Idle	

General	
Assistance Links	
Software Upgrades Xerox.com	Browser Software Firefox Internet Explorer Safari
System Administrator	
Administrator System Administrator name not set Phone Number System Administrator phone number not set Location System Administrator location not set	
Xerox Support	
Customer Support number not set Service number not set Supplies number not set	Smart eSolutions <div>Send Diagnostic Information to Xerox</div>

Help

Select the **Help** button to display the *Help* screens.

The structure of the *Help* screens corresponds to the structure of the Internet Services options.

Use the menu on the left of the *Help* page to access descriptions and instructions about all the features and functions of Internet Services.

Xerox[®] WorkCentre 5735/5740/5745/5755/5765/5775/ 5790 Paper and Media



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 1.0: December 2009

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Introduction

This guide describes the different types of media that can be used in your device, the paper trays available and the types and sizes of media that can be loaded and fed from each tray. It also identifies the orientation the media can be loaded, Long Edge Feed (LEF) or Short Edge Feed (SEF).

Detailed media specifications for this device are provided at www.xerox.com.



- 1 **Paper Tray 1:** This tray is standard on the device. It is a fully adjustable tray and is used for media sizes A5 LEF to A3 SEF (5.5x8.5" LEF to 11x17" SEF). The capacity for this tray is 500 sheets of 75 gsm or 20 lb paper.
- 2 **Paper Tray 2:** This tray is standard on the device. It is a fully adjustable tray and is used for media sizes A5 LEF to A3 SEF (5.5x8.5" LEF to 11x17" SEF). The capacity for this tray is 500 sheets of 75 gsm or 20 lb paper.
- 3 **Paper Tray 3:** This tray is standard on the device. It is a dedicated tray and is set to a fixed size, either A4 or 8.5x11". The capacity for this tray is 2000 sheets of 75 gsm or 20 lb paper.
- 4 **Paper Tray 4:** This tray is standard on the device. It is a dedicated tray and is set to a fixed size, either A4 or 8.5x11". The capacity for this tray is 1600 sheets of 75 gsm or 20 lb paper.
- 5 **Tray 5:** An optional high capacity paper source which feeds A4 or 8.5x11" Long Edge Feed (LEF) media as standard. Optional kits are available to accommodate 11x17", A3, 8.5x14", 8.5x11" or A4 Short Edge Feed (SEF) media. The capacity for this tray is 4000 sheets of 75 gsm or 20 lb paper (A4 or 8.5x11" LEF), up to 2000 sheets of 75 gsm or 20 lb paper (optional kits).
- 6 **Tray 6 (Post Process Inserter):** An optional paper tray for use with the High Volume Finisher. It is used to insert pre-printed sheets into copy sets. The device cannot print on sheets fed from this tray. The capacity for this tray is 250 sheets of 75 gsm or 20 lb paper.
- 7 **Bypass Tray:** This tray is also standard on the device and is used for non-standard printing media. It can be used for media sizes in the range A6 SEF to A3 SEF (4.25x5.5" SEF to 11x17" SEF). The capacity for this tray is 100 sheets of 75 gsm or 20 lb paper.

The trays automatically detect *low media* and *out of media* conditions. A warning message is displayed on the screen when a tray requires loading.

Always use the information labels in each of the trays for guidance on loading orientations and maximum fill information.

Trays 1 and 2

Trays 1 and 2 are located on the front of the device and feed the majority of media sizes. Media can be loaded Long Edge Feed (LEF) or Short Edge Feed (SEF). Your device uses a system of programable settings to manage the trays and media. These settings are established by your System Administrator who can set Trays 1 and 2 to **Fully Adjustable** or **Dedicated**.

- **Fully Adjustable** if this option is set, the paper settings screen is displayed each time the tray is opened and closed. The drop-down menus are used to change the size, type and color of the media loaded. The guides automatically detect the size of media loaded and the device gives a warning if the guides are not set correctly or a non-standard media size is used.
- **Dedicated** when a tray is opened a screen is displayed identifying the media that should be loaded in the tray. If the wrong size of media is loaded, or the tray guides are set incorrectly, the device gives a warning to adjust the guides.

Note: Only the System Administrator can change the media attributes for a dedicated tray.

If a non-standard size media is loaded, or the tray guides are set incorrectly, the device displays a screen showing *Unknown size* and asking you to confirm or change the settings.

If set to *Adjustable*, the following media can be loaded in Trays 1 and 2:

- Up to 500 sheets of 75 gsm or 20 lb paper.
- Weights from 60 to 200 gsm (16 to 53 lb).

Note: For 80 gsm paper capacities are slightly lower than specified.

- Media sizes in the range A5 LEF to A3 SEF (5.5x8.5" LEF to 11x17" SEF). Custom sizes are also supported.
- Media types:
 - Plain, Bond and Recycled
 - Punched
 - Letterhead and Pre-printed
 - Heavyweight
 - Pre-cut tabs
 - Rough Surface

Trays 1 and 2 must not be used to feed labels, transparencies or envelopes. The Bypass Tray can be used for these media types. The optional Envelope Tray can be used in place of Tray 2 for envelopes.

Loading Trays 1 and 2

If Tray 1 or Tray 2 is set as a *Dedicated* tray, the media requested must be loaded in the tray and the settings cannot be adjusted.



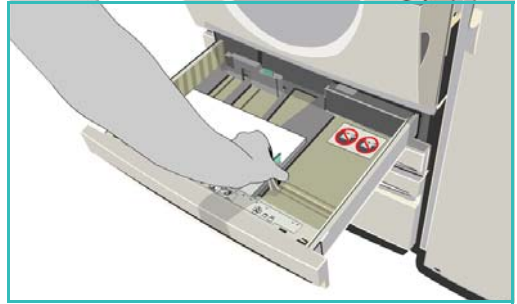
CAUTION: A problem will occur if a tray is opened while it is being used to feed media. Do not open Tray 1 if Tray 2 is open.

1. Open the tray.
2. Place the media in the tray. Media must be positioned against the left side of the tray.
 - Load pre-printed paper face-down and with the top towards the front of the device.
 - Load hole punched paper with the holes on the left edge.

Paper must not be loaded above the maximum fill line.

3. Make sure that the paper guides just touch the paper.
 - To position the right side guide, squeeze the clamp mechanism and slide the guide to touch the right edge of the media.
 - To position the rear guide, squeeze the clamp mechanism and slide the guide to touch the rear edge of the media.
4. Close the paper tray.

The paper settings for the tray are displayed on the touch screen.
5. **Confirm** or change the settings, as required.



Trays 3 and 4

Trays 3 and 4 are optional high capacity paper trays. They are intended to be the primary feeders for the most commonly used media. They are set as dedicated trays and feed only A4 or 8.5x11" LEF sized media. The following media can be loaded in each tray:

- Tray 3:
 - Up to 2000 sheets of 75 gsm or 20 lb paper.
 - Weights from 60 to 200 gsm (16 to 53 lb).
- Tray 4:
 - Up to 1600 sheets of 75 gsm or 20 lb paper.
 - Weights from 60 to 200 gsm (16 to 53 lb).

Note: For 80 gsm paper capacities are slightly lower than specified.

- Media types which can be used in either tray:
 - Plain, Bond and Recycled
 - Punched
 - Letterhead and Pre-printed
 - Heavyweight
 - Pre-cut tabs
 - Rough Surface

Trays 3 and 4 must not be used to feed labels, transparencies, envelopes or tabs. The Bypass Tray can be used for these media types.

Loading Trays 3 and 4

Only A4 or 8.5x11" LEF sized media can be loaded. The media size and type requested must be loaded in the tray and the settings cannot be adjusted by the user.

Note: Your device does not warn you if the wrong sized media is loaded.

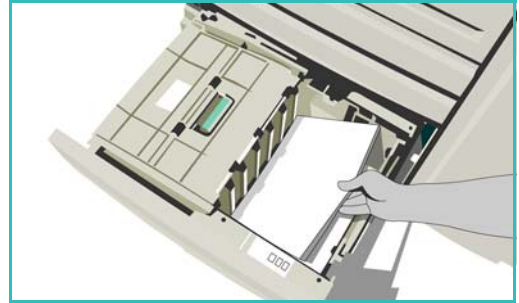


CAUTION: A problem may occur if a tray is opened while it is being used to feed media.

1. Opening the tray automatically lowers an elevator in the base of the tray.
2. The media required is displayed on the screen. Ensure the correct media is loaded.
3. Place the media in the tray. Media must be positioned against the left side of the tray.
 - Load pre-printed paper face-down and with the top towards the front of the device.
 - Load hole punched paper with the holes on the left edge.

Paper must not be loaded above the maximum fill line.

4. Close the paper tray. When the tray is closed the elevator rises to feed the media.



Bypass Tray

The Bypass Tray is a paper tray on the left hand side of your device and can be folded away when not in use. It is primarily intended for use as a small quantity, special materials feeder and accommodates media of all types including transparencies (non-paper backed), envelopes and tabs.

When media is detected in the Bypass Tray a paper settings screen is displayed. The drop-down menus are used to change the size, type and color of the media loaded. The guides automatically detect the size of media loaded and the device gives a warning if the guides are not set correctly or a non-standard media size is used. The following media can be loaded in the Bypass Tray:

- Up to 100 sheets of 75 gsm or 20 lb paper.
- Weights from 60 to 216 gsm (16 to 56 lb).

Note: For 80 gsm paper capacities are slightly lower than specified.

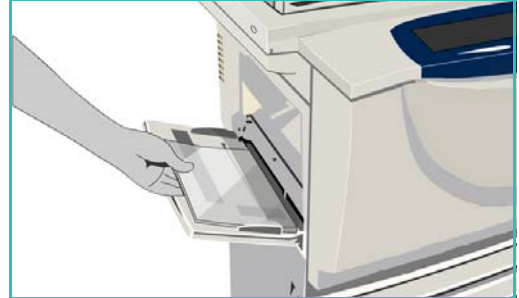
- Media sizes in the range A6 SEF to A3 SEF (4.25x5.5" SEF to 11x17" SEF). Envelope sizes DL to C4 (#10 to 9x12"), all envelopes must be fed Short Edge Feed (SEF).
- Media types:
 - Plain, Bond and Recycled
 - Punched
 - Letterhead and Pre-printed
 - Heavyweight
 - Transparency
 - Labels
 - Pre-cut tabs
 - Envelopes
 - Rough Surface

Note: Labels can only be printed 1-sided.

Loading the Bypass Tray

Your device alerts you if the Bypass Tray is selected for a job and the media requested does not match the media currently loaded. It also warns you if the tray runs out of paper during a job.

1. Make sure the tray is in the down position. For larger media, use the tray extension.
2. Place the media on the tray. Locate the media to the right edge.
 - Load pre-printed paper and labels face-up and with the top towards the front of the device.
 - Load hole punched paper with the holes on the right.
 - Load transparencies face-up with the white strip on the right.



For information about loading tabs, refer to [Media Types](#) on page 225.

Paper must not be loaded above the maximum fill line.

3. Make sure that the guides just touch the paper.
The paper settings for the tray are displayed on the touch screen.
The tray detects the position of the side guide to determine the size of the media.
4. **Confirm** or change the settings, as required.



Tray 5

Tray 5 is an optional high capacity paper source. When installed, Tray 5 takes priority as the primary paper feeder. This tray is a dedicated tray and as standard feeds A4 or 8.5x11" Long Edge Feed (LEF) media. Optional kits are available to accommodate 11x17", A3, 8.5x14", 8.5x11" or A4 Short Edge Feed (SEF) media. The following media can be loaded in Tray 5:

- Up to 4000 sheets of 75 gsm or 20 lb paper (A4 or 8.5x11" LEF), up to 2000 sheets of 75 gsm or 20 lb paper (optional kits).
- Weights from 60 to 216 gsm (16 to 56 lb).

Note: For 80 gsm paper capacities are slightly lower than specified.

- Media types:
 - Plain, Bond and Recycled
 - Punched
 - Letterhead and Pre-printed
 - Heavyweight
 - Rough Surface

Tray 5 must not be used to feed labels, transparencies, envelopes or tabs. The Bypass Tray can be used for these media types.



Loading Tray 5

The media size and type requested must be loaded in the tray and the settings cannot be adjusted by the user.

Note: Your device does not warn you if the wrong sized media is loaded.



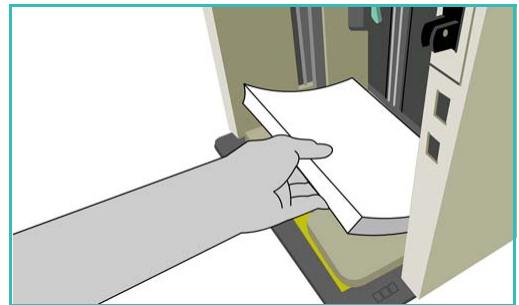
CAUTION: A problem may occur if a tray is opened while it is being used to feed media.

1. Press the button to open the door.
Opening the tray automatically lowers an elevator in the base of the tray. Wait for the paper tray to lower.
2. The media required is displayed on the screen. Ensure the correct media is loaded.
3. Place the media in the tray. Media must be positioned against the right side of the tray.

- Load pre-printed paper face-up and with the top towards the front of the device.
- Load hole punched paper with the holes on the right edge.

Paper must not be loaded above the maximum fill line.

4. Close the door.
When the door is closed the elevator rises to feed the media.



Tray 6 (Inserter)

Tray 6 (Inserter) is an optional paper tray for use with the High Volume Finisher and is used for inserting post process sheets in the set. This tray provides a very convenient and efficient way of adding pre-printed covers or inserts to a job. The following media can be loaded in Tray 6 (Inserter):

- Up to 250 sheets of 75 gsm or 20 lb paper.
- Weights from 60 to 216 gsm (16 to 56 lb).

Note: For 80 gsm paper capacities are slightly lower than specified.

- Media sizes:
 - A4 or 8.5x11" SEF or LEF
 - 8.5x13" SEF
 - 8.5x14" SEF
 - A3 or 11x17" SEF
- Media types:
 - Plain, Bond or Recycled
 - Punched
 - Letterhead
 - Pre-printed

Tray 6 (Inserter) must not be used to feed labels, envelopes, tabs or carbonless paper. The Bypass Tray can be used for these media types.



Loading Tray 6 (Inserter)



















A4 or 8.5x11" media may be loaded either long edge feed or short edge feed. Media sizes larger than A4 or 8.5x11" must be loaded short edge feed.

1. Place the media in the correct orientation for the job.
The labels on the top of Tray 6 (Inserter) provide instructions for input and output orientations. Refer to [Orientation of Pre-printed Media](#) on page 224.
2. The paper is registered to the left edge of the tray.
Paper must not be loaded above the maximum fill line.
3. Make sure that the guides just touch the paper.



Orientation of Pre-printed Media

It is important to load the media in the correct orientation so that it matches the output. The table below compares the various original orientations and how the pre-printed media should be loaded in each case.

Paper Size and Orientation	Output Required	Original Orientation	Output Tray Orientation	Inserter Orientation (to match output)
A4, 8.5x11" LEF	Long Edge Feed Stapled Top Left or Non-stapled			
A4, 8.5x11" SEF	Short Edge Feed Stapled Top Left or Non-stapled			
A4, 8.5x11" SEF	Short Edge Feed Staple Bottom Left or Non-stapled			
A4, 8.5x11" SEF	Short Edge Feed Stapled Top Left or Non-stapled			
A4, 8.5x11" LEF	Booklets from A4/8.5x11" Long Edge Feed Originals			
A3/A4 11x17"/8.5x11" SEF	Booklets from A4/A3 or 11x17"/8.5x11" SEF Originals In Booklet Format			

Media Types

This section describes the different types of media which can be loaded in your device. For further information about media types and specifications, refer to www.xerox.com.

The *Type* can be selected from a drop-down menu for the adjustable trays. It is important to select the correct *Type* setting for the media loaded in each tray. The device can detect different types of media as it travels through the paper path and will halt a job if a mismatch occurs.

The following table identifies the media types available, a description of each type and the tray loading instructions.

Media Type	Description	Loading Instructions
Plain, Recycled and Bond	The device supports media that has been designed for laser devices, such as Xerox Recycled paper.	Plain, Recycled and Bond paper can be loaded in any tray. Carbonless paper can also be used with this media type, instructions for use are provided with the paper.
Punched	Used for hole punched and perforated media which has two or more holes along one edge for use in ring binders and notebooks.	Before loading hole punched media make sure that any plugs (the round pieces cut out of the paper to create the holes) do not remain in the stack. Fan the media to separate the individual sheets. Trays 1, 2, 3 and 4: <ul style="list-style-type: none"> Load paper face-down with the holes on the left edge. Tray 5 and Bypass Tray: <ul style="list-style-type: none"> Load paper face-up with the holes on the right.
Transparency	Used to create images that can be projected on to a screen for presentations, or as covers. Transparencies are made of polyester film coated with a chemical substance. Clear transparencies allow maximum presentation space.	Bypass Tray only: <ul style="list-style-type: none"> Load paper-backed transparencies face-up with the adhesive side to the right. Load transparencies which have a white strip along one edge with the strip to the right and on the underside of the transparencies. Load transparencies on top of a small stack of same-size paper and fan transparencies to stop them sticking together. If a coating of oil remains on the transparency after printing, remove it with a lint free cloth.
Letterhead and Pre-printed	Used for pre-printed, forms and letterhead paper.	Trays 1, 2, 3 and 4: <ul style="list-style-type: none"> Load pre-printed paper face-down with the top to the front of the device. Tray 5 and Bypass Tray: <ul style="list-style-type: none"> Load pre-printed paper face-up with the top to the front of the device.

Media Type	Description	Loading Instructions
Labels	<p>Labels that have been designed for laser devices, such as Xerox Labels are supported. The adhesives are designed to withstand the higher temperatures of these devices without bleeding and causing spotting or damage to the internal components.</p> <p>Note: Dry gum labels can cause dry particles of glue to detach from the backing and should not be used.</p>	<p>Labels should be left in the printing environment for 72 hours before being used in the printer to allow them to adjust to the ambient temperature. Leave labels sealed in their plastic wrapping until they are ready to be loaded into the printer.</p> <p>Bypass Tray:</p> <ul style="list-style-type: none"> Load labels face-up in the Bypass Tray with the top towards the front of the device. <p>Note: Do not fan the label sheets before use unless the package instructs you to do so. If jamming or multi-sheet feeding occurs shuffle the labels before loading. Labels can only be printed 1-sided.</p>
Pre-Cut Tabs	<p>Tabs are used as dividers in documents. Your device can accommodate tabs with 1 to 10 tabs and weights of up to 200 gsm (53 lb bond).</p> <p>Note: Do not use tabs with bent corners. They can cause feeding related problems. If a tab is bent, remove it from the set and replace it with an undamaged tab in the same position.</p>	<p>Trays 1 and 2:</p> <ul style="list-style-type: none"> Load pre-cut tabs in the tray with the tab edge to the right (on the trailing edge) with the top tab to the front of the tray. <p>Bypass Tray:</p> <ul style="list-style-type: none"> Load pre-cut tabs in the Bypass Tray with the tab edge to the left (on the trailing edge) with the top tab to the front of the tray. <p>Ensure the tab sequence and number of tab sets is correct for the document being copied or printed, and the quantity required.</p> <p>For information about programing a tab job, refer to Build Job on page 57 for copy jobs and Add Exceptions on page 152 for print jobs.</p>
Heavyweight	<p>Use this media type for feeding heavyweight paper and card. The maximum weight which can be fed is 216 gsm (56 lb bond).</p>	<p>Trays 1, 2, 3 and 4:</p> <ul style="list-style-type: none"> Load up to 200 gsm (53 lb bond) paper. <p>Tray 5 and Bypass Tray:</p> <ul style="list-style-type: none"> Load up to 216 gsm (56 lb bond) paper or card. <p>Paper capacities are reduced for heavyweight paper, ensure the paper does not exceed the maximum fill line in each tray.</p>
Rough Surface (optional on some configurations)	<p>Use this media type for paper which has a rough surface.</p>	<p>Rough Surface paper can be loaded in any tray.</p>

Media Type	Description	Loading Instructions
Envelopes	<p>The device supports diamond/banker, pocket and wallet envelopes. Lightweight and medium weight are acceptable and envelope seals can be gummed or press and seal. The following envelope sizes are supported:</p> <ul style="list-style-type: none"> DL (Wallet) and C5 (Wallet and Pocket) Monarch and #10 (Wallet) Custom Sizes (less reliable feed and image quality) <p>Note: Do not feed window, board backed, gusset type, padded or peel and seal envelopes, or envelopes with triangular flaps.</p>	<p>Bypass Tray:</p> <ul style="list-style-type: none"> Load envelopes face-up. The flaps should always be open and on the trailing edge. <p>Optional Envelope Tray:</p> <ul style="list-style-type: none"> The optional envelope tray is installed instead of Tray 2. Load envelopes into the envelope tray face-down with the long edge of the envelope along the left side of the tray. Place wallet type envelopes (flap on the long side) with the flap open and facing to the right of the tray. Place pocket type envelopes (flap on short side) with the flap either open or closed and facing to the rear of the tray. Move the rear guide so that it just touches the envelopes. Move the right side guide so that the tip of the guide just touches the envelopes. Ensure the maximum fill line is visible or that there are no more than 50 envelopes in the tray.

Storage and Handling

It is important for optimum printing that paper is stored correctly. Take note of the following when storing media:

- Store at ambient temperature. Damp paper may cause problems or poor image quality.
- Do not open reams of paper until they are required for use. The ream wrapper contains an inner lining that protects the paper from moisture.
- Store on a flat surface to prevent the paper from folding or curling.
- Stack reams of paper carefully on top of one another to avoid crushing the edges. Do not stack more than five reams on top of each other.

For problem free printing and copying, observe the following when loading paper into the paper trays:

- Do not use folded or wrinkled papers.
- Do not load paper of varied sizes into the tray.
- If feed problems occur, fan the media or shuffle labels before loading.

Xerox[®] WorkCentre 5735/5740/5745/5755/5765/5775/ 5790 Machine and Job Status



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

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Introduction

This section explains how to use the *Machine Status* and *Job Status* functions. These are both accessed by buttons on the control panel.

- **Job Status** displays all the jobs in the job list waiting to be processed, and the completed jobs. Each list can be viewed by selecting the relevant tab.
- **Machine Status** provides information about the installed options on your device, the status of the paper trays and consumables, user documentation and fault information.

The serial number and device details are also provided, along with usage information such as the number of impressions and number of scanned images.



Job Status

The job lists can be accessed by pressing the **Job Status** button. Information about current jobs and completed jobs is displayed.

Active Jobs

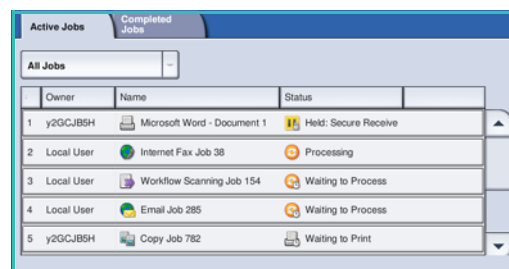
This screen displays all the jobs currently in the list waiting to be processed. Each job is identified with the following information *Owner*, *Name* and *Status*. The *Active Jobs* list displays up to 150 jobs.

- Select the **Job Status** button on the control panel.

The *Active Jobs* list is displayed.

Use the *scroll bar* to access all the jobs in the list.

The most recently submitted job is displayed at the bottom of the list.



	Owner	Name	Status
1	y2GCJBH	Microsoft Word - Document 1	Held: Secure Receive
2	Local User	Internet Fax Job 38	Processing
3	Local User	Workflow Scanning Job 154	Waiting to Process
4	Local User	Email Job 285	Waiting to Process
5	y2GCJBH	Copy Job 782	Waiting to Print

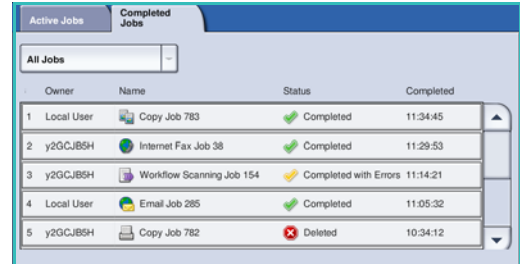
- The sequence of jobs can be altered by promoting or deleting jobs in the list.
- The *Status* is updated as the jobs are processed and printed. The following *Status* information can be shown:
 - *Printing* the device is currently printing the job.
 - *Scheduling* the job has been converted into the appropriate format and is being scheduled to print.
 - *Pending* the job has been scanned, but is awaiting the resources to be formatted.
 - *Paused* the active job was paused. The pause can be initiated using the *Stop* button on the control panel, by selecting *Pause* from the print queue screen on your computer or due to a system fault during the running of the job. The job is not deleted from the list and can be resumed.
 - *Interrupted* the job was interrupted because a task at the device is being carried out. Once the task has been completed the interrupted job automatically continues.
 - *Sending* the device is sending the job through a network transmission.
 - *Completed* the job was successfully completed without errors.
 - *Waiting for Printer* the job is ready to print and is waiting for the current job to finish printing and the required resources to become available.
 - *Formatting* the job is being converted into the appropriate format. For print tasks the job is decompressed, for fax, internet fax, scan and e-mail tasks the job is compressed.
 - *Scanning* the device is currently scanning the image for this job, ready for formatting.
 - *Held* the job has been temporarily stopped from printing. The job remains in the job list and continues to proceed up the list as prior jobs are printed. If a held job is at the top of the list all subsequent jobs continue to be processed and printed, a held job does not hold up other jobs in the list. There are various reasons why a job might be held, for example the job is a secure print or the required resources are not available. The reason for the held status is displayed on the *Job Progress* screen.
 - *Receiving* the device is receiving the job through a network transmission.
 - *Deleted* the job has been deleted from the job list.

- *Completed with Errors* the job was completed with errors.
- Select **All Jobs** and use the drop-down list to filter the jobs and display only **Copy, Print and Fax Received Jobs** or **Scan Jobs and Fax Sent Jobs** which are active on the device.

Completed Jobs

This option displays the jobs which have been completed on the device. Up to 150 jobs can be displayed. The *Owner*, *Name* and *Status* of each job is shown.

- Select the **Job Status** button on the control panel.
The *Active Jobs* list is displayed.
- Select **Completed Jobs**.
The list of completed jobs is displayed.
Use the *scroll bar* to access all the jobs in the list.
- To view the details of a completed job, select the job.
The job details are displayed.
Select **Close** to exit the *Job Details* screen.
- Select **All Jobs** to filter the jobs and display only **Copy, Print and Fax Received Jobs** or **Scan Jobs and Fax Sent Jobs** that have been completed.



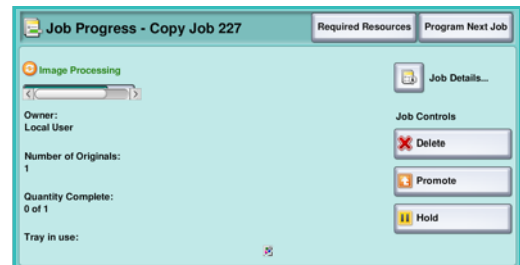
	Owner	Name	Status	Completed
1	Local User	Copy Job 783	Completed	11:34:45
2	y2GCJB5H	Internet Fax Job 38	Completed	11:29:53
3	y2GCJB5H	Workflow Scanning Job 154	Completed with Errors	11:14:21
4	Local User	Email Job 285	Completed	11:05:32
5	y2GCJB5H	Copy Job 782	Deleted	10:34:12

Managing Jobs

Job Progress

When a job is processing or a job in the Active Jobs list is selected, the *Job Progress* screen is displayed. The *Job Progress* screen provides information about the job and provides Job Control options. You can also view the Job Details and the Required Resources to complete the job.

- **Required Resources** displays the resources needed to complete the job, for example special paper or staples.
- **Program Next Job** is used to select the service and features required for the next job while the current job is in progress.
- **Job Controls** the following job controls are available:
 - **Delete** removes the selected job from the list. Any job can be deleted using the feature, regardless of the job originator.
 - **Promote** is used to move a job to the top of the list. It will be completed after the current job.
 - **Hold** pauses the job until it is released or deleted.
 - **Release** is selected if a *Secure Print* job has been held in the list and a passcode is required or if a job has been held.

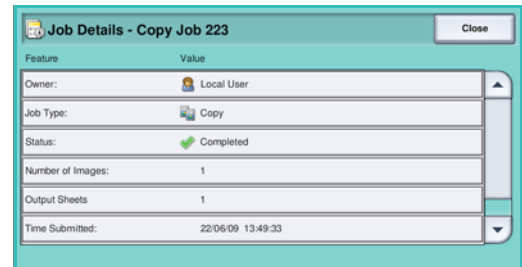


- **Job Details** provides information about the job depending on the type of job, for example the submission time, image quality settings, the owner, finishing options, sender's e-mail address.

Held Jobs

If a job is *Held* in the list it requires additional resources or a passcode to print.

1. Select the job in the list.
2. If the job requires additional resources to print, select **Required Resources** to find out the resource required.
If the job is a *Secure Print* or a *Secure Receive* job a passcode is required to release the job for printing.
3. Ensure the job resources are available in order for the job to print, or select **Release** and enter the passcode.
If the passcode is valid, the job is released for printing.



Machine Status

When the **Machine Status** button is selected, information about the device is displayed.

Machine Information

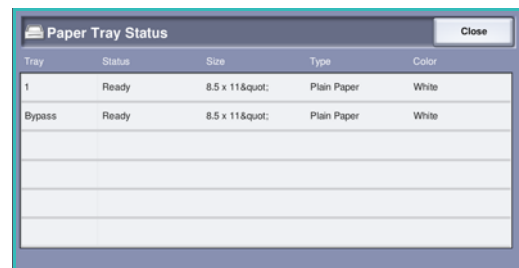
General Information about the device is displayed on the right, providing customer support and supplies contact details, the machine serial number and the software version number. If installed, the *Fax Line ID* is also displayed.

The following options are also available:



Paper Tray Status

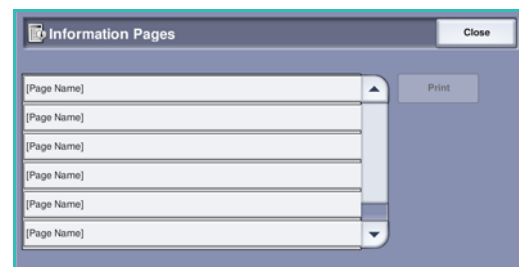
Information about each of the trays, including the Bypass Tray is displayed. The paper Size, Type and Color are the attributes set when loading the trays.



Information Pages

This option provides access to individual guides and posters which can be selected and printed on your device. The guides provide information about the setup, functions and features of your Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790.

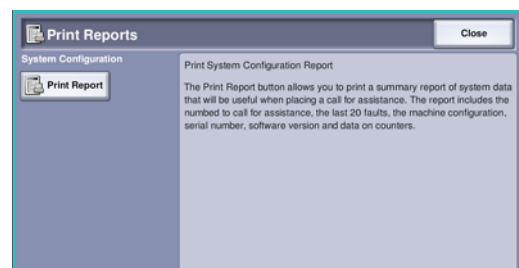
Select the document required and select **Print**.



Print Reports

Using this option, a *System Configuration* report can be printed. This provides information about your device, including the serial number, IP Address, device configuration and the software version. It also provides details of the last 20 faults and the number to call for assistance.

Select **Print Report** to print the *System Configuration* report. The report is sent to the job list, processed and printed.



Machine Hardware Options

This option displays a list of the *Services* or additional solutions which have been installed on your device. Use the scroll bar to access the entire list.

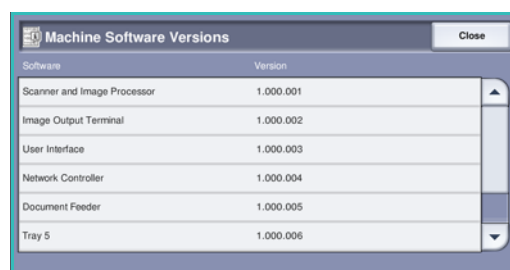


The dialog box titled 'Machine Hardware Options' contains a table with two columns: 'Hardware' and 'Status'. It lists various components and their current status.

Hardware	Status
Paper Supply	Present
Finisher	Not Present
Pre-collation RAM	Unknown
Image Disk	Present
Fax	Present
Foreign Interface Device	Not Present

Machine Software Versions

This option displays the software version of each of the device components. This information may be required by a Xerox Representative for trouble-shooting purposes or when software upgrades are performed.



The dialog box titled 'Machine Software Versions' contains a table with two columns: 'Software' and 'Version'. It lists the software versions for various device components.

Software	Version
Scanner and Image Processor	1.000.001
Image Output Terminal	1.000.002
User Interface	1.000.003
Network Controller	1.000.004
Document Feeder	1.000.005
Tray 5	1.000.006

Faults

The **Faults** tab displays fault listings and the device error logs.

The faults are separated into All Faults, Active Messages and Event Log.



All Faults

This option displays a list of current faults on the device. Each fault can be selected for further information. Select **Instructions** for fault clearance instructions.

Active Messages

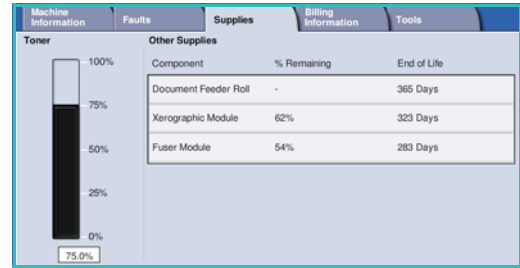
This option displays a list of all the current fault messages. The message and the code associated with the message is displayed.

Event Log

The *Event Log* is a log of all the device errors. A fault code and the date and time of the fault is displayed. If the fault occurred during a job, the image count and the paper size of the job is also provided.

Supplies

The **Supplies** tab provides status information about the device consumables. The percentage remaining is displayed for toner and customer replaceable units. The projected number of days remaining for the document feed roller, xerographic module and fuser module is also shown.



Billing Information

The **Billing Information** tab provides the usage counters for all the services.

- **Total Impressions** displays the total number of print and copy impressions the device has made. This is the counter used for billing purposes.
- **Black Copied Impressions** displays the total number of impressions made using Copy.
- **Black Printed Impressions** displays the total number of impressions made using Print.
- **Network Images Sent** displays the number of images sent from the device using the Workflow Scanning option.
- **Internet Fax Images Sent** displays the number of images sent from the device using the Internet Fax option.
- **E-mail Images Sent** displays the number of images sent from the device using the E-mail option.
- **Server Fax Impressions** displays the number of images sent from the device using the Server Fax option.
- **Internet Fax Impressions** displays the number of prints which have been made using the Internet Fax option.
- **Embedded Fax Impressions** displays the number of prints which have been made using the Fax option.
- **Embedded Fax Images Sent** displays the number of images which have been sent from the device using the Fax option.
- **Black Stored Image Printed Impressions** displays the number of prints made from black and white images stored on the device.
- **Colored Stored Image Printed Impressions** displays the number of prints made from color images stored on the device.

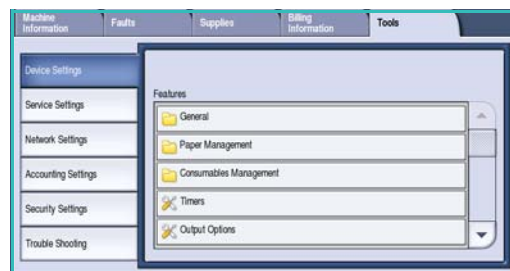
Usage Counter	Count
Total Impressions	44,246,912
Black Copied Impressions	31
Black Printed Impressions	311
Network Images Sent	312
Internet Fax Images Sent	123

Update

Tools

Tools provides access to the administrative and maintenance tools for the device. Access to the entire Tools options is restricted. General users are permitted to access options such as *Display Brightness*, *Xerographic Module Cleaning*, *Option Enablement* and *Configuration Report*.

Note: Information about the *Tools* option is provided in the [Administration and Accounting](#) guide, and the [System Administration Guide](#). Contact your System Administrator for more details.



Xerox[®] WorkCentre 5735/5740/5745/5755/5765/5775/ 5790 Administration and Accounting



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 1.0: December 2009

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Tools

The settings on the device can be setup via two options, Internet Services or **Tools**. This guide explains the options available in **Tools**. For information about the settings available in Internet Services, refer to the [System Administrator Guide](#).

These options should be setup and customized by the System Administrator. Therefore access to the **Tools** options is passcode protected. Entry to the **Tools** pathway is via the **Machine Status** button on the control panel.

Accessing Tools

1. Press the **Machine Status** button.
2. Select the **Tools** tab.
To have access to all the **Tools** options you must be logged in as an Administrator.
3. To log in select the **Log In/Out** button on the control panel.
4. Use the keyboard to enter your **User Name**, then select the **Next** button.



Use the keyboard to enter your **Password**, then select the **Enter** button.

Note: The default user name and password are: admin and 1111.

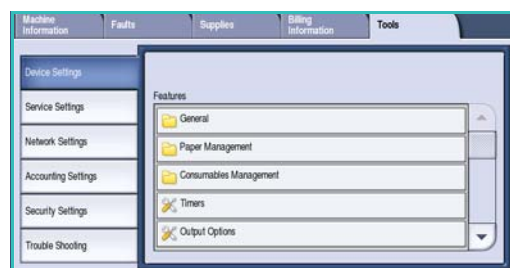
The **Tools** options are displayed.

Most **Tools** screens include the following buttons to confirm or cancel your choices:

- **Undo** resets the current screen to the values that were displayed when the screen was opened.
- **Cancel** resets the screen and returns to the previous screen.
- **Save** saves the selections made and returns to the previous screen.
- **Close** closes the screen and returns to the previous screen.

Device Settings

The *Device Settings* are used to customize options which are specific to the device, such as *Energy Saver* and *Paper Tray* settings.



General

Select the **General** option to access the following settings:

- [Energy Saver](#) on page 245
- [Date & Time](#) on page 246
- [Audio Tones](#) on page 246
- [Screen Defaults](#) on page 246
- [Measurements](#) on page 247

Energy Saver

The device is designed to be energy efficient and automatically reduces its power consumption after periods of inactivity. This utility enables the Administrator to modify the time the device spends between standby, low power and sleep modes.

- **Intelligent Ready** wakes up and sleeps automatically based on previous usage.
- **Job Activated** wakes up the device when activity is detected. There are two modes, *Low Power Mode* and *Sleep Mode*. Enter the minutes required for each option or use one of the *Auto Presets* options.
 - **From Standby Mode to Low Power Mode** enter a time between 1 and 120 minutes.
 - **From Low Power Mode to Sleep Mode** enter a time between 10 and 120 minutes.
 - **Auto Presets** these presets have been setup with recommended settings that comply with energy saving regulations. To use one of the preset options, select the option required. The settings for the option are displayed in the entry boxes.

Date & Time

Some features and functions on the device require the local date and time, such as *Annotations*, *Delay Send* or the *Configuration* report. This utility enables you to set and change the local date and time on the device.

- **Date** select the *Format* required and enter the *Month*, *Day* and *Year*.
- **Time** enter the correct *Hour* and *Minutes* and select **PM** or **AM**. If a 24 hour clock is required, select the **24 hour clock** option and enter the *Hour* and *Minutes* using the 24 hour clock format.
- **GMT Offset (Time Zone)** use this option to set the difference between your local time and *Greenwich Mean Time*. Enter the *GMT Offset* time between **-12.0** and **14.0** hours using the arrow buttons.
- Select **Reboot** to save and reboot the device, or **Cancel** to exit without saving.

Audio Tones

The device generates three types of audio tones to notify the user of an event that has occurred at the device. Use this feature to switch off or adjust the volume of each of the tones.

- **Fault Tone** sounds when there is a fault on the device. Select **High**, **Medium**, **Low** or **Off**. Use the **Test** option to hear the tone selected.
- **Conflict Tone** sounds when an incorrect touch screen selection has been made. Select **High**, **Medium**, **Low** or **Off**. Use the **Test** option to hear the tone selected.
- **Selection Tone** sounds when the device accepts your selection or when you touch a button on the touch screen. Select **High**, **Medium**, **Low** or **Off**. Use the **Test** option to hear the tone selected.

Screen Defaults

Selecting **Screen Defaults** allows you to choose the initial screen that users will see at the device, display either the Active or Completed jobs list, or change the default language displayed on the touch screen.

The options are:

- **Entry Screen Default** this feature enables the Administrator to set which screen the user sees first, *Services*, *Job Status* or *Machine Status*.
- **Job Status Default** this feature controls which jobs list and types of jobs appear on the screen when the *Job Status* button is pressed.
- **Language Default** this feature is used to select the language that is displayed when the device is switched on.
- **Services Default** this feature allows the Administrator to select the *Service* that is displayed as the default service, or to select the *Services Home* screen as the default. Use the **Promote** and **Demote** buttons to place the services into the order required.

Measurements

This utility enables you to set the device to display measurements either in millimeters or inches, and the numeric separator as a period (full stop) or a comma.

- **Units** is used to select **Inches** or **mm** (millimeters) as the unit of measure.
- **Numeric Separator** is used to define which character is used to separate numbers, select **Comma** or **Period**.

Paper Management

Select the **Paper Management** option to access the following settings:

- [Paper Settings](#) on page 247
- [Tray Settings](#) on page 247
- [Default Paper Settings](#) on page 248
- [Standard Size Required](#) on page 248
- [Paper Substitution](#) on page 248
- [Tray Information Timeout](#) on page 248

Paper Settings

Use to specify the size, type and color of the media in a tray that has been designated as a dedicated tray. For information about setting up a dedicated tray, refer to [Tray Settings](#) below.

- Select a tray designated as a dedicated tray.
 - **Change Size** is used to select the size required for the tray. Select the size of media loaded in the tray and select **Save**.
 - **Change Description** is used to specify the paper type and color. It is important this setting matches the paper type and color loaded in the device. Select the appropriate *Paper Type* and *Color* setting and select **Save**.
- Repeat the process for each of the trays as required.

Tray Settings

Use to apply attributes to each paper tray so they operate productively in your own working environment. You can assign trays as dedicated to a specific paper size and type, and setup *Auto Selection* and the selection *Priority* of each tray.

- Select the tray required and select **Change Settings**.
- Select the **Tray Type** required:
 - **Dedicated** is set to contain one size and type of media only and cannot be adjusted by the user.
 - **Fully Adjustable** is selected if the tray can be adjusted by the user to contain any media within specification. This option may not be available for all trays.
- **Tray Priority** is used to indicate which tray is selected if trays contain the same media, it also determines in which order the trays are displayed on the Copy tab. Set the **Tray Priority** between 1 - 99. 1 is the highest priority and 99 is the lowest.

- **Auto Selection** enables the device to choose the best media for the job. This setting also enables the device to automatically switch from one tray to another when a tray runs out of paper and another tray is available with the same media loaded. Select **Enable** or **Disable**.
- Repeat the process for each of the trays as required.

Default Paper Settings

This option allows you to set the default media type and color. This is the most common media that will be used in the device and is the media that the device will feed if a specific media type is not selected.

- **Paper Type** select the default media type required from the list shown.
- **Paper Color** select the default media color required from the list shown.

Standard Size Required

This feature determines which paper sizes are selected when *Auto Paper* is used during a copy job and the required paper size is not available.

- **Enable** allows the device to select the best match for the job when the required paper is not available, plus or minus 5mm of the standard size.
- **Disable** allows the system to use the closest paper size that accommodates the entire image. If this is not available, the job is held by the system.

Paper Substitution

Enables the device to automatically substitute common US and metric paper sizes when printing.

- **Nearest Match** select **Enable** to allow the device to automatically substitute the paper sizes shown on the screen e.g. if an A4 document is received for printing and only 8.5x11" paper is available, the device substitutes 8.5x11" for A4. Select **Disable** to ensure the device does not substitute the sizes shown. In this instance, a job would be held in the job list until the correct paper size is loaded.

Note: Substituting paper sizes may result in image loss.

- **Reduce Size** when this feature is enabled, the device will substitute A3 or 11x17" for a job requesting 8.5x14" media.

Tray Information Timeout

When Tray 1 or 2 are opened and closed the Tray Information screen is displayed asking the user to confirm the size and type of the paper loaded in the tray. This feature enables the Administrator to set the length of time the Tray Information screen is displayed.

- **Enable** allows you to specify the length of time that Tray Information screen is displayed.
- **Timeout** select the timeout period required, 0, 20 or 40 seconds.
- **Disable** when this option is selected, the Tray Information screen will be displayed until the user selects **Confirm**.

Consumables Management

Select the **Consumables Management** option to access the following settings:

- [Service Plan](#) on page 249
- [Feed Roll Replacement](#) on page 249
- [Ozone Filter Replacement](#) on page 249
- [Xerographic Reordering](#) on page 249
- [Fuser Module Replacement](#) on page 249
- [Toner Cartridge Reordering](#) on page 250

Service Plan

This option is used to change your Xerox Service Plan. To change the plan, contact the *Xerox Support Center* with your machine serial number. Xerox will provide you with a Service Plan Authorization Number. Enter the number and select the **Enter** button.

Feed Roll Replacement

This option provides notification of how many days the Document Feed Roll has until it reaches the end of its life.

Ozone Filter Replacement

The Ozone Filter is a customer replaceable unit. This option provides notification of how many days the Ozone Filter has until it reaches the end of its life. The Ozone Filter has the same life as the Fuser Module and is supplied with the Fuser Module. Always replace the Ozone Filter at the same time as the Fuser Module.

Xerographic Reordering

The Xerographic Module has a specific life expectancy and will occasionally need to be replaced to maintain good image quality. This option is used to set the interval in days between the appearance of the “Re-order” message and the day that the new module should be installed.

- **Reorder Notification** enter the number of days notification required between 1 and 25.
- **Cancel Current Notifications** once the re-order message has appeared and you have placed your order for a new module, you can switch the message off by selecting this button.

Fuser Module Replacement

The Fuser Module has a specific life expectancy and will occasionally need to be replaced to maintain good image quality. This option is used to set the interval in days between the appearance of the “Re-order” message and the day that the new module should be installed.

- **Reorder Notification** enter the number of days notification required between 1 and 25.
- **Cancel Current Message(s)** once the re-order message has appeared and you have placed your order for a new module, you can switch the message off by selecting this button.

Toner Cartridge Reordering

Toner usage depends on the type and the number of images printed. The device calculates how long the toner will last according to your usage and displays the information on the *Machine Status Supplies* screen. It also uses this information to inform you when to order a new Toner Cartridge and when to install it. This option allows you to control how the toner usage monitoring system works.

- **Reorder Notification** enter the number of days notification required between 1 and 25.
- **Toner Cartridge Status** when this option is **Enabled**, the device will analyse the toner usage, predict the % toner remaining and the estimated number of days remaining. When this option is **Disabled**, the device will not predict the toner usage and you will not receive a re-order reminder.
- **Cancel Current Notification** once the re-order message has appeared and you have placed your order for a new module, you can switch the message off by selecting this button.
- **Confirm Toner Replacement** if you replace the toner cartridge when instructed to do so by the message on the display, the device resets the toner usage counters. If you choose to install a new toner cartridge before the message is displayed, you will have to reset the toner usage counters manually by selecting this option.

Note: Selecting this option when you haven't replaced a toner cartridge will disable the toner re-order message for this toner cartridge.

Timers

Select the **Timers** option to access the following settings:

- **System Timeout** use to set whether the device should return to the default screen and feature settings after a set period of time.
 - **Enable** instructs the device to timeout after the specified period of time. Select the period of time between 1 and 10 minutes using the slide bar.
 - **Disable** should be selected if you do not want the device to automatically return to the default settings after a set period of time.
- **Auto Resume Timer** if the device is stopped during a job, this feature determines if the device automatically resumes the job after a set period of time or whether it waits for user intervention to resume the job. This can prevent a user leaving the device in a stopped or paused state.
 - **Auto Resume** is selected to automatically resume stopped operations at the time designated. Select the period of time the device waits before resuming using the *arrow* buttons, between **15** and **120** seconds.
 - **Wait for User** instructs the system to remain stopped until a user selects **Resume** or **Cancel**.
- **Incomplete Scan** if a job is scanning using the *document feeder* it can be interrupted by pressing the Stop button on the control panel before all the documents have been scanned. If the documents are removed from the *document feeder*, this timer determines the time before the partially scanned job is deleted from memory. This prevents the memory from storing partially scanned jobs.
 - **Enable** instructs the device to timeout after the specified period of time. Select the period of time between **1** and **10** minutes using the slide bar.
 - **Disable** if this option is selected the device will not delete partially scanned jobs from memory.

- **Held Job Timeout** use this option to enable the device to delete jobs which have been held in the job list for a specified period of time and have not been cleared by a user. E-mail, workflow scanning, incoming server fax, embedded fax and internet fax jobs are not affected by this setting.
 - **Enable** instructs the device to automatically delete held jobs after the specified period of time. Select the period of time between **1** and **120** hours and **0** and **59** minutes.
 - **Disable** if this option is selected the device will not delete held jobs from memory.

Output Options

Select the Output option to access the following settings:

- [Output Location](#) on page 251
- [Out of Staples Options](#) on page 251
- [Within Job Offsetting](#) on page 251
- [Staple Productivity Mode](#) on page 252

Output Location

If your device has a finisher, this utility enables you to specify which output tray receives specific types of jobs within the limitations of the finisher and the finishing requirements. The Output Location options you have depend upon the finishing options selected.

- **Non-Stapled and Non-Punched Jobs** select the output location for non-finished *Copy Jobs, Fax Jobs, Print Jobs* and *Reports*.
- **Punched and Stapled Jobs** select the output location for hole punched and stapled *Copy Jobs, Fax Jobs, Print Jobs* and *Reports*.
- **Stapled Jobs** select the output location for all stapled *Copy Jobs, Fax Jobs, Print Jobs* and *Reports*.
- **Punched Jobs** select the output location for all hole punched *Copy Jobs, Fax Jobs, Print Jobs* and *Reports*.

Out of Staples Options

If your device has a finisher you can set how the device handles a stapling job when the stapler runs out of staples.

- **Complete Job Without Stapling** instructs the device to continue the job without stapling.
- **Fault/Hold Job** instructs the device to hold the job in the job list for the user. If a job has already started and the staples run out, a fault is declared.

Within Job Offsetting

The device offsets every set from the previous set, making it easier to separate the sets. There may be occasions when you require the job to stack without offsetting. Use this feature to enable or disable the offsetting.

- **Enable** instructs the device to offset each printed set.
- **Disable** instructs the device to stack the sets without offsetting.

Output Performance

This feature enables the Administrator to optimize the performance of the finisher for either speed or improved stacking alignment. The feature is only available if your device is fitted with a High Volume Finisher.

Note: This setting does not apply to stapled jobs.

- **Optimum Speed** this option produces well stacked jobs at the maximum operating speed of the device.
- **Optimum Stacking** with this option selected the output prints will be collated every 10 pages. This will produce better alignment of the finished stack but will reduce the output speed of the device.

Staple Productivity Mode

This feature enables the Administrator to improve productivity when stapling long edge feed, landscape jobs. The feature is only available if your device is fitted with a High Volume Finisher.

- **Enable** delivers landscape documents stapled in the top right corner.
- **Disable** delivers landscape documents stapled in the top left corner.

Display Brightness

Enables you to adjust the brightness of the touch screen to suit the ambient light levels.

- Adjust the brightness as required using the indicator.

Xerographic Module Cleaning

This option is used to initiate the Xerographic Module Cleaning cycle. This will help prolong the life of the Xerographic Module and maintain image quality.

- Select the **Clean** button. A message is displayed stating that Xerographic Module cleaning is in progress.
- When the message disappears the cleaning cycle is complete.

Option Enablement

If you have been instructed to enter an enablement code by the *Xerox Support Center*, use this option to enter the code.

- Select the entry box and enter the code using the numeric keypad.
- Select **Enter**.

Contention Management

The device is capable of processing several jobs at the same time, such as scanning, sending a fax, and printing a job. At times, 2 jobs may require the same resource and the contention management system decides which job has priority. This device enables you to change the priority of print and copy jobs.

- **Priority** enables you to choose which jobs have priority, Copy or Print jobs. Use the *arrow* buttons to set the priority for the *Copy Jobs* and *Print Jobs*. Number 1 has the highest priority.
- **First In, First Out** instructs the device to process jobs based on when they are received. The jobs are processed in the order they enter the job list.

Job Operation Rights

To delete a job from the *Active Jobs* list, you must have permission. The feature enables the Administrator to set the delete permissions.

- Select the **All Users** button to give all users the right to delete any job in the jobs list.
- Select the System Administrator only button to give just the System Administrator rights to delete jobs from the jobs list.

Configuration Report

Provides various options for printing the configuration report when the device is powered on.

- **Print Report** prints the configuration report on power up.
- **Do Not Print Report** prevents the configuration report from printing on power up.
- **Print Now** prints the configuration report immediately.

Altitude Adjustment

The xerographic process used in your device to make prints is affected by air pressure. Air pressure is determined by the height of the device above sea level. The device will automatically compensate for differences in air pressure if you input the approximate height of the device above sea level. The adjustment can be set in meters or feet.

Display Options

The *Book Copying*, *Book Faxing* and *Booklet Creation* features in their default modes assume that the books and booklets have a reading order of left to right. In some countries the reading order is from right to left. This utility provides additional options for both features to enable the user to select the appropriate reading order.

- **Book Scan Order** if set to **On** the user of the *Book Copying* or *Book Faxing* feature will be able to choose to scan both pages of a bound original, either left page then right page or right page then left page.
- **Booklet Print Order** if set to **On** the user of the *Booklet Creation* feature will be able to choose to print the booklet so that the pages can be read from left to right or from right to left.

Document Feeder Size Sensing

The Document Feeder automatically senses the size of the documents being fed from the input tray so that features such as Auto Paper selection can be used. It can automatically detect 18 different sizes of document which includes all the standard sizes the user is likely to use. This feature enables you to set up the *document feeder* so that it will detect a different or custom size of document that you may use regularly.

- To customize the *Document Feeder Size Sensing*, place the document in the *document feeder* in the correct orientation and adjust the guides.
- Select the **Document Feeder Size Sensing** feature.
The screen displays the default document size detected.
- To change the document size select the size you require from the list. If the size required is not available, select the **Custom Size** button and enter the size required. When you have entered the size of the document, select **Save**.

Remove the document from the *document feeder* and then place it back in again. The device should detect the size of your document and display it on the screen.

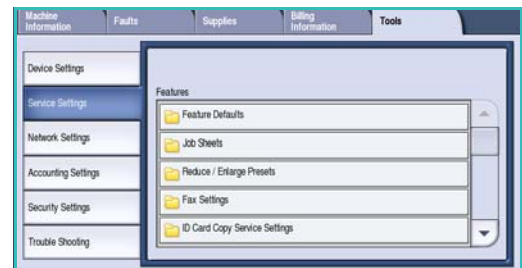
Service Settings

The *Service Settings* are used to customize options which are specific to individual services, such as Copy, Fax or Print.

Feature Defaults

Select the **Feature Defaults** option to access the following settings:

- [Set Fax Defaults](#) on page 255
- [Set Copy Defaults](#) on page 255
- [Set ID Card Copy Defaults](#) on page 255



Set Fax Defaults

Use to select the default settings for each programming feature within the *Fax* service, such as *2-Sided Scanning*, *Original Type* and *Resolution*.

- Select the default required for each feature in each of the programming tabs.
- Select **End Defaults**. The settings selected become the default settings for each *Fax* job.
- A confirmation screen is displayed, select **Done** to return to the previous screen.

Set Copy Defaults

Use to select the default settings for each programming feature within the *Copy* service, such as *Paper Supply*, *Copy Output* and *2-Sided Copy*.

- Select the default required for each feature in each of the programming tabs.
- Select **End Defaults**. The settings selected become the default settings for each *Copy* job.
- A confirmation screen is displayed, select **Done** to return to the previous screen.

Set ID Card Copy Defaults

Use to select the default settings for each programming feature within the *ID Card Copy* service, such as *Paper Supply*, *Image Quality - Side 1* and *Image Quality - Side 2*.

- Select the default required for each feature.
- Select **End Defaults**. The settings selected become the default settings for each *ID Card Copy* job.
- A confirmation screen is displayed, select **Done** to return to the previous screen.

Job Sheets

Select the **Job Sheets** option to access the following settings:

- [Banner Sheets](#) on page 256
- [Output Error Sheets](#) on page 256
- [Scan Status Sheet](#) on page 256
- [Paper Type & Color](#) on page 256
- [Server Fax Status Sheet](#) on page 256

Banner Sheets

With this option the device can print a banner sheet with every print job. If enabled, you can still choose not to print the banner sheet from the print driver for specific jobs.

- **Print Banner Sheets** select **Enable** to print a banner sheet or **Disable** to switch off the banner sheet option.
- **Print Driver Override** select **Enable** to allow the print driver to produce *Banner Sheets* if required, or **Disable** to only use the device setting.

Output Error Sheets

Enables the device to print an error report if an error occurs during a print job.

- **Enable** is selected to print an *Output Error Sheet*.
- **Disable** switches off the *Output Error Sheet* option.

Scan Status Sheet

This feature enables the device to print a status sheet when a *Workflow Scanning* job is completed.

- **Enable** is selected to print a *Scan Status Sheet*.
- **Disable** switches off the *Scan Status Sheet*.
- **Errors Only** prints a *Scan Status Sheet* if an error occurred during the job.

Paper Type & Color

Allows you to select the type and color of media used to print the job sheets.

- Select the required *Paper Type* and *Paper Color*.

Server Fax Status Sheet

This feature enables the device to print a status sheet when a *Server Fax* job is completed.

- **Enable** is selected to print a *Server Fax Status Sheet*.
- **Disable** switches off the *Server Fax Status Sheet*.
- **Errors Only** prints a *Server Fax Status Sheet* if an error occurred during the job.

Reduce/Enlarge Presets

Select the **Reduce/Enlarge Presets** option to access the following settings:

- [Reduce/Enlarge Presets](#) on page 257
- [Basic Copy Presets](#) on page 257

Reduce/Enlarge Presets

Use to set the 6 reduction or enlargement ratios that are displayed when you select More on the Reduce/Enlarge panel of the Copy screen.

- **Normal** these ratios produce a proportional reduction or enlargement of the image. To change one of the preset ratios, select the appropriate preset window and use the numeric keypad to type in the required value.
- **Custom** enables the user to reduce or enlarge the image disproportionately, that is with a different ratio for the X and Y axis. To change a setting, select the required axis window, X or Y and use the numeric keypad to type in the required value.

Basic Copy Presets

When the Basic Copy Presets window opens, 2 lists each containing the 6 Reduce/Enlarge presets are displayed. The current Reduce/Enlarge presets that are displayed on the basic copying screen are highlighted. If you want different preset ratios displayed, select your preferred ratio in each list.

Fax Settings

Select the **Fax Settings** option to access the following settings:

- [Fax Transmission Defaults](#) on page 258
- [Fax Country Setting](#) on page 259
- [Incoming Fax Defaults](#) on page 260
- [File Management](#) on page 261
- [Line Setup](#) on page 262
- [Fax Report Options](#) on page 263

Fax Transmission Defaults

Use these options to set the fax sending defaults.

Automatic Redial Setup

If the device cannot make contact with the destination fax machine, it automatically waits and redials later. Use this setting to specify the interval between unsuccessful attempts and the number of times the device redials.

- **Redial Time Interval** is used to specify the time interval between redials for a failed transmission. Between **1** and **25** minutes can be entered.
- **Automatic Redial Attempts** instructs the device how many times to redial the remote fax machine before rejecting the job. Between **0** and **14** attempts can be entered.

Automatic Resend

If the device connects to the receiving fax machine but the fax transmission is unsuccessful the device automatically attempts to resend the fax. Use this setting to specify how many attempts should be made to resend the fax, and which pages should be resent.

- **Number of Resends** is used to specify how many times the fax is resent. Between **0** and **5** can be selected.
- **Failed page(s) without a Cover Page** is selected to resend the failed pages but not the cover page again.
- **Failed page(s) with a Cover Page** is selected if only the failed pages should be resent with a cover page.
- **Whole Job without a Cover Page** is selected if the entire job should be resent but not the cover page.
- **Whole Job with Cover Page** is selected if the whole job, including the cover page should be resent.

Audio Line Monitor

When the device is transmitting a fax the dialing, handshake and digital data creates audible beeps and buzzing sounds. The audio line monitor allows a user to listen to the call progress and hear the number dialled and the beginning of the handshake.

- **Enable** allows the transmission tones to be heard. Select **High**, **Medium** or **Low**. Set the **Line Monitor Duration** between **1** and **25** Seconds.
- **Disable** deactivates the sounds.

Transmission Header Text

When a fax is sent it includes the telephone number, name, date, time and page number at the top of each page of the fax. You can add personalized sentence to the header of all the fax pages using this option.

- Enter the text required on the *Header*. Up to 30 characters can be entered. Use the backspace key to delete an incorrect character entry, or use **Clear Text** to delete the entire entry.

Batch Send

Use this feature to enable a user to send several fax jobs to the same destination in one transmission using the *Delay Send* option. For information about using *Batch Send*, refer to [Batch Send](#) on page 69 of [Fax](#).

- **Disable** switches off the function.
- **Enable** activates the *Batch Send* option.

Note: If *Batch Send* is enabled and a delay send job is programmed, any subsequent fax jobs programmed to send to the same destination will automatically be added to the batch and delayed until the scheduled time.

Fax Country Setting

Use this option to select the country the device is located in. Reboot the device after setting this option.

- Select the *Country* required from the options shown.

Incoming Fax Defaults

This setting allows you to select the default options for incoming faxes.

Auto Answer Delay

This setting allows you to set a time delay before the device responds to a call. This is particularly useful if the device is attached to a shared telephone line.

- Enter the time delay required, between **0** and **15** seconds.

Junk Fax Prevention

This setting enables you to prevent the receipt of unwanted (junk) faxes. This is done by only allowing the receipt of faxes from numbers held in the individual directory.

- **Disabled** switches off the Junk Fax Prevention option.
- **Enabled** allows only faxes sent from numbers held in the individual directory to be received.

Note: Faxes sent from numbers not entered into the individual directory will not be received.

Receive Printing Mode

The feature determines whether an incoming fax is printed onto media that is selected automatically by the device according to the parameters of the fax, or specified manually within this feature.

- **Automatic** an incoming fax will be printed on paper that most closely matches the attributes of the fax.
- **Manual** use this option to control the media used for printing incoming faxes. There are 4 parameters that you can set, *Paper Size*, *Stock Defaults*, *Page Margin* and *Receive Header*.

Ring Volume

This setting enables the user to hear a ringing tone from the device when an incoming fax is being received.

- **Disabled** deactivates the tone.
- **Enabled** instructs the device to sound the tone when a fax is received. Select **High**, **Medium** or **Low**.

Secure Receive

If this option is enabled, a 4 digit passcode is requested. The passcode is then required in order to print any incoming fax.

- **Disable** enables all incoming faxes to print without the passcode.
- **Enable** activates Secure Receive, enter a 4-digit passcode to be used to release incoming fax jobs for printing.

Default Output Options

If your device is fitted with a finisher you are able to staple, 2 hole punch or 2-side your incoming faxes. This utility is used to specify the output options you require for all your incoming faxes.

- **Stapled** staples all incoming fax output if enabled.
- **Punched** prints all incoming faxes on 2 hole punched media if enabled.
- **Duplex** prints all incoming faxes 2-sided if enabled.

Advanced Capabilities

This feature allows the device to use the full capabilities of the fax card to improve document transmission speed and resolution.

Note: Enabling this option may prevent faxes being received from older fax machines.

- **Disable** switches off the option.
- **Enable** switches on the option.

File Management

Use the File Management options to identify how long fax documents will be held on the device and setup Mailboxes.

Mailbox & Polling Policies

Use this option to specify how long the system keeps documents received or stored in mailboxes before deleting.

- **Documents Received in Mailbox** is used to specify the policy for documents received from remote machines.
 - **Delete On Print** deletes the document after printing.
 - **Keep 1 - 72 Hours** allows you to specify between **1** and **72** hours before deleting the document.
 - **Keep Forever** keeps the document until manually deleted. A confirmation screen is displayed as this can cause the memory to become full very quickly.
- **Documents Stored for Polling** is used to specify the policy for documents stored in the device for polling.
 - **Delete On Poll** deletes the document after it has been polled.
 - **Keep 1 - 72 Hours** allows you to specify between **1** and **72** hours before deleting the document.
 - **Keep Forever** keeps the document until manually deleted. A confirmation screen is displayed as this can cause the memory to become full very quickly.

Mailbox Setup

Incoming Faxes can be stored in mailboxes prior to printing for convenience or added security. Users can print the faxes in their mailboxes at anytime. This option enables you to create, edit and delete mailboxes. There is also a facility to print a list of all 200 mailboxes.

The *Mailbox List* displays the list of mailboxes available on the system. If a mailbox has already been setup and assigned a user a name, the name is displayed next to the mailbox number.

- **Edit Mailbox...** is used to setup or amend an individual mailbox. Select the mailbox required from the *Mailbox List* and select **Edit**.
 - **Mailbox Passcode** is used to enter a 4-digit passcode required to access the mailbox.
 - **Mailbox Name** is used to enter a name for the mailbox, e.g. the owner, department or group. Use the backspace key to delete an incorrect character entry or **Delete Text** to delete the entire entry.
 - **Mailbox Notification** is enabled to provide notification of faxes received into the mailbox. If disabled, no notification is provided.
- **Delete Mailbox** is used to delete a mailbox which has already be setup. A confirmation screen displays a warning that the mailbox and its contents are deleted if **Confirm** is selected.
- **Print Mailbox List** is used to print a list of all the mailboxes available on the system.

Line Setup

The standard fax option supports one analogue telephone line. If the Extended Fax option is installed the device can support two analogue fax lines. This option enables you to set up each line.

- **Line Setup** is used to select the line being setup.
- **Fax Number** is the number of the phone line your system is attached to. Enter the number for Line 1 using the numeric keypad.
- **Fax Name** is a friendly name to logically identify the system. Enter the name using the keyboard provided. Use the backspace key to delete an incorrect character, or use the **X** button to delete the entire entry. Select **Save**.
- **Options** determine whether the line is able to **Send and Receive**, **Send Only** or **Receive Only**. Select the required option for the fax line.
- **Dial Type** select **Tone** or **Pulse** for the dial type.
- **Uninstall Line** is used to remove a fax line from the device.

Fax Report Options

There are 3 fax reports available, *Activity Report*, *Broadcast and MultiPoll Report* and *Transmission Report*. This option enables you to specify the appearance and printing behavior of these reports.

- **Activity Report** provide information on the fax activities which have occurred on the device:
 - **Auto Print** is used to print an Activity automatically.
 - **Disable** is selected if the *Activity Report* is not required.
- **Broadcast & Multipoll Report** provides a report when there is broadcast or multi-poll fax activity.
 - **Always Print** prints a report after each broadcast or multipoll fax transmission.
 - **Print on Error** is selected if the report is required only when an error occurs.
 - **Disable** switches off the report.
- **Transmission/Broadcast Report Appearance** is used to add an image of the front page of the fax to your report:
 - **Reduced Image** is used to add the image.
 - **No Image** is selected if an image is not required.
- **Transmission Report** provides information on an individual transmission.
 - **Always Print** prints a report after each fax transmission.
 - **Print on Error** is selected if the report is required only when an error occurs.
 - **Disable** switches off the report.
- Select **Close** to return to the previous screen.

Optional Services

This option is used to setup the optional services available on the device. To enable a service select Enable. Some services require a PIN code to activate the service. The PIN code is provided when the service is purchased. The following services are available.

- ID Card Copy
- Workflow Scanning
- Color Scanning
- E-Mail
- Internet Fax
- Image Overwrite Security
- Network Accounting
- Immediate Image Overwrite
- Server Fax
- Embedded Fax
- Save Job for Reprint
- Searchable File Formats
- Common Access Card

Once a service has been enabled, it may require configuring using Internet Services. For further instructions, refer to the [System Administration Guide](#).

Note: Some services will require a Reboot to activate them on the device.

Auto Image Rotation

This feature enables the use of the Auto % reduction or enlargement and Auto paper selections for both print and copy. It also enables the automatic rotation of the image to fit the required paper size, even if the paper is a different orientation to the original.

- **Auto %** if this option is enabled the user will be able to automatically reduce or enlarge the image of the original onto a specified size of paper.
- **Auto Paper** if this option is enabled the device will automatically select paper from a tray that will produce the “best fit” available.

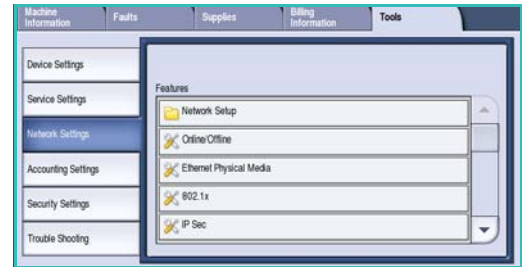
In addition to the basic functions, when both these features are enabled the device will:

- Automatically rotate images when using the *Booklet Creation* feature.
- Enable the *2-Sided, Rotate Side 2* feature for calendar format output.
- Select the appropriate size of paper irrespective of orientation.

Network Settings

These settings are used to enter the network parameters for the system. This section provides an overview of the options available.

Detailed instructions for network installation are provided in the [System Administrator Guide](#).



Network Setup

These options are used by the System Administrator to configure the network settings. Network settings for TCP/IP, Microsoft Network, Apple Talk and Netware can be configured.

Online/Offline

Use to disconnect the device from the network temporarily. Selecting **Offline** disconnects the device from all networks. Any job entering the system is held. Any current outgoing jobs are not completed while the system is offline.

Select **Online** reconnect the device to the network.

Ethernet Physical Media

The Ethernet Physical Media option is used to set the speed of your network. The device supports the following selectable speeds:

- Auto
- 10Mbps Half-Duplex
- 10Mbps Full-Duplex
- 100 Mbps Half-Duplex
- 100 Mbps Full-Duplex
- 1 Gbps Half-Duplex.
- 1 Gbps Full-Duplex

802.1x

The device supports 802.1x authentication based on the Extensible Application Protocol (EAP). 802.1x Port Based Network Access Control is used to ensure that devices that are connected to the network have the proper authorization. The 802.1X configuration is used to authenticate the device rather than an individual user. After the device has been authenticated, it will be accessible to users on the network.

IP Sec

IP Sec is a security protocol enabled using Internet Services. To disable IP Sec on the device, select the **Disable** IP Sec option.

USB Printer Port

This option is used to enable the device to be connected to a workstation via a USB cable. There are two modes of use for this option:

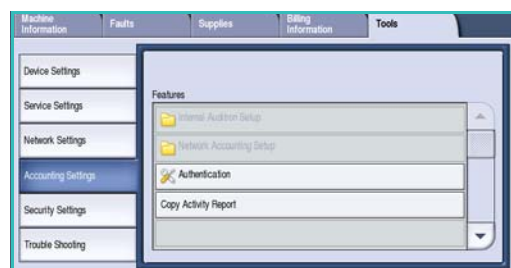
- **Software Tools** is used to connect the Xerox Copier Assistant, Customer Utilities or a Portable Workstation for service call purposes.
- **Direct Printing via Driver** is used to connect the device directly to a workstation for printing via a printer driver, instead of being installed on a network.

Note: Printing from USB memory sticks is not supported on this device.

Accounting

The *Accounting* settings are used to configure the accounting options. Accounting options are used to record device usage by different groups or departments and can also be used to restrict access to different services.

Detailed instructions for Accounting Setups are provided in the [System Administrator Guide](#).



Authentication

Use this option to select the authentication and accounting mode required:

- **Xerox Standard Accounting** is an accounting system setup using the Internet Services user interface. Once enabled, the IP Address of the device is entered and *Xerox Standard Accounting* can be setup.
- **Network Accounting** is a feature of the device which automatically tracks print, scan, server fax and copy usage for each user. Network Accounting is run over a network and the accounting functions are performed remotely via third party software.
- **Foreign Interface Device** is used if a third party device is installed on the device for accounting purposes. For example, card activated or coin activated devices can be installed.

Select **On** to enable the authentication and accounting mode required.

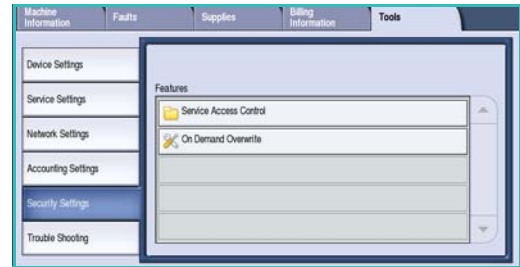
For information about setting up Xerox Standard Accounting, Network Accounting and Foreign Interface Device options, refer to the [System Administrator Guide](#).

Security Settings

The Security Settings are used to manage the security features of the device. Image Overwrite Settings can be configured.

Detailed instructions for Security Settings are provided in the [System Administrator Guide](#).

On Demand Image Overwrite



If you have sent print jobs to the device that are confidential or sensitive, you can delete any data that is stored on the hard disk after the job has been printed. This is done using the *On Demand Overwrite* option.

There are two types of *Overwrite* available, **Standard** or **Full**. *Standard Overwrite* takes approximately 20 minutes and excludes:

- Print file directories
- Scan to mailbox jobs
- Fax dial directories
- Mailbox contents

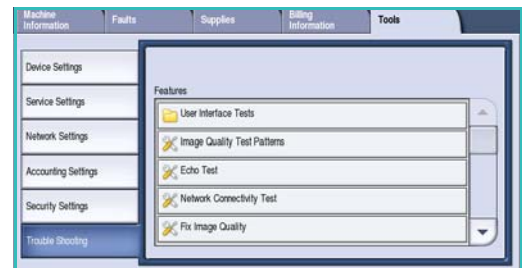
A *Full Overwrite* takes approximately 60 minutes and includes all data. Select the *Overwrite* option required and select **Start Image Overwrite** to run the overwrite process.

Troubleshooting

These settings are used to troubleshoot any problems that maybe occurring on the device. They provide various tests to check the functionality of the system and identify performance levels.

User Interface Tests

Use this option to run tests on the User Interface that will help you diagnose screen problems. The following tests are available:



- **User Interface Button Test** enables the user to test the operation of all the hard buttons on the control panel.
- **Audio Tone Test** enables the user to verify that the audible tone created by the user interface is operating correctly.
- **LED Indicator Test** enables the user to verify that the lights on the user interface are operating correctly.
- **Touch Area Test** enables the user to verify that the touch screen is operating correctly.
- **Display Pixel Test** enables the user to check that all the pixels that make up the display screen are operating.
- **Video Memory Test** verifies that the memory used by the video controller on the user interface is functioning correctly. Symptoms of memory failure are corrupted or non-functional screens on the display.
- **Communications Self Test** tests the communication between the user interface and the main control functions of the device. A communication failure will manifest itself as a corrupt or blank display or an inoperative control panel.
- **Reset UI to Factory Settings** provides the facility to reboot or restart the software that controls the user interface. Once the device has rebooted, the display will return to the default screen.
- **Application Checksum Verification** checks that the software used in the user interface is not corrupt. Corrupt software may result in the user interface operating incorrectly.

To run each test, select **Start Test** and follow the instructions provided on the screen.

Image Quality Test Patterns

This feature enables you to print test prints that will help you and the Xerox Support Center diagnose image quality problems. Each test pattern checks parts of the printing process.

There are 19 test patterns resident in the device memory that are used to test the functionality of the printing system.

1. Select **1 Sided** or **2 Sided** for the test pattern.
2. Select the **Stock Size** required for the test pattern.
3. Select the *up/down* buttons to select the required test pattern.
4. Select the **Start Test** button to start the test. The appropriate test pattern is submitted to the print queue.

Echo test

The *Echo Test* allows you to test the network connectivity.

1. Select the appropriate protocol for the *Echo Test*.
 - **TCP/IP**
 - **Novell (R) or IPX**
 - **NetBIOS/NetBEUI**
 - **AppleTalk**
2. Select the **Start Test** button to run the *Echo Test*.

Network Connectivity Test

The *Network Connectivity Test* collects network connectivity data and displays the results on the screen.

1. Select the appropriate protocol for the *Network Connectivity Test*.
 - **TCP/IP**
 - **Novell (R) or IPX**
 - **NetBIOS/NetBEUI**
 - **AppleTalk**
2. Select the **Start Test** button to run the *Network Connectivity Test*.

Image Quality Adjustment

Use this option to print test patterns which are then scanned and used by the device to adjust the image quality settings.

1. Ensure 8.5x11" or A4 white paper is loaded and select **Print Test Pattern**.
2. Place the test pattern in the document feeder or on the document glass, long edge feed.
3. Select the **Start Test** button to scan the test pattern and start the test.
The device will scan the test pattern and automatically make any adjustments required.
4. If the adjustment is successful, select **Close** to return to *Tools*.
If the adjustment is unsuccessful the reasons are provided on the screen. Select **Close** and run the test again.

Xerox Customer Support

Use to enter your Xerox Support and Supplies Telephone numbers which are displayed on the device.

- **Customer Support Number** is selected to enter the Xerox Support Center number supplied with your device. Enter the number using the keyboard and select **Save**. To delete an incorrect character entry use the backspace key, or to delete the entire entry select the **X** button.
- **Supplies Number** is selected to enter the telephone number you call to obtain supplies for your device. Enter the number using the keyboard and select **Save**. To delete an incorrect character entry use the backspace key, or to delete the entire entry select the **X** button.

Select **Save** to save the entry and exit.

Software Reset

This utility provides the facility to reset the device software without switching off and switching on the device.

- **Reset System Software** resets the copier system software.
- **Network Software** resets the network controller software.
- **Reset Both** resets the whole system software.

Xerox[®] WorkCentre 5735/5740/5745/5755/5765/5775/ 5790 General Care and Troubleshooting



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General Care

There are several consumables on the device that need replenishing or replacing, such as paper, staples, and customer replaceable units. To place an order for Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial number.

For information about locating the serial number, please refer to [Machine Information](#) on page 236 of [Machine and Job Status](#).

Customer Replaceable Units

There are 5 replaceable units on the device:

- Xerographic Module
- Toner Cartridge
- Fuser Module
- Ozone Filter
- Waste Toner bottle

The device will display a message on the touch screen when any of the units need to be reordered. This message is a warning that the unit is nearing the end of its life. Only replace the unit when a message actually instructs you to do so.

To replace a Customer Replaceable Unit, follow the instructions on the touch screen or use the instructions provided with the consumable.



WARNING: When replacing consumables, DO NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your device.

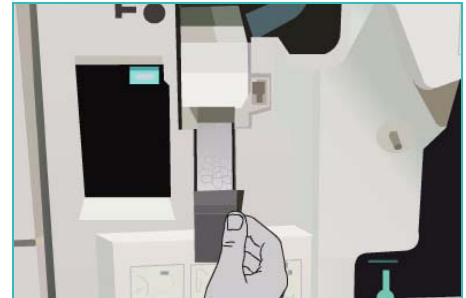
Staple Cartridges and Hole Punch Waste

If your device is equipped with a finisher, or a convenience stapler, you will be required to replace the staple cartridge or cartridges when the device displays a message instructing you to do so. If your finisher has the optional hole punch unit, you will also be required to empty the hole punch waste container when prompted by the device.

The staple cartridge for the Basic Office Finisher contains 3000 staples. The Advanced Office Finisher and High Volume Finisher staple cartridges hold 5000 staples each. The High Volume Finisher with Booklet Maker has 2 additional staple cartridges located within the Booklet Maker, each of these cartridges holds 2000 staples. To replace a staple cartridge, follow the instructions provided with the new staple cartridge.

The hole punch waste container is a catch tray that collects the waste punched paper. Your device will prompt you when the hole punch waste container needs emptying.

1. Open the finisher door and locate the hole punch waste container.
2. Slide the hole punch waste container out of the finisher. Dispose of the waste punched paper in the waste bin.
3. Install the emptied hole punch waste container, ensuring that the container is inserted correctly.



Cleaning the Device

⚠ WARNING: When cleaning the device do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly onto any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

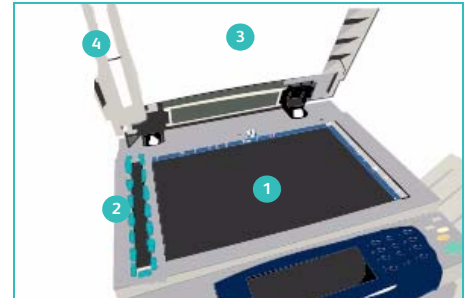
⚠ WARNING: Do not use pressurized air-spray cleaning aids on or in this equipment. Some pressurized air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

Document Glass and Constant Velocity Transport Glass

To ensure optimum print quality at all times, regularly clean the glass areas of your device. This helps avoid output with streaks, smears and other marks that may transfer from the glass area when scanning documents.

When you use the *document feeder*, your documents will pass over the stationary scanner using the Constant Velocity Transport glass. Any dirt or marks on this piece of glass will cause lines or streaks on your copies, faxes or scanned images. Also, any marks or dirt on the Constant Velocity Transport roll may show through the document and appear on your scanned images.

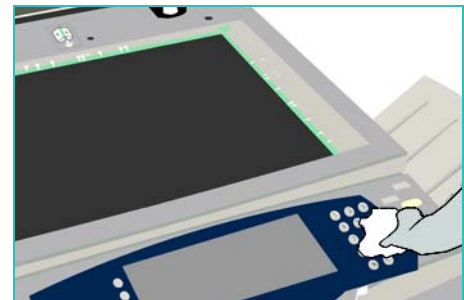
1. Use a lint-free cloth, lightly dampened with Xerox Anti-Static or general cleaning fluid or another suitable non-abrasive glass cleaner to clean the *document glass* ① and the Constant Velocity Transport glass ②.
2. Wipe away any residue with a clean cloth or paper towel.
3. Use a lint-free cloth, lightly dampened with water, Xerox cleaning fluid or Xerox film remove to clean the under side of the document cover or *document feeder* ③ and the complete circumference of the Constant Velocity Transport roll ④.



Control Panel, Touch Screen, Document Feeder and Output Trays

Regular cleaning keeps the touch screen, control panel and other device areas free from dust and dirt.

1. Use a soft, lint-free cloth, lightly dampened with water.
2. Wipe clean the entire area of the control panel, including the touch screen.
3. Wipe clean the *document feeder*, output trays, paper trays and other outside areas of your device.
4. Remove any residue with a clean cloth or paper towel.



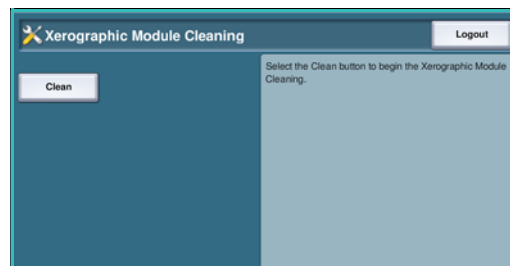
Xerographic Module Maintenance

At regular intervals, depending on device usage, this message will be displayed requesting that you perform the Xerographic Module Maintenance procedures. When you open the front door further messages will tell you what to do.

Note: You cannot use the device for printing or copying until you have completed this procedure.

Follow the instructions provided on the touch screen to complete the Xerographic Module maintenance tasks. If problems occur, you may be required to initiate a Xerographic Module Cleaning cycle using the following instructions.

1. Press the **Machine Status** button.
2. Select the **Tools** tab.
3. Select **Device Settings** and **Xerographic Module Cleaning**.
4. Select **Clean** to initiate the cleaning cycle.
5. Exit **Tools**.



Paper and Media Storage

It is important for optimum printing that paper is stored correctly. Take note of the following when storing media:

- Store at ambient temperature. Damp paper may cause problems or poor image quality.
- Do not open reams of paper until they are required for use. The ream wrapper contains an inner lining that protects the paper from moisture.
- Store on a flat surface to prevent the paper from folding or curling.
- Stack reams of paper carefully on top of one another to avoid crushing the edges. Do not stack more than five reams on top of each other.

For problem free printing and copying, observe the following when loading paper into the paper trays:

- Do not use folded or wrinkled papers.
- Do not load paper of varied sizes into the tray.
- If feed problems occur, fan the media or shuffle labels before loading.

Troubleshooting

A variety of situations can affect the quality of your output. For optimal performance, ensure the following guidelines are followed:

- Do not position the device in direct sunlight or near a heat source such as a radiator.
- Avoid sudden changes in the environment surrounding the device. When a change occurs, allow the device at least two hours to adjust to its new environment, depending on the extent of the change.
- Follow routine maintenance schedules for cleaning areas such as the *document glass* and touch screen.
- Always set the edge guides in the paper trays to the size of the media in the tray and ensure the screen is displaying the correct size.
- Ensure paper clips and paper debris do not contaminate the device.

Defining the Problem

This section contains problem-solving procedures to help you locate and resolve a problem.

Some problems can be resolved by rebooting your device. Refer to [General Care](#) on page 276 for instructions about power procedures.

If rebooting the device does not resolve the problem, use the instructions contained in this section to identify and solve the problem. If you still cannot fix the problem, contact the *Xerox Support Center* for advice.

Faults

There are different categories of faults that can occur on your device and different ways in which they are identified depending on the type of fault occurring. This section gives an overview of the different types of faults and the way that faults are displayed and recorded.

Your device has three fault types, *Hard Down* faults, *User Clearable* faults and *Status Messages*. Within each fault type there are subgroups of fault categories relating to the effect the fault has on the device operation. The fault display generated for each fault depends on the category of that fault.

Hard Down Faults

Hard Down faults prevent a subsystem, module or component from functioning properly. There are three categories of *Hard Down* faults.

- **Low Level Fault** this occurs when a subsystem or module is unable to function correctly. For example, if during a stapler job a fault is detected, other features are still functional but the stapler is unavailable.
- **Failure Fault** this is declared when a low level fault causes a major subsystem to function incorrectly. For example if a fault occurs with the Xerographic Module causing the print and copy features to become non-functioning.
- **Fatal Fault** this occurs when a system wide failure exists that is unrecoverable. For example a power fault occurs causing the device to be inoperable.

Customer Clearable Faults

A *Customer Clearable* fault is a fault that can be cleared by the user. There are three categories of Customer Clearable faults:

- **Low Level Fault** this occurs when a subsystem has detected a customer clearable fault, for example, when a stapler runs out of staples. The print and copy features are still operable, but the stapler function is not.
- **Failure Fault** this is declared when a Low Level Fault causes a major subsystem to become unavailable. For example, when a paper misfeed is detected, the print and copy functions are made inoperable until the paper is cleared by the user.
- **Reset Fault** this can be cleared by powering the device off then on again.

Status Messages

Status Messages are informal messages that do not impact the device from functioning properly. There are two categories of *Status Messages*:

- **Warning Messages** are informational and usually have to do with replacing consumables. The messages warn the local user of impending problems, or actions, that need to be taken to avoid a fault occurring. For example, if the Xerographic Module is close to the end of its life, the device displays a warning message that the unit needs to be replaced soon. At this time the system sets a pre-defined limit until a *Customer Clearable* fault is declared to change the Xerographic Module.
- **Job Fault Messages** indicate a fault with the job, for example the required paper is unavailable. If a job is paused because of a fault, the user is required to take action to correct the condition, or to delete the job.

Fault Displays

All faults that affect the users of the device are presented to the user by one of two methods:

Interrupting Fault

Interrupting faults are presented if the associated fault affects the entire device, where the device is not capable of accepting input or output. They are also presented if the associated fault affects the currently selected document service but does not affect another service, which can still be used.

The type of fault screen presented depends on the type of fault occurring. Some fault displays present the user with fault recovery options. A selection of buttons allow you to choose a fault recovery option.

When an interrupting fault window is displayed, any status messages associated with the displayed fault are presented in the *Status Message* area.

Non-Interrupting Fault

Non-Interrupting fault displays consist of messages displayed in the *Status Message* area. They do not affect the successful completion of a job from the current pathway. For example, if the user is running a Copy job and a fault occurs with faxing, then a non-interrupting fault display is presented.

Both *Interrupting* and *Non-Interrupting* fault displays are generated automatically by the device and are displayed in the fault logs. Once the conditions which resulted in the fault display being generated have been resolved, the display is removed.

Fault Logs

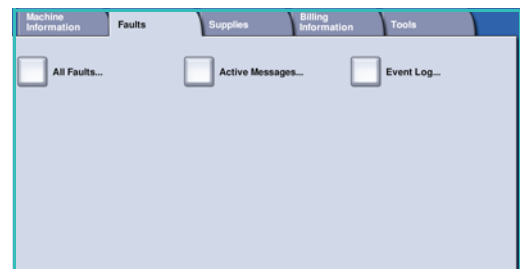
Fault information can be accessed using the **Machine Status** button.

Machine Status provides information about the device, the status of the paper trays, consumables and any current faults. Usage counters are also available.

The *Faults* tab displays fault listings and the device error logs.

The faults are separated into **All Faults**, **Active Messages** and **Event Log**.

- **All Faults** this option displays a list of any current faults on the device. Each fault can be selected for further information and instructions.
- **Active Messages** this option displays a list of all the current fault messages associated with the current device status and faults.
- **Event Log** this is a log of the last 20 faults occurring on the device. The fault code associated with each fault and the date and time a fault occurred is displayed. It also displays the device image count at the time each fault occurred and any relevant paper or document size information.



Fault Clearance

When a fault occurs, a fault screen displays which provides recovery instructions. Follow these instructions to clear the fault.

Paper Jams

Any printed sheets removed will automatically be reprinted once the paper jam is cleared.

1. The fault screen will indicate the location of the jam. Use the green handles and knobs indicated in the instructions displayed on the screen to remove the jammed paper.
2. Ensure that all jam clearance handles and levers are returned to their correct positions. The red flashes behind the jam clearance handles and levers should not be visible.

Note: Jam Clearance areas vary depending on your device model and configuration.

Document Jams

1. Remove all the documents from the *document feeder* and *document glass* as instructed.
2. Re-order the documents as at the start of the job and reload. The documents will be recycled automatically to recover the job.
3. If you are unable to clear the fault, refer to [Troubleshooting Tips](#) on page 284 for further information.

If you are still unable to resolve the problem, refer to [Further Assistance](#) on page 288 for instructions on how to contact the *Xerox Support Center*.

Troubleshooting Tips

If you are experiencing difficulties using your device, check the suggestions below for problem solving advice:

Problem	Potential Solution
The device will not power on	<ul style="list-style-type: none"> Check to see that the device is not in <i>Energy Saver</i> mode as indicated by the green light on the control panel. Touch the User Interface screen to re-activate. Press the ON/OFF button. Check to see if the power cord is correctly installed.
Documents will not feed through the <i>document feeder</i>	<ul style="list-style-type: none"> Ensure that all staples or paper clips have been removed from the originals. Ensure the <i>document feeder</i> is not overloaded. The <i>document feeder</i> can hold 75 sheets (35 model only) or 100 sheets (all other models) of 80 gsm (20 lb) paper. Use <i>Build Job</i> if you have more originals than this. Check to see if the document set is fully inserted into the <i>document feeder</i>. Ensure that the edge guides are adjusted to touch the sides of the originals. Ensure that the <i>document feeder</i> Feed Head is installed correctly. Open the top cover and push feed head down into position. Check for obstructions or paper debris in the <i>document feeder</i>. Ensure that the <i>document feeder</i> cover is closed. Check that the device is <i>Ready</i> as indicated by a message on the touch screen.
Repeated paper jams, misfeeds or multisheet feeds	<ul style="list-style-type: none"> Ensure that the correct paper size is displayed on the touch screen. Ensure that the paper tray is not filled above the MAX line. Ensure that the edge guides are adjusted to touch the sides of the paper. If the problem is not resolved, check for obstructions where paper enters the device.
Paper Jams inside the device	<ul style="list-style-type: none"> Check the Paper Path for obstructions. Ensure all the handles and levers are in the correct (home) position. The red flashes behind the jam clearance handles and levers should not be visible. Follow the instructions displayed on the touch screen. Flip the paper over in the paper tray. Check the paper tray Edge Guides to see if they are against the edges of the paper. Check that the touch screen is displaying the correct size for the paper in use. Load fresh paper.
Repeated Check Tray messages on the touch screen and the paper is loaded in the tray	<ul style="list-style-type: none"> Adjust the edge guides against the stack of paper in the tray. If the edge guides were not set against the paper in the tray when Start was selected, delete the job in the job queue and begin again.

Problem	Potential Solution
Paper Curls	<ul style="list-style-type: none"> • Load the paper in the paper trays with the seam side of the paper up. Load the paper in the Bypass Tray with the seam side down. • Load non-standard media in the Bypass Tray. • If the paper curls excessively, flip the paper over in the applicable paper tray.
The Finisher does not stack the output correctly	<ul style="list-style-type: none"> • Unload the finisher tray frequently. • Do not remove stapled sets while the finisher is compiling. • Check the paper tray guides are locked into position against the paper. • When using large paper, remove any output contained in the Stacker Tray. • Load the paper in the paper trays with the seam side of the paper up. Load the paper in the Bypass Tray with the seam side down. • Load non-standard media in the Bypass Tray. • If the paper curls excessively, flip the paper over in the applicable paper tray. • Check the correct paper size has been selected for the paper loaded in the tray.
The Finisher does not staple or hole punch correctly	<ul style="list-style-type: none"> • To correct stapling problems, ensure the maximum number of sheets is not exceeded for the finisher being used. • The maximum number of sheets when stapling heavyweight paper is determined by the finisher type. The Basic Office Finisher staples 12 sheets of heavyweight paper, the Advanced Office Finisher staples 20 sheets of heavyweight paper, and the High Volume Finisher staples 30 sheets. • Check the correct option has been selected on the touch screen. • Check the touch screen for a fault message indicating no staples. Replace the staple cartridge. • When using large paper, remove any output contained in the Stacker Tray. • Check that the Chad Bin is not full. The Chad Bin collects waste from the hole punch. • Check the correct paper size has been selected for the paper loaded in the tray. • Check the paper tray guides are locked into position against the paper.
Stray marks or black marks from hole punched originals are not removed	<ul style="list-style-type: none"> • Use the <i>Edge Erase</i> option to erase the edge with the punched holes. Refer to Edge Erase on page 48 of Copy. • Copy from the <i>document glass</i> with the document cover or <i>document feeder</i> down.
Images are out of sequence or upside down when the Booklet Creation feature is used	<ul style="list-style-type: none"> • Ensure that the originals are in the correct sequence. • Feed LEF originals to SEF orientated paper. • Enable the display options for <i>Booklet Creation</i> and ensure that the correct sequence is selected (i.e. Left to Right or Right to Left).
The output is blank	<ul style="list-style-type: none"> • Ensure the originals are loaded either face up in the <i>document feeder</i> or face down on the <i>document glass</i> in the top right position.

Problem	Potential Solution
Streaks, lines, spots, solid lines or dotted lines on the prints	<ul style="list-style-type: none"> • Clean the <i>document glass</i> and, if using the <i>document feeder</i>, also clean the Constant Velocity Transport glass (the thin strip of glass to the left of the <i>document glass</i>), especially near the plastic ramp on the glass. • Clean the white underside of the <i>document feeder/document cover</i>. • Clean the <i>document feeder</i> roller. • Clean the halo guide. • Clean the Charge Scorotron and Transfer Corotron, if available on your device. • Check the paper tray guides are against the paper stack. • Run the job from the <i>document glass</i>. • Check the quality of the original. Use <i>Edge Erase</i> to remove lines from the edges of the document, refer to Edge Erase on page 48 of Copy. • Use the Background Suppression feature, refer to Background Suppression on page 45 of Copy. • Load fresh paper. • Do not use heavily embossed paper.
Image Loss	<ul style="list-style-type: none"> • When copying a document from a larger paper size to a smaller size, use <i>Auto%</i> to reduce the image onto the smaller size, refer to Reduce/Enlarge on page 38 of Copy. • Use reduction i.e. copy at 90 % instead of 100 %. • Use the <i>Auto Center</i> feature and run the job again. Refer to Image Shift on page 47 of Copy. • If scanning from the <i>document glass</i> use <i>Original Size</i> to define the document size, refer to Original Size on page 46 of Copy. Register the document in the right rear corner and copy with the cover down. • Do not use heavily embossed paper.
Blurred images on output	<ul style="list-style-type: none"> • Load fresh paper. • If copying from the <i>document glass</i>, check the quality of the originals, close the cover and try again. Ensure that the original is entirely flat against the <i>document glass</i>. • Use <i>Original Size</i> to specify the size of the original, refer to Original Size on page 46 of Copy. • Clean the <i>Charge Scorotron</i> and <i>Transfer Corotron</i>, if available on your device. Refer to Xerographic Module Maintenance on page 279. • Clean the <i>document glass</i> and if using the <i>document feeder</i> also clean the Constant Velocity Transport Glass (the thin strip of glass to the left of the <i>document glass</i>), especially near the plastic ramp on the glass. Refer to Document Glass and Constant Velocity Transport Glass on page 278.
Missing characters on output	<ul style="list-style-type: none"> • Load fresh paper. • Try using a smoother paper. • Select darken if the original is light or the font is colored.
Gloss variations (coining)	<ul style="list-style-type: none"> • Check the quality of the original. • If the original has large areas of solid density, adjust the contrast.

Problem	Potential Solution
Double image or show through (ghosting)	<ul style="list-style-type: none"> Check the quality of the original. Clean the <i>document glass</i>, if it is being used. Rotate the original 180 degrees and try the job again.
The device cannot sense the size of the original on the glass	<ul style="list-style-type: none"> Use <i>Original Size</i> to specify the size of the original, refer to Original Size on page 46 of Copy. Rescan the original, leaving the cover raised.
Jobs scan but do not print	<ul style="list-style-type: none"> Some jobs require image processing before printing. This may take as long as 2 seconds per page. Press the <i>Job Status</i> button and check the <i>Active Jobs</i> list to determine if a job is processing. There may be a job in the list with a status of "paused". Delete this job if it remains in the state over 3 minutes. This may possibly be a result of an incorrect feature combination. The software may need to be reset. Refer to Software Reset on page 271 of Administration and Accounting.
Output does not reflect the selections made on the touch screen	<ul style="list-style-type: none"> Press <i>Clear All</i> between jobs. If a <i>Save</i> button displays on the touch screen, ensure <i>Save</i> is selected after each selection.
The image is reduced on a transmission	<ul style="list-style-type: none"> Confirm the original size of the documents. Documents may be reduced on the available paper supply at the receiving fax machine.
The device does not answer incoming fax calls	<ul style="list-style-type: none"> Change the <i>Auto Answer Delay</i> setting to 0 seconds. Refer to Auto Answer Delay on page 260 of Administration and Accounting.
The device answers incoming fax calls but does not accept incoming data	<ul style="list-style-type: none"> If the job contains several graphics, the device may not have enough memory. The device will not answer if memory is low. Remove stored documents and jobs and wait for existing jobs to complete. This will increase the available memory.
Fault messages will not clear	<ul style="list-style-type: none"> There may be occasions when a fault is cleared but the message will not clear. Reboot your device by powering OFF and ON using the ON/OFF switch at the side of the device. Wait approximately 20 seconds before turning the device back ON. Any incomplete jobs in the jobs list will be lost. Use only the ON/OFF switch to reboot your device. Damage may occur to your device if power is removed by other means.

Further Assistance

For any additional help visit our customer web site at www.xerox.com or contact the *Xerox Support Center* quoting the machine serial number.

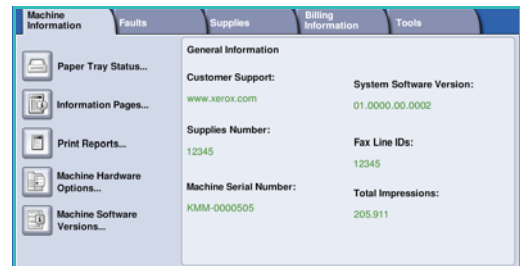
Xerox Support Center

If a fault cannot be resolved by following the touch screen instructions, check the [Troubleshooting Tips](#) on page 284 - they may help to solve the problem quickly. If the difficulty persists, contact the *Xerox Support Center*. The *Xerox Support Center* will want to know the nature of the problem, the machine serial number, the fault code (if any) plus the name and location of your company.

Locating the Serial Number

Press the **Machine Status** button on the control panel. The *Machine Information* screen displays the serial number.

The serial number can also be found inside the front door.



Xerox[®] WorkCentre 5735/5740/5745/5755/5765/5775/ 5790 Safety and Regulations



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Notices and Safety

Please read the following instructions carefully before operating the device. Refer to them as needed to ensure the continued safe operation of your device.

Your Xerox device and supplies have been designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

The safety and environment testing and performance of this device have been verified using Xerox materials only.



WARNING: Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the device certification. Please contact your Xerox representative for more information.

Safety Labels and Symbols

All warnings and instructions marked on or supplied with the device should be followed.



This WARNING alerts users to areas of the device where there is the possibility of personal injury.



This WARNING alerts users to areas of the device where there are heated surfaces, which should not be touched.

Operational Safety Information

Your Xerox device and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards. To ensure the continued safe operation of your Xerox device, follow these safety guidelines at all times:

Electrical Supply

This section provides important electrical supply safety information that you should read before installing or using the device.

Read the information in the following sections:

- [Power Outlet Electrical Safety](#) on page 293.
- [Power Cord Electrical Safety](#) on page 293.
- [Laser Safety Information](#) on page 294.
- [Device Safety](#) on page 294.
- [Emergency Power Off](#) on page 295.
- [Disconnect Device](#) on page 295.

Power Outlet Electrical Safety

This device must be operated from the type of electrical supply indicated on the data plate label located on the rear cover of the device. If you are not sure that your electrical supply meets the requirements, please consult your local power company or a licensed electrician for advice.

The electrical supply outlet should be installed near the device and should be easily accessible.




WARNING: This device must be connected to a protective earth circuit. This device is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet. Always connect the device to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician. Improper connection of the device-grounding conductor can result in electrical shock.

Power Cord Electrical Safety

- Use only the power cord supplied with this device.
- Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- Do not place this device where people might step on or trip on the power cord.
- Do not place objects on the power cord.

Laser Safety Information


 **CAUTION:** Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

With specific regard to laser safety, the device complies with performance standards for laser products set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Device Safety

This device has been designed to provide operator access to safe areas only. Operator access to hazardous areas is restricted using covers or guards, which require a tool to enable removal. Never remove the covers or guards that protect hazardous areas.


Device Safety - Do These

 **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

- Always follow all warnings and instructions that are marked on or supplied with the device.
- Before cleaning this device, unplug the device from the electrical outlet. Always use materials specifically designated for this device, the use of other materials may result in poor performance and create a hazardous situation.
- Always exercise care when moving or relocating the device. Please contact your local Xerox dealer to arrange relocation of the device to a location outside of your building.
- Always locate the device on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine.
- Always locate the device in an area that has adequate ventilation and room for servicing.
- Always unplug this device from the electrical outlet before cleaning.

Note: Your Xerox device is equipped with an energy saving function to conserve power when the device is not in use. The device may be left on continuously.

Device Safety - Do Not Do These

 **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

- Never use a ground adapter plug to connect the device to a power outlet that lacks a ground connection terminal.
- Never attempt any maintenance function that is not specifically described in this documentation.
- Never obstruct ventilation openings. They are provided to prevent overheating.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the machine near a radiator or any other heat source.

- Never push objects of any kind into the ventilation openings.
- Never override or “cheat” any of the electrical or mechanical interlock devices.
- Never place this device where people might step on or trip on the power cord.
- This device should not be placed in a room unless proper ventilation is provided.

Please contact your local Authorized dealer for further information.

Emergency Power Off

If any of the following conditions occur, turn off the device immediately and disconnect the power cable(s) from the electrical outlet(s). Contact an authorized Xerox Service Representative to correct the problem:

- The device emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the machine.
- The machine is exposed to water.
- Any part of the device is damaged.

Disconnect Device

The power cable is the disconnect device for this device. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the device, disconnect the power cable from the electrical outlet.

Ozone Safety Information

This device will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox installation procedure will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your authorized local dealer or Service Provider.

Maintenance Information



WARNING: Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

- Any operator device maintenance procedures will be described in the user documentation supplied with the device.
- Do not carry out any maintenance on this device which is not described in the customer documentation.
- Use supplies and cleaning materials only as directed in the user documentation.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

Consumables Information

- Store all consumables in accordance with the instructions given on the package or container.
- Keep all consumables away from the reach of children.
- Never throw toner, toner cartridges or toner containers into an open flame.

Product Safety Certification

This device is certified by the following Agency using the Safety standards listed.

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1 1st Edition (USA/Canada)
	IEC/EN60950-1 1st Edition

This device has been manufactured under a registered ISO9001 Quality system.

Basic Regulations

Xerox has tested this device to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this device in a typical office environment.

United States (FCC Regulations)

This device has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a commercial environment. This device generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with these instructions, it may cause harmful interference to radio communications. Operation of this device in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

If this device does cause harmful interference to radio or television reception, which can be determined by turning the device off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiver.
- Increase the separation between the device and receiver.
- Connect the device into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

Any changes or modifications not expressly approved by Xerox could void the user's authority to operate the device. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada (Regulations)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

European Union



WARNING: This is a Class A product. In a domestic environment this device may cause radio interference in which case the user may be required to take adequate measures.



The CE mark applied to this device symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

- December 12, 2006: Low Voltage Directive 2006/95/EC. Approximation of the laws of the member states related to low voltage equipment.
- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC. Approximation of the laws of the member states related to electromagnetic compatibility.
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC.

This device, if used properly in accordance with the user's instructions, is neither dangerous for the consumer nor for the environment.

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this device can be obtained from Xerox.

Turkey RoHS Regulation

In compliance with Article 7 (d). We hereby certify

"It is compliant with the EEE Regulation."

"EEE yönetmeliğine uygundur"

Copy Regulations

United States

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:
 - Certificates of Indebtedness
 - National Bank Currency
 - Coupons from Bonds
 - Federal Reserve Bank Notes
 - Silver Certificates
 - Gold Certificates
 - United States Bonds
 - Treasury Notes
 - Federal Reserve Notes
 - Fractional Notes
 - Certificates of Deposit
 - Paper Money
 - Bonds and Obligations of certain agencies of the government, such as FHA, etc.
 - Bonds (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)
 - Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.
 - Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.
 - Postal Money Orders.
 - Bills, Checks, or Draft of money drawn by or upon authorized officers of the United States.
 - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law.

Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.5.

5. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
6. Passports. Foreign Passports may be photographed.
7. Immigration papers.
8. Draft Registration Cards.
9. Selective Service Induction papers that bear any of the following Registrant's information:
 - Earnings or Income
 - Court Record
 - Physical or mental condition
 - Dependency Status
 - Previous military service

Exception: United States military discharge certificates may be photographed.

10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (Unless photograph is ordered by the head of such department or bureau.)

Reproducing the following is also prohibited in certain states:

- Automobile Licenses
- Drivers' Licenses
- Automobile Certificates of Title

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by stature, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions:

- Currency notes
- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Fax Regulations

United States

Fax Send Header Requirements

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges. In order to program this information into your machine, refer to the customer documentation and follow the steps provided.

Data Coupler Information

This device complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the cover of this device is a label that contains, among other information, a device identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company. A plug and jack used to connect this device to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this device. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this device is part of the device identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

To order the correct service from the local telephone company, you may also have to quote the codes listed below:

- Facility Interface Code (FIC) = 02LS2
- Service Order Code (SOC) = 9.0Y



WARNING: Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

If this Xerox device causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the device. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox device, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide. If the device is causing harm to the telephone network, the Telephone Company may request that you disconnect the device until the problem is resolved.

Repairs to the machine should be made only by a Xerox Service Representative or an authorized Xerox Service provider. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

This device must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, make sure that the installation of this Xerox device does not disable your alarm equipment.

If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

Canada

Note: The Industry Canada label identifies certified equipment. This certification means that the device meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this device, users must make sure that it is permissible to be connected to the facilities of the local telecommunications company. The device must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this device, or device malfunctions, may give the telecommunications company cause to request the user to disconnect the device.

Users should make sure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.



CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalent Numbers of all of the devices does not exceed 5. For the Canadian REN value, please see the label on the device.

Europe

Radio Equipment & Telecommunications Terminal Equipment Directive

The Facsimile has been approved in accordance with the Council Decision 1999/5/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of a problem you should contact your authorized local dealer in the first instance.

This device has been tested to and is compliant with ES 203 021-1, -2, -3, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. This device provides a user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this device to the network.

Note: Although this device can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification of this device, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

South Africa

This modem must be used in conjunction with an approved surge protection device.

Material Safety Data

For Material Safety Data information regarding your printer, go to:

North America: www.xerox.com/msds

European Union: www.xerox.com/environment_europe

For the Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts.

Product Recycling and Disposal

USA & Canada

Xerox operates a worldwide equipment take back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox device is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.html.

If you are managing the disposal of your Xerox device, please note that the device may contain lead, mercury, Perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the device was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: <http://www.eiae.org/>.

European Union

WEEE Directive 2002/96/EC

Some equipment may be used in both a domestic/household and a professional/business application.



Professional/Business Environment

Application of this symbol on your device is confirmation that you must dispose of this device in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.



Domestic/Household Environment

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

Energy Program Compliance

All Markets

ENERGY STAR

As an ENERGY STAR® partner, Xerox Corporation has determined that this device meets the ENERGY STAR guidelines for energy efficiency.



The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction devices, personal computers, and monitors. Reducing device energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity. Xerox ENERGY STAR equipment is preset at the factory, to switch to Power Save Mode after a preset time following the last copy/print out. A more detailed description of this feature can be found in the User Guide.

Canada

Environmental Choice



Terra Choice of Canada has verified that this device conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment. As a participant in the Environmental Choice program, Xerox Corporation has determined that this device meets the Environmental Choice guidelines for energy efficiency. Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies.

EH&S Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox device and supplies, please contact the following customer help lines:

USA: 1-800 828-6571

Canada: 1-800 828-6571

Europe: +44 1707 353 434

Device safety information is also available on the Xerox website:

www.xerox.com/about-xerox/environment

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