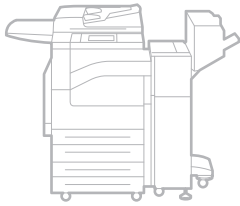


Xerox WorkCentre 7120
Multifunction Printer



Xerox® WorkCentre® 7120

User Guide

Guide d'utilisation

Italiano Guida per l'utente
Deutsch Benutzerhandbuch
Español Guía del usuario
Português Guia do usuário
Nederlands Gebruikershandleiding
Svenska Användarhandbok

Dansk Betjeningsvejledning
Norsk Brukerhåndbok
Suomi Käyttöopas
Čeština Uživatelská příručka
Polski Przewodnik użytkownika

Magyar Felhasználói útmutató
Русский Руководство пользователя
Türkçe Kullanıcı Kılavuzu
Ελληνικά Εγχειρίδιο χρήστη
Română Ghid de utilizare

© 2010 Xerox Corporation. All Rights Reserved. Unpublished rights reserved under the copyright laws of the United States. Contents of this publication may not be reproduced in any form without permission of Xerox Corporation.

Copyright protection claimed includes all forms of matters of copyrightable materials and information now allowed by statutory or judicial law or hereinafter granted, including without limitation, material generated from the software programs which are displayed on the screen such as styles, templates, icons, screen displays, looks, and so forth.

Xerox[®], CentreWare[®], WorkCentre[®], PrintingScout[®], Walk-Up[®], FreeFlow[®], SMARTsend[®], Scan to PC Desktop[®], and the sphere of connectivity design are trademarks of Xerox Corporation in the United States and/or other countries.

Adobe Reader[®], Adobe Type Manager[®], ATM[™], Flash[®], Macromedia[®], Photoshop[®], and PostScript[®] are trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Apple[®], AppleTalk[®], Bonjour[®], EtherTalk[®], Macintosh[®], Mac OS[®], and TrueType[®] are trademarks of Apple Computer, Inc. in the United States and/or other countries.

HP-GL[®], HP-UX[®], and PCL[®] are trademarks of Hewlett-Packard Corporation in the United States and/or other countries.

IBM[®] and AIX[®] are trademarks of International Business Machines Corporation in the United States and/or other countries.

Microsoft[®], Windows Vista[®], Windows[®], and Windows Server[®] are trademarks of Microsoft Corporation in the United States and/or other countries.

Novell[®], NetWare[®], NDPS[®], NDS[®], Novell Directory Services[®], IPX[™], and Novell Distributed Print Services[™] are trademarks of Novell, Incorporated in the United States and/or other countries.

SGI[®] IRIX[®] is a trademark of Silicon Graphics, Inc.

SunSM, Sun Microsystems[™], and Solaris[™] are trademarks of Sun Microsystems, Incorporated in the United States and/or other countries.

UNIX[®] is a trademark in the United States and other countries, licensed exclusively through X/ Open Company Limited.

As an ENERGY STAR[®] partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency. The ENERGY STAR name and logo are registered U.S. marks.



Document version 1.0: May 2010

Contents

1 Safety

Electrical Safety	12
Electrical Supply	12
Power Cord	12
Emergency Power Off	13
Telephone Line Cord	13
Maintenance Safety	15
Printer Symbols	16
Product Safety Certification	17
Environmental Health and Safety Contacts	18

2 Features

Before Using the Printer	20
Xerox Welcome Center	20
Parts of the Printer	21
Front-Left View	22
Right-Rear View	23
Telephone and Fax Connection Option	24
Document Feeder	25
Internal Components	26
Integrated Office Finisher Option	27
Office LX Finisher Option	28
Standard Features	29
Configurations	29
Printer Options	30
Energy Saver Mode	31
Control Panel	32
Control Panel Layout	32
Printer Information	33
Accounting	34

3 Installation and Setup

Installation and Setup Overview	38
Physical Connection	38
Turning the Printer On	38
Turning the Printer Off	40
Assigning a Network Address	41

Installing the Software	42
Operating System Requirements	42
Installing Drivers and Utilities for Windows.....	42
Installing the Drivers and Utilities for Macintosh.....	43
Adding the Printer for OS X Version 10.5	45
UNIX and Linux Drivers	46
Using CentreWare Internet Services	47
Finding The Printer’s IP Address	47
Accessing CentreWare IS.....	47
4 Printing	
Printing Overview	50
Supported Media.....	51
Recommended Media	51
General Media Loading Guidelines.....	51
Media That Can Damage Your Printer	52
Paper Storage Guidelines	52
Loading Media.....	53
Loading Paper in Trays 1 through 4.....	53
Loading Paper in Tray 5 (Bypass Tray)	55
Loading Envelopes in Tray 5 (Bypass Tray)	57
Configuring the Envelope Tray	57
Loading Envelopes in the Envelope Tray	58
Printing on Special Media.....	60
Printing on Envelopes.....	60
Printing on Labels	61
Printing on Glossy Paper	62
Selecting Printing Options	63
Printing Options for Windows	63
Printing Options for Macintosh	66
Printing on Both Sides of the Paper.....	68
Media Types for Automatic 2-Sided Printing	68
Printing a 2-Sided Document.....	69
2-Sided Page Layout Options.....	69
Selecting Paper	70
Windows.....	70
Macintosh	70
Printing Multiple Pages to a Single Sheet (N-Up)	71
Windows.....	71
Macintosh	71
Printing Booklets	72
Selecting Booklet Printing Using a Booklet Maker.....	73
Selecting Booklet Printing Without Using a Booklet Maker	74

Using Color Corrections	75
Color Corrections for Windows	75
Color Corrections for Macintosh	76
Selecting Color Correction	76
Printing in Black and White	77
Windows	77
Macintosh	77
Printing Cover Pages	78
Windows	79
Macintosh	79
Printing Insert Pages	80
Windows	80
Macintosh	80
Printing Exception Pages	81
Windows	81
Macintosh	81
Scaling	82
Windows	82
Macintosh	82
Printing Watermarks	83
Windows	83
Macintosh	84
Printing Mirror Images for Windows	85
Creating and Saving Custom Sizes	86
Windows	86
Macintosh	86
Job Completion Notification for Windows	87
Printing from USB Flash Drive	88
Printing from Media Card Reader	89
Printing Special Job Types	90
Printing and Deleting Secure Print Jobs	90
Printing a Sample Set	91
Delayed Printing	91
Charge Print	92
Saving a Print Job to the Printer	92
Sending a Print Job to a Fax Machine	93
5 Copying	
Basic Copying	96
Document Glass	96
Document Feeder	96

Adjusting Copy Options	98
Basic Settings	98
Image Quality Adjustments	102
Layout Adjustments	104
Output Format Adjustments	108
Advanced Copying	114
Building a Job	114
Printing a Sample Copy	116
Combining Original Sets	116
Delete Outside/Delete Inside	117
Saving Copy Settings	117
Retrieving Saved Copy Settings	118
6 Scanning	
Scanning Overview	120
Loading Original Documents	121
Using the Document Glass	121
Using the Document Feeder	121
Storing a Scan to a Folder	122
Scanning to a Folder	122
Printing Stored Files at the Printer	122
Using Job Flow Sheets	124
Printing Stored Files using CentreWare IS	124
Retrieving Scanned Files to Your Computer Using CentreWare Internet Services	124
Creating a Folder	125
Deleting a Folder	126
Scanning to a Network File Repository	127
Scanning to an Email Address	128
Setting Email Options	128
Scanning to a Computer	130
Scanning to a Home Directory	131
Storing to a USB Flash Drive	132
Setting Scan Options	133
Scan Settings	133
Additional Scanning Options	134
Advanced Settings	134
Using the Xerox Scan Utility	137
Overview	137
Creating a Scan Template	138
Scanning to a Template	139
Accessing Xerox Scan Utility	139
Importing Scanned Files into an Application	140
7 Faxing	
Fax Overview	144

Loading Original Documents	145
Document Glass	145
Document Feeder	145
Sending a Fax	146
Inserting Pauses in Fax Numbers	146
Server Fax	147
Sending a Server Fax	147
Sending an Internet Fax	148
Faxing from Your Computer	149
Receiving Faxes	150
Selecting Fax Options	151
Setting 2-Sided Faxing	151
Selecting the Original Type	151
Setting the Fax Resolution	151
Adjusting Image Quality	151
Adjusting Layout	152
Additional Fax Options	153
More Fax Options	154
Internet Fax Options	154
Adding Address Book Entries	155
Adding an Individual Address	155
Deleting an Individual Address	155
Adding a Group	155
Deleting a Group	156
Using Chain Dial	156
Creating Fax Comments	157
8 Maintenance	
Maintenance and Cleaning	160
General Precautions	160
Locating the Serial Number	161
Billing and Usage Information	161
Cleaning the Printer	162
Cleaning the Document Glass and Document Cover	162
Cleaning the Exterior	163
Cleaning the Document Feeder Rollers	163
Cleaning the Printhead Lenses	164
Ordering Supplies	167
Consumables	167
Routine Maintenance Items	167
When to Order Supplies	168
Recycling Supplies	168
Installing Staples	169
Staple Replacement for Integrated Office Finisher	169
Main Staple Replacement for Office Finisher LX	171
Booklet Maker Staple Replacement for Office LX Finisher	173

9 Troubleshooting

Control Panel Messages	176
General Troubleshooting.....	177
Printer Does Not Turn On	177
Printing Takes Too Long	178
Printer Resets or Turns Off Frequently.....	178
Printer Is Making Unusual Noises.....	178
2-Sided Printing Problems.....	178
Scanner Error.....	179
Clearing Paper Jams.....	180
Clearing Paper Jams from Tray 1, Tray 2, Tray 3 or Tray 4.....	180
Clearing Paper Jams from Tray 5 (Bypass Tray).....	181
Clearing Paper Jams in Document Feeder.....	182
Clearing Paper Jams in Cover A.....	184
Clearing Paper Jams in Cover B.....	185
Clearing Paper Jams in Cover C.....	186
Clearing Paper Jams in Duplex Module D.....	187
Clearing Paper Jams in Cover E.....	188
Clearing Paper Jams in Integrated Office Finisher.....	189
Clearing Paper Jams in Office Finisher LX.....	190
Clearing Hole Punch Jams in Office Finisher LX.....	191
Troubleshooting Paper Jams.....	193
Clearing Staple Jams.....	196
Clearing Staple Jams in Integrated Office Finisher.....	196
Clearing Main Staple Jams in Office Finisher LX.....	198
Clearing Booklet Maker Staple Jams in Office Finisher LX.....	200
Print Quality Problems.....	202
Copy and Scan Problems.....	203
Fax Problems.....	204
Problems Sending Faxes.....	204
Problems Receiving Faxes.....	205
Getting Help.....	206
Control Panel Messages.....	206
Alerts.....	206
Online Support Assistant.....	206
Web Resources.....	207

10 Printer Specifications

Physical Specifications.....	210
Base Unit.....	210
Base Unit with Integrated Office Finisher.....	210
Base Unit with Office Finisher LX and Booklet Maker.....	210
Environmental Specifications.....	211
Temperature.....	211
Relative Humidity.....	211
Electrical Specifications.....	212

Performance Specifications	213
Resolution	213
Print Speed.....	213
Controller Specifications	214
Processor	214
Memory	214
Interface.....	214
A Regulatory Information	
Basic Regulations	216
United States (FCC Regulations).....	216
Canada (Regulations).....	216
European Union.....	217
Ozone Release.....	217
Other Regulations	217
Copy Regulations	218
United States	218
Canada	219
Other Countries	220
Fax Regulations.....	221
United States	221
Canada	222
Europe.....	223
South Africa.....	223
Material Safety Data Sheets	224
Energy Saver Mode.....	225
B Recycling and Disposal	
Guidelines and Information.....	228
All Countries	228
North America	228
European Union.....	228
Other Countries	230
Index	

Contents

Safety

1

This chapter includes:

- [Electrical Safety](#) on page 12
- [Operational Safety](#) on page 14
- [Maintenance Safety](#) on page 15
- [Printer Symbols](#) on page 16
- [Product Safety Certification](#) on page 17
- [Environmental Health and Safety Contacts](#) on page 18

Your printer and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following information ensures the continued safe operation of your printer.

Electrical Safety



WARNINGS:

- Do not push objects, including paper clips or staples, into slots or openings on the printer. Making contact with a voltage point or shorting out a part could result in fire or electrical shock.
- Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are specifically instructed to do so. Power should be OFF when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

The printer must be turned off before removing the power cord. For instructions on turning the printer off, see [Turning the Printer Off](#) on page 40.

The following are hazards to your safety:

- The power cord is damaged or frayed.
- Liquid is spilled into the printer.
- The printer is exposed to water.

If any of these conditions occur, do the following:

1. Turn off the printer immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative.

Electrical Supply

The printer must be operated from the type of electrical supply indicated on the printer's data plate label. If you are not sure if your electrical supply meets the requirements, please consult a licensed electrician for advice.



WARNING: This printer must be connected to a protective earth circuit. This printer 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.

Power Cord

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.
- Use the power cord supplied with your printer.
- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.
- Do not use an extension cord or power strip.

- Do not place the printer in an area where people might step on the power cord.
- Do not place objects on the power cord.

The power cord is attached to the printer as a plug-in device on the back of the printer. If it is necessary to disconnect all electrical power from the printer, disconnect the power cord from the electrical outlet.


The printer must be turned off before removing the power cord. For instructions on turning the printer off, see [Turning the Printer Off](#) on page 40.

Emergency Power Off

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

- The printer 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 printer.
- The printer is exposed to water.
- Any part of the printer is damaged


Telephone Line Cord

 **CAUTION:** To reduce the risk of fire, use only No. 26 American Wire Gauge (AWG) or larger telecommunication line cord.

Laser Safety



This printer complies with laser printer performance standards set by governmental, national, and international agencies and is certified as a Class 1 Laser Product. The printer does not emit hazardous light because the beam is totally enclosed during all modes of customer operation and maintenance.

 **WARNING:** Use of controls, adjustments, or performance of procedures other than those specified in this manual can result in hazardous radiation exposure.

Operational Safety

Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines helps to ensure the continued, safe operation of your printer.

Printer Location

- Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer.
- Place the printer in an area where there is adequate space for operation and servicing.
- Place the printer in a dust-free area.
- Do not store or operate the printer in an extremely hot, cold, or humid environment. For optimum performance environmental specifications, see [Environmental Specifications](#) on page 211.
- Place the printer on a level, solid non-vibrating surface with adequate strength to hold the weight of the printer. The base printer weight without any packaging materials is approximately 115 kg (253.5 lb.).
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the printer where it is directly exposed to the cold air flow from an air conditioning unit.

Operational Guidelines

When the printer is printing:

- Do not remove the paper source tray that you selected using either the printer driver or control panel.
- Do not open the doors.
- Do not move the printer.
- Keep hands, hair, neckties, and so on, away from the exit and feed roller.

Printer Supplies

- Use the supplies specifically designed for your printer. The use of unsuitable materials may cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the printer, options, and supplies.








CAUTION: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas. Please contact your local representative for details.

Maintenance Safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Do not use aerosol cleaners. Clean with a dry lint-free cloth only.
- Do not burn any consumables or routine maintenance items. For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Printer Symbols

Symbol	Description
	<p>Warning or Caution: Ignoring this warning could cause serious injury or even death. Ignoring this caution could cause injury or damage to the property.</p>
	<p>Hot surface on or in the printer. Use caution to avoid personal injury.</p>
	<p>Do not touch components with this symbol as personal injury could result.</p>
	<p>Do not burn the item.</p>
	<p>Hot Surface. Wait the indicated time before handling.</p>

Product Safety Certification

This product is certified by the following agency using the safety standards listed:

Agency	Standard
CSA	UL60950
CSA	IEC60950

Environmental Health and Safety Contacts

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, contact:

USA: 1-800-828-6571

Canada: 1-800-828-6571

www.xerox.com/environment

Europe: +44 1707 353 434

www.xerox.com/environment_europe

Features

2

This chapter includes:

- [Before Using the Printer](#) on page 20
- [Parts of the Printer](#) on page 21
- [Printer Configuration](#) on page 29
- [Control Panel](#) on page 32
- [More Information](#) on page 35

Before Using the Printer

Xerox Welcome Center

If you need assistance during or after product installation, visit the Xerox website for online solutions and support.

www.xerox.com/office/worldcontacts

If you require further assistance, contact our experts at the Xerox Welcome Center. A local representative telephone number may have been provided when the product was installed. For convenience and future reference, please record the telephone number in the space below.

Welcome Center or local representative telephone number:

Xerox US Welcome Center: 1-800-821-2797

Xerox Canada Welcome Center: 1-800-93-XEROX (1-800-939-3769)

If you need any additional help using your printer:

1. Refer to this User Guide.
2. Contact the Key Operator.
3. Visit our Customer Website at www.xerox.com/office/WC7120support or contact the Xerox Welcome Center.

Please have your printer's serial number when contacting Xerox.

The Welcome Center will want to know the following information: The nature of the problem, the serial number of the printer, the fault code (if any), as well as the name and location of your company. Follow the steps below to look up the serial number of the printer.

1. On the control panel, press **Machine Status**.
2. The Machine Information tab appears. The serial number is displayed on the left side of the touch screen.

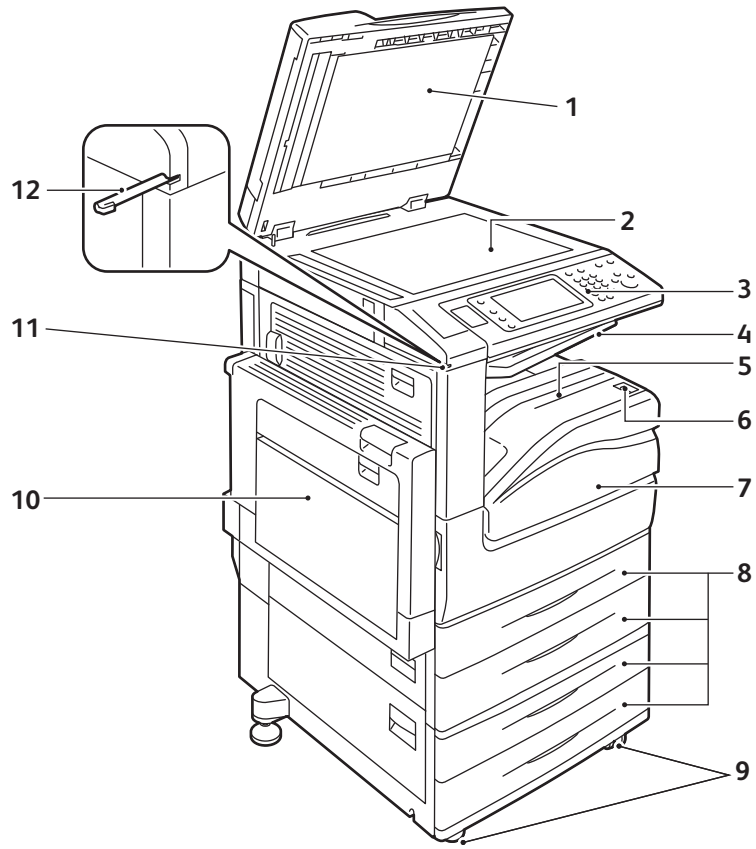
If the serial number cannot be read from the printer touch screen, it can also be found inside the printer. Open Cover A on the left side of the printer. The serial number is located on the left hand side.

Parts of the Printer

This section includes:

- [Front-Left View](#) on page 22
- [Right-Rear View](#) on page 23
- [Telephone and Fax Connection Option](#) on page 24
- [Document Feeder](#) on page 25
- [Internal Components](#) on page 26
- [Integrated Office Finisher Option](#) on page 27
- [Office LX Finisher Option](#) on page 28

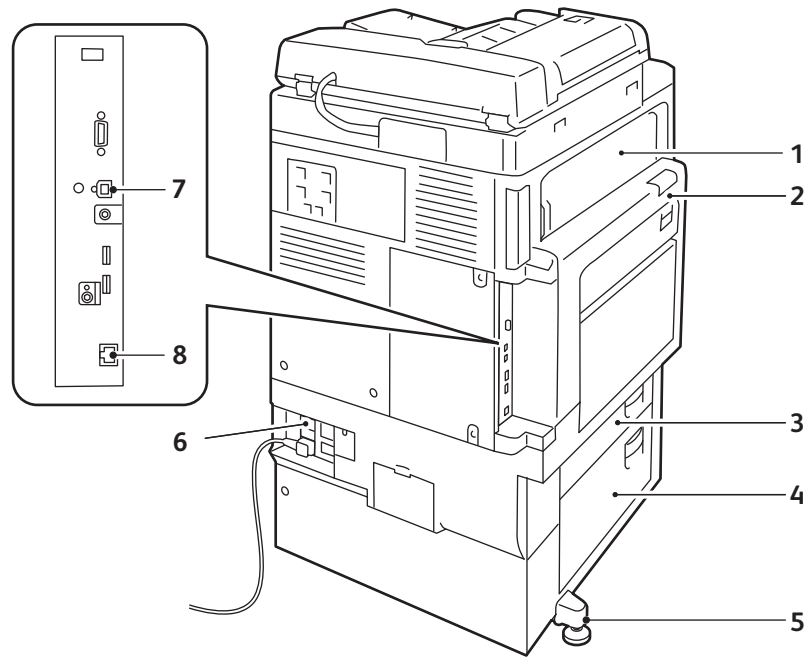
Front-Left View



wc7120-001

- | | |
|----------------------|-----------------------|
| 1. Document cover | 7. Front cover |
| 2. Document glass | 8. Tray 1, 2, 3, 4 |
| 3. Control panel | 9. Locking Casters |
| 4. Center Tray Upper | 10. Tray 5 (Bypass) |
| 5. Center Tray Lower | 11. Stylus pen holder |
| 6. Power Switch | 12. Stylus pen |

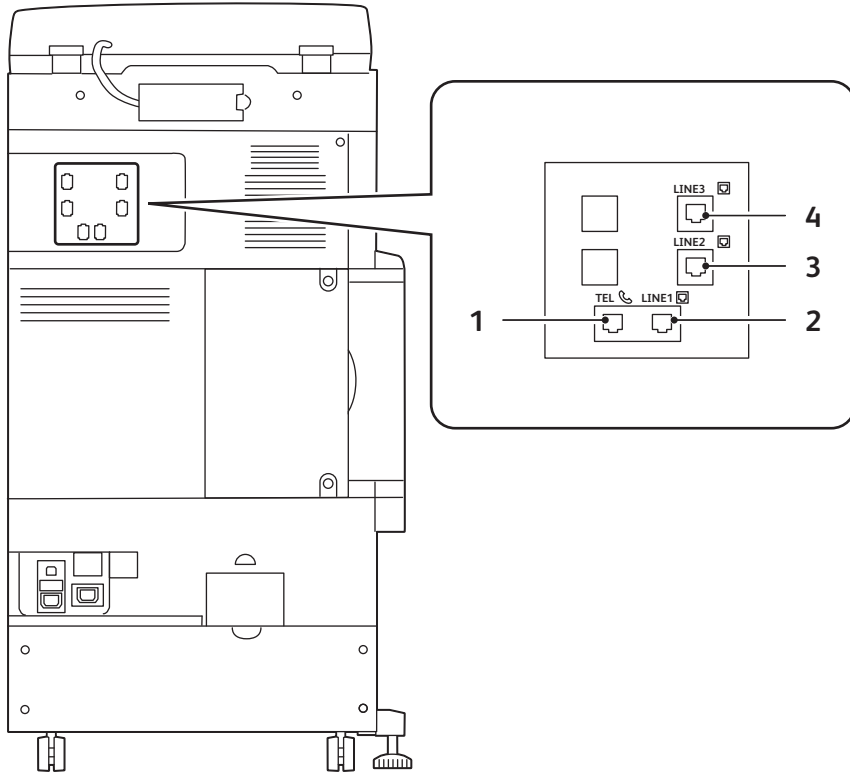
Right-Rear View



wc7120-002

- | | |
|------------|----------------------------|
| 1. Cover E | 5. Adjusting foot |
| 2. Cover A | 6. Reset button |
| 3. Cover B | 7. USB interface connector |
| 4. Cover C | 8. Network connector |

Telephone and Fax Connection Option

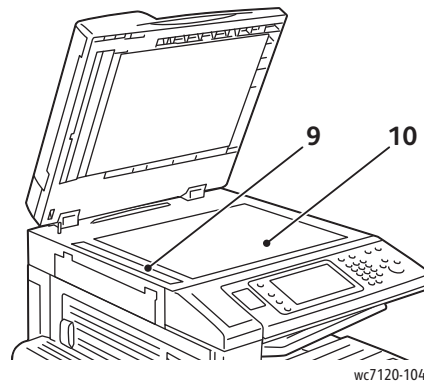
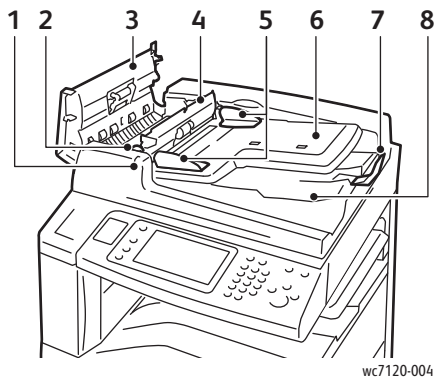


wc7120-005

- 1. Telephone
- 2. Line 1

- 3. Line 2
- 4. Line 3

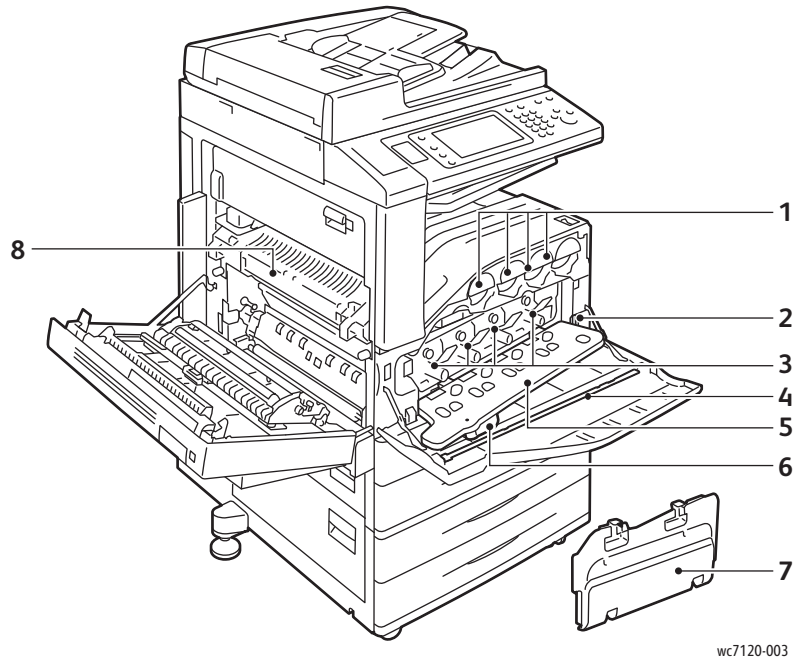
Document Feeder



1. Confirmation indicator
2. Lever
3. Left cover
4. Inner cover
5. Document guides

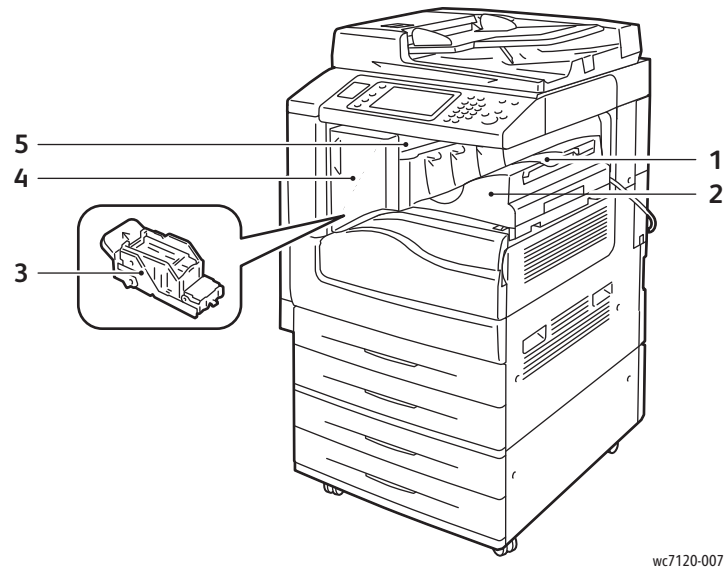
6. Document feeder tray
7. Document stopper
8. Document output tray
9. CVT glass
10. Document glass

Internal Components



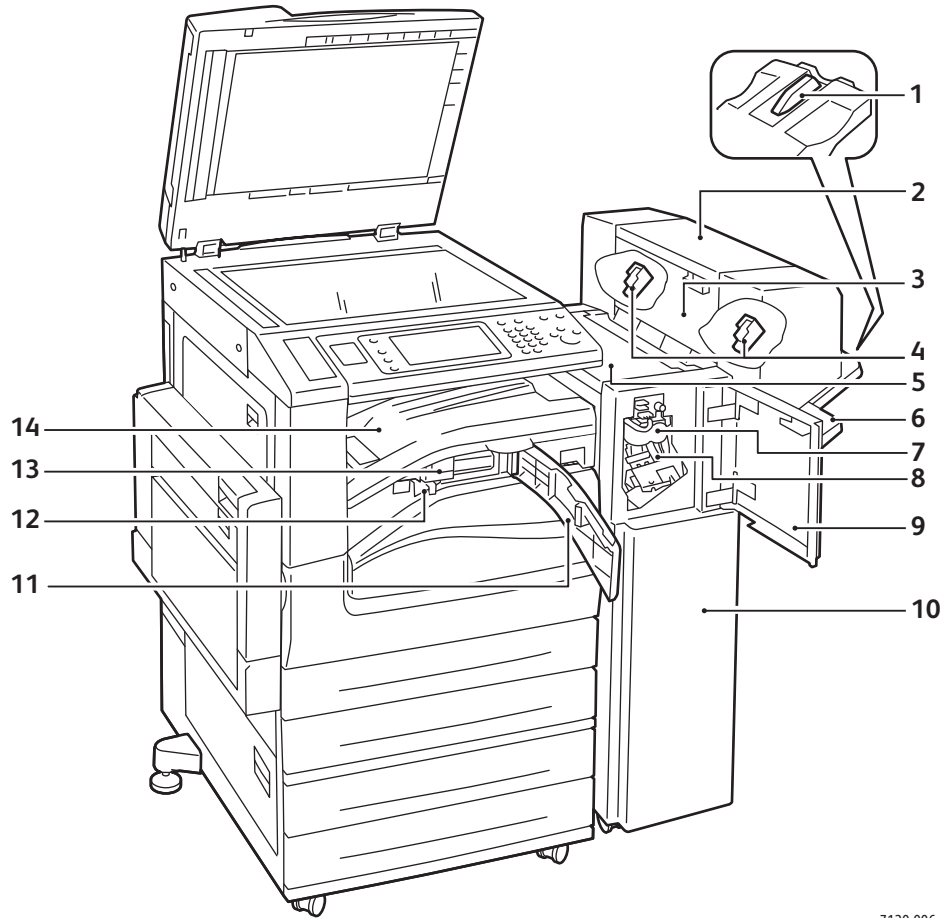
- | | |
|----------------------|---------------------------------------|
| 1. Toner cartridges | 5. Drum cartridge cover |
| 2. Main power switch | 6. Drum cartridge cover release lever |
| 3. Drum cartridges | 7. Waste toner container |
| 4. Cleaning bar | 8. Fuser unit |

Integrated Office Finisher Option



1. Center tray
2. Integrated Office Finisher
3. Staple cartridge
4. Front cover
5. Top cover

Office LX Finisher Option



wc7120-006

- | | |
|-----------------------------|--|
| 1. Tray attachment | 8. Main staple cartridge |
| 2. Booklet unit (option) | 9. Front cover |
| 3. Booklet unit side cover | 10. Office Finisher LX |
| 4. Booklet staple cartridge | 11. Front transport cover |
| 5. Top cover | 12. Hole punch waste container |
| 6. Finisher tray | 13. Hole punch (option) |
| 7. Creaser unit (option) | 14. Finisher transport cover/Center tray |

Printer Configuration

- [Standard Features](#) on page 29
- [Configurations](#) on page 29
- [Printer Options](#) on page 30

Standard Features

Your printer has many features to meet your print and copy needs:

- Copy, print, and scan to email capabilities
- Maximum print speed of 20 pages per minute for black and white and color printing (on letter-size plain paper)
- 600 x 600 dpi
- Automatic 2-sided printing
- Color touch screen on control panel
- Duplex Automatic Document Feeder that holds up to 110 sheets
- 2 GB RAM memory
- Foreign Device Interface
- Xerox Extensible Interface Platform
- Hard drive that provides feature support for special job types, additional forms, and macros
- PCL 6, PCL 5
- Ethernet 10/100Base-TX connection

Configurations

The printer is available in two configurations.

Configuration	Description
Two paper trays and stand	Tray 1 and Tray 2 that each hold up to 500 sheets, supporting standard selectable sizes up to A3, 11 x 17 in. Tray 5 (Bypass Tray) that holds up to 50 sheets, supporting custom sizes up to A3, 11 x 17 in.
Four paper trays	Tray 1, Tray 2, Tray 3 and Tray 4 that each hold up to 500 sheets, supporting standard selectable sizes up to A3, 11 x 17 in. Tray 5 (Bypass Tray) that holds up to 50 sheets, supporting custom sizes up to A3, 11 x 17 in.

Printer Options

Fax

- Single Line Fax with Internet Fax
- Three Line Fax with Internet Fax
- Server Fax
- VoIP Fax

Scan

- Scan Kit (Searchable PDF, High Compression PDF/XPS, Thumbnail preview)
- Scan To/Print From USB

Finishing

- Integrated Office Finisher
- Office Finisher LX with Hole Punch and Booklet Maker options
- Convenience Stapler

Security

- Data Security Kit
- Xerox Secure Access Unified ID System
- Job Based Network Accounting
- Common Access Card Authentication (CAC)

Other

- PostScript
- Work Surface
- Envelope Feeder Tray
- Media Card Reader

For more information on options, go to www.xerox.com/office/WC7120supplies.

Energy Saver Mode

Energy Saver mode reduces the printer's power consumption when the printer is inactive for a preset time.

The printer enters Low Power mode after a preset time has elapsed. If no jobs are sent to the printer for an additional preset time, it then enters Sleep Mode. The touch screen is dark and the Energy Saver button is lit in both modes.

Press the Energy Saver button to return the printer to normal operation. Receipt of a job or accessing the printer using CentreWare Internet Services also cancels Energy Saver mode.

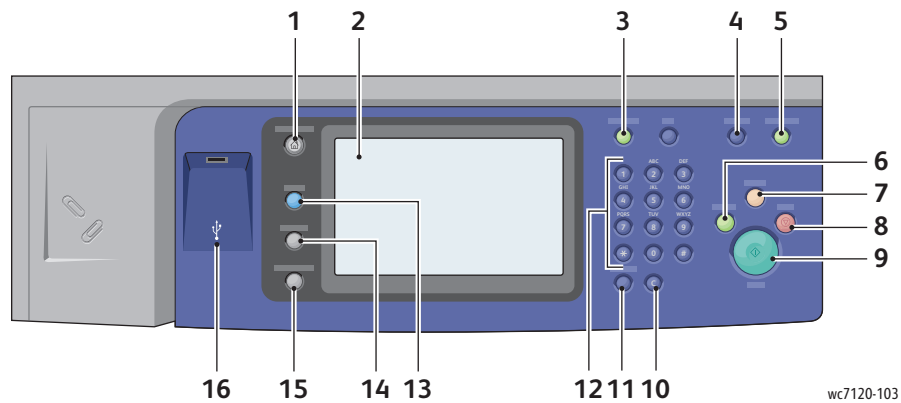
For details, see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.

Control Panel

This section includes:

- [Control Panel Layout](#) on page 32
- [Printer Information](#) on page 33

Control Panel Layout



wc7120-103

Item	Description
1	Services Home Press to access features such as copy, scan, and fax, on the touch screen.
2	Touch Screen Displays information and provides access to printer functions.
3	Log In/Out To access password protected features, press Log In/Out, then enter the user name and password using the touch screen keyboard. Press again to log out.
4	Language Press to change the touch screen language and keyboard settings.
5	Energy Saver Button When printer is in low power mode, press to enter normal mode.
6	Interrupt Printing Temporarily stops the current copy job to allow a priority job to process.
7	Clear All Press twice to clear current job settings. Touch Confirm on the touch screen to reset all job settings to default.
8	Stop Press to pause a print, copy, scan, or fax job. On the touch screen, touch Resume to continue or Delete to cancel the job.

Item		Description
9	Start	Press to start a copy, scan, or fax job.
10	C	Deletes numeric values or the last digit entered using the alphanumeric keys.
11	Dial Pause	Inserts a pause in a fax number.
12	Alphanumeric Keys	Enter alphanumeric information.
13	Services	Press to access the options for the selected feature, such as copy, scan, and fax, on the touch screen.
14	Job Status	Press to view the list of active and completed jobs on the touch screen.
15	Machine Status	Press to view supplies status, printer information, and so on, on the touch screen.
16	USB Memory Port	USB memory port option

Printer Information

Your printer provides status information from the touch screen on the control panel and in printed reports. Usage and billing information are also available from the touch screen. For details, see [Billing and Usage Information](#) on page 161.

Job Status

View job status to check and manage jobs:

1. Press the **Job Status** button on the control panel.
2. Touch the **Active Jobs** or **Completed Jobs tab**.
3. Select the desired category from the **All Jobs** drop-down list.
4. Touch the desired job in the list to view details. A job report can be printed by touching either the **Print this Job History Report** button or the **Print this Job Report** button.
5. For additional job types, touch the **Secure Print Jobs & More tab**, then choose from the following:
 - Secure Print
 - Sample Set
 - Delayed Print
 - Charge Print
 - Public Folder

Reports

Reports can be printed using the control panel.

To print a report:

1. On the control panel, press the **Machine Status** button.
2. Touch **Print Reports**, then touch the desired category.

Note: The Configuration Report lists information about the current configuration of your printer, and is useful for network analysis and general troubleshooting.

3. On the next screen, touch the desired report, then press the green **Start** button.

Accounting

Accounting tracks billing and controls access to copying, scanning, faxing, and printing for each user. When Accounting is enabled, each user is required to enter their User ID information to use a controlled feature. Controlled features are identified by a lock and key symbol.

The system administrator must create user accounts, and then configure Accounting.

1. On the touch screen, touch the desired feature button.
2. The touch screen keyboard appears. Enter the User ID information provided by the System Administrator, then touch **Enter**.

The User ID appears in the upper right corner of the touch screen.

3. To log out, press **Log In/Out**, touch the User ID, then touch **Log Out**.

For details, see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.

More Information

Refer to the following sources for more information about your printer and its capabilities.

Information	Source
<i>Quick Use Guide</i>	Packaged with printer
<i>User Guide</i> (PDF)	<i>Software and Documentation disc</i> www.xerox.com/office/WC7120docs
<i>System Administrator Guide</i>	www.xerox.com/office/WC7120docs
Recommended Media List	www.xerox.com/paper (United States) www.xerox.com/europaper (Europe)
Printer Management Tools	www.xerox.com/office/WC7120drivers
Online Support Assistant	www.xerox.com/office/WC7120support
Technical Support	www.xerox.com/office/WC7120support

Features

Installation and Setup

3

This chapter includes:

- [Installation and Setup Overview](#) on page 38
- [Physical Connection](#) on page 38
- [Turning the Printer On](#) on page 38
- [Turning the Printer Off](#) on page 40
- [Installing the Software](#) on page 42
- [Using CentreWare Internet Services](#) on page 47

See also:

Online Support Assistant at www.xerox.com/office/WC7120support.

System Administrator Guide at www.xerox.com/office/WC7120docs.

Installation and Setup Overview

Before you can use the printer, you must:

1. Make sure the printer is connected correctly and turned on.
2. Install software drivers and utilities.
3. Configure the software.

Physical Connection

You can connect to the printer over a network. Connect to a functioning and dedicated fax telephone line for the optional fax. Communication cables are not included with the printer and must be purchased separately.

To physically connect the printer:

1. Connect the power cable to the printer, and plug it into an electrical outlet.
2. Connect one end of a Category 5, or better, Ethernet cable to the Ethernet port in the back of the printer. Connect the other end of the cable to your network port.
3. If the fax option is installed, connect to a functioning telephone line using a standard RJ11 cable.

Turning the Printer On

The printer has two power switches, the main power switch located behind the front cover, and the power switch visible on the lower center tray.

Turning Main Power On

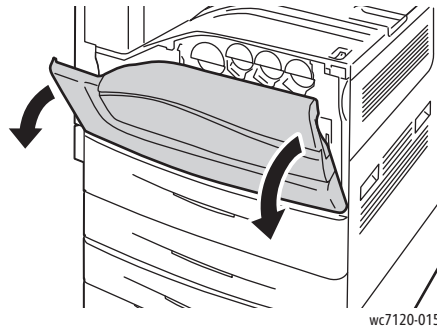
Main printer power is controlled by the main power switch. Main power should be left on for normal printer operation and should only be turned off when connecting a cable to the printer or when cleaning the printer.



CAUTIONS:

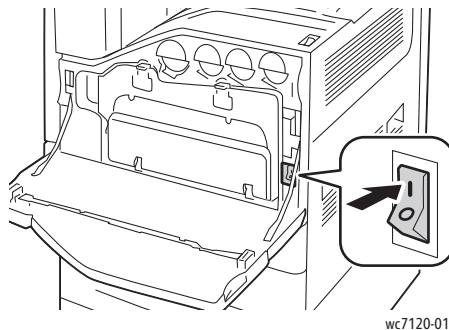
- Switch main power on first using the main power switch to avoid damaging the printer's internal hard drive or causing a printer malfunction.
- Do not switch main power off immediately after switching it on. Doing so may damage the printer's internal hard drive or cause a printer malfunction.

1. Open the front cover.



wc7120-015

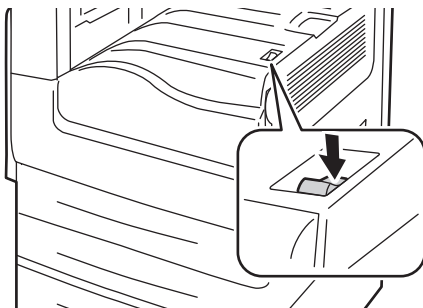
2. Press the main power switch to the on position.



wc7120-011

3. Close the front cover.
4. Press the power switch, visible on the lower center tray, to the on position to turn the printer on. The printer takes approximately 35 seconds to warm up before use.

Note: When the optional Office Finisher LX is attached, the power switch is located behind a clear plastic door in the finisher transport cover/center tray.



wc7120-008

Power switch



wc7120-009

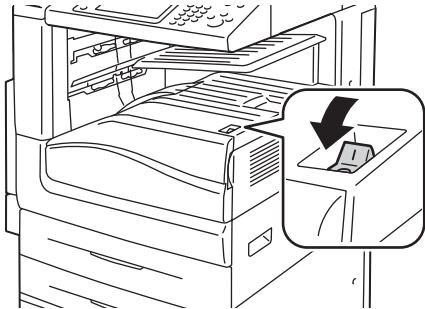
Power switch with optional Office Finisher LX

Turning the Printer Off

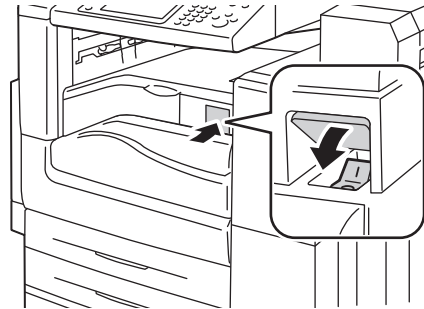
Press the power switch, visible on the lower center tray, to the off position to turn the printer off. Internal processing takes place before the printer shuts off.

Notes:

- Wait five seconds after any active job completes before turning the printer off.
- When the optional Office Finisher LX is attached, the power switch is located behind a clear plastic door in the finisher transport cover/center tray.



Power switch



Power switch with optional Office Finisher LX

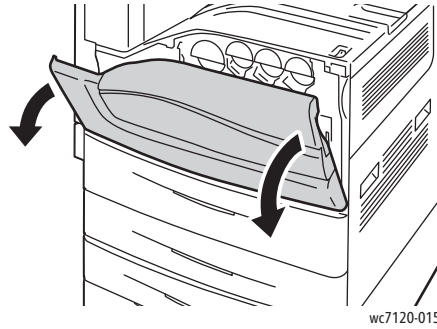
Turning Main Power Off

Main printer power is controlled by the main power switch. Main power should be left on for normal printer operation and should only be turned off when connecting a cable to the printer or when cleaning the printer.

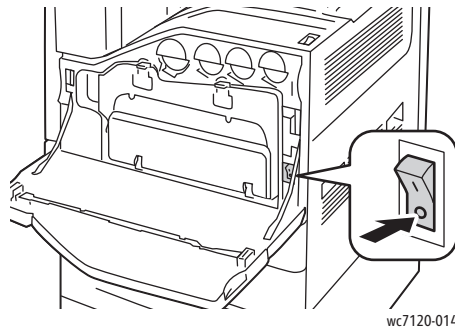
CAUTIONS:

- Do not switch the main power off while a job is being processed or while the Energy Saver button is blinking. This may cause damage to the printer's internal hard drive or cause a printer malfunction.
 - Switch the main power off before unplugging the power cord. Unplugging the power cord with the main power on may damage the printer's internal hard drive or cause a printer malfunction.
 - Do not switch main power off immediately after switching it on. Doing so may damage the printer's internal hard drive or cause a printer malfunction.
 - Do not switch main power off immediately after switching the power switch off. Doing so may damage the printer's internal hard drive or cause a printer malfunction. Wait 10 seconds after the touch screen goes dark before turning off main power.
1. Make sure the power switch, visible on the lower center tray, is in the off position.

2. Open the front cover.



3. Press the main power switch to the off position.



4. Close the front cover.

Assigning a Network Address

If the network uses a DHCP server, the printer automatically acquires a network address. To assign a static IP address, configure DNS server settings, or configure other TCP/IP settings, see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.

Installing the Software

This section includes:

- [Operating System Requirements](#) on page 42
- [Installing Drivers and Utilities for Windows](#) on page 42
- [Installing the Drivers and Utilities for Macintosh](#) on page 43
- [UNIX and Linux Drivers](#) on page 46

Operating System Requirements

- Windows XP, Vista, Windows Server 2003 or later.
- Macintosh: OS X version 10.3 or later.
- UNIX and Linux: see www.xerox.com/office/WC7120drivers.

Installing Drivers and Utilities for Windows

To access all features of the printer, you must:

- Install the Xerox printer driver
- If scanning is installed, install the Xerox scan driver

Installing a Network Printer

Before installing drivers, ensure that the printer is plugged in, turned on, connected to an active network and has a valid IP address.

To install the driver:

1. Insert the *Software and Documentation disc* into your computer's CD or DVD drive.
2. The installer starts automatically unless you have autorun disabled on your computer.

Note: If the installer does not start, navigate to the drive and double-click **Setup.exe**. If the *Software and Documentation disc* is not available, download the latest driver from www.xerox.com/office/WC7120drivers.

3. To change the language, click **Language**, select your language from the list, then click **OK**.
4. Click **Install Drivers**, then click **Install Print and Scan Drivers**.
5. Click **Agree** to accept the License Agreement.
6. Select the printer from the list of discovered printers, then click **Install**.
7. If the printer does not appear in the list of discovered printers:
 - a. Click **IP Address or DNS Name** near the top of the window.
 - b. Type the address or name of the printer, then click **Search**. If the IP address does not appear, see [Finding The Printer's IP Address](#) on page 47.
 - c. When the printer appears in the window, click **Next**.

8. Select the desired printer driver:
 - PostScript
 - PCL 5
 - PCL 6
9. If scanning is installed, click the desired scan driver:
 - TWAIN
 - WIA
10. If scanning is installed, select **Xerox Scan Utility**.
11. Click **Install**.
12. When the installation completes, click **Finish**.

Installing the Drivers and Utilities for Macintosh

To access all features of the printer, you must:

- Install the printer and scan drivers
- If required, add the printer

Before installing drivers, verify that the printer is plugged in, turned on, connected to an active network and has a valid IP address.

Installing Printer and Scan Drivers

Note: The printer and scan drivers both install at the same time.

To install the printer and scan driver:

1. Insert the *Software and Documentation disc* into your computer's CD or DVD drive.

Note: If the *Software and Documentation disc* is not available, download the latest driver from www.xerox.com/office/WC7120drivers.
2. Open the Mac folder, then open Mac OS 10.3+Universal PS folder.
3. Open **WorkCentre 7120.dmg**.
4. Open **WorkCentre 7120 CD**.
5. Click **Continue** three times.
6. Click **Agree** to accept the License Agreement.
7. Click **Install**.
8. Type your password, then click **OK**.
9. If the printer does not appear in the list of discovered printers:
 - a. Click **Manually enter the printer's name or address** at the top of the window.
 - b. Type the address or name of the desired printer, then wait for the computer to find the printer. If the IP address of the printer is not known, see [Finding The Printer's IP Address](#) on page 47.
 - c. Click **Continue**.
10. Click **OK** to accept the print queue message.
11. If desired, select the check boxes to **Set Printer as Default** and **Print a Test Page**.

12. Click **Continue**, then click **Close**.
13. From the **Apple menu**, open **System Preferences**, then open **Print & Fax**.
14. Click the **Printing** tab, click the printer in the list, then click **Printer Setup**.
15. Click **Installable Options**, then confirm the options installed on the printer appear.
16. If changes are made, click **Apply Changes**, close the window, then quit System Preferences.

The printer is now ready to use.

Adding the Printer for Macintosh OS X Version 10.3

1. Open the **Applications** folder, then open the **Utilities** folder.
2. Open the **Printer Setup Utility**.
3. Click **Add**.
4. Confirm that the first drop-down list is set to **Rendezvous** for a network connection.
5. Click the printer.
6. Click **Xerox** in the **Printer Model** drop-down list.
7. Click the printer model, then click **Add**.

Note: If the printer was not detected by the network, check to make sure that the printer is on, and the Ethernet cable is connected properly.

If you want to connect by specifying the printer's IP address:

1. Open the **Applications** folder, then open the **Utilities** folder.
2. Open the **Printer Setup Utility**.
3. Click **Add**.
4. Confirm that the first drop-down list is set to **IP Printing**.
5. Click **LPD/LPR, IPP**, or **Socket/HP Jet Direct** in the **Printer Type** drop-down list.
6. Type the printer's IP address in the **Printer Address** field.
7. Click **Xerox** in the **Printer Model** drop-down list.
8. Click the printer model, then click **Add**.

Adding the Printer for Macintosh OS X Version 10.4

1. Open a Finder window, click the **Applications** folder, then click **System Preferences**.

Note: If the System Preferences application is displayed in your dock, click the icon to open System Preferences.

2. Click **Print & Fax**, then click **Printing**.
3. Click the plus button under the list of detected printers.
4. Click **Default Browser** in the **Printer Browser** window.
5. Click the printer, then click **Add**.

Note: If the printer was not detected by the network, check to make sure that the printer is on and the Ethernet cable is connected properly.

To connect by specifying the printer's IP address:

1. Open **System Preferences** from the **Applications** folder.
2. Open **Print & Fax**, then click the **Printing** tab.
3. Click the plus button under the list of detected printers.
4. Click **IP Printer** in the **Printer Browser** window.
5. Click **IPP, Line Printer Daemon – LPD**, or **HP Jet Direct – Socket**.
6. Type the printer's IP address in the **Address** field.
7. Type a name for the printer.
8. Type a location for the printer.
9. Click **Xerox** in the **Print Using** drop-down list.
10. Click the printer model, then click **Add**.

Adding the Printer for OS X Version 10.5

1. Open the **Applications** folder, then double-click **System Preferences**.
2. Click **Print & Fax**.
3. Click the plus button under the list of installed printers.
4. Type the IP address or host name of the printer.
5. Type a Queue name for the printer, or leave it blank to use the default queue.
6. Click the printer, then click **Add**.

Note: If the printer was not detected by the network, check to make sure that the printer is on, and the Ethernet cable is connected properly.

If you want to connect by specifying the printer's IP address:

1. From the **Applications** folder on the dock, click the **System Preferences** icon.
2. Click **Print & Fax**.
3. Click the plus button under the list of installed printers.
4. Click **IP Printer**.
5. Click **IPP, Line Printer Daemon – LPD**, or **HP Jet Direct – Socket**.
6. Type the printer's IP address in the **Address** field.
7. Type a name for the printer.
8. Type a location for the printer.
9. Click the desired driver in the **Print Using** drop-down list.
10. Click the printer model, then click **Add**.

UNIX and Linux Drivers

Supported UNIX and Linux drivers are available at www.xerox.com/office/WC7120drivers.

For details, see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.

Other Drivers

The following drivers are also available for Windows only at: www.xerox.com/office/WC7120drivers.

- **Xerox Global Print Driver™**: Use to print to any PCL or PostScript-enabled printer on your network, including those made by other manufacturers. The driver configures itself for the printer you select.
- **Xerox Mobile Express Driver™**: Use to print to any PostScript-enabled printer on your network, including those made by other manufacturers. The driver configures itself for the printer you select every time you print. If you travel frequently to the same sites, you can save your favorite printers in that location and the driver will remember your settings.

Using CentreWare Internet Services

CentreWare Internet Services (CentreWare IS) provides access to the printer's embedded Web server. It enables you to easily manage, configure, and monitor the printer using a Web browser on a network computer.

CentreWare IS enables you to:

- Access printer status, configuration, and security settings.
- Check supplies status from your computer.
- Access job accounting records to allocate printing costs and plan supplies purchases.
- Retrieve scanned document files stored in the printer.

Note: Some printer capabilities must be enabled using CentreWare IS. Unless your system administrator has unlocked the printer, you will need to log in as an administrator to access these settings.

CentreWare IS requires:

- A Web browser and a TCP/IP connection between the printer and the network (in Windows, Macintosh, or UNIX environments).
- JavaScript must be enabled in the Web browser. If JavaScript is disabled, a warning message appears and CentreWare IS may not function properly.
- TCP/IP and HTTP must be enabled in the printer.

For details see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.

Finding The Printer's IP Address

The printer's IP address is required to use CentreWare IS. If you do not know the IP Address, print the Configuration Report. The printer's IP address appears in the Communication Settings section.

To print the Configuration Report:

1. At the control panel, press the **Machine Status** button.
2. Touch the **Machine Information** tab, then touch **Print Reports**.
3. Touch **Printer Reports**, touch **Configuration Report**, then press the green **Start** button on the control panel.
4. After the report prints, touch **Close**.

Accessing CentreWare IS

1. Make sure your printer is turned on.
2. At your computer, open a Web browser.
3. Type the IP address of the printer in the Web browser's address field.
The CentreWare IS Welcome page appears.

Printing

4

This chapter includes:

- [Printing Overview](#) on page 50
- [Supported Media](#) on page 51
- [Loading Media](#) on page 53
- [Printing on Special Media](#) on page 60
- [Selecting Printing Options](#) on page 63
- [Printing on Both Sides of the Paper](#) on page 68
- [Selecting Paper](#) on page 70
- [Printing Multiple Pages to a Single Sheet \(N-Up\)](#) on page 71
- [Printing Booklets](#) on page 72
- [Using Color Corrections](#) on page 75
- [Printing in Black and White](#) on page 77
- [Printing Insert Pages](#) on page 80
- [Printing Cover Pages](#) on page 78
- [Printing Exception Pages](#) on page 81
- [Scaling](#) on page 82
- [Printing Watermarks](#) on page 83
- [Printing Mirror Images for Windows](#) on page 85
- [Creating and Saving Custom Sizes](#) on page 86
- [Job Completion Notification for Windows](#) on page 87
- [Printing from USB Flash Drive](#) on page 88
- [Printing from Media Card Reader](#) on page 89
- [Printing Special Job Types](#) on page 90

Printing Overview

1. Select appropriate media.
2. Load media in the tray. On the printer touch screen, specify the size, color, and type.
3. Access the print settings in your software application. For most software applications, press CTRL+P for Windows, or CMD+P for Macintosh.
4. Select your printer from the list.
5. Access the printer driver settings by selecting **Properties** or **Preferences** (Windows), or **Xerox Features** for Macintosh. The title of the button may vary depending on your application.
6. Modify the printer driver settings as necessary, then click **OK**.
7. To send the job to the printer, click **Print**.

See also:

[Loading Media](#) on page 53

[Selecting Printing Options](#) on page 63

[Printing on Both Sides of the Paper](#) on page 68

[Printing on Special Media](#) on page 60

Supported Media

This section includes:

- [Recommended Media](#) on page 51
- [General Media Loading Guidelines](#) on page 51
- [Media That Can Damage Your Printer](#) on page 52
- [Paper Storage Guidelines](#) on page 52

Your printer is designed to be used with a variety of media types. Follow the guidelines in this section to ensure the best print quality, and to avoid jams.

For best results, use Xerox printing media specified for your printer.

Recommended Media

A complete list of recommended media types is available:

- www.xerox.com/paper Recommended Media List (United States)
- www.xerox.com/europaper Recommended Media List (Europe)

Ordering Media

To order paper or specialty media, contact your local reseller or go to:
www.xerox.com/office/WC7120supplies.



CAUTION: Damage caused by using unsupported paper and specialty media is not covered by the Xerox Warranty, Service Agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas. Please contact your local representative for details.

General Media Loading Guidelines

Follow these guidelines when loading paper and media in the appropriate trays:

- Do not print on label sheets that have labels removed.
- Use only paper envelopes. Print envelopes 1-sided only.
- Do not overload the paper trays.
- Adjust the paper guides to fit the paper size.
- Make sure the correct paper type is selected on the printer touch screen after loading paper in a tray.

Media That Can Damage Your Printer

Your printer is designed to use a variety of paper and media types for print jobs. However, some media can cause poor output quality, increased paper jams, or damage to your printer.

Do not use the following:

- Rough or porous media
- Inkjet paper
- Non-laser glossy or coated paper
- Paper that has been photocopied
- Paper that has been folded or wrinkled
- Paper with cutouts or perforations
- Stapled paper
- Envelopes with windows, metal clasps, side seams, or adhesives with release strips
- Padded envelopes
- Plastic media

Paper Storage Guidelines

Providing good storage conditions for your paper and other media contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper is susceptible to damage from ultraviolet and visible light. Ultraviolet light, which is emitted by the sun and fluorescent bulbs, is particularly damaging to paper.
- The intensity and length of exposure to visible light on paper should be reduced as much as possible.
- Maintain constant temperatures and relative humidity.
- Avoid storing paper in attics, kitchens, garages, or basements. These spaces are more likely to collect moisture.
- Store paper flat, either on pallets, cartons, shelves, or in cabinets.
- Avoid having food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the printer. Leave stored paper in the original packaging. The paper wrapper usually contains an inner lining that protects the paper from moisture loss or gain.
- Some specialty media is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use it. Keep unused media in the bag and reseal it for protection.

Loading Media

This section includes:

- [Loading Paper in Trays 1 through 4](#) on page 53
- [Loading Paper in Tray 5 \(Bypass Tray\)](#) on page 55
- [Loading Envelopes in Tray 5 \(Bypass Tray\)](#) on page 57
- [Loading Envelopes in the Envelope Tray](#) on page 58
- [Printing on Special Media](#) on page 60

Select the appropriate tray depending on the media you plan to use. For details, see [Recommended Media](#) on page 51.

Loading Paper in Trays 1 through 4

Tray 1, Tray 2, Tray 3, and Tray 4 accept the following media types:

- Plain
- Plain Reload (paper that has had one side printed)
- Bond
- Punched
- Letterhead
- Heavyweight
- Heavyweight Reload
- Extra Heavyweight
- Extra Heavyweight Reload
- Extra Heavyweight Plus
- Extra Heavyweight Plus Reload
- Recycled
- Labels
- Heavyweight Labels
- Extra Heavyweight Labels
- Pre-Printed
- Gloss
- Gloss Reload
- Heavyweight Gloss
- Heavyweight Gloss Reload
- Extra Heavyweight Gloss
- Extra Heavyweight Gloss Reload

Tray 1, Tray 2, Tray 3, and Tray 4 accept a maximum of approximately 560 sheets of 80 g/m² paper from A5, 148 x 210 mm (5.5 x 8.3 in.) to A3, 297 x 420 mm (11 x 17 in.).

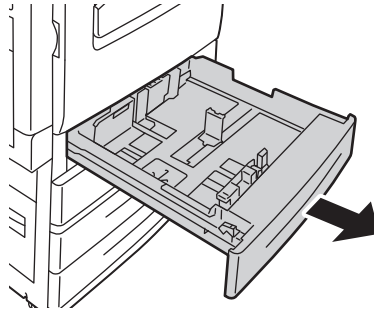
Printing

The following custom paper sizes are also supported: X width between 182 and 432 mm (7.2 x 17 in.), and Y length between 140 and 297 mm (5.5 x 11.6 in.). Custom paper sizes can be specified in 1-mm increments.

Tray 1, Tray 2, Tray 3, and Tray 4 accept paper weights from 60 g/m² to 256 g/m².

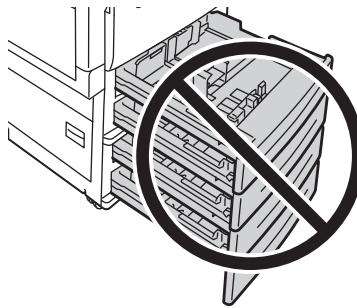
To load paper in Tray 1, Tray 2, Tray 3, or Tray 4:

1. Pull the paper tray out toward you.



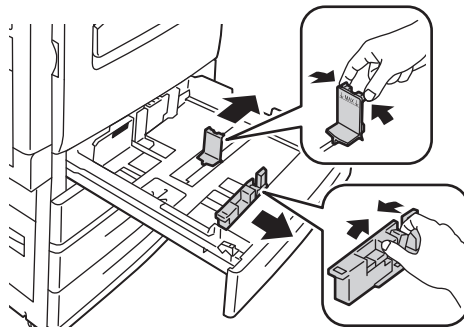
wc7120-021

! **WARNING:** Do not open all trays at once. The printer could topple forward, possibly causing injury.



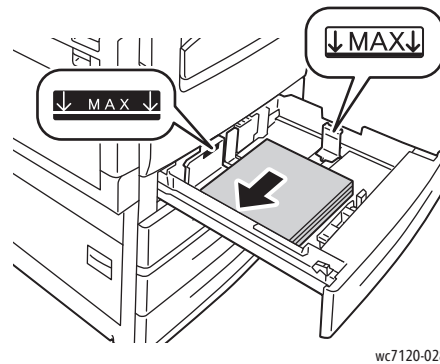
wc7120-031

2. Before loading paper into the paper trays, fan the edges to separate any sheets of paper that are stuck together. This reduces the possibility of paper jams.
3. If required, move the paper tray guides further out to load the new paper. To adjust the side and front guides, pinch the guide lever on each guide and slide the guides to their new position. To secure the guides in position, release the levers.



wc7120-027

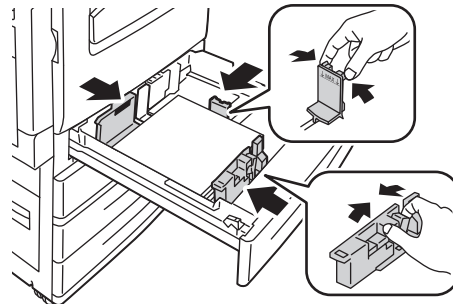
4. Load the paper against the left-hand side of the tray.



wc7120-028

Note: Do not load paper above the maximum fill line. Doing so may cause paper jams.

5. Adjust the guides so they touch the edges of the stack.



wc7120-029

6. Push the tray completely into the printer.
7. If required, choose paper size, type, or color on the printer touch screen, then touch **Confirm**.
8. If you have not changed the media type, touch **Confirm** on the touch screen.

Loading Paper in Tray 5 (Bypass Tray)

Use the bypass tray for a variety of media types and custom sizes. It is primarily intended for small quantity jobs using special media. The bypass tray is located on the left-hand side of the printer. A tray extension is provided to accommodate larger paper. After loading paper in the bypass tray, make sure that the tray settings on the touch screen match the paper size and type loaded.

Tray 5 (Bypass Tray) accepts the following paper types:

- Plain
- Plain Reload
- Bond
- Punched
- Letterhead
- Heavyweight
- Extra heavyweight
- Extra heavyweight reload
- Recycled

Printing

- Labels
- Heavyweight labels
- Pre-printed
- Envelope
- Gloss
- Gloss Reload
- Heavyweight gloss
- Heavyweight gloss reload

Tray 5 (Bypass Tray) accepts a maximum of approximately 50 sheets of 80 g/m² paper.

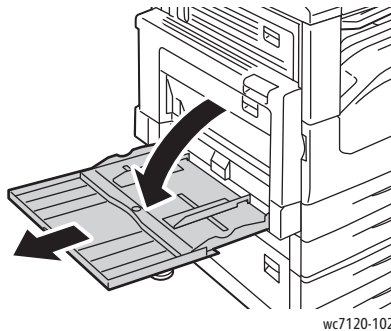
Tray 5 (Bypass Tray) accepts the following range of paper sizes: from A6, 100 x 148 mm (3.9 x 5.8 in.) to A3, 297 x 420 mm (11 x 17 in.).

The following custom paper sizes are also supported: X width between 98 and 432 mm (3.8 x 17 in.), and Y length between 89 and 297 mm (3.5 x 11.6 in.). Custom paper sizes can be specified in 1-mm increments.

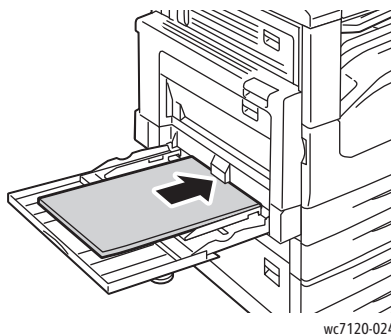
Tray 5 (Bypass Tray) accepts paper weights from 60 g/m² to 216 g/m².

To load paper in Tray 5 (Bypass Tray):

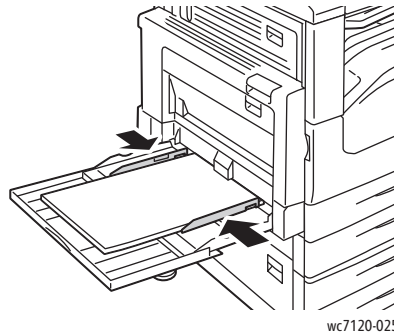
1. Open Tray 5 by rotating it outward. For larger paper, pull the extension straight out until it stops.



2. Insert the paper either long edge or short edge first. Larger paper sizes can only be fed short edge first.



- Slide the guides so they just touch the edges of the stack.



Note: Do not load paper above the maximum fill line. Doing so may cause paper jams.

- If required, choose paper size, type, or color on the printer touch screen, then touch **Confirm**.
- If you have not changed the media type, touch **Confirm** on the touch screen.

Loading Envelopes in Tray 5 (Bypass Tray)

Tray 5 (Bypass Tray) accepts Monarch and Commercial #10 envelopes.

Tray 5 (Bypass Tray) accepts envelope paper weights from 75 g/m² to 90 g/m².

To load envelopes in Tray 5 (Bypass Tray):

- Insert envelopes in Tray 5 (Bypass Tray).
- Slide the guides so they just touch the edges of the stack.

Note: To help avoid jams, do not load envelopes above the maximum fill line.

- On the printer touch screen, choose the envelope size, then touch **Confirm**.

Configuring the Envelope Tray

Note: The optional envelope tray provides higher volume envelope capacity than the bypass tray. The envelope tray replaces Tray 1 in the printer, and must be configured before use. When the envelope tray is installed, the standard Tray 1 cannot be used.

To configure the envelope tray:

- Remove Tray 1 from the printer.
- Insert the envelope tray in the Tray 1 position in the printer.
- On the control panel, press **Log in/Out**.
- Using the touch screen keyboard, enter **admin**, touch **Next**, enter **1111**, then touch **Enter**.
- Press the **Machine Status** button.
- Touch the **Tools** tab, then touch **System Settings**.
- Touch **Common Service Settings**.
- Under **Features**, scroll down, then touch **Other Settings**.
- Under **Page**, touch the down arrow to display page 2 of 3.
- Touch **Tray 1 Configuration**, then touch **Change Settings**.

11. Touch **Coupled as Envelope Feeder**, touch **Save**, then touch **Close**.
12. Under **Features**, scroll up, then touch **Paper Tray Settings**.
13. Touch **Paper Tray Attributes**, then touch **Tray 1**.
14. Touch the check box for **Envelope Feeder**, then touch **Change Settings**.
15. Ensure that **Paper Type** is set to **Envelope**.
16. Under **Paper Size**, touch the desired envelope size.
17. Touch **Save**, touch **Confirm**, then touch **Close** twice.

The envelope tray is now ready for use.

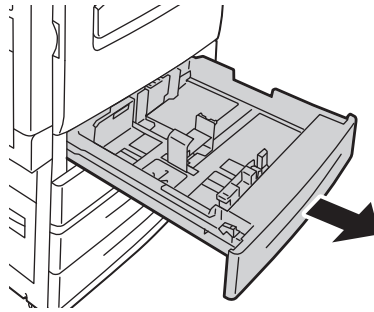
Loading Envelopes in the Envelope Tray

The envelope tray accepts Monarch, Commercial #10, ISO C-5, DL envelopes, and custom-size envelopes from 148 x 241 mm (5.8 x 9.5 in.) to 98 x 162 mm (3.9 x 6.4 in.). Envelope size must be set using the touch screen.

The optional envelope tray accepts envelope paper weights from 75 g/m² to 90 g/m².

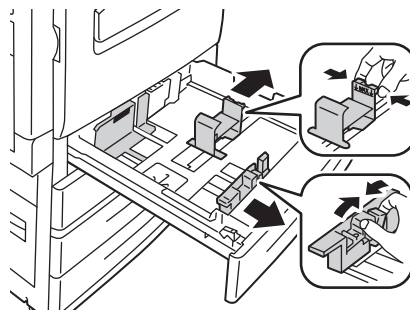
To load envelopes in the envelope tray:

1. Pull the envelope tray out toward you.



wc7120-030

2. If required, move the paper tray guides further out to load the new envelopes. To adjust the side and front guides, pinch the guide lever on each guide and slide the guides to their new position. To secure the guides in position, release the levers.

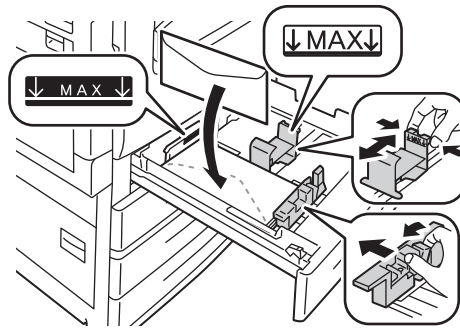


wc7120-033

- Load the envelopes in the envelope tray flap side down. Flaps should be closed and on the leading edge, toward the left side of the tray.

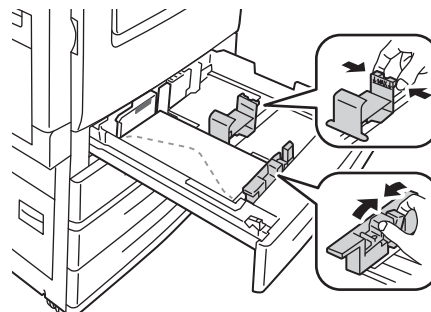
Notes:

- Printing will appear on the side facing up.
- Do not load envelopes above the maximum fill line. Doing so may cause jams.



wc7120-032

- Adjust the guides in the envelope tray so they touch the edges of the stack.



wc7120-035

- Push the tray completely into the printer.
- If you have changed the envelope size: on the printer touch screen, touch **Change Settings**, choose the envelope size on the touch screen, touch **Save**, then touch **Confirm**.
- If you are loading more envelopes of the same size, touch **Confirm** on the touch screen.

Printing on Special Media

This section includes:

- [Printing on Envelopes](#) on page 60
- [Printing on Labels](#) on page 61
- [Printing on Glossy Paper](#) on page 62
- [Creating and Saving Custom Sizes](#) on page 86

Printing on Envelopes

Envelopes can be printed from Tray 5 (Bypass Tray) or from the optional envelope tray in the Tray 1 position.

Guidelines

- Successful envelope printing is dependent on the quality and construction of the envelopes. Try another envelope brand if the desired results are not achieved.
- Maintain constant temperatures and relative humidity.
- Store unused envelopes in their original packaging to avoid the excess moisture or dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Do not use padded envelopes.

To print envelopes:

1. Load envelopes in the desired tray.
2. In the printer driver, do one of the following:
 - Select **Envelope** as the paper type.
 - Select **Tray 5 (Bypass Tray)** as the paper source.
 - With the optional Envelope Tray in the Tray 1 position, select **Tray 1** as the paper source.

Note: Some wrinkling or embossing may occur when printing on envelopes.



CAUTION: Never use envelopes with windows or metal clasps: they can damage the printer. Damage caused by using unsupported envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas. Please contact your local representative for details.

Printing on Labels

Labels can be printed from Trays 1, 2, 3, 4, and 5 (Bypass Tray).

Guidelines

- Use labels designed for laser printing.
- Do not use vinyl labels.
- Do not use dry gum labels.
- Print only on one side of the sheet of labels.
- Do not use any sheet where labels are missing: it may damage the printer.
- Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions may cause print quality problems or cause them to jam in the printer.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam in the printer.

To print on glossy paper:

1. Load labels in the desired tray.
2. In the printer driver, do one of the following:
 - Select **Labels** as the paper type.
 - Select the tray containing the labels as the paper source.

Printing on Glossy Paper

Glossy paper can be printed from Tray 1, 2, 3, 4, and 5 (Bypass Tray).

To order paper or specialty media, contact your local reseller or go to the Xerox Supplies website for your printer: www.xerox.com/office/WC7120supplies.

Guidelines

- Do not open sealed packages of glossy paper until you are ready to load them into the printer.
- Store glossy paper flat in the original packaging.
- Remove all other paper from the tray before loading glossy paper.
- Load only the amount of glossy paper you plan to use and remove the unused portion from the tray when you are finished printing. Replace the unused portion in the original wrapper and seal for later use.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy paper to curl and jam in the printer.

Procedure

1. Load glossy paper in the desired tray.
2. In the printer driver, do one of the following:
 - Select **Gloss Coating** as the paper type.
 - Select the tray containing the glossy paper as the paper source.

Selecting Printing Options

Printing options are specified as **Printing Preferences** in Windows, and **Xerox Features** in Macintosh. Printing Options include settings for 2-sided printing, page layout, and print quality.

- [Printing Options for Windows](#) on page 63
- [Setting Default Printing Options for Windows](#) on page 64
- [Selecting Printing Options for an Individual Job in Windows](#) on page 65
- [Saving a Set of Commonly Used Printing Options in Windows](#) on page 65
- [Selecting Finishing Options for Windows](#) on page 65
- [Printing Options for Macintosh](#) on page 66
- [Selecting Options for an Individual Job for Macintosh](#) on page 67
- [Saving a Set of Commonly Used Printing Options for Macintosh](#) on page 67
- [Selecting Finishing Options for Macintosh](#) on page 67

Printing Options for Windows

The following table lists printing options organized in tabs within the Printing Preferences window.

Tab	PCL 6 Printing Options	PostScript Printing Options
Paper/Output	Job Type Paper Size, Paper Color, Paper Type, Tray Selection 2-sided Printing Finishing (if a finisher is installed) Print Quality Output Destination	Job Type Paper Size, Paper Color, Paper Type, and Tray Selection 2-sided Printing Finishing (if a finisher is installed) Print Quality Output Destination
Special Pages	Covers Inserts Exception Pages	Covers Inserts Exception Pages
Color Options (Color Correction)	Automatic Color Black and White conversion Color Adjustments	Automatic Color Black and White conversion Color Adjustments
Layout/Watermark	Pages Per Sheet (N-Up) Booklet Layout Booklet Paper Size, Margins Orientation 2-Sided Printing Booklet Page Borders Watermark	Pages Per Sheet (N-Up) Booklet Layout Booklet Paper Size, Margins, Gutter, and Creep Orientation 2-Sided Printing Booklet Page Borders Watermark

Tab	PCL 6 Printing Options	PostScript Printing Options
Advanced	Paper/Output <ul style="list-style-type: none"> • Copies • Collate • Banner Sheet • Offset Sets • Bypass Tray Feed Edge Image options <ul style="list-style-type: none"> • Reduce/Enlarge • Draft Mode • Gloss Level Advanced Printing Features Print Optimization TrueType Font Substitution TrueType Font Download	Paper/Output <ul style="list-style-type: none"> • Copies • Collate • Banner Sheet • Offset Sets • Bypass Tray Feed Edge Image options <ul style="list-style-type: none"> • Reduce/Enlarge • Draft Mode • Gloss Level • Mirrored Output • PostScript Pass-through Booklet Layout <ul style="list-style-type: none"> • Image Order Advanced Printing Features TrueType Font Substitution TrueType Font Download PostScript Output PostScript Language Level PostScript Error Handler
Help is available in all tabs. For more information about Windows printer driver options, click Help in the lower left-hand corner of any tab in the Properties or Printing Preferences window.		

Setting Default Printing Options for Windows

When you print from any software application, the printer uses the print job settings specified in the Printing Preferences window. You can specify your most commonly used printing options and save them so that you do not have to change them every time you print.

To change Printing Preferences:

1. Click the Windows **Start** button, select **Settings**, then click **Printers and Faxes**.
2. In the Printers and Faxes window, right-click the icon for your printer, then click **Printing Preferences**.
3. Click the tabs in the Printing Preferences window, click the desired settings, then click **OK**.

Note: For more information about Windows printing options, click **Help** in the lower left-hand corner of any tab in the Printing Preferences window.

Selecting Printing Options for an Individual Job in Windows

To use specific printing options for a single job, change the printing properties before sending the job to the printer. These settings override default printing options for the current job only.

1. With the document open in your application, click **File**, then click **Print**.
2. Select the printer. To open the Properties window, click **Properties**. Click the tabs in the Properties window, then click the desired settings.
3. Click **OK** to save and close the Properties window.
4. Print the job.

Saving a Set of Commonly Used Printing Options in Windows

You can define and save a set of printing options, so that you can quickly apply them to future print jobs.

To save a set of printing options:

1. With the document open in your application, click **File**, then click **Print**.
2. Select the printer, then click **Properties**. Click the tabs in the Properties window, then click the desired settings.
3. Click **Saved Settings** at the bottom of the Properties window, then click **Save As**.
4. Type a name for the set of printing options, then click **OK**.
The set of options is saved and will appear in the list. To print using these options, select the name from the list.

Selecting Finishing Options for Windows

If your printer has the optional Integrated Office Finisher or the optional Office Finisher LX installed, finishing options are selected in the printer driver.

To select finishing features in the printer driver:

1. Click the **Paper/Output** tab.
2. Click the arrow to the right of the **Finishing** section, then click the desired finishing options.

Printing Options for Macintosh

The following table lists printing options organized in drop-down lists within the Xerox Features print dialog box.

Menu	Printing Options
Paper/Output	Special Pages <ul style="list-style-type: none"> • Add Covers • Add Inserts • Add Exceptions Layout/Watermark <ul style="list-style-type: none"> • Booklet Layout • Page Borders • Booklet Options • Watermark Color Options <ul style="list-style-type: none"> • Automatic • Black and White Advanced <ul style="list-style-type: none"> • Booklet Image Order • Banner Sheet • Request Offset • Mirrored Output • Printing Optimization
Job Type	Normal Secure Print Sample Set Delayed Print Saved Job Fax
Paper	Other Color Other Type
2-Sided Printing	1-Sided Print 2-Sided Print 2-Sided Print, Flip on Short Edge
Print Quality	High Resolution High Quality High Speed
Help is available in all menus. For more information about Macintosh printer driver options, click Help in the lower left-hand corner of any print dialog box.	

Selecting Options for an Individual Job for Macintosh

To use specific printing options for a single job, change the settings before sending the job to the printer.

1. With the document open in your application, click **File**, then click **Print**.
2. From the Printer list, select your printer.
3. From the Copies & Pages menu, select **Xerox Features**.
4. From the drop-down lists, select the desired printing options.
5. To print the job, click **Print**.

Saving a Set of Commonly Used Printing Options for Macintosh

You can define and save a set of options, so that you can quickly apply them to future print jobs.

To save a set of printing options:

1. With the document open in your application, click **File**, then click **Print**.
2. From the Printer list, select your printer.
3. From the drop-down lists in the Print dialog box, select the desired printing options.
4. Click the **Presets** menu, then click **Save As**.
5. Type a name for the printing options, then click **OK**.
The set of options is saved and appears in the **Presets** list. To print using these options, select the name from the list.

Selecting Finishing Options for Macintosh

If your printer has the optional Integrated Office Finisher or the optional Office Finisher LX installed, finishing options, such as stapling and creasing, are selected in the printer driver.

To select finishing features in the Macintosh printer driver:

1. In the printer driver, click the **Copies & Pages** menu, then select **Xerox Features**.
2. In the Paper/Output dialog box, click the arrow to the right of the **Finishing** section, then select the desired finishing options.

Printing on Both Sides of the Paper

- [Media Types for Automatic 2-Sided Printing](#) on page 68
- [Printing a 2-Sided Document](#) on page 69
- [2-Sided Page Layout Options](#) on page 69

Media Types for Automatic 2-Sided Printing

The printer can automatically print a 2-sided document on supported paper. Before printing a 2-sided document, verify that the paper type and weight are supported.

Paper weights in the range of 60 g/m² to 169 g/m² can be used for automatic 2-sided printing.

The following paper types can be used for automatic 2-sided printing:

- Plain
- Letterhead
- Heavyweight
- Recycled
- Bond
- Pre-printed
- Gloss
- Punched

The following paper and media cannot be used for 2-sided printing:

- Reload (paper previously laser printed or copied)
- Envelopes
- Labels
- Any die-cut specialty media, such as business cards
- Extra Heavyweight
- Heavyweight Gloss

For details, see [Recommended Media](#) on page 51.

Printing a 2-Sided Document

Options for automatic 2-Sided Printing are specified in the printer driver. Application settings for portrait or landscape orientation are used.

Windows

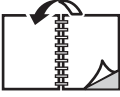



1. Click the **Paper/Output** tab.
2. Under 2-Sided Printing, click **2-Sided Print** or **2-Sided Print, Flip on Short Edge**.

Macintosh

1. In the Print dialog box, click **Xerox Features**.
2. Under 2-Sided Printing, click **2-Sided Print** or **2-Sided Print, Flip on Short Edge**.

2-Sided Page Layout Options

You can specify the page layout for 2-Sided Printing, which determines how the printed pages turn. These settings override the application page orientation settings.

Portrait		Landscape	
			
Portrait 2-Sided Print	Portrait 2-Sided Print, Flip on Short Edge	Landscape 2-Sided Print	Landscape 2-Sided Print, Flip on Short Edge

Windows

1. In the printer driver, click the **Layout/Watermark** tab.
2. Under Page Layout Options, click **Portrait**, **Landscape**, or **Rotated Landscape**.
3. Under Page Layout Options, click **2-Sided Print**, or **2-Sided Print, Flip on Short Edge**.
4. Click **OK**.

Macintosh

1. In the application, click **Portrait**, **Landscape** or **Rotated Landscape** page orientation.
2. In the Print dialog box, select **Xerox Features** from the **Copies & Pages** menu.
3. Click **2-Sided Print**, or **2-Sided Print, Flip on Short Edge**.

Selecting Paper

When you send your print job to the printer, you can choose to let the printer automatically select which paper to use based on the document size, paper type and paper color you select, or you can select a specific tray loaded with the desired paper.

Windows

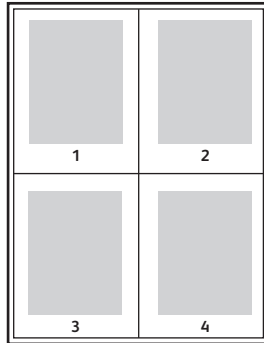
1. In the printer driver, click the **Paper/Output** tab.
2. To specify a paper size, click the arrow next to the **Paper** field, then select **Other Size**. In the **Paper Size window**, select the size from the **Output Paper Size** menu, then click **OK**.
3. To change the paper color, click the arrow next to the **Paper** field. From the **Other Color** menu, select the paper color.
4. To change the paper type, click the arrow next to the **Paper** field. From the **Other Type** menu, select the paper type.
5. To specify a tray, click the arrow next to the **Paper** field. From the **Select by Tray** menu, select the tray.

Macintosh

1. In the Print dialog box, click **Copies & Pages** menu, then click **Paper Feed**.
2. From the **All pages from** drop-down list, click **Auto Select** to select the paper based on your application settings, or select a specific paper tray.

Printing Multiple Pages to a Single Sheet (N-Up)

When printing a multiple-page document, you can print more than one page on a single sheet of paper. Print one, two, four, six, nine, or 16 pages per side.



Windows

1. In the printer driver, click the **Layout/Watermark** tab.
2. Click **Pages Per Sheet (N-Up)**.
3. Click the button for the number of pages you want to appear on each side of the sheet.
4. Click **OK**.

Macintosh

1. In the Print dialog box, click **Copies & Pages** menu, then click **Layout**.
2. Select the number of **Pages per Sheet** and **Layout Direction**.

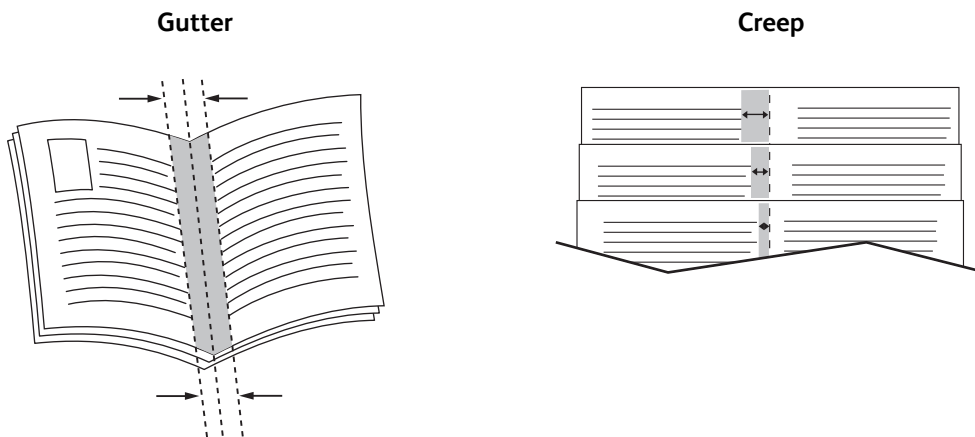
Printing Booklets

With 2-sided printing, you can print a document in the form of a small booklet. Create booklets for any paper size that is supported for 2-sided printing. The driver automatically reduces each page image and prints four page images per sheet of paper (two on each side). The pages are printed in the correct order so that you can fold and staple the pages to create the booklet.

Note: Booklets can be created using A4/210 mm x 297 mm (8.5 x 11 in.) paper, and A3/297 mm x 420 mm (11 x 17 in.) paper.

When you print booklets using the Windows PostScript or Macintosh driver, you can specify the gutter and creep.

- **Gutter:** Specifies the horizontal distance (in points) between the page images. A point is 0.35 mm (1/72 in.).
- **Creep:** Specifies how much the page images are shifted outward (in 10ths of a point). This compensates for the thickness of the folded paper, which otherwise would cause the page images to shift slightly outward when folded. You can select a value from zero to 1 point.



Selecting Booklet Printing Using a Booklet Maker

Windows

1. In the printer driver, click the **Paper/Output** tab, click the arrow to the right of **Finishing**, then click **Booklet Creation**.
2. In the Booklet Creation window, under Booklet Finishing, do one of the following:
 - Click **None**: no folding or stapling.
 - Click **Booklet Crease**: bi-fold, 5 sheets maximum.
 - Click **Booklet Crease and Staple**: bi-fold and saddle staple, 15 sheets maximum.
3. Under Booklet Layout, do one of the following:
 - If your document is preformatted as a booklet, click **None**.
 - To order the pages into a booklet, click **Booklet Layout**. If desired, click **Print Page Borders**.
4. The paper size is automatically selected. To manually specify the paper size, under **Booklet Paper Size**, clear the **Automatically Select** check box, click the down arrow, then click the paper size.
5. In the PostScript driver, gutter and creep values are set automatically. To manually specify the values, click the **Gutter** and **Creep** arrows.
6. Click **OK**.

Macintosh

1. In the Print dialog box, click **Copies & Pages**, click **Xerox Features**, then click the **Paper/Output**.
2. Click the arrow to the right of **Finishing**, then select **Booklet Creation**.
3. In the Booklet Creation dialog box, under Booklet Finishing, do one of the following:
 - Click **None**: no folding or stapling.
 - Click **Booklet Crease**: bi-fold, 5 sheets maximum.
 - Click **Booklet Crease and Staple**: bi-fold and saddle staple, 15 sheets maximum.
4. Under Booklet Layout, do one of the following:
 - If your document is preformatted as a booklet, click **None**.
 - To order the pages into a booklet, click **Booklet Layout**. If desired, click **Print Page Borders**.
5. The paper size is automatically selected. To manually specify the paper size, under Booklet Paper Size, click the down arrow, then select the paper size.
6. The gutter and creep values are set automatically. To manually specify the values, click the **Gutter** and **Creep** arrows.
7. Click **OK**.

Selecting Booklet Printing Without Using a Booklet Maker

Windows

1. In the printer driver, click the **Layout/Watermark** tab.
2. Click the **Booklet Layout** option, then click **Booklet Options**.
3. The paper size is automatically selected. To manually specify the paper size, under Booklet Paper Size, clear the check box, click the down arrow, then click the desired paper size.
4. To turn off Booklet Margins, click the down arrow, then click **None**.
5. In the PostScript driver, the gutter and creep values are set automatically. To manually specify the values, click the **Gutter** and **Creep** arrows to specify the values.
6. Click **OK**.
7. If desired, select **Print Page Borders** from the drop-down list.
8. Click **OK**.

Macintosh

1. In the Print dialog box, click **Copies & Pages**, click **Xerox Features**, then click **Layout/Watermark**.
2. Under Booklet Layout, click **Enabled**.
3. Click **Booklet Options**.
4. The paper size is automatically selected. To manually specify the paper size, under Booklet Paper Size, clear the **Automatically Select** check box, click the down arrow, then select the paper size.
5. The gutter and creep values are set automatically. To manually specify the values, click the **Gutter** and **Creep** arrows.
6. Click **OK**.
7. If desired, click **Print Page Borders**.
8. Click **OK**.

Using Color Corrections

This section includes:

- [Color Corrections for Windows](#) on page 75
- [Color Corrections for Macintosh](#) on page 76
- [Selecting Color Correction](#) on page 76

The Color Correction options provide simulations of different color devices. Automatic is the recommended correction for general image processing. See the following tables to determine which option to use.

Color Corrections for Windows

PCL 6 Printer Driver

Color Correction	Description
Automatic Color (Recommended)	Applies the best color correction to text, graphics, and images.
Black and White	Converts all colors to black and white or shades of gray.
Color Adjustments	Select from Automatic, sRGB, Black & White, or None.

PostScript Printer Driver

Color Correction	Description
Automatic Color (Recommended)	Applies the best color correction to text, graphics, and images.
Black and White	Converts all colors to black and white or shades of gray.
Color Adjustments	Select from Lighten/Darken, Automatic, sRGB, Black & White, None, CMYK Commercial, SNAP, SWOP, EuroScale, and Japan Color.

Color Corrections for Macintosh

Color Correction	Description
Automatic (Recommended)	Applies the best color correction to text, graphics, and images.
Black and White	Converts all colors to black and white or shades of gray.
CMYK Source Control	Select from Commercial, SNAP, SWOP, EuroScale, and Japan Color.

Selecting Color Correction

Windows

1. In the printer driver, click the **Color Options** tab.
2. Click the desired color correction: **Automatic**, or **Black and White**.
3. To select additional color adjustments:
 - Click the **Color Adjustments** button then click the **Color Adjustments** bar.
 - In the Color Adjustments window, click the arrow, then click **Automatic**, **sRGB**, **Black and White** or **None**.
 - In the PostScript printer driver, move **Lighten/Darken** slider to the right to lighten colors or to the left to darken colors in your print job.
 - In the PostScript printer driver, select the desired printing press simulation by clicking the **CMYK Color** arrow, then click **Commercial**, **SNAP**, **SWOP**, **EuroScale**, or **Japan Color**.

Macintosh

1. In the Print dialog box, from the Copies & Pages menu, click **Xerox Features**, click **Image Options**, then click **Output Color Correction**.
2. Select the desired color correction: **Automatic**, **sRGB**, **Black & White** or **Press Match**.
3. To select a printing press simulation, click the **CMYK Source Color** arrow, then click **Commercial**, **SNAP**, **SWOP**, **EuroScale** or **Japan Color**.

Printing in Black and White

Windows

1. In the printer driver, click **Properties**, then click the **Color Options** tab.
2. Under Color Corrections, click **Black and White**, then click **OK**.

Macintosh

1. In the Print dialog box, click **Copies & Pages**, click **Xerox Features**, then click **Color Options**.
2. Under Color Corrections, click **Black and White**.

Printing Cover Pages

A cover page is the first or last page of a document. You can choose a different paper source for the cover page than for the body of a document. For instance, use your company letterhead for the first page of a document, or use heavyweight paper for the first and last pages of a report.

- Use the applicable paper tray as the source for printing cover pages.
- Verify that the cover page is the same size as the paper used for the rest of your document.
If you specify a different size in the printer driver than the tray you select as a cover page source, your cover prints on the same paper as the rest of your document.

You have the following options for cover pages:

- **No Covers:** Prints the first and last pages of your document from the same tray as the rest of your document.
- **Front Only:** Prints the first page on paper from the specified tray.
- **Back Only:** Prints the back page on paper from the specified tray.
- **Front and Back: Same:** Front and back cover pages print from the same tray.
- **Front and Back: Different:** Front and back cover pages print from different trays.

Cover Page	Print Option	Pages Printed on Cover
Front	1-sided printing	Page 1
	2-sided printing	Pages 1 and 2
Back	1-sided printing	Last page
	2-sided printing (odd-numbered pages)	Last page
	2-sided printing (even-numbered pages)	Last two pages

For the back of your front cover to remain blank when using 2-sided printing, page two of your document must be blank. For the back cover of your document to remain blank, see the following table for inserting blank pages.

Print Option	Last Page of Text	Blank Pages
1-sided printing		Add one blank page at the end of the document.
2-sided printing	Odd-numbered	Add two blank pages at the end of the document.
	Even-numbered	Add one blank page at the end of the document.

Windows

1. In the printer driver, click the **Special Pages** tab.
2. Click **Add Covers**.
3. In the Add Covers window, click the desired options, then click **OK**.

Macintosh

1. In the Print dialog box, click **Copies & Pages**, click **Xerox Features**, then click **Add Covers**.
2. Click **Before** document or **After** document.
3. Click the desired options, then click **OK**.

Printing Insert Pages

An insert is a divider page or slipsheet that can be inserted after a print job, between copies of a print job, or between individual pages of a print job. You must specify the tray to use as the source for the insert pages.

- **Insert Options:** place insert **After Page(s)** or **Before Page(s)**.
- **Insert Quantity:** Specifies the number of pages to be inserted at each location.
- **Page(s):** Specifies the location, either a page or a range of pages, to place the inserts. Separate individual pages or page ranges with commas. Specify page ranges with a dash. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: **1, 6, 9–11**.
- **Paper:** The Paper field displays the Use Job Settings default size, color, and type of paper to use for the insert pages. To change the paper to use for the insert pages, click the down arrow to the right of the **Paper** field, then select from the following menu items:
 - **Other Size:** Click this menu item, then click the paper size desired for the insert pages.
 - **Other Color:** Click this menu item, then click a color for the paper to use for the insert pages.
 - **Other Type:** Click this menu item, then click the type of paper to use for the insert pages.
- **Job Settings:** Displays the attributes of the paper for the majority of the document.

Windows

1. In the printer driver, click the **Special Pages** tab, then click **Add Inserts**.
2. In the Add Inserts window, select the desired options, then click **OK**.

Macintosh

1. In the Print dialog box, click **Copies & Pages**, click **Xerox Features**, then click **Special Pages**.
2. Click **Add Inserts**.
3. Select the desired options, then click **OK**.

Printing Exception Pages

You can specify the characteristics of any pages in the print job that differ from the settings used for the majority of the print job.

For example, your print job contains 30 pages that print on standard-sized paper, and two pages that must print on a different size of paper. In the **Add Exceptions** window, set the characteristics of these two exception pages and select the alternate paper size to use.

- **Page(s)**: Specify the location (page or range of pages) to place the inserts. Separate individual pages or page ranges with commas. Specify ranges with a dash. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: **1, 6, 9-11**.
- **Paper**: The Paper field displays the Use Job Settings default size, color, and type of paper to use for the exception pages. To change the paper to use for the exception pages, click the down arrow to the right of the **Paper** field, then select from the following menu items:
 - **Other Size**: Click this menu item, then click the paper size desired for the exception pages.
 - **Other Color**: Click this menu item, then click a color for the paper to use for the exception pages.
 - **Other Type**: Click this menu item, then click the type of paper or media to use for the exception pages.
- **2-Sided Printing**: Click the down arrow, then click the desired 2-sided printing option:
 - **1-Sided Print**: Prints the exception pages on one side only.
 - **2-Sided Print**: Prints the exception pages on both sides of the 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 the exception pages on both sides of the sheet of paper with the images printed so the job can be bound on the short edge of the sheet.
- **Job Settings**: Displays the attributes of the paper for the majority of the document.

Windows

1. In the printer driver, click the **Special Pages** tab.
2. Click **Add Exceptions**.
3. Click the desired settings, then click **OK**.

Macintosh

1. In the **Print** dialog box, click **Copies & Pages**, then click **Xerox Features**.
2. Click **Special Pages**, then click **Add Exceptions**.
3. Click the desired settings, then click **OK**.

Scaling

To reduce or enlarge your printed page images select a scaling value between 25 and 400 percent. The default value is 100 percent.



Windows

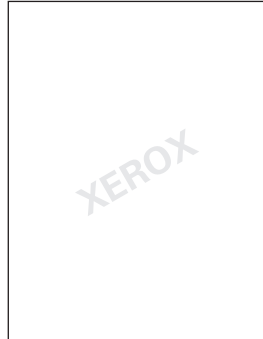
1. In the printer driver, click the **Paper/Output** tab.
2. Click the down arrow to the right of the **Paper** field, then click **Other Size**.
3. In the Paper Size window, click the arrow to the right of **Scale Options**, then click one of the following options:
 - **Automatically Scale** to scale from one standard paper size to another.
 - **Manually Scale** to scale by a percentage entered in the percentage field.

Macintosh

1. In the application, click **File**, then click **Page Setup**.
2. In the **Scale** field, type the desired scale percentage value.
3. Click **OK**.

Printing Watermarks

A watermark is additional text that can be printed across one or more pages. For example, terms like Draft and Confidential, which you might stamp on a page before distribution, can be inserted as a watermark.



Using the watermark feature, you can do any of the following:

- Create a watermark.
- Edit an existing watermark's text, color, density, location, and angle.
- Place a watermark on either the first page or every page in a document.
- Print a watermark in the foreground or background or blend with the print job.
- Use a picture for the watermark.
- Use a time stamp for the watermark.

Note: Not all applications support watermark printing.

Windows

1. In the printer driver, click the **Layout/Watermark** tab.
 - Click the **Watermark** down arrow, then click the desired existing watermark.
 - To modify an existing watermark, click the **Watermark** down arrow, click **Edit**, make the desired settings in the **Watermark Editor** window, then click **OK**.
 - To create a new watermark, click the **Watermark** down arrow, click **New**, make the desired settings in the **Watermark Editor** window, then click **OK**.
2. To select watermark printing options, click the **Watermark** down arrow, click **Options**, then click the desired printing options.

Macintosh

1. In the Print dialog box, click **Copies & Pages**, then click **Xerox Features**.
 - Click the **Watermark** down arrow, then click the desired existing watermark.
 - To modify a watermark, click the **Watermark** down arrow, click **Edit**, make the desired settings in the **Watermark Editor** dialog box, then click **OK**.
 - To create a new watermark, click the **Watermark** down arrow, click **New**, make the desired settings in the **Watermark Editor** dialog box, then click **OK**.
2. To select watermark printing options, click the **Watermark** down arrow, click **Options**, then click the desired printing options.

Printing Mirror Images for Windows

If the PostScript option is installed, you can print pages as a mirror image. Images mirror left to right when printed.

1. In the printer driver, click the **Advanced** tab.
2. Click the **Image Options** plus sign (+), click **Mirrored Output**, then click **Yes**.

Creating and Saving Custom Sizes

You can print custom-size paper from Trays 1, 2, 3, 4, and 5 (Bypass Tray). Custom size paper settings are saved in the printer driver, and are available for you to select in all your applications.

Note: For details, see [Loading Media](#) on page 53.

Windows

1. Click the **Paper/Output** tab.
2. Click the arrow to the right of the **Paper** field, then click **Other Size**.
3. In the Paper Size window, click the arrow to the right of **Output Paper Size**, then click **New**.
4. In the New Custom Size window, type a name in the **Name** field, then type dimensions in the **Height** and **Width** fields.
5. Click **OK** twice.

Macintosh

1. In the application, click **File**, then click **Page Setup**.
2. In the Paper Size drop-down list, click **Manage Custom Sizes**.
3. Click the **+** button to add a new custom page size.
4. Double-click the name **Untitled**, then type a name for the custom size.
5. Type dimensions in the **Height** and **Width** fields.
6. Click **Printer Margins**, then do one of the following:
 - Select **User Defined**, then type custom margin values.
 - To use default margins, select your printer from the list.
7. Click **OK**.

Job Completion Notification for Windows

You can choose to be notified when your job is finished printing. A message appears in the lower right corner of your computer screen with the name of the job and the name of the printer where it was printed.

Note: This feature is only available when your printer is connected to your Windows computer over a network.

1. In the printer driver, click **More Status** at the bottom of any tab.
2. In the Status window, click **Notification**, then click the desired option.
3. Click the **X** in the upper right corner of the window.

Printing from USB Flash Drive

PDF, TIFF, and XPS files can be printed directly from a USB Flash Drive.

Notes:

- Printing from the USB option must be enabled by the System Administrator.
- The USB port and the optional Media Card Reader cannot be used at the same time. If present, remove the cable for the Media Card Reader before using the USB port on the control panel.

To print from a USB Flash Drive:

1. Insert a USB Flash Drive into the USB port on the control panel.
2. Press the **Services Home** button.
3. Touch **Media Print-Text**.
4. To print one file, touch **Select from List**.
5. To select multiple files, do one of the following:
 - To print all files, touch **Select All**.
 - To select a range of files to print, touch **Select from Range**, then enter the file numbers using the plus or minus (+/-) buttons.
6. Touch the desired folder. To move down one directory level, touch **Next**. To move up one directory level, touch **Previous**.
7. Touch the desired file.
8. If desired, make selections from the **Output Color**, **Paper Supply**, **2-Sided Printing** and **Pages per Side** drop-down lists.

Note: The default color setting is Black and White. To select color output, touch **Output Color**, then touch **Color**.

9. To print the file, press the green **Start** button.

Printing from Media Card Reader

JPEG, TIFF, DCF 1.0, and TIFF files can be printed directly from a Compact Flash card inserted in the optional Media Card Reader.

Notes:

- The print from USB option must be enabled by the System Administrator.
 - The Media Card Reader and the USB port on the control panel cannot be used at the same time. If present, remove the USB flash drive from the port before connecting the cable for the Media Card Reader.
1. Insert a Compact Flash card into the Media Card Reader.
 2. Press the **Services Home** button.
 3. Touch **Media Print-Photos**.
 4. Touch **Select from List** to print one file.
 5. To select multiple files, do one of the following:
 - Touch **Select All** to print all files.
 - To select a range of files to print, touch **Select from Range**, then enter the file numbers using the plus or minus (+/-) buttons.
 6. Touch the desired file.
 7. To print the file, press the green **Start** button.

Printing Special Job Types

You can assign the following special job types from either the Windows or Macintosh printer drivers.

- [Printing and Deleting Secure Print Jobs](#) on page 90
- [Printing a Sample Set](#) on page 91
- [Delayed Printing](#) on page 91
- [Charge Print](#) on page 92
- [Saving a Print Job to the Printer](#) on page 92
- [Sending a Print Job to a Fax Machine](#) on page 93

Printing and Deleting Secure Print Jobs

The Secure Print job type allows you to print a job after you select your user identification and enter your passcode at the printer control panel.

Windows

1. In the printer driver, click **Paper/Output**, click the **Job Type** menu, then click **Secure Print**.
2. In the Secure Print window, type and confirm a 1- to 12-digit passcode.
3. Click **OK**.

Macintosh

1. In the print dialog box, click **Copies & Pages**, then click **Xerox Features**.
2. Click the **Job Type** menu, then click **Secure Print**.
3. Type and confirm a 1- to 12-digit passcode.
4. Click **OK**.

Printing or Deleting Secure Print Jobs at the Printer



CAUTION: Once deleted, a job cannot be restored.

1. On the control panel, press the **Job Status** button.
2. Touch the **Secure Print Jobs & More** tab, then touch **Secure Print**.
3. Touch your user identification in the list, then touch **Job List**.
4. Enter the passcode using the alphanumeric keypad, then touch **Confirm**.
5. Touch the document in the job list. If desired, enter the print quantity using the alphanumeric keypad.
6. Touch **Print**.
7. To delete the job, touch **Delete**.

Printing a Sample Set

The Sample Set job type allows you to send a multiple-copy job, print a sample copy of the job, and hold the remaining copies of the job at the printer. After you review the sample copy, you can release or delete the remaining copies.

Windows

1. In the Print window, under **Number of Copies**, type the number of copies, or click the arrows.
2. Click **Properties**, click **Paper/Output**, click the **Job Type** menu, then click **Sample Set**.
3. Click **OK**.

Macintosh

1. In the print dialog box, click **Copies & Pages**, then **Xerox Features**.
2. Click the Job Type menu, then click **Sample Set**.

Printing or Deleting the Job at the Printer



CAUTION: Once deleted, a job cannot be restored.

1. On the control panel, press the **Job Status** button.
2. Touch the **Secure Print Jobs & More** tab, then touch **Sample Set**.
3. Touch your user identification in the list, then touch **Job List**.
4. Touch the document in the job list. If desired, enter the print quantity using the alphanumeric keypad.
5. Touch **Release**.
6. To delete the job, touch **Delete**.

Delayed Printing

A print job can be delayed for up to 24 hours from the original job submission time. Enter the time at which you would like the job to print. Use either a 12-hour format or a 24-hour format.

Windows

1. In the printer driver, click **Paper/Output**, click the **Job Type** menu, then click **Delay Print**.
2. Under Time to Print, type the desired print time, or click the arrows, then click **OK**.
3. Click **OK**.

Macintosh

1. In the print dialog box, click **Copies & Pages**, then **Xerox Features**.
2. Click the **Job Type** menu, then click **Delay Print**.
3. Click the arrows to set the desired print time, then click **OK**.

Charge Print

When this feature is enabled, only the print jobs of authenticated users can be printed.

This feature must be configured by the System Administrator. For details, see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.

To print using this feature:

1. Print the job from your application.
2. On the printer control panel, press the **Log In/Out** button.
3. Using the touch screen keyboard, enter the user identification, then touch **Enter**.
4. If required, enter the passcode, then touch **Enter**.
5. Press the **Job Status** button, touch the **Secure Print Jobs & More** tab, then touch **Charge Print**.
6. Touch the desired user, then touch **Job List**.
7. If required, enter the passcode, then touch **Confirm**.
8. Touch the job to be printed or deleted.
9. If desired, specify the number of print sets using the alphanumeric keypad, then touch **Print**.
After printing, the job is deleted.
10. To delete the job without printing, touch **Delete**.



CAUTION: Once deleted, a job cannot be restored.

11. When finished, press the **Log In/Out** button, then touch **Logout**.

Saving a Print Job to the Printer

The Store File in Folder job type stores a print job in a folder in the printer. You can print the job from the printer control panel. The job is not automatically deleted after printing, but it can be manually deleted at the printer control panel.

Windows

1. In the printer driver, click **Paper/Output**, click the **Job Type** menu, then click **Store File in Folder**.
2. In the Store File in Folder window, do one of the following:
 - Click the arrow to the right of **Job Name**, then click **Use Document Name**.
 - Delete the text in the **Job Name** field, then type a job name.
3. To select a Folder Number, do one of the following:
 - Click the arrow to the right of **Folder Number**, then click a folder number in the list.
 - Delete the text in the **Folder Number** field, then type a folder number.
4. To create a Secure Saved Job:
 - a. Select the **Secure Saved Job** check box.
 - b. Type and confirm a 1- to 20-digit passcode.
5. Click **OK** three times.
The job is stored in the printer.

Macintosh

1. In the print dialog box, click **Copies & Pages**, then **Xerox Features**.
2. Click the Job Type menu, click **Store File in Folder**.
3. In the Store File in Folder dialog box, type a job name.
4. Select a folder on the printer.
5. If desired, enter the Secure Job data.
6. Click **OK**.
7. Click **Print**.

The job is stored in the printer

Printing or Deleting a Job at the Printer

1. On the control panel, press the **Job Status** button.
2. Touch the **Secure Print Jobs & More** tab, then touch **Public Folder**.
3. Touch the job to be printed or deleted.
4. If required, enter the passcode, then touch **Confirm**.
5. If desired, specify the number of print sets using the alphanumeric keypad, then touch **Print**.
6. To delete the job without printing, touch **Delete**.

Sending a Print Job to a Fax Machine

See [Faxing from Your Computer](#) on page 149.

Copying

5

This chapter includes:

- [Basic Copying](#) on page 96
- [Adjusting Copy Options](#) on page 98

See also:

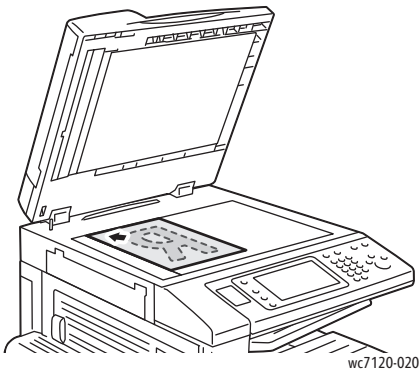
System Administrator Guide at www.xerox.com/office/WC7120docs for details on managing copy functions.

Basic Copying

To make copies:

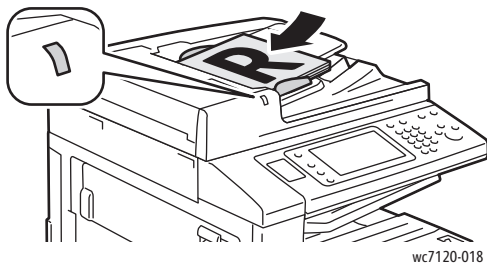
1. On the control panel, press the yellow **Clear All** button to remove previous copy settings.
2. Load the original document. Use the document glass for single copies or paper that cannot be fed using the document feeder. Use the document feeder for multiple or single pages.

Document Glass

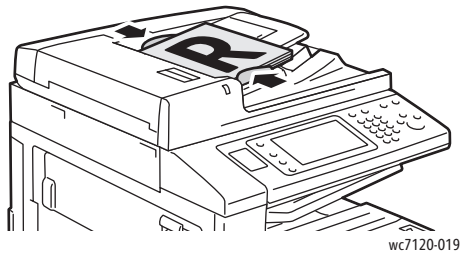


- Lift the document feeder cover and place the original facedown, toward the back-left corner of the document glass.
- The original must be aligned to the matching paper size printed on the edge of the glass.
- The document glass accepts paper sizes from 15 x 15 mm (0.59 x 0.59 in.) to A3/297 x 432 mm (11.6 x 17 in.).
- The document glass automatically detects standard paper sizes.

Document Feeder



- Insert originals faceup, with page 1 on top.
- The confirmation indicator illuminates when the originals are correctly loaded.
- Adjust the paper guides so they fit against the originals.
- The document feeder accepts paper weights from 38 g/m² to 128 g/m² for 1-sided copying, and 60 g/m² to 128 g/m² for 2-sided copying.
- The document feeder accepts paper sizes from 125 x 85 mm (4.9 x 3.3 in.) to A3/297 x 432 mm (11.6 x 17 in.).
- The maximum feeder capacity is approximately 110 sheets of 80 g/m² paper.
- The document feeder automatically detects standard paper sizes.



3. On the control panel touch screen, touch **Copy**.

4. Use the alphanumeric keypad on the control panel to enter the number of copies. The number of copies appears in the upper-right corner of the touch screen.
 - To correct the number of copies entered using the alphanumeric keypad, press the **C** button, then reenter the number.
 - To stop a copy job, press the red **Stop** button on the control panel. On the touch screen, touch **Resume** to continue the job, or **Cancel** to cancel the job completely.
5. If desired, change the copy settings. For details, see [Adjusting Copy Options](#) on page 98.
6. Press the green **Start** button on the control panel.

Adjusting Copy Options

This section includes:

- [Basic Settings](#) on page 98
- [Image Quality Adjustments](#) on page 102
- [Layout Adjustments](#) on page 104
- [Output Format Adjustments](#) on page 108
- [Advanced Copying](#) on page 114

Basic Settings

The Copy tab appears when the touch screen Copy button is touched. Use the Copy tab to change the following basic settings:

- [Selecting Color or Black and White Copies](#) on page 98
- [Reducing or Enlarging the Image](#) on page 99
- [Selecting the Tray to Use for Copies](#) on page 99
- [Specifying 2-Sided Originals or Copies](#) on page 99
- [Collated Copies](#) on page 100
- [Uncollated Copies](#) on page 100
- [Stapling Copies](#) on page 101
- [Creasing Copies](#) on page 101
- [Hole Punching Copies](#) on page 101
- [Creating Booklets](#) on page 102

Selecting Color or Black and White Copies

If the original document contains color, you can create copies in full color, a single color (monochrome), or in black and white.

To select the output color:

1. Touch **Copy** on the touch screen.
2. Touch the desired output color:
 - **Auto Detect:** this option detects the color content in the original document, and makes copies in full color if the original is a color document, or in black only if the original is a black and white document.
 - **Color:** this option copies in full color output using all four printing colors (cyan, magenta, yellow, and black).
 - **Black & White:** this option copies in black and white only. Colors in the original are converted to shades of gray.

Reducing or Enlarging the Image

To reduce or enlarge the image:

1. Touch **Copy** on the touch screen.
2. To reduce or enlarge the image proportionally, do one of the following:
 - Touch the plus or minus (+/–) buttons.
 - Touch **Reduce/Enlarge**, then touch the plus or minus (+/–) buttons.
3. To reduce or enlarge the image proportionally by a preset amount, such as to fit a particular paper size:
 - a. Touch **Reduce/Enlarge**.
 - b. Touch **Proportional %**, then touch one of the **Preset %** buttons.

Note: You can also use the arrow buttons to change the percentage.
 - c. To center the image on the page, touch **Auto Center**.
 - d. Touch **Save**.
4. To reduce or enlarge the width and length of the image by different percentages:
 - a. Touch **Reduce/Enlarge**, then touch **Independent X–Y%**.
 - b. To scale the width (X axis) of the image, touch the **Width** percentage arrow buttons.
 - c. To scale the length (Y axis) of the image, touch the **Length** percentage arrow buttons.

Note: You can also reduce or enlarge an image by touching one of the **Presets**.
 - d. To center the image on the page, touch **Auto Center**.
 - e. Touch **Save**.

Selecting the Tray to Use for Copies

The printer automatically selects the paper tray to use for copying based on settings made by the System Administrator. To use a different paper type for copying on letterhead, colored paper or different paper sizes, select the paper tray loaded with the desired paper.

To select the tray to use:

1. Touch **Copy** on the touch screen.
2. Touch the desired tray under **Paper Supply**.
3. To use another tray:
 - a. Touch **More**.
 - b. Touch the desired tray in the list.
 - c. Touch **Save**.

Specifying 2-Sided Originals or Copies

The document feeder and the document glass can be used to copy one or both sides of a 2-sided original.

To copy both sides of a 2-sided original:

1. Touch **Copy** on the touch screen.
2. Under **2-Sided Copying**, touch **2 → 2 Sided**.

3. Press the green **Start** button.

The document feeder automatically copies both sides of a 2-sided original.

Note: When using the document glass for 2-sided copying, a message appears at the top of the touch screen when it is time to place the next original on the glass.

Other options are available under 2-Sided Copying:

- **1 → 1 Sided:** Scans only one side of the originals and produces 1-sided copies.
- **1 → 2 Sided:** Scans only one side of the originals and produces 2-sided copies.
- **2 → 1 Sided:** Scans both sides of the originals and produces 1-sided copies.
- **Rotate Side 2:** Rotates the side two image of 2-sided copies 180 degrees.

Collated Copies

You can automatically collate multi-page copy jobs. For example, when making three 1-sided copies of a six-page document, the copies are printed in this order:

1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6

To choose collated copies:

1. Touch **Copy** on the touch screen.
2. Under **Copy Output**, touch **Collated**.

Uncollated Copies

Uncollated copies are printed in this order:

1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5, 6, 6, 6

To choose uncollated copies:

1. Touch **Copy** on the touch screen.
2. Under **Copy Output**, touch **Uncollated**.

Note: If a finisher is installed, touch **More**, then touch **Uncollated**.

To choose uncollated copies with separators:

1. Under **Copy Output**, touch **Uncollated with Separators**.
2. To choose the tray loaded with separator sheets, touch **Paper Supply**, then touch **Save**.

To choose Offset Stacking options without a finisher:

1. Under **Copy Output**, touch **More**, then touch **Output/Offset**.
2. Touch **Offset Stacking**, touch the desired setting, then touch **Save**.
3. Touch **Save**.

To choose Offset Stacking options with a finisher:

1. Under **Copy Output**, touch **More**, then touch **Offset Stacking**.
2. Touch the desired setting, then touch **Save**.

Stapling Copies

If the printer has the optional Integrated Office Finisher, copies can be automatically stapled with one staple. The Office Finisher LX can automatically staple with two staples.

To select stapling:

1. Touch **Copy** on the touch screen.
2. Under **Copy Output**, touch **Collated 1 Staple**.
3. For additional stapling options, touch **More**.

Note: Stapling options are dependent upon paper feed orientation (short edge or long edge). If the desired stapling option is unavailable, touch **Paper Supply**, then choose the appropriate tray.

- a. Under **Staple**, touch **1 Staple**, **2 Staples** or **2 Staples Top**. The screen shows the location of the staple on the page.
- b. If necessary, touch **Paper Supply** to select the tray loaded with the required paper.
- c. Touch **Save**.

Creasing Copies

If the printer has the Office Finisher LX with Booklet Maker option, copies can be automatically creased. You can then fold the copies to make a booklet.

Note: Creasing options are dependent upon paper size and feed orientation. The paper must be fed from a tray with the paper loaded for short edge feed. If the creasing button or the desired creasing option is unavailable, touch **Paper Supply**, then choose the appropriate tray.

1. Touch **Copy** on the touch screen.
2. Under **Copy Output**, touch **Creasing**, then touch **Single Crease**.
3. To crease and stack each page separately, under **Pages to Crease**, touch **Crease a page at a time**, or touch **Crease as a Set**. If desired, when Crease as a Set is selected, touch **Staple** to staple the pages at the crease.
4. Touch **Save**.

Hole Punching Copies

If the printer has the Office Finisher LX with the Hole Punch option, copies can be automatically hole punched.

Note: Hole punch options are dependent on paper size and feed orientation. The paper can be fed from a tray with the paper loaded for short edge feed or long edge feed. If the desired hole punch option is unavailable, touch **Paper Supply**, then choose the tray containing the paper in the correct orientation.

1. Touch **Copy** on the touch screen.
2. Under **Copy Output**, touch **More**.
3. Under **Hole Punch**, touch **2 Hole Punch**, **3 Hole Punch**, or **4 Hole Punch**. Select **Top** if desired.

Note: Hole punch settings vary based on printer configuration.

4. Touch **Save**.

Creating Booklets

Copies can be printed in the form of a booklet. The page images are reduced to print two images per side of each printed page. The pages can then be folded and stapled manually. With the Office Finisher LX, pages can be creased and stapled automatically. For details, see [Creating Booklets](#) on page 108.

Image Quality Adjustments

Use the Image Quality tab to change the following image quality settings:

- [Specifying the Original Type](#) on page 102
- [Adjusting the Darkness, Sharpness, and Saturation](#) on page 102
- [Automatically Suppressing Background Variations](#) on page 103
- [Adjusting the Contrast](#) on page 103
- [Selecting Color Effects](#) on page 103
- [Adjusting the Color Balance](#) on page 104
- [Adjusting the Color Shift](#) on page 104

Specifying the Original Type

The printer optimizes the image quality of the copies based on the type of images in the original document and how the original was created.

To specify the original type:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Original Type**.
3. In the Original Type window:
 - a. On the left side of the window, touch the content type of the original document.
 - b. If known, select how the original was produced.
 - c. Touch **Save**.

Adjusting the Darkness, Sharpness, and Saturation

You can lighten or darken copies and adjust the sharpness and saturation.

To adjust these image options:

1. On the touch screen, touch **Copy**, then touch the **Image Quality** tab.
2. Touch **Image Options**.

3. In the **Image Options** window:
 - a. To lighten or darken the image, touch the **Lighten/Darken** pointer, then move it toward **Lighten** or **Darken**.
 - b. To sharpen or soften the image, touch the **Sharpness** pointer, then move it toward **Sharpen** or **Soften**.
 - c. To make the image colors more or less vivid, touch the **Saturation** pointer, then move it toward **Vivid** or **Pastel**.
 - d. Touch **Save**.

Automatically Suppressing Background Variations

When you are using originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side of the paper. Use **Auto Suppression** to minimize the visibility of background colors in your copies.

To change this setting:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Image Enhancement**.
3. Under **Background Suppression**, touch **Auto Suppression**.
4. Touch **Save**.

Adjusting the Contrast

Contrast is the difference between light and dark areas in an image. To reduce or increase the contrast of the copies:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Image Enhancement**.
3. Do one of the following:
 - To automatically adjust the contrast, touch **Auto Contrast**.
 - Touch **Manual Contrast**, touch the **Contrast** pointer, then move it toward **More** or **Less**.
4. Touch **Save**.

Selecting Color Effects

If you have a color original, you can adjust the color using presets called **Color Effects**. For example, the copy colors can be adjusted to be warmer or cooler.

To select a color preset:

1. On the touch screen, touch **Copy**, then touch the **Image Quality** tab.
2. Touch the **Color Effects** button.
3. Touch the desired color preset. The sample images show how the colors are adjusted.
4. Touch **Save**.

Adjusting the Color Balance

If you have a color original, you can adjust the balance of the printing colors between cyan, magenta, yellow, and black before you print your copy.

To adjust the color balance:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Color Balance**.
3. To adjust the density levels of all four colors:
 - a. Select **Basic Color** on the **Color Balance** window.
 - b. To adjust the level for each color, touch its pointer, then move it toward **+** or **-**.
4. To adjust the highlight, midtone, and shadow density levels by color:
 - a. Touch **Advanced Color**.
 - b. Touch the desired color.
 - c. To adjust the levels for highlights, midtones, and shadows, touch the pointer, then move it toward **+** or **-**.
 - d. For additional color adjustments, repeat steps 4b and 4c.
5. Touch **Save**.

Adjusting the Color Shift

If you have a color original, you can adjust the hue of the copy colors.

Note: This feature is only available when the output color is set to **Auto Detect** or **Color**.

To adjust the color shift:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Color Shift**. The Original Color bar represents the colors of the original document. The Copy Color bar represents the copy colors.
3. Touch one of the five buttons from **Minus** to **Plus** to select the desired color shift.
4. Touch **Save**.

Layout Adjustments

Use the Layout Adjustment tab to change the following settings:

- [Book Copying](#) on page 105
- [2-Sided Book Copying](#) on page 105
- [Specifying the Original Size](#) on page 106
- [Erasing the Edges of a Copy](#) on page 106
- [Shifting the Image](#) on page 107
- [Rotating the Image](#) on page 107
- [Inverting the Image](#) on page 108
- [Specifying the Orientation of the Original](#) on page 108

Book Copying

When copying a book, magazine, or other bound document, you can copy either the left or right page, or both pages onto a single sheet of paper.

You must use the document glass to make copies from books, magazines, or other bound documents. Do not place bound originals in the document feeder.

Notes:

- This feature and [2-Sided Book Copying](#) on page 105 cannot be activated simultaneously.
- Non-standard size documents will not be separated into two pages accurately.

To copy pages from a book or other bound document:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **Book Copying**. In the next screen, touch **On**.
 - a. To copy both pages of an open book in page order, touch **Both Pages**. To specify the **Binding Edge Erase** amount, the space between the image area and the binding, touch the plus or minus (+/-) buttons.
 - b. To copy only the left page of an open book touch **Left Page Only**. To specify the **Binding Edge Erase** amount, the space between the image area and the binding, touch the plus or minus (+/-) buttons.
 - c. To copy only the right page of an open book, touch **Right Page Only**. To specify the **Binding Edge Erase** amount, the space between the image area and the binding, touch the plus or minus (+/-) buttons.
3. Touch **Save**.

Note: The facing pages of a bound document must be placed in a horizontal orientation on the document glass as shown on the touch screen.

2-Sided Book Copying

This feature allows you to make 2-Sided copies of facing pages of the original bound document.

Notes:

- This feature and [Book Copying](#) on page 105 cannot be activated simultaneously.
- You must use the document glass to make copies from books, magazines, or pamphlets. Do not place bound originals in the document feeder.
- Non-standard size documents will not be separated into two pages accurately.

To copy pages from a book or other bound document:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **2-Sided Book Copying**. In the next screen, touch **On**.

Copying

3. To specify the copy start page and copy end page, touch **Starting & Ending Page**.
 - For **Starting Page**: touch **Left Page** or **Right Page**.
 - For **Ending Page**: touch **Left Page** or **Right Page**.
4. To specify the **Binding Edge Erase** amount, the space between the image area and the binding, touch the plus or minus (+/–) buttons.
5. Touch **Save**.

Specifying the Original Size

To specify the original size so that the correct area is copied:

1. On the touch screen, touch **Copy**, then touch the **Layout Adjustment** tab.
2. Touch **Original Size**.
 - a. The printer can pre-scan the first page of the originals to determine the area to copy. Touch **Auto Detect**.
 - b. If the area to be copied matches a particular paper size, touch **Manual Size Input**. then touch the desired paper size. To view the entire list, touch the scroll arrows.
 - c. If the original contains pages of different sizes, touch **Mixed Size Originals**.
3. Touch **Save**.

Erasing the Edges of a Copy

You can erase content from the edges of your copies by specifying the amount to erase on the right, left, top, and bottom edge.

To erase edges on copies:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **Edge Erase**.
3. To erase all the edges by the same amount:
 - a. Touch **All Edges**.
 - b. Touch the plus or minus (+/–) buttons.
4. To specify different amounts for the edges:
 - a. Touch **Individual Edges**.
 - b. For each edge, touch the plus or minus (+/–) buttons.
 - c. If you selected 2-sided copies: to specify the amount to erase from each edge on Side 2, touch the plus or minus (+/–) buttons, or touch **Mirror Side 1**.
5. To cancel edge erase, touch **Print to Edge**.
6. To specify the original's orientation as you place it in the document feeder or on the document glass, touch **Original Orientation**, then touch either **Upright Image** or **Sideways Image** (top to left), then touch **Save**.

Note: If preset values such as **Hole Punch Erase** or **Header/Footer Erase** were previously saved, you can touch the preset in the lower-left corner of the window.

7. Touch **Save**.

Shifting the Image

You can change the placement of the image on the copy page. This is useful if the image size is smaller than the page size.

Originals must be positioned correctly for image shift to work correctly. For details, see [Basic Copying](#) on page 96.

- Document feeder: position originals faceup, left (long) edge entering the feeder first.
- Document glass: position originals facedown, in the back-left corner of the document glass, long edge to the left.

To change image placement:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **Image Shift**.
3. To center the image on the page, touch **Auto Center**.
4. To specify the position of the image:
 - a. Touch **Margin Shift**.
 - b. To specify the amount of **Up/Down** and **Left/Right** shift for Side 1, touch the plus or minus (+/-) buttons.
 - c. If you selected 2-sided copies: to specify the amount to erase from each edge on Side 2, touch the plus or minus (+/-) buttons, or touch **Mirror Side 1**.
5. To specify the original's orientation as you place it in the document feeder or on the document glass, touch **Original Orientation**, then touch either **Upright Image** or **Sideways Image** (top to left), then touch **Save**.

Note: If preset values were previously saved, select the preset in the lower-left corner of the window.
6. Touch **Save**.

Rotating the Image

If the orientation of the paper currently loaded in the selected tray differs from that of your original, the printer automatically rotates the copy to fit on the paper.

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **Image Rotation**, then select from the following:
 - To cancel rotation, touch **Off**.
 - For automatic rotation of the copy of your original to fit correctly on your selected paper, touch **Always On**.
 - For automatic rotation of the copy of your original when **Auto Paper Select** or **Auto %** is selected, touch **On during Auto**.
3. Touch **Save**.

Inverting the Image

Originals can be printed as mirror images. This reflects each image left to right on the page.

Originals can be printed as negative images: the positive image is printed as a negative.

To invert images:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. To mirror images, touch **Invert Image**, then touch **Mirror Image**. The default is **Normal Image**, which does not mirror the images.
3. To create negative images, touch **Negative Image**. The default is **Positive Image**, which does not print the image as a negative.
4. Touch **Save**.

Specifying the Orientation of the Original

Adjust these settings to allow the printer to correctly orient the image when using other layout adjustments:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **Original Orientation**.
3. Touch **Upright Images** or **Sideways Images** (top to left).
4. Touch **Save**.

Output Format Adjustments

Use the Output Format tab to make the following changes:

- [Creating Booklets](#) on page 102
- [Including Covers](#) on page 109
- [Page Layout](#) on page 110
- [Creating Posters](#) on page 110
- [Adding Annotations](#) on page 111
- [Adding Watermarks](#) on page 112
- [Identification Card Copying](#) on page 113

Creating Booklets

Copies can be printed in the form of a booklet. The page images are reduced to print two images per side of each printed page. The pages can then be folded and stapled manually, or with the appropriate finisher, they can be creased and stapled automatically.

Note: In this mode, the printer does not print the copies until it has scanned all the originals.

To create a booklet:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Booklet Creation**, then touch **Booklet Options On**.
3. Under **Original Input**, touch **1-Sided Originals**, **2-Sided Originals** or **2-Sided Rotated Originals**.

4. If the Office Finisher LX with Booklet Maker option is installed, touch **No Crease & Staple**, **Crease & Staple** or **Crease Only**.
5. You can add margins in the center binding area to compensate for the thickness of the booklet:
 - a. Touch **Binding Shift**, then touch the plus or minus (+/–) buttons to set the shift.
 - b. Touch **Save**.
6. To add covers, touch **Covers**, then touch **Blank Cover**, **Print on Both** or **1-Sided Covers Print Outside**.
 - Touch the tray loaded with cover paper and the tray loaded with main body paper. Touch **Save**.
 - To print the copy of the last original page on the back cover for **Blank Cover** and **Print on Both**, touch **Last Page on Back Cover**, then touch **Save**.
7. To sub-divide a large booklet into subsets, touch **Divide Output**, then touch **On**.
8. To enter the number of sheets for each subset, touch the plus or minus (+/–) buttons, then touch **Save**.
9. Offset Stacking places each stack of printed pages slightly to the left or right of the previous stack for easier separation.
 - a. Touch **Output /Offset**.
 - b. Touch **Center Tray Upper** or **Center Tray Lower**. For automatic creasing, touch **Right Middle Tray**.
 - c. Touch **Offset Stacking**, then touch **System Default**, **No Offset**, **Offset Per Set** or **Offset Per Job**, then touch **Save**.
10. Touch **Save**.

Including Covers

To add covers to a copy job, select different trays for the first and last page. Those trays can be loaded with heavier stock, color or pre-printed paper. The covers can be blank or printed.

Note: The paper used for the covers must be the same size as the paper used for the rest of the document.

To select the type of covers and the tray to use for the cover paper:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Covers**.
3. To include both a front and back cover that use the same tray and printing options:
 - a. Touch **Front & Back Covers**.
 - b. Touch a printing option for the cover: **Blank Cover**, **1-Sided Covers** or **Print on Both**.
 - c. Touch the tray to use for the covers, then touch the tray to use for the main body.
4. To include only a front cover or only a back cover:
 - a. Touch **Front Cover Only** or **Back Cover Only**.
 - b. Touch a printing option for the cover: **Blank Cover**, **1-Sided Covers** or **Print on Both**.
 - c. Touch the tray to use for the covers, then touch the tray to use for the main body of the document.
5. Touch **Save**.

Page Layout

You can copy multiple original pages onto one side of a sheet of paper. The size of the page images is reduced proportionally to fit on the selected paper.

To copy multiple pages on a sheet:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Page Layout**.
3. Touch **Multiple Pages per Side**.
4. To select the number of original pages for each sheet of paper, touch **2 Pages**, **4 Pages** or **8 Pages**. For 4 Pages Up or 8 Pages Up, touch the desired **Reading Order**.
5. To change the orientation of the copies, touch **Original Orientation**, then touch **Upright Images** or **Sideways Images**, then touch **Save**.
6. To repeat the same image on a page, touch **Repeat Image**.
 - a. Touch **2 Times**, **4 Times**, or **8 Times**.
 - b. To automatically calculate the number of times to repeat vertically or horizontally (based on document size, paper size, and the enlarge/reduction ratio), touch **Auto Repeat**.
 - c. To specify the number of times to repeat the image vertically or horizontally, touch **Variable Repeat**, then touch the plus or minus (+/-) buttons. You can repeat an image between 1 to 23 times vertically (columns), and between 1 to 33 times horizontally (rows).
 - To arrange the images evenly on the page, touch **Evenly Spaced**.
 - To arrange the images with no space between them, touch **Side by Side**.
 - d. To change the orientation of the copies, touch **Original Orientation**, then touch **Upright Images** or **Sideways Images**, then touch **Save**.

Creating Posters

You can create a large size copy of an original, fitting it to more than one sheet of paper. You then reassemble the pages into a poster and tape them together.

To create a poster:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Page Layout**.
3. Touch **Poster**.
4. Touch **Output Size**, then touch the desired size of the poster.
5. To select the width and length enlargement percentages independently, touch **Enlargement %**, then touch the plus or minus (+/-) buttons. To set the width and length proportionally, touch **Lock X-Y%**.
6. To select the paper tray, touch **Paper Supply**, touch the desired tray, then touch **Save**.

Adding Annotations

Annotations, such as page numbers and the date, can be automatically added to copies.

To add annotations:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Annotations**.
3. To insert a comment:
 - a. Touch **Comment**, then touch **On**.
 - b. On the next screen, touch the desired comment in the list of stored comments.
 - c. To create a comment, touch an **<Available>** comment, then touch **Edit**. Using the touch screen keyboard, enter the new comment, then touch **Save**.
 - d. Touch **Apply To**, then touch **First Page Only**, **All Pages** or **All Pages Except First**, then touch **Save**.
 - e. To select the location of the comment on the page, touch **Position**, then touch the desired location.
 - f. Touch **Save** twice.
4. To insert the current date:
 - a. Touch **Date**, then touch **On**.
 - b. Touch the format to use for the date.
 - c. To select which pages the date appears on, touch **Apply To**, then touch **First Page Only**, **All Pages** or **All Pages Except First**, then touch **Save**.
 - d. To select the position of the date stamp on the page, touch **Position**, then select the desired position.
 - e. Touch **Save** twice.
5. To insert page numbers:
 - a. Touch **Page Numbers**, then touch **On**.
 - b. To enter the starting page number, touch the plus or minus (+/–) buttons.
 - c. To select which pages the page number appears on, touch **Apply To**, then touch **All Pages** or **All Pages Except First**, then touch **Save**.
 - d. To select the position of the date stamp on the page, touch **Position**, then select the desired position.
 - e. Touch **Save** twice.
6. To insert a Bates Stamp:
 - a. Touch **Bates Stamp**, then touch **On**.
 - b. Touch an existing stored prefix to use for the Bates Stamp. To create a new prefix, touch an **<Available>** prefix, then touch **Edit**. Using the touch screen keyboard, enter the new prefix, then touch **Save**.
 - c. To enter the starting page number, touch the plus or minus (+/–) buttons.
 - d. To select which pages the Bates Stamp appears on, touch **Apply To**, then touch **All Pages** or **All Pages Except First**, then touch **Save**.
 - e. To select the position of the Bates Stamp on the page, touch **Position**, then touch the desired position, then touch **Save**.

Copying

- f. To specify the number of digits, touch **Number of Digits**. To select the minimum number of digits necessary, touch **Auto Assign**, then touch **Save**. To select a specific number of digits, touch **Manual Assign**, then touch the plus or minus (+/-) buttons to insert up to 9 leading zeros, then touch **Save**.
- g. Touch **Save**.
7. To specify the original's orientation as you place it in the document feeder or on the document glass, under **Original Orientation**, touch either **Upright Images** or **Sideways Images**.
8. To change the format used for annotations:
 - a. Touch **Format & Style**.
 - b. To select the font point size, touch the plus or minus (+/-) buttons.
 - c. Touch the desired font color.
 - d. To select the placement of the annotations on the second side when printing 2-sided copies, touch **Same as Side 1** or **Mirror Side 1**.
 - e. Touch **Save**.
9. Touch **Save**.

Adding Watermarks

You can add a watermark beneath the original image on your copies. Information such as predetermined text, date and time, and the printer serial number can be added.

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Watermark**.
3. To add a control number, touch **Control Number**, touch **Add**. To select the starting number, touch the plus or minus (+/-) buttons.
4. Touch **Save**.
5. To add a stored watermark, touch **Stored Watermarks**, then touch **On**. Touch a stored watermark in the list, then touch **Save**.
6. To print the current date and time on the copies, touch **Date & Time**, touch **Add**, then touch **Save**.
7. To print the printer's serial number on the copies, touch **Serial Number**, touch **Add**, then touch **Save**.
8. The watermark image is faint so the content of the page can be seen. To make the watermark visible on copies used as originals, touch **Watermark Effect**, then touch **Embossed** or **Outline**, then touch **Save**.
9. Touch **Save**.

Identification Card Copying

This feature allows you to copy both sides of a small original, such as an identification card, onto the same side of a page.

1. Open the document feeder and place the card in the upper left hand corner of the document glass.

Note: Place the card slightly away from the top left corner of the document glass to capture the whole image of the card.

2. Close the document feeder, touch **Copy** on the touch screen, then touch the **Output Format** tab.
3. Touch **ID Card Copy**, touch **On**, then touch **Save**.
4. To scan side one, press the green **Start** button.
5. To scan side two, turn the card over without changing its location on the document glass, then touch **Start** on the touch screen.

Both sides of the card will then print onto the same side of a sheet of paper.

Advanced Copying

Use the **Job Assembly** tab to change the following settings:

- [Building a Job](#) on page 114
- [Printing a Sample Copy](#) on page 116
- [Combining Original Sets](#) on page 116
- [Delete Outside/Delete Inside](#) on page 117
- [Saving Copy Settings](#) on page 117
- [Retrieving Saved Copy Settings](#) on page 118

Building a Job

Complex copy jobs that include a variety of originals requiring different copy settings can be produced using this feature. Each “segment” can have different copy settings. After all segments are programmed and scanned, the page images are stored temporarily in the printer. The complete copy job is then printed.

To build a copy job with multiple segments:

1. Touch **Copy** on the touch screen.
2. Program and scan the first segment:
 - a. Place the originals in the document feeder or on the document glass for the first segment.
 - b. Touch the desired copy settings for the first segment.
 - c. Touch the **Job Assembly** tab.
 - d. Touch the **Build Job** button, touch **On**, then touch **Save**.
 - e. To scan the first set of originals, press the green **Start** button on the control panel.The Copy screen appears on the touch screen.
3. Program and scan additional segments:
 - a. Place the originals in the document feeder or on the document glass for the next segment, then touch **Next Original**.
 - b. When printing 2-sided jobs, the start page of the next segment is set using Chapter Start. To set the start page of the next 2-sided segment, touch **Chapter Start**, then choose from the following:
 - **Off**: the first page of the next segment prints on the next available side.
 - **On**: the first page of the next segment prints on Side 1 of a new sheet of paper.
 - **Pages per Side-New Page**: if the first segment has an odd number of pages the second segment will start on side 1. If the first segment has an even number of pages the second segment will start on side 2.
 - c. Touch **Change Settings**. Touch the settings for the segment.
 - d. To scan the next set of originals, press the green **Start** button on the control panel.

4. For each additional segment you wish to copy, repeat Step 3.
5. When all segments have been scanned, in the Copy screen, touch **Last Original**.
The entire copy job prints.

Note: Because all the segments print as one job, you can select options such as covers or booklet creation that will apply to the entire job.

To select Build Job options:

1. Touch **Copy** on the touch screen, then touch the **Job Assembly** tab.
2. Touch **Build Job**, then touch **On**.
3. Select from:
 - a. **Copy Output:** touch **Paper Supply, Stapling, Collation** and **Output/Offset** options, then touch **Save**.
 - b. **Booklet Creation:** see [Creating Booklets](#) on page 102. Select the desired settings, then touch **Save**.
 - c. **Covers:** see [Including Covers](#) on page 109. Select the desired settings, then touch **Save**.
 - d. **Annotations:** see [Adding Annotations](#) on page 111. Select the desired settings, then touch **Save**.
 - e. **Segment Separators:** to insert separator pages between segments, touch Segment Separators, then choose from the following:
 - **No Separators:** separators are not inserted. Touch **Save**.
 - **Blank Separators:** blank separators are inserted. To specify the quantity of separators, touch the plus or minus (+/-) buttons, then touch **Save**.
 - **1-Sided Separators Side 1 Only:** the first page of the loaded documents is copied on the front side of a separator. Touch **Save**.
 - **1-Sided Separators Side 2 Only:** the first page of the loaded documents is copied on the back side of a separator. Touch **Save**.
 - **2-Sided Separators:** the first two pages of the loaded documents are copied onto each side of a separator. Touch **Save**.
 - f. **Watermarks:** See [Adding Watermarks](#) on page 112. Select settings, then touch **Save**.
4. Touch **Save**.

Printing a Sample Copy

With a complicated copy job, it can be helpful to print a test copy before printing multiple copies. This feature prints a single copy and holds the remaining copies. After inspection of the sample, the remaining copies can be printed using the same settings, or cancelled.

Note: The sample copy is counted as part of the total quantity selected. For example, when copying a book, if 3 is entered as the number of desired copies, one copy of the book will be printed, and two other copies will be held until they are released for printing.

To print the sample copy:

1. Touch **Copy** on the touch screen, then touch the desired copy settings.
2. Touch the **Job Assembly** tab.
3. Touch **Sample Job**, then touch **On**.
4. Touch **Save**.
5. Press the green **Start** button on the control panel. The sample set is printed.

To print the remaining copies or delete the job:

1. To print the remaining copies of the job, touch **Start**, or press the green **Start** button on the control panel.
2. If the sample copy is unsatisfactory, touch **Delete**.

Combining Original Sets

If the number of originals exceeds the capacity of the document feeder, you can combine the sets into one job.

To select Combine Original Sets:

1. Touch **Copy** on the touch screen. Touch the desired copy settings, then enter the number of copies using the alphanumeric keypad on the control panel.
2. Touch the **Job Assembly** tab, then touch **Combine Original Sets**.
3. Touch **On**, then touch **Save**.
4. Place the first set of originals in the document feeder.
5. Press the green **Start** button on the control panel. Copying begins.
The Copy screen appears on the touch screen.
6. Scan additional sets:
 - a. Place the originals for the next set in the document feeder.
 - b. In the Copy screen, touch **Next Original**.
 - c. Touch **Start** on the touch screen, or press the green **Start** button on the control panel.
Copying continues.
7. For each additional set, repeat Step 6.
8. When the final set has been copied, in the **Combine Original Sets** screen, touch **Last Original**.
The final copies print.
9. To cancel the job, touch **Delete**.

Delete Outside/Delete Inside

This feature allows you to delete everything inside or outside a specified rectangular area. Up to three areas can be defined for deletion.

To select areas to delete:

1. Touch **Copy** on the touch screen, then touch the **Job Assembly** tab.
2. Touch **Delete Outside/Delete Inside**.
3. To delete everything outside the specified area when copying:
 - a. Touch **Delete Outside**.
 - b. The area is defined by the rectangle formed between the points as shown on the touch screen. Touch **Area 1**, then touch each coordinate on the touch screen. Use the alphanumeric keypad on the control panel to enter the coordinate values for **X1, X2, Y1** and **Y2**. When all values have been entered, touch **Save**.
 - c. To apply the deleted area for 2-Sided copying, under **Originals** touch **Both Sides, Side 1 Only** or **Side 2 Only**.
 - d. Touch **Save**.
 - e. Additional areas can be defined by selecting Area 2 and Area 3.
4. To delete everything inside the specified area when copying:
 - a. Touch **Delete Inside**.
 - b. The area is defined by the rectangle formed between the points as shown on the touch screen. Touch **Area 1**, then touch each coordinate on the touch screen. Use the alphanumeric keypad on the control panel to enter the coordinate values for **X1, X2, Y1** and **Y2**. When all values have been entered, touch **Save**.
 - c. To apply the deleted area for 2-Sided copying, under **Originals**, touch **Both Sides, Side 1 Only** or **Side 2 Only**.
 - d. Touch **Save**.
 - e. Additional areas can be defined by selecting **Area 2** and **Area 3**.

Saving Copy Settings

To use a particular combination of copy settings for future copy jobs, you can save the settings with a name and retrieve the settings for later use with other copy jobs.

To save the current copy settings:

1. On the touch screen, touch **Copy**.
2. Touch the **Job Assembly** tab, then touch **Save Current Settings**.
3. Using the touch screen keyboard, enter a name for the saved settings.
4. Touch **Save**.

Retrieving Saved Copy Settings

You can retrieve and use previously saved copy settings for current jobs.

Note: To save the copy settings with a name, see [Saving Copy Settings](#) on page 117.

To retrieve saved settings:

1. On the touch screen, touch **Copy**.
2. Touch the **Job Assembly** tab, then touch **Retrieve Saved Settings**.
3. Touch the desired saved setting.

Note: To delete a saved setting, touch it, then touch the **Delete Settings** button.

4. Touch **Retrieve**. The saved settings are loaded for the current copy job.

Scanning

6

This chapter includes:

- [Scanning Overview](#) on page 120
- [Loading Original Documents](#) on page 121
- [Storing a Scan to a Folder](#) on page 122
- [Printing Stored Files at the Printer](#) on page 122
- [Printing Stored Files using CentreWare IS](#) on page 124
- [Scanning to a Network File Repository](#) on page 127
- [Scanning to an Email Address](#) on page 128
- [Scanning to a Computer](#) on page 130
- [Scanning to a Home Directory](#) on page 131
- [Storing to a USB Flash Drive](#) on page 132
- [Setting Scan Options](#) on page 133
- [Using the Xerox Scan Utility](#) on page 137

See also:

System Administrator Guide at www.xerox.com/office/WC7120docs for details on setting up scanning.

Scanning Overview

Scanning is an optional printer feature providing several methods for scanning and storing an original document. The scanning procedure used with the printer differs from that of desktop scanners. Because the printer is normally connected to a network rather than directly to a single computer, you select a destination for the scanned image at the printer.

The scanning feature allows you to scan a document and store the image to any of the following destinations:

- Folder on the printer's hard drive
- Document repository on a network server
- Email address
- Windows computer
- Home directory
- USB Flash Drive
- Computer using Xerox Scan Utility
- Application using TWAIN or WIA

Notes:

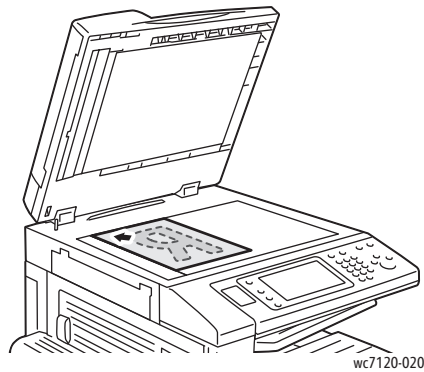
- The printer must be connected to a network to retrieve a scan file.
- Scanning functions require installation of the Scan Drivers. For more information, see [Installing the Software](#) on page 42.
- Scanning must be enabled before use. For details, see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.
- Print, copy, and fax jobs can print while you are scanning original documents or downloading files from the printer's hard drive.

Loading Original Documents

All scanning tasks begin with loading the original document in the printer. Use the document glass for single-page jobs, or originals that will not feed through the document feeder. Use the document feeder for multiple- or single-page jobs.

Using the Document Glass

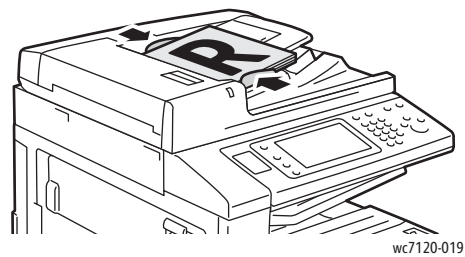
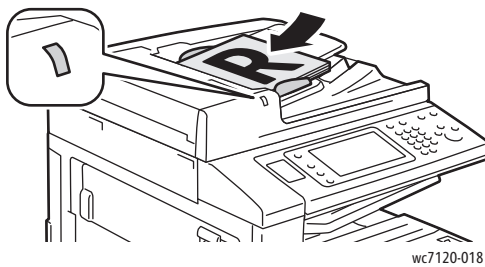
Lift the document feeder cover and place the original facedown, toward the back left corner of the document glass as shown.



! CAUTION: When scanning a bound document, do not attempt to force the document feeder cover closed. Doing so may damage the document feeder cover.

Using the Document Feeder

Insert originals faceup. Adjust the paper guides so they fit against the originals.



Storing a Scan to a Folder

This section includes:

- [Scanning to a Folder](#) on page 122
- [Printing Stored Files at the Printer](#) on page 122
- [Using Job Flow Sheets](#) on page 124
- [Printing Stored Files using CentreWare IS](#) on page 124
- [Retrieving Scanned Files to Your Computer Using CentreWare Internet Services](#) on page 124
- [Creating a Folder](#) on page 125
- [Deleting a Folder](#) on page 126

Storing a scanned file to a folder is the simplest scanning method. A document scanned at the printer is stored as a file to a folder on the printer's hard drive. You can then print the file, or you can copy the stored file to your computer using a Web browser and CentreWare IS.

Folders are accessible to all users unless protected with a password. For details, see [Creating a Folder](#) on page 125.

Note: Scanning to a folder must be enabled by the system administrator.

Scanning to a Folder

To store a scanned file to a folder:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button.
3. On the touch screen, touch **Store to Folder**.
4. Touch the desired folder. If a password is required, enter the password using the alphanumeric keypad, then touch **Confirm** on the touch screen.
5. To change any of the scan settings, use the four menus at the bottom of the touch screen: **Color Scanning**, **2-Sided Scanning**, **Original Type** and **Scan Presets**. For details, see [Setting Scan Options](#) on page 133.
6. Press the green **Start** button. The Store to Folder progress screen appears on the touch screen.

When the scan is complete, the touch screen will redisplay the Store to Folder tab. The file is stored to the folder on the printer's hard drive. You can then print the file or retrieve it to your computer using CentreWare IS.

Printing Stored Files at the Printer

To print a file stored to a folder at the printer:

1. Press the **Services Home** button.
2. On the touch screen, touch **Send from Folder**.
3. Touch the desired folder. If a password is required, enter the password using the alphanumeric keypad, then touch **Confirm** on the touch screen.

4. In the file list, touch the desired file. To print multiple files, touch them in succession.
Note: To view a thumbnail preview of the file, from the **List** drop-down list, select **Thumbnail**.
5. Touch **Print**.
6. If desired, select from the following options: **Paper Supply**, **2-Sided Printing** or **Output Destination**.
7. To set the number of copies, touch **Print Quantity**, then enter the desired quantity using the alphanumeric keypad.
8. Touch **Print**.

Additional Send from Folder Options

1. To view an enlarged file preview:
 - a. In the touch screen file list, touch the desired file.
 - b. Touch **File Details**. From the **Whole Page** drop-down list, touch **Enlarged View**. Touch the scroll buttons to examine the enlarged preview.
 - c. To rotate the preview, select the desired rotation from the **No Rotation** drop-down list.
Note: Rotating the preview does not rotate the printed output.
 - d. When finished, touch **Close**.
2. To view a summary of file information:
 - a. In the touch screen file list, touch the desired file.
 - b. Touch **Review**.
 - c. When finished, touch **Close**.
3. To delete a file:
 - a. In the touch screen file list, touch the file to be deleted.
 - b. Touch **Delete** twice.
4. To change a file name:
 - a. In the touch screen file list, touch the desired file.
 - b. Touch **File Details**.
 - c. Touch **Change File Name**.
 - d. Using the touch screen keyboard, enter the new name.
 - e. Touch **Save**, then touch **Close**.
5. To access Job Flow Settings:
 - a. If Job Flow Sheets have been created, touch **Job Flow Settings**. The Job Flow Sheet currently linked to the folder is displayed.
 - b. To make changes to the Job Flow settings, touch **Create/Change Link** or **Select Job Flow Sheet**.

Using Job Flow Sheets

Job Flow Sheets allow you to execute a series of registered actions, such as Send as Fax or Print, for a file stored in a folder. Job Flow Sheets are created by the system administrator and are stored in the printer where they can be linked by the user to a stored file.

For details, see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.

Printing Stored Files using CentreWare IS

1. At your computer, launch your Web browser.
2. Type the printer's IP address into the Web browser's address bar, then press **Enter** to open CentreWare Internet Services.

Note: If you don't know the printer's IP address, see [Finding The Printer's IP Address](#) on page 47.

3. Click the **Scan** tab.
4. In the **Scan** navigation pane at the left of the page, click **Folder**.
5. In the **Folder** list, click the desired folder. If required, enter the folder password, then click **Apply**. The **Folder: List of Files** page appears.
6. Select the desired file.
7. Scroll the page to see the **Print File** section.
8. If desired, make selections from the following printing options: **Paper Supply**, **Output Destination**, **Quantity**, **2-Sided Printing**, or **Batch Print**.
9. Click **Print File**.

Retrieving Scanned Files to Your Computer Using CentreWare Internet Services

Stored files are retrieved by copying them from the printer folder to your computer's hard drive.

1. At your computer, launch your Web browser.
2. Type the printer's IP address into the Web browser's address bar, then press **Enter** to open CentreWare IS.

Note: If you don't know the printer's IP address, see [Finding The Printer's IP Address](#) on page 47.

3. Click the **Scan** tab.
4. In the **Scan** navigation pane at the left of the page, click **Folder**.
5. In the **Folder** list, click the desired folder. If required, enter the folder password, then click **Apply**. The **Folder: List of Files** page appears.

Note: If necessary, scroll down to see all files.

6. Select the desired file.
7. Scroll down to reveal **Retrieving Format**. From the **Retrieving Format** drop-down list, click the desired file format. If desired, select options for the file format using the check boxes and drop-down lists. Options vary by file format.
8. Click **Retrieve**.

9. On the **Retrieve Files from Folder** page, click the link to the selected file.
10. Click **Save**, select the desired storage location, then click **Save**.
11. If a stored file is no longer needed:
 - a. Select the desired file.
 - b. In the upper right corner of the page, click **Delete**.
 - c. When prompted, click **OK**.

Additional File Retrieve Options

The following options are available when retrieving a stored file:

1. To retrieve a single page of a multiple-page document, select **Retrieve Page Enabled**. In the **Page Number** field, type the page number.
2. To add a thumbnail view when using XPS format, select the **Add Thumbnail Enabled** check box.
3. To apply MRC High Compression to PDF and XPS format files, select the **MRC High Compression Enabled** check box. Select the desired quality from the **Quality** drop-down list.
4. To create a searchable-text PDF or XPS file:
 - a. Select **Searchable Text Enabled**.
 - b. From the **Language of the Original** drop-down list, select the language.
 - c. To apply Text Compression, from the **Text Compression** drop-down list, select **Enabled**.

Creating a Folder

To create a folder using the printer touch screen:

1. On the control panel, press the **Machine Status** button.
2. Touch the **Tools** tab, then under **Features**, touch **Create Folder**.
3. Touch an **<Available>** folder.
4. To assign a password to the folder:
 - a. Under **Check Folder Passcode**, touch **On**.
 - b. Using the alphanumeric keypad, enter the password.
 - c. Touch **Save**.
5. Assign folder attributes:
 - Touch **Folder Name**. Using the touch screen keyboard, enter the name, then touch **Save**.
 - Touch **Delete Files After Retrieval**, touch **Yes** or **No**, then touch **Save**.
 - Touch **Delete Expired Files**, touch **Yes** or **No**, then touch **Save**.
 - Touch **Link Job Flow Sheets to folder**, then touch **Cut Link** or **Create Change Link**.

To create a folder using CentreWare IS:

1. At your computer, launch your Web browser.
2. Type the printer's IP address into the Web browser's address bar, then press **Enter** to open CentreWare Internet Services.

Note: If you don't know the printer's IP address, see [Finding The Printer's IP Address](#) on page 47.

3. Click the **Scan** tab.

4. In the **Scan** navigation pane at the left of the page, click **Folder**.
5. In the **Folder** list, click **Create** for an **<Available>** folder.

Note: If necessary, scroll the page to see available folders.

6. Assign folder attributes:
 - **Folder Name:** type the name.
 - **Delete Files After Retrieval:** set or clear.
 - **Delete Expired Files:** set or clear.
7. To assign a password to the folder:
 - a. In the **Folder Passcode** field, type the password.
 - b. In the **Retype Passcode** field, retype the password.
 - c. In the **Check Folder Passcode** drop-down list, select **Always, Save** or **Print/Delete**.

Your folder is now available for use. Its contents will be stored on the printer's hard drive. The folder will appear on the printer touch screen, and in the folder list in CentreWare IS.

Deleting a Folder



CAUTION: Files in the folder will be deleted.

To delete a folder using the printer touch screen:

1. On the control panel, press the **Machine Status** button.
2. Touch the **Tools** tab, then under **Features**, touch **Create Folder**.
3. Touch the desired folder.
4. If a password is required, enter the password using the alphanumeric keypad, then touch **Confirm**.
5. Touch **Delete Folder**, then touch **Delete**.

To delete a folder using CentreWare IS:

1. At your computer, launch your Web browser.
2. Type the printer's IP address into the Web browser's address bar, then press **Enter** to open CentreWare Internet Services.

Note: If you don't know the printer's IP address, see [Finding The Printer's IP Address](#) on page 47.

3. Click the **Scan** tab.
4. In the **Scan** navigation pane at the left of the page, click **Folder**.

Note: If necessary, scroll down to see all folders.

5. In the **Folder** list, click **Delete** for the folder to be deleted.

Note: If the folder contains files, they must be deleted before the folder can be deleted.

6. Click **OK**. If required, enter the folder password, then click **Apply**.

Scanning to a Network File Repository

Scanning to a network file repository is a feature of Network Scanning. Documents you scan are sent to a document repository on a network server configured by your system administrator. A template, also created by the system administrator, defines the scan settings and the destination of the scanned image.

Notes:

- Scanning to a network file repository must be configured by your system administrator.
- Templates must be created using CentreWare IS. For details, see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.

To use the scan to a network file repository feature:

1. Load the original on the document glass or in the document feeder.
2. On the control panel, press the **Services Home** button.
3. Touch **Network Scanning**.
4. Touch the desired template.
5. To override the template scan settings:
 - For scanning options, use the four menus at the bottom of the touch screen: **Color Scanning**, **2-Sided Scanning**, **Original Type** and **Scan Presets**. For details, see [Setting Scan Options](#) on page 133.
 - For additional scanning options, use the three tabs at the top of the touch screen. For details, see [Additional Scanning Options](#) on page 134.
6. Press the green **Start** button.

Scanning to an Email Address

Scanning to an email address sends scanned documents as attachments to email.

Note: This feature must be enabled by your system administrator.

To send a scanned image to an email address:

1. Load the original on the document glass or in the document feeder.
2. On the control panel, press the **Services Home** button.
3. Touch **E-Mail**.
4. Specify the recipient using one of these methods:
 - Touch **New Recipient**: using the touch screen keyboard, enter the complete email address, touch **Add**, then touch **Close**.
 - Touch **Address Book**: touch the desired recipient, then touch **To**.
5. Repeat Step 4 to add additional recipients to the list. When all recipients have been added to the list, touch **Close**.
6. A default subject is provided for the email. To change the subject, touch **Subject**. Using the touch screen keyboard, enter the new subject, then touch **Save**.
7. To change any of the scan settings, touch the four menus at the bottom of the control panel: **Color Scanning**, **2-Sided Scanning**, **Original Type** and **Scan Presets**. For details, see [Setting Scan Options](#) on page 133.
8. Press the green **Start** button.

Setting Email Options

You can override the template settings created by your system administrator, and change the following email settings:

- File Name
- File Format
- Reply To
- Read Receipts

To change the File Name, Message or Reply to email options:

1. On the printer control panel, press the **Services Home** button.
2. Touch **E-Mail**, then touch the **E-mail Options** tab.
3. Touch **File Name**, **Message**, or **Reply to**. Using the touch screen keyboard, delete or modify the text.
4. Touch **Save**.

To change the file format:

1. On the printer control panel, press the **Services Home** button.
2. Touch **E-Mail**, then touch the **E-mail Options** tab.
3. Touch **File Format**, then select the desired file type. Each file format is described when selected.
4. To accept the file format, touch **Save**.

To request a read receipt:

1. On the printer control panel, press the **Services Home** button.
2. Touch **E-Mail**, then touch the **E-mail Options** tab.
3. Touch **Read Receipts**, then touch **On**.
4. Touch **Save**.

Scanning to a Computer

The Scan to PC feature allows you to scan a document to your computer.

Note: This feature must be enabled by your system administrator.

To use the Scan to PC feature:

1. Load the original on the document glass or in the document feeder.
2. On the control panel, press the **Services Home** button.
3. Touch **Scan to PC**.
4. Touch **Transfer Protocol**, then touch **FTP, SMB** or **SMB (UNC Format)**, then touch **Save**.
5. Touch **Server, Save in, User Name** and **Password**. For each setting, using the touch screen keyboard, enter the data. Touch **Save**.

Note: If the server name was previously stored, touch **Address Book**, touch the desired server, touch **Add**, then touch **Close**.

6. To change any of the scan settings, touch the four menus at the bottom of the touch screen: **Color Scanning, 2-Sided Scanning, Original Type** and **Scan Presets**. For details, see [Setting Scan Options](#) on page 133.
7. Press the green **Start** button.
8. Access the scanned image at your computer.

Scanning to a Home Directory

The Scan to Home feature allows you to scan a document to your home directory. The network location of your home directory is defined by the system administrator.

Note: This feature must be configured by the system administrator.

To use the Scan to Home feature:

1. Load the original on the document glass or in the document feeder.
2. On the control panel, press the **Services Home** button.
3. Touch **Network Scanning**.
4. Touch the template created by your system administrator.
5. The template defines the scan settings as well as the destination of the image. To change any of the scan settings, touch the four menus at the bottom of the touch screen: **Color Scanning**, **2-Sided Scanning**, **Original Type** and **Scan Presets**. For details, see [Setting Scan Options](#) on page 133.
6. Press the green **Start** button.

For details, see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.

Storing to a USB Flash Drive

The Store to USB feature allows you to scan a document to a USB Flash Drive using the USB port on the printer control panel.

Notes:

- This feature must be enabled by your system administrator.
- This feature cannot be used when the Media Card Reader option is connected.

To use the Store to USB feature:

1. Load the original on the document glass or in the document feeder.
2. Insert a USB Flash Drive in the USB port on the control panel.
3. Press the **Services Home** button.
4. Touch **Store to USB**.
5. Touch **Save in**.
6. Touch the desired folder.
 - To move down one directory level, touch **Next**.
 - To move up one directory level, touch **Previous**.
7. To select the storage location, touch **Save**.
8. To change any of the scan settings, touch the four menus at the bottom of the touch screen: **Color Scanning**, **2-Sided Scanning**, **Original Type** and **Scan Presets**. For details, see [Setting Scan Options](#) on page 133.
9. To change any of the additional scanning options, use the three tabs at the top of the touch screen. For details, see [Additional Scanning Options](#) on page 134.
10. To scan the original and store the file, press the green **Start** button.



CAUTIONS:

- Do not remove the USB Flash Drive while a file is being stored. Damage to stored files may occur.
 - Remove the USB Flash Drive before turning the printer off.
11. Touch the **Services Home** button, then remove the USB Flash Drive.

To print files stored on a USB Flash Drive, see [Printing from USB Flash Drive](#) on page 88.

Setting Scan Options

This section includes:

- [Scan Settings](#) on page 133
- [Additional Scanning Options](#) on page 134

Scan Settings

Scanning can be adjusted using optional settings. After selecting the desired scanning method, use the four menus at the bottom of the control panel touch screen to change the following scan settings:

- Color Scanning
- 2-Sided Scanning
- Original Type
- Scan Presets

To change the scan settings:

1. On the printer control panel, press **Services Home**.
2. Touch the desired scan method.
3. Touch the desired settings in the four menus at the bottom of the touch screen.

Setting	Use
Setting Color Scanning	Overrides automatic detection. Set to Color, Black & White, or Grayscale.
Setting 1-sided or 2-sided originals	Use the document feeder to scan 2-sided originals. Select 2-sided scanning to scan both sides of the paper to produce a multi-page image. If your original document cannot be fed through the document feeder, use the document glass to manually perform 2-sided scanning.
Setting the Original Type	Choose from Photo & Text, Text, or Photo.
Setting the Scan Presets	Choose from Sharing & Printing, Archival-Record, OCR, High Quality Printing, or Simple Scan.

Additional Scanning Options

Additional scanning options allow precise control of the scanning process. Many of these optional settings override the automatic settings. Instructions on the touch screen describe the use of these options.

After selecting the desired scanning method, use the tabs along the top of the touch screen to change the following scanning options:

- Advanced Settings
- Layout Adjustment
- Filing Options

Advanced Settings

Advanced settings allow you to control image options, image enhancements, scan resolution, file size, photographs, and shadow suppression.

To use Advanced Settings:

1. On the printer control panel, press **Services Home**.
2. Touch the desired scan method.
3. Touch the **Advanced Settings** tab.
4. Touch the desired setting.

Setting	Use
Image Options	Choose from Lighten/Darken, or Sharpness/Soften.
Image Enhancement	Choose from Auto Suppression, or Contrast.
Resolution	Choose from 200 to 600 dpi.
Quality/File Size	Choose from: good image quality with small file size, higher image quality with larger file size, or highest image quality with largest file size.
Photographs	Enhances the appearance of scans of photographic originals. Color Scanning must be set to Color.
Shadow Suppression	Choose Auto Suppression to hide background color and image bleed through for color scanning.

Layout Adjustment

Layout adjustment provides additional settings for original orientation, original size, edge erase, Book Scanning and Reduce/Enlarge.

To use Layout Adjustment:

1. On the printer control panel, press **Services Home**.
2. Touch the desired scan method.
3. Touch the **Layout Adjustment** tab.
4. Touch the desired setting.

Setting	Use
Original Orientation	Choose from Upright Images or Sideways Images.
Original Size	Choose from Auto Detect, Manual Size Input or Mixed Size Originals.
Edge Erase	Choose from All Edges, Print to Edge, Individual Edges or from a previously created Preset. Using the plus or minus buttons (+/-), enter the value.
Book Scanning	Choose from Left Page then Right, Right Page then Left or Top Page then Bottom. Using the plus or minus buttons (+/-), enter the Binding Edge Erase.
Reduce/Enlarge	Choose from Proportional % , a Preset, or Enter Output Size. Using the plus or minus buttons (+/-), enter the value.

Filing Options

Filing Options provide additional settings for naming images, choosing image formats, adding meta data, and behavior if a file name already exists.

To use Filing Options:

1. On the printer control panel, press **Services Home**.
2. Touch the desired scan method.
3. Touch the **Filing Options** tab.
4. Touch the desired setting.

Setting	Use
File Name	Enter a filename prefix.
File Format	Choose from: PDF (Image Only or Searchable), PDF/A (Image Only or Searchable), Multi-page TIFF, TIFF (1 file per page), JPEG (1 file per page) or XPS (Image Only or Searchable). Choose Compression Method, MRC High Compression or Optimize for Fast Web View.
Meta Data	Assign descriptive metadata to a scanned image.
If File Already Exists	Choose from Do Not Save, Rename New File, Overwrite Existing File, Append to Existing Folder, or AddDateStamp to File.
Login Name	Enter login name if required.
Password	Enter password if required.

Using the Xerox Scan Utility

This section includes:

- [Overview](#) on page 137
- [Creating a Scan Template](#) on page 138
- [Scanning to a Template](#) on page 139
- [Accessing Xerox Scan Utility](#) on page 139
- [Importing Scanned Files into an Application](#) on page 140

The Xerox Scan Utility allows you to scan images from the printer directly to your computer. These scanned images are not stored in the printer.

Notes:

- You must install the scan drivers to use the Xerox Scan Utility. For details, see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.
- You must create a scan template before using the Xerox Scan Utility.

Overview

The following steps summarize the use of the Xerox Scan Utility:

1. Create a Xerox Scan Utility scan template using your computer.
 - The template contains scanning instructions, such as color settings, file format and resolution.
 - Once created, the template data is sent to the printer and stored there for later use.
2. Scan an original document at the printer.
 - Using the printer touch screen, select the desired template.
 - Scan the original document.
 - When scanning is complete, the image is sent from the printer to the computer.
3. Use the Xerox Scan Utility to manage the scanned image at your computer:
 - View image thumbnails.
 - Copy images into file folders on your computer.
 - Include images as attachments to emails.

Creating a Scan Template

Scan templates contain scanning instructions, such as color settings, file format and resolution. You can specify additional settings to retain thumbnail images, or you can select a folder destination so that when images are scanned, they are automatically copied into a designated folder on your computer.

You must create a scan template before you can download images to your computer or import images to applications using TWAIN or WIA.

To create a new Xerox Scan Utility scan template or edit an existing template:

1. Access the Xerox Scan Utility on your computer:
 - Windows: In the taskbar, right-click the **Xerox Scan Utility** icon. Select **Open Xerox Scan Utility**. If the icon is not visible in the taskbar, click **Start**, select **All Programs**, or **Programs** if you are using Windows Classic View, select **Xerox Office Printing > Scanning > Xerox Scan Utility**.
 - Macintosh: Navigate to **Applications > Xerox > Xerox Scan Utility**, then double-click the **Xerox Scan Utility**.
2. Click **Scan Settings**, then select one of the following options:
 - To view the scanned image in both the Scan to Email and Copy to Folder tabs, click **Preview image in Xerox Scan Utility**.
 - To automatically save the scanned images in a particular folder without opening the Xerox Scan Utility, click **Send Image Directly to Folder**. For details, see Xerox Scan Utility Help.
3. Select the desired settings for the template: **Color, Black and White, Original Size, Resolution, Original Type, File Format, and Sides to Scan**.
4. Select one of the following options:
 - To create a new template for the settings you selected: in the **Saved Template Settings** drop-down list, type the name for the new template. Click **Save**.
 - To edit an existing template with the settings you selected: in the **Saved Template Settings** drop-down list, select a template from the list displayed. Click **Save**.

Note: Spaces are not permitted in template names.

The template will now appear in the list of templates on the Network Scanning tab on the printer touch screen and in Folder: List of Files in CentreWare Internet Services.

Scanning to a Template

At the printer, place your original document in the document feeder or on the document glass.

1. On the control panel, press **Services Home**.
2. Touch **Network Scanning**.
3. Touch the desired template. To create a template, see [Creating a Scan Template](#) on page 138.

Note: Settings chosen using CentreWare Internet Services can be overridden using the printer touch screen.

4. To change any of the scan settings, touch the four menus at the bottom of the touch screen: **Color Scanning**, **2-Sided Scanning**, **Original Type** and **Scan Presets**. For details, see [Setting Scan Options](#) on page 133.
5. Press the green **Start** button. The progress screen appears on the printer touch screen. When the scan is complete, the touch screen will redisplay the Network Scanning tab. Your file is stored in the selected folder on your computer.

Note: A password may be required when scanning to a template. Contact your system administrator for the password. For details, see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.

Accessing Xerox Scan Utility

To access the Xerox Scan Utility on your computer:

- Windows: In the taskbar, right-click the **Xerox Scan Utility** icon. Select **Open Xerox Scan Utility**. If the icon is not visible in the taskbar, click **Start**, select **All Programs**, or **Programs** if you are using Windows Classic View, select **Xerox Office Printing > Scanning > Xerox Scan Utility**.
- Macintosh: Navigate to **Applications > Xerox > Xerox Scan Utility**, then double-click the **Xerox Scan Utility**.

Importing Scanned Files into an Application

You can import images scanned at the printer into Windows or Macintosh applications on your computer. You must create a scan template before you can download images to your computer or import images to applications using TWAIN or WIA. For details, see Xerox Scan Utility Help.

This section includes:

- [Importing Scanned Images into a Windows Application \(TWAIN\)](#) on page 140
- [Using the WIA Image Manager in a Windows Application](#) on page 141
- [Using the Xerox Scan Utility in a Macintosh OS X Application \(TWAIN\)](#) on page 141

Importing Scanned Images into a Windows Application (TWAIN)

To import scanned images into an application for Windows 2000, Windows XP, Windows Vista and Windows Server 2003:

1. Open the file in which you want to place the image.
2. Click the application's menu item to acquire the scanned image. For example, if you are placing an image in a Microsoft Word 2003 document:
 - a. Click **Insert**.
 - b. Click **Picture**.
 - c. Click **From Scanner or Camera**.
 - d. Click the scanner, then click **Custom Insert**.

The Xerox Scan Utility window displays thumbnails of the scanned images. The date and time the image was scanned appears below each thumbnail. If you move your mouse over the thumbnail, a pop-up message displays information including the resolution and size of the image file. If a recently scanned image is not displayed, click **Refresh**.

3. Select the image you want to import.
4. Click **Retrieve**. A copy of the image is transferred to the location in your application. If you want to delete the images you selected, click **Delete**.

Using the WIA Image Manager in a Windows Application

To import scanned images into an application using the WIA Image Manager on Windows XP, Windows Vista and Windows Server 2003:

1. Open the file in which you want to place the image.
2. To acquire the scanned image, select the application's menu item. For example, if you are placing an image in a Microsoft Word 2003 document:
 - a. Click **Insert**.
 - b. Select **Picture**.
 - c. Select **From Scanner or Camera**.
 - d. Select the scanner, then click **OK**.
3. Open the folder to view thumbnails of the scanned images.
4. To see details of an image file:
 - a. Select the image.
 - b. Click **View picture information**. The **Properties** dialog box displays the file size, and the date and time that the image was scanned.
 - c. Click **OK**.
 - d. Select the image you want to import.
5. Click **Get Pictures**.
A copy of the image is transferred to the location selected in your application.

Note: If you want to delete the images you selected, click **Delete**.

Using the Xerox Scan Utility in a Macintosh OS X Application (TWAIN)

To import scanned images into an application:

1. Open the file in which you want to place the image.
2. Select the application's menu item to acquire the image. For example, if you are placing an image in a Microsoft Word for Macintosh document:
 - a. Click **Insert**.
 - b. Select **Picture**.
 - c. Select **From Scanner or Camera**.
 - d. Select the scanner, then click **Acquire**.

The **Scan to Email** and **Copy to Folder** tabs on the Xerox Scan Utility display thumbnails of the images. Information about each image, including the template used, resolution, size of the image file, and the profile name and settings appears to the right of the thumbnail.
3. Select the image you want to import.
4. Click **Import**. A copy of the image is transferred to the location selected in your application. If you want to delete the images you selected, click **Delete**.

Note: For details, click **Help**.

Faxing

7

This chapter includes:

- [Fax Overview](#) on page 144
- [Sending a Fax](#) on page 146
- [Server Fax](#) on page 147
- [Sending an Internet Fax](#) on page 148
- [Faxing from Your Computer](#) on page 149
- [Receiving Faxes](#) on page 150
- [Selecting Fax Options](#) on page 151
- [Adding Address Book Entries](#) on page 155
- [Creating Fax Comments](#) on page 157

Fax Overview

Faxing is an optional printer feature providing several methods for faxing an original document.

- **Embedded Fax:** Document is scanned and sent directly to a fax machine.
- **Server Fax:** Document is scanned and sent over an Ethernet network to a fax server, which then sends the fax to a fax machine.
- **Internet Fax:** Document is scanned and emailed to a recipient.
- **Faxing from your Computer:** Using the printer driver, the current print job is sent as a fax.

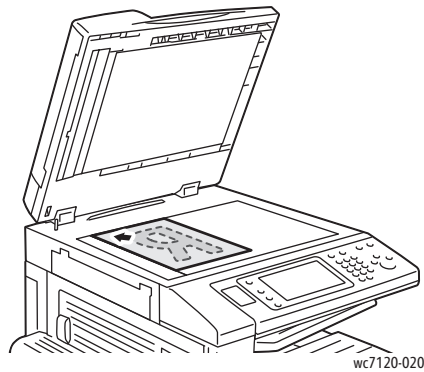
Note: Fax capability must be enabled by the system administrator before use. For details, see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.

Loading Original Documents

With the exception of Faxing from Your Computer, faxing tasks begin with loading the original document in the printer. Use the document glass for single page jobs or for originals that will not feed through the document feeder. Use the document feeder for multiple or single page jobs.

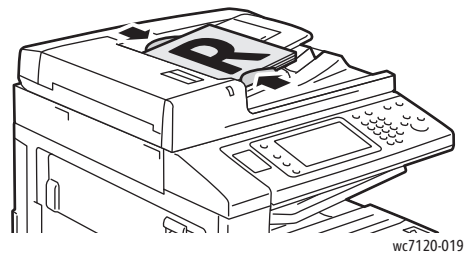
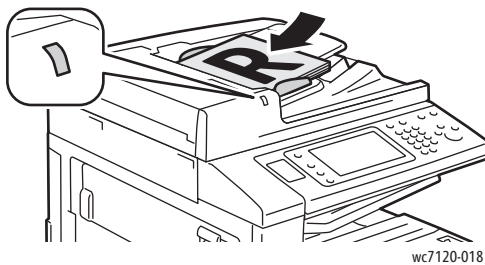
Document Glass

Lift the document feeder cover and place the original facedown, toward the back-left corner of the document glass as shown.



Document Feeder

Insert originals faceup. Adjust the paper guides so they fit against the originals.



Sending a Fax

To send a fax using the printer's Embedded Fax:

1. Load the original on the document glass or in the document feeder.
2. On the control panel, press **Services Home**.
3. Touch **Fax**.
4. To manually enter the recipient fax number do one of the following:
 - Enter the fax number using the alphanumeric keypad, then touch **Add**.
 - Touch **New Recipients**, enter the number using the touch screen keyboard, touch **Add**, then touch **Close**.
5. To use a number previously stored in the Address Book:
 - a. Touch **Address Book**.
 - b. Touch **List all public entries** or **List all group entries** from the drop-down list.
 - c. Touch the arrows to scroll through the list.
 - d. Touch the desired address.
 - e. Touch **Add**, then touch **Close**.

Notes:

- Addresses must be entered in the Address Book to use the address book. For details, see [Adding Address Book Entries](#) on page 155.
 - Chain Dial can be performed when viewing the list of individual addresses in the Address Book. For details, see [Using Chain Dial](#) on page 156.
6. To include a cover page:
 - Touch **Cover Page**, then touch **Print Cover Page**.
 - To add a previously created comment, touch **Comments**, then under either **Recipient's Comment** or **Sender's Comment**, touch an available comment, then touch **Save**. For details, see [Creating Fax Comments](#) on page 157.
 - Touch **Save**.
 7. Adjust fax options if required. For details, see [Selecting Fax Options](#) on page 151.
 8. Press the green **Start** button. The printer scans the pages and transmits the document when all pages have been scanned.

Inserting Pauses in Fax Numbers

Some fax numbers require one or more pauses during the dialing sequence.

To insert a pause in a fax number:

1. Using the alphanumeric keypad, begin entering the fax number.
2. Press the **Dial Pause** button on the control panel to insert a pause, represented by a hyphen, in the desired location.
3. Continue entering the fax number.

Server Fax

When using the Server Fax, a document is scanned and sent to a fax server on the network. The fax server then sends the fax over a telephone line to a fax machine.

Notes:

- The Server Fax service must be enabled before use, and a fax server must be configured.
- Server Fax cannot be used together with the Fax feature. When Server Fax is in use, the touch screen Fax button activates Server Fax.
- Server Fax cannot be used together with the Internet Fax feature. When Server Fax is in use, the touch screen Internet Fax button does not appear.

Sending a Server Fax

1. Load the original on the document glass or in the document feeder.
2. On the control panel, touch **Services Home**.
3. Touch **Fax**.
4. Enter the number using the alphanumeric keypad, then touch **Add**.
5. Touch **New Recipients**, enter the number using the touch screen keyboard, touch **Add**, then touch **Close**.
6. To use a number previously stored in the Address Book:
 - a. Touch **Address Book**.
 - b. Touch the arrows to scroll through the list.
 - c. Touch the desired address.
 - d. Touch **Add**, then touch **Close**.
7. Adjust fax options if necessary. For details, see [Selecting Fax Options](#) on page 151.
8. Press the green **Start** button. The printer scans the pages and transmits the fax document when all pages have been scanned.

Sending an Internet Fax

If an SMTP email server is connected to the network, a document can be sent to an email address. This feature eliminates the need for a dedicated telephone line. When sending an Internet Fax, the document is scanned and sent to an email address.

Note: The Internet Fax service must be enabled before use, and an SMTP server must be configured. For details, see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.

To send an Internet Fax:

1. Place the original on the document glass or in the document feeder.
2. On the printer touch screen, touch **Services Home**, then touch **Internet Fax**.
3. Touch **New Recipient**.
4. To enter the recipient's email address do one of the following:
 - Enter the address using the touch screen keyboard, then touch **Add**. Repeat for each recipient, then touch **Close**.
 - Touch **Address Book**, touch the desired address in the scrolling list, then touch **Add**. When all recipients have been added, touch **Close**.
5. Adjust fax options if necessary. For details, see [Selecting Fax Options](#) on page 151.
6. Press the green **Start** button. The printer scans the pages and sends the document as an email attachment when all pages have been scanned.

Faxing from Your Computer

A document stored on your computer can be sent as a fax using the printer driver.

Note: To fax from your computer, fax must be installed in the printer and enabled by the system administrator.

1. In your software application, click **File**, then **Print**.
2. Select your printer from the list.
3. Access the printer driver settings by selecting **Properties** or **Preferences** (Windows), or **Xerox Features** for Macintosh. The title of the button may vary depending on your application.
4. Select printer features.
 - Windows: Click the **Paper/Output** tab.
 - Macintosh: Click **Copies & Pages**, then click **Xerox Features**.
5. Click the **Job Type** menu, then click **Fax**.
6. Click **Add Recipients**.
7. Enter the recipient's name and fax number. If desired, complete the additional information.
8. If desired, click the **Cover Sheet** tab, choose an option, then click **OK**.
9. If desired, click the **Options** tab, choose options, then click **OK**.
10. Click **OK**.
11. Send the fax:
 - Windows: Click **OK**.
 - Macintosh: Click **Print**.

For details, click the **Help** button in the Fax window.

Receiving Faxes

The printer must be configured by the system administrator to receive and print a fax using the Embedded Fax, Server Fax, and Internet Fax. For more information, see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.

Selecting Fax Options

This section includes:

- [Setting 2-Sided Faxing](#) on page 151
- [Selecting the Original Type](#) on page 151
- [Setting the Fax Resolution](#) on page 151
- [Adjusting Image Quality](#) on page 151
- [Adjusting Layout](#) on page 152
- [Additional Fax Options](#) on page 153
- [Creating Fax Comments](#) on page 157

Setting 2-Sided Faxing

1. Touch **Fax** on the touch screen.
2. Touch **2 Sided Scanning**, then touch the desired option: **1 Sided, 2 Sided, 2 Sided, Rotate Side 2**.
3. For more options, touch **2 Sided Scanning**, then touch **More**:
 - Touch **2 Sided** or **2 Sided, Rotate Side 2**.
 - Touch **First Page 1 Sided**.

Selecting the Original Type

1. Touch **Fax** on the touch screen.
2. Touch **Original Type**, then touch the desired option (**Text, Photo & Text, Photo**).

Setting the Fax Resolution

1. Touch **Fax** on the touch screen.
2. Touch **Resolution**, then touch the desired option:
 - **Standard 200x100 dpi**
 - **Fine 200 dpi**
 - **Super Fine 400 dpi**
 - **Super Fine 600 dpi**

Note: For Server Fax, touch **Standard** or **Fine**.

Adjusting Image Quality

Lighten/Darken

1. Touch **Fax** on the touch screen.
2. Touch **Lighten/Darken**, then touch the left arrow to darken or the right arrow to lighten image.

Image Enhancement: Auto Suppression

When faxing originals printed on thin paper, images printed on one side of the paper can sometimes be seen on the other side of the paper. Use Auto Suppression to reduce this problem.

1. Touch **Fax** on the touch screen.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. Touch **Auto Suppression**.
4. To manually adjust the image contrast (the difference between light and dark areas in an image), touch **Manual Contrast**, then touch the pointer to adjust the contrast level. The default setting is Auto Contrast.
5. Touch **Save**.

Adjusting Layout

Layout settings allow you to adjust the original size, set page scanning for book faxing, and reduce or enlarge the fax image.

Adjusting the Original Size

1. Touch **Fax** on the touch screen.
2. Touch the **Layout Adjustment** tab, then touch **Original Size**.
3. Touch one of the following:
 - **Auto Detect**, to automatically identify standard size originals.
 - **Manual Size Input**, for manual definition of the scan area using standard paper dimensions.
 - **Mixed Size Originals**, for scanning originals of different standard sizes.
4. Touch **Save**.

Book Faxing

1. Touch **Fax** on the touch screen.
2. Touch the **Layout Adjustment** tab, then touch **Book Faxing**.
3. Touch one of the following options:
 - **Off** (Default).
 - **Left Page then Right**, then touch **Both Pages**, **Left Page Only** or **Right Page Only**.
 - **Right Page then Left**, then touch **Both Pages**, **Left Page Only** or **Right Page Only**.
 - **Top Page then Bottom**, then touch **Both Pages**, **Top Page Only** or **Bottom Page Only**.
4. Touch **Save**.

Reduce/Enlarge

1. Touch **Fax** on the touch screen.
2. Touch the **Layout Adjustment** tab, then touch **Reduce/Enlarge**.
3. Touch a preset percentage, or touch the plus or minus buttons (+/-) to specify a variable percentage.
4. Touch **Save**.

Additional Fax Options

Additional fax options allow you to specify how the fax is transmitted.

Note: With the exception of Delay Start, these settings are not available for Server Fax.

To adjust these settings:

1. On the touch screen, touch **Fax**, then touch the **Fax Options** tab.
2. Touch the desired option, touch the desired settings, then touch **Save**.

Option	Values
Confirmation Options	Off, print report after each fax transmission
Starting Rate	G3 Auto, Forced 4800 bps
Priority Send/Delay Start	Priority Send: Off, On. Delay Start: Off, Specific Time (touch Specific Time, then touch desired settings)
Transmission Header Text	Off, Display Header
Recipient Print Sets	1 Set, Multiple Sets (touch Multiple Sets, then touch plus or minus buttons (+/-) to set quantity)
Pages per Side	Off, On (touch plus or minus buttons (+/-) to set quantity)
Remote Folder	Send to Folder: Off, On, Folder Number, Folder Passcode (enables sending a file directly to a folder on a remote fax machine by setting the Folder Number and Folder Passcode using the alphanumeric keypad)
F Code	Off, On, (F Code is a file transmission method enabled by setting the F Code and Folder Password using the alphanumeric keypad or the touch screen keyboard)

More Fax Options

Further optional fax settings are provided. To adjust these settings:

1. On the touch screen, touch **Fax**, then touch the **More Fax Options** tab.
2. Touch the desired option, touch the desired settings, then touch **Save**.

Note: These settings are not available for Server Fax.

Option	Values
Remote Polling	Off, Poll a Remote Device (retrieve files stored on a remote fax machine by using the Remote Folder feature)
Store for Polling	Off, Store for Free Polling and Store for Secure Polling (fax documents stored in the printer are made available for remote polling by enabling Free Polling or Secure Local Polling, then touching the folder and file)
On-Hook (Manual Send/Receive)	Manual Send: touch On-Hook, touch Manual Send, then use the touch screen keyboard to enter destination and passcode Manual Receive: touch On-Hook, touch Manual Receive, then press green Start button

Internet Fax Options

Additional Internet Fax options are provided. To make these settings:

1. On the touch screen, touch **Internet Fax**, then touch the **Internet Fax Options** tab.
2. Touch the desired option, touch the desired settings, then touch **Save**.

Option	Values
Acknowledgement Report	Confirmation Options: Off, print report after each fax transmission Read Receipts: Off, request read receipt from recipient's fax server
Internet Fax Profile	TIFF-S: use for A4, 210 x 297 mm (8.5 x 11 in.) originals with Standard or Fine Resolution TIFF-F or TIFF-J: use for A3, 297 x 420 mm (11 x 17 in.) originals with Superfine Resolution
Pages per Side	Off, On (touch plus or minus buttons (+/-) to set quantity)
Starting Rate	G3 Auto, Forced 4800 bps, G4 Auto
Transmission Header Text	Off, Display Header

Note: For details, see the *System Administrator Guide* at www.xerox.com/office/WC7120docs.

Adding Address Book Entries

This section includes:

- [Adding an Individual Address](#) on page 155
- [Deleting an Individual Address](#) on page 155
- [Adding a Group](#) on page 155
- [Deleting a Group](#) on page 156
- [Using Chain Dial](#) on page 156

The address book can store email, server, fax, and Internet fax addresses. Addresses can be stored for individuals, or groups containing multiple individuals.

Adding an Individual Address

1. On the control panel, press the **Machine Status** button.
2. On the touch screen, touch the **Tools** tab.
3. Touch **Setup & Calibration**, touch **Setup**, then touch **Add Address Book Entry**.
4. On the next screen, touch an **<Available>** address in the scrolling list.
5. Touch **Address Type**, touch the desired address type, then touch **Save**.
Each address book type requires different settings.
6. Touch each desired item in the list, enter the information using the alphanumeric keypad or touch screen keyboard, then touch **Save**.
7. When all desired settings have been configured, touch **Save** to complete the address book entry.

Deleting an Individual Address

1. On the control panel, press the **Machine Status** button.
2. On the touch screen, touch the **Tools** tab.
3. Touch **Setup & Calibration**, touch **Setup**, then touch **Add Address Book Entry**.
4. On the next screen, touch the desired address in the scrolling list.
5. Touch **Delete Entry**, then touch **Delete** to confirm.

Adding a Group

Create a group to send a fax to multiple individuals. Groups can include both previously stored individuals and group entries.

Note: Individual entries must be configured before groups can be defined.

1. On the control panel, press the **Machine Status** button.
2. On the touch screen, touch the **Tools** tab.
3. Touch **Setup & Calibration**, touch **Setup**, then touch **Create Fax Group Recipients**.
4. On the next screen, touch an **<Available>** group in the scrolling list.

5. On the next screen, touch the **Group Name** field, enter a name for the group using the touch screen keyboard, then touch **Save**.
6. Touch the **Speed Dial** field, then enter the Speed Dial number for the desired individual using the alphanumeric keypad.
7. Touch **Add to this Group**.
8. Repeat steps 6 and 7 until all individuals have been added to the group.
9. When all entries have been added, touch **Save**, then touch **Close**.

Deleting a Group

1. On the control panel, press the **Machine Status** button.
2. On the touch screen, touch the **Tools** tab.
3. Touch **Setup & Calibration**, touch **Setup**, then touch **Create Fax Group Recipients**.
4. On the next screen, touch the desired group in the scrolling list.
5. Touch **Delete**, then touch **Delete** to confirm.

Using Chain Dial

Chain Dial creates a single fax recipient telephone number by adding two or more fax numbers together into a single number. For example, an area code or extension number could be stored separately from the rest of the telephone number. Access Chain Dial from the Address Book.

1. On the touch screen, touch **Fax**.
2. Touch **Address Book**.
3. Touch **List all public entries** from the drop-down list.
4. Touch **Chain Dial**.
5. To add numbers do one of the following:
 - a. Touch the desired speed dial entry from the scrolling list. Touch the scroll arrows if necessary.
 - b. Enter a number using the alphanumeric keypad.
 - c. Touch the keyboard button, enter a number using the touch screen keyboard, then touch **Save**.
6. Touch **Add**. The numbers are added together in the **Recipient List**.
7. Touch **Save**. The combined number appears as a single recipient in the **Recipient(s)** list.
8. Touch **Close**.
The fax can now be sent.

Creating Fax Comments

1. On the control panel, press the **Machine Status** button.
2. On the touch screen, touch the **Tools** tab.
3. Touch **Setup**, then touch **Add Fax Comment**.
4. On the next screen, touch an **<Available>** comment in the scrolling list.
5. Enter the comment using the touch screen keyboard, then touch **Save**.
6. Touch **Close**.
The comment is ready to use.

Maintenance

8

This chapter includes:

- [Maintenance and Cleaning](#) on page 160
- [Ordering Supplies](#) on page 167

Maintenance and Cleaning

This section includes:

- [General Precautions](#) on page 160
- [Locating the Serial Number](#) on page 161
- [Billing and Usage Information](#) on page 161
- [Cleaning the Printer](#) on page 162
- [Installing Staples](#) on page 169

See also:

[Safety](#) on page 11

General Precautions



WARNINGS:

- When cleaning your printer do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly into any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.
- Internal parts of the printer may be hot. Use caution when doors and covers are open.
- Do NOT use pressurized air spray cleaning aids on or in the printer. 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.
- Do NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any 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 printer.

To avoid damaging the printer, keep the following guidelines in mind:

- Do not place anything on top of the printer.
- Do not leave the covers and doors open for any length of time, especially in well-lit places. Light exposure can damage the drum cartridges.
- Do not open covers and doors during printing.
- Do not tilt the printer while in use.
- Do not touch the electrical contacts, gears, or laser devices. Doing so may damage the printer and cause the print quality to deteriorate.
- Make sure any parts removed during cleaning are replaced before you plug in the printer.

Locating the Serial Number

When ordering supplies or contacting Xerox for assistance, you will be asked to provide the printer's serial number.

View the printer serial number from the printer touch screen:

1. Press the **Machine Status** button.
2. The Machine Information tab appears. The serial number appears at the left of the Machine Information screen.

If the serial number cannot be read from the printer touch screen, it can also be found inside the printer. Open **Cover A** on the left side of the printer. The serial number is located on the left-hand side.

Billing and Usage Information

The Billing Information screen displays billing and printer usage information.

1. Press the **Machine Status** button.
2. Touch the **Billing Information** tab.
The total impressions counters appear on the left of the screen.

For more detail:

1. Touch **Usage Counters**, then touch the down arrow to choose the desired counter. Touch the scroll arrows to view the entire list.
2. Touch **Close**.

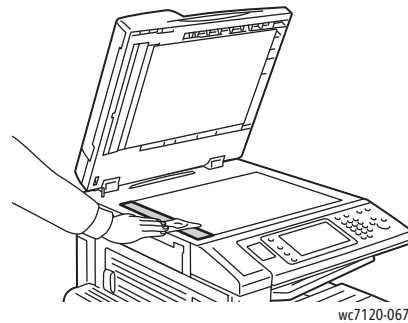
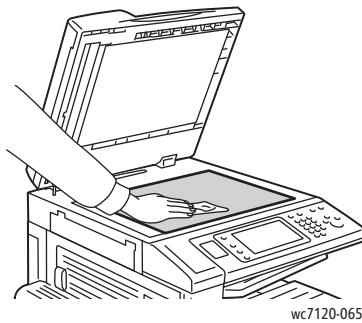
Cleaning the Printer

- [Cleaning the Document Glass and Document Cover](#) on page 162
- [Cleaning the Exterior](#) on page 163
- [Cleaning the Document Feeder Rollers](#) on page 163
- [Cleaning the Printhead Lenses](#) on page 164
- [Ordering Supplies](#) on page 167

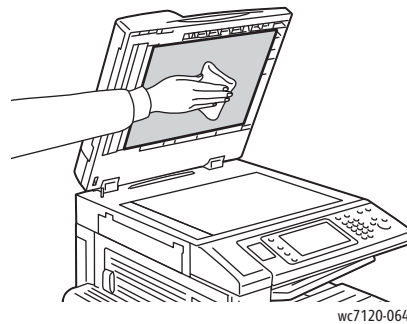
Cleaning the Document Glass and Document Cover

To ensure optimum print quality, regularly clean the glass areas of the printer. This helps avoid output with streaks, smears, and other marks that transfer from the glass area while scanning documents.

Use a lint-free cloth lightly dampened with Xerox Anti-Static or another suitable non-abrasive glass cleaner to clean the document glass and the CVT glass to its left.

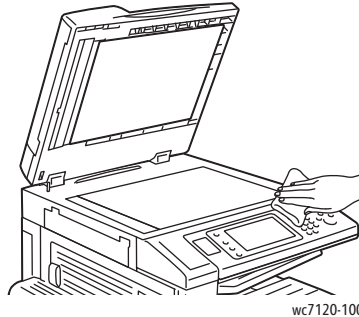


Use a lint-free cloth, Xerox Cleaning Fluid or Xerox Film Remover to clean the under side of the document cover and the document feeder.

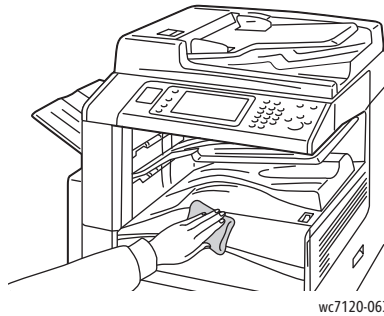


Cleaning the Exterior

Regular cleaning keeps the touch screen and control panel free from dust and dirt. To remove finger prints and smudges, clean the touch screen and control panel with a soft, lint-free cloth.



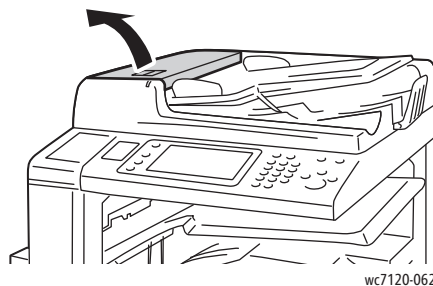
Use a cloth to clean the document feeder, output trays, paper trays and outside areas of the printer.



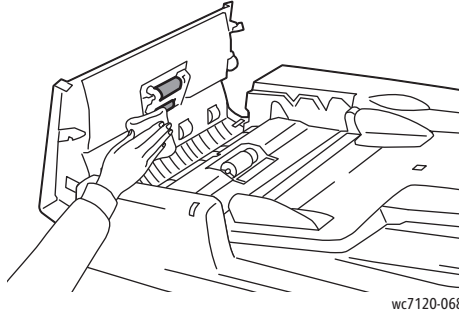
Cleaning the Document Feeder Rollers

Dirt on the document feeder rollers can cause paper jams or deteriorate print quality. For best performance, clean the document feeder rollers once a month.

1. Lift the lever and open the document feeder top cover until it comes to a stop.



2. While turning the rollers, wipe them with a clean, lint free cloth moistened with water.



! **CAUTION:** Do not use alcohol or chemical cleaners on the document feed rollers.

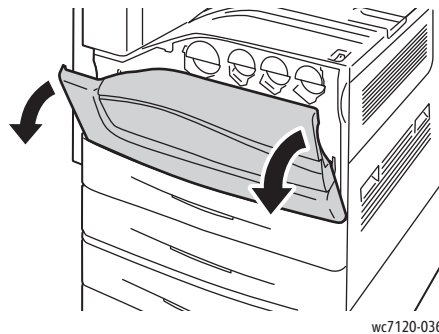
3. Close the top cover until it clicks into place. Make sure the cover is completely closed.

Cleaning the Printhead Lenses

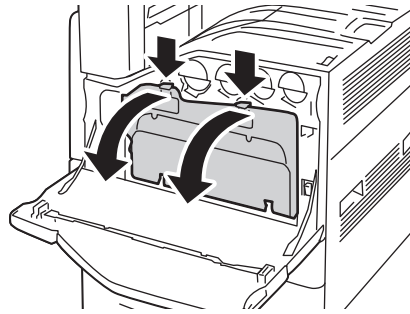
The printer is constructed with four printhead lenses. Clean all lenses as described below.

! **WARNING:** Do not perform this operation when the printer is copying or printing.

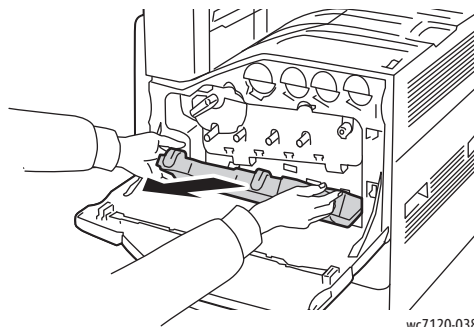
1. Turn the printer off using the power switch visible on the lower center tray.
2. Open the front cover.



3. Grip the orange tabs on the waste toner container, then pull the container toward you. Set the container aside.

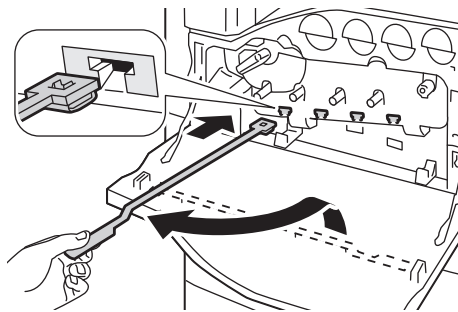


wc7120-037



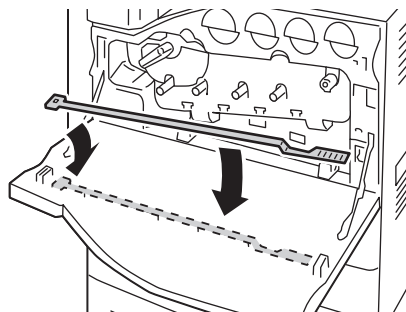
wc7120-038

4. Remove the cleaning tool from the front cover.
5. Insert the cleaning tool slowly into each slot until it stops, then slowly slide the tool out. Repeat for each printhead.



wc7120-042

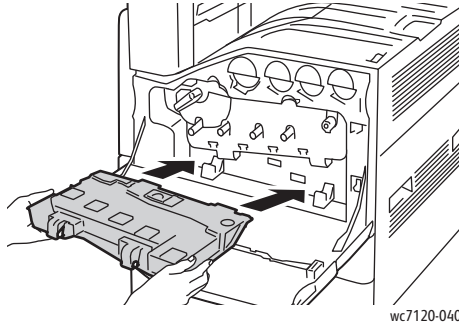
6. Store the cleaning tool in the front cover.



wc7120-039

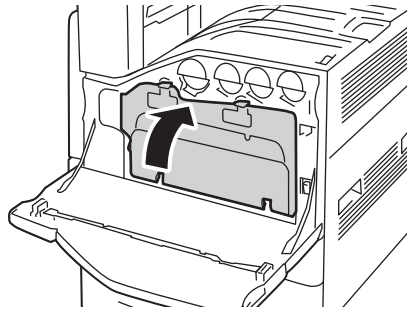
Maintenance

7. Align the bottom of the waste toner container with the tabs.



wc7120-040

8. Rotate the waste toner container toward the printer until it clicks into place.



wc7120-041

9. Close the front cover.
10. Turn the printer on using the power switch visible on the lower center tray.

Ordering Supplies

This section includes:

- [Consumables](#) on page 167
- [Routine Maintenance Items](#) on page 167
- [When to Order Supplies](#) on page 168
- [Recycling Supplies](#) on page 168

Certain consumables and routine maintenance items need to be ordered occasionally. Each supply item includes installation instructions.

Consumables

Use genuine Xerox Toner Cartridges (Cyan, Magenta, Yellow, and Black).

Note: Each toner cartridge includes installation instructions.



CAUTION: Use of toner other than Genuine Xerox Toner may affect print quality and printer reliability. It is the only toner designed and manufactured under strict quality controls by Xerox for specific use with this printer.

Routine Maintenance Items

Routine maintenance items are printer parts that have a limited life and require periodic replacement. Replacements may be parts or kits. Routine maintenance items are typically customer replaceable.

The following items are routine maintenance items:

- Drum Cartridge
- Waste Toner Container
- Fuser Assembly
- Transfer Belt
- Second Bias Transfer Roller
- Hole Punch Waste Container
- Staple Cartridge
- Staple Cartridge for Booklet Maker

When to Order Supplies

The printer control panel displays a warning when a supply nears its replacement time. Verify that you have replacements on hand. It is important to order supplies when the messages first appear to avoid interruptions in printing. The touch screen displays an error message when the supply must be replaced.

Order supplies from your local reseller or from the Xerox Supplies website at:
www.xerox.com/office/WC7120supplies.



CAUTION: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas. Please contact your local representative for details.

Recycling Supplies

For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Some routine maintenance items come with a prepaid return label. Please use it to return used components in their original boxes for recycling.


Installing Staples

If the printer has the optional Integrated Office Finisher or the optional Office Finisher LX with Booklet Maker installed, the control panel displays a message when a staple cartridge is empty and needs to be replaced.

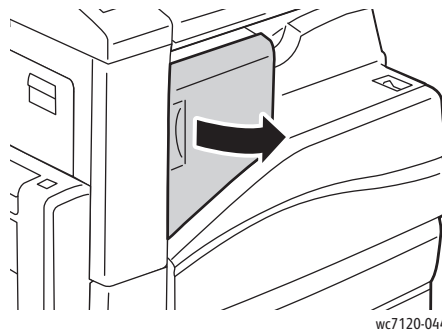
This section includes:

- [Staple Replacement for Integrated Office Finisher](#) on page 169
- [Main Staple Replacement for Office Finisher LX](#) on page 171
- [Booklet Maker Staple Replacement for Office LX Finisher](#) on page 173

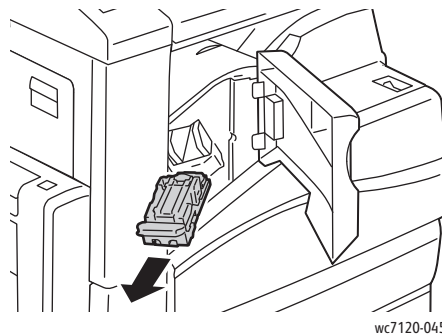
Staple Replacement for Integrated Office Finisher

 **WARNING:** Do not perform this procedure when the printer is copying or printing.

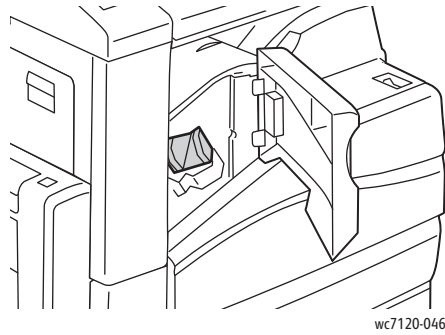
1. Open the finisher front cover.



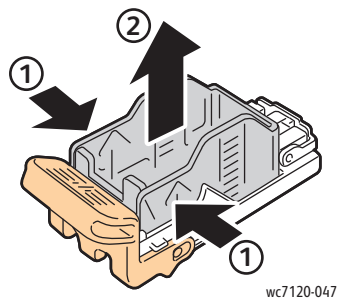
2. Remove the staple cartridge by gripping the orange handle at the front of the cartridge and pulling it firmly toward you.



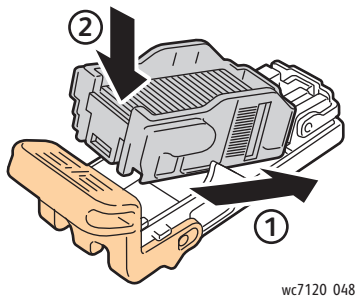
3. Check the inside of the finisher for any loose staples and remove them.



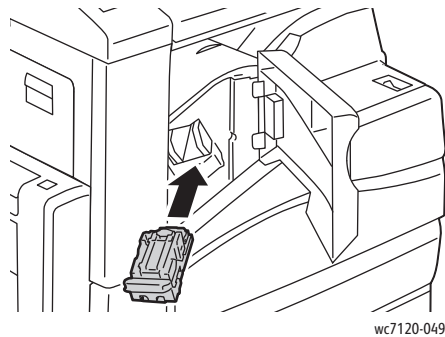
4. Pinch both sides of the staple case (1) and remove the staple case from the cartridge (2).



5. Insert the front side of the new staple case into the staple cartridge (1), then push the rear side into the cartridge (2).



6. Insert the staple cartridge into the finisher.

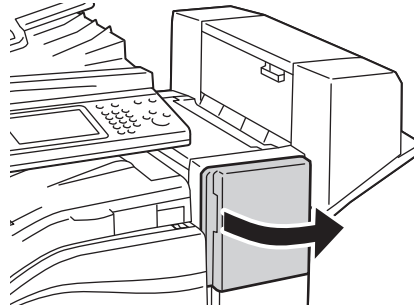


7. Close the finisher front cover.

Main Staple Replacement for Office Finisher LX

! **WARNING:** Do not perform this procedure when the printer is copying or printing.

1. Open the finisher front cover.



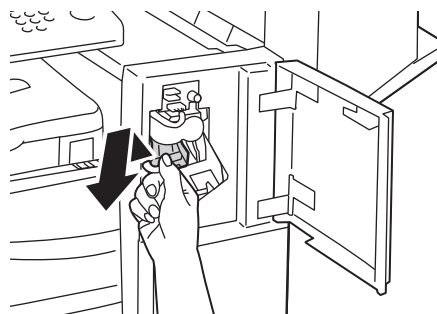
wc7120-050

2. The staple cartridge is located inside the finisher cabinet. Pull the staple unit toward you until it stops.
3. Push the staple unit to the right.



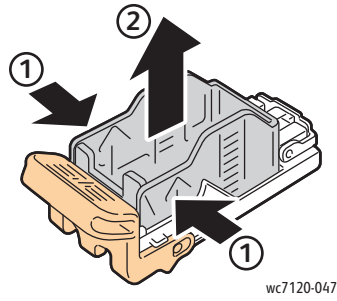
wc7120-051

4. Remove the staple cartridge by gripping the orange tab at R1 and pulling it firmly toward you.

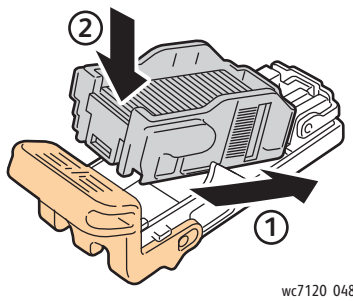


wc7120-052

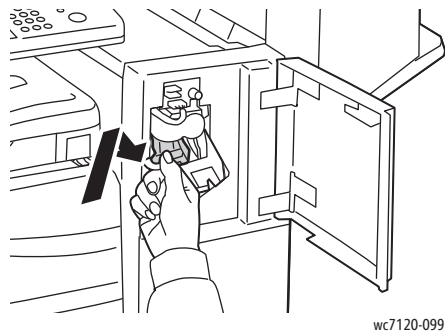
5. Pinch both sides of the staple case (1) and remove the staple case from the cartridge (2).



6. Insert the front side of the new staple case into the staple cartridge (1), then push the rear side into the cartridge (2).



7. Grip the staple cartridge by the orange tab and insert it into the staple unit until it clicks.



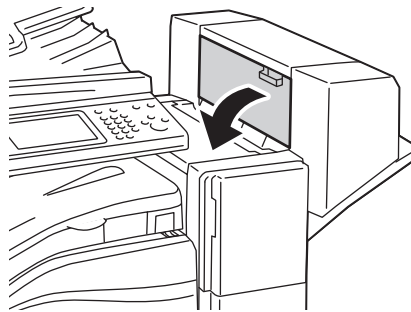
8. Close the finisher front cover.

Booklet Maker Staple Replacement for Office LX Finisher

Note: The booklet maker uses two staple cartridges labeled R2 and R3. Booklet stapling requires that both staple cartridges contain staples.

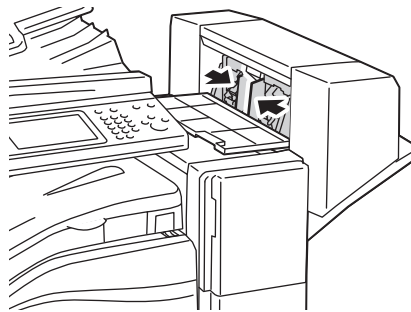
! **WARNING:** Do not perform this procedure when the printer is copying or printing.

1. Open the booklet maker side cover.



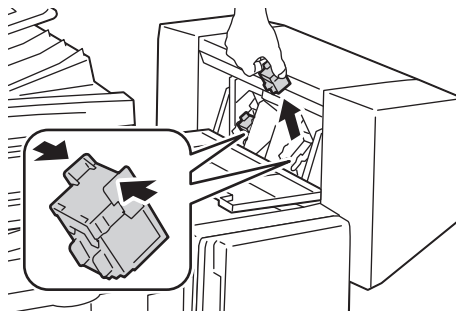
wc7120-054

2. If the staple cartridges are not visible, grip the vertical panels at the left and right of the opening and gently slide them to the center until they stop.



wc7120-055

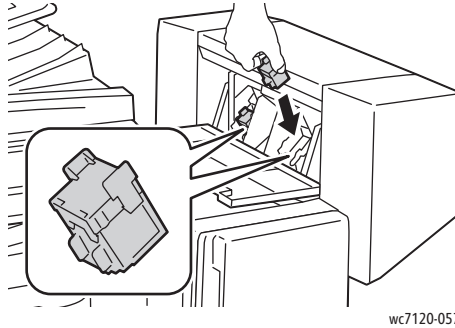
3. Grip the orange tabs on both sides of the staple cartridge and pull the cartridge out of the stapler.



wc7120-056

4. Grip the orange tabs on both sides of the replacement staple cartridge and insert it into the original position in the stapler.

Note: If you have trouble inserting the cartridge, make sure the cartridge is oriented with the orange tabs facing up.



Note: The booklet maker uses two staple cartridges. Booklet stapling requires that both staple cartridges contain staples.

5. Repeat steps 3 and 4 for the other staple cartridge.
6. Close the booklet maker side cover.

Troubleshooting

9

This chapter includes:

- [Control Panel Messages](#) on page 176
- [General Troubleshooting](#) on page 177
- [Clearing Paper Jams](#) on page 180
- [Clearing Staple Jams](#) on page 196
- [Print Quality Problems](#) on page 202
- [Copy and Scan Problems](#) on page 203
- [Fax Problems](#) on page 204
- [Getting Help](#) on page 206

Control Panel Messages

The control panel touch screen provides information and troubleshooting help. When an error or warning condition occurs, the touch screen displays a message. The touch screen may also display an animated graphic showing the location of the problem, such as the location of a paper jam.

Problems which prevent the full operation of the printer have associated fault codes. These codes will help pinpoint the specific subsystem with the problem. Current faults and fault history can be retrieved at any time.

To see a list of the fault messages that have been displayed on the printer:

1. Press the **Machine Status** button.
2. On the touch screen, touch the **Faults** tab.
3. Touch **Current Faults**, **Current Messages**, or **Fault History**.
4. Touch **Close**.

General Troubleshooting

This section contains procedures to help you locate and resolve problems. Some problems can be resolved by simply restarting the printer.


To restart the printer, see [Turning the Printer Off](#) on page 40.

If the problem is not resolved by restarting the printer, see the table in this chapter that best describes the problem.

- [Printer Does Not Turn On](#) on page 177
- [Printing Takes Too Long](#) on page 178
- [Printer Resets or Turns Off Frequently](#) on page 178
- [Printer Is Making Unusual Noises](#) on page 178
- [2-Sided Printing Problems](#) on page 178
- [Scanner Error](#) on page 179

Printer Does Not Turn On

Probable Causes	Solutions
The power switch is not correctly turned on.	Turn off the printer using the power switch visible on the lower center tray. Wait two minutes, then turn the printer on. Ensure that the main power switch behind the front cover of the printer is in the on position.
The power cord is not correctly plugged into the outlet.	Turn off the printer, and plug the power cord securely into the outlet.
Something is wrong with the outlet connected to the printer.	Plug another electrical appliance into the outlet and see whether it operates properly. Try a different outlet.
The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in Electrical Specifications on page 212.

 **CAUTION:** Plug the three-wire power cord (with grounding prong) directly into a grounded AC outlet only. Do not use a power strip. If necessary, contact a licensed electrician to install a properly grounded outlet.

Printing Takes Too Long

Probable Causes	Solutions
The printer is set to a slower printing mode (for example, heavyweight stock).	It takes more time to print with special media. Make sure that the media type is set properly in the printer driver and at the printer control panel.
The printer is in power saving mode.	It takes time for printing to start in power saving mode.
The job is very complex.	Wait. No action needed.

Printer Resets or Turns Off Frequently

Probable Causes	Solutions
The power cord is not correctly plugged into the outlet.	Turn off the printer, confirm that the power cord is correctly plugged into the printer and the outlet, then turn on the printer.
A system error occurred.	Contact your local Xerox service representative with the fault information. Check the fault history. For details, see Control Panel Messages on page 206.

Printer Is Making Unusual Noises

Probable Causes	Solutions
The tray is not installed correctly.	Open and close the tray you are printing from.
There is an obstruction or debris inside the printer.	Turn off the printer and remove the obstruction or debris. If you cannot remove it, contact your Xerox service representative.

2-Sided Printing Problems

Probable Causes	Solutions
Media or settings are not correct.	Make sure that you are using correct media. For details, see Supported Media on page 51. Envelopes, labels, gloss, and extra heavyweight stock cannot be used for 2-Sided Printing. In the printer driver, choose 2-Sided Printing.

Scanner Error

Probable Causes	Solutions
Scanner is not communicating.	Turn off the printer using the power switch visible on the lower center tray. Wait two minutes, then turn the printer on. If the problem is not resolved, contact your local Xerox service representative.

Clearing Paper Jams

When a jam occurs, the control panel touch screen displays an animated graphic showing the location of the jam.

This section includes:

- [Clearing Paper Jams from Tray 1, Tray 2, Tray 3 or Tray 4](#) on page 180
- [Clearing Paper Jams from Tray 5 \(Bypass Tray\)](#) on page 181
- [Clearing Paper Jams in Document Feeder](#) on page 182
- [Clearing Paper Jams in Cover A](#) on page 184
- [Clearing Paper Jams in Cover B](#) on page 185
- [Clearing Paper Jams in Cover C](#) on page 186
- [Clearing Paper Jams in Duplex Module D](#) on page 187
- [Clearing Paper Jams in Cover E](#) on page 188
- [Clearing Paper Jams in Integrated Office Finisher](#) on page 189
- [Clearing Paper Jams in Office Finisher LX](#) on page 190
- [Clearing Hole Punch Jams in Office Finisher LX](#) on page 191
- [Troubleshooting Paper Jams](#) on page 193

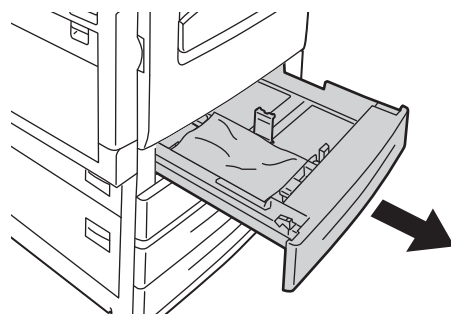
To avoid damage, always remove misfed media gently, without tearing it. Try to remove the paper in the direction that the paper would normally feed. Any piece of media left in the printer, whether large or small, can obstruct the media path and cause further misfeeds. Do not reload media that has misfed.

Note: The printed side of jammed pages may smudge, and the toner may stick to your hands. Do not touch the printed side of the media when removing it. Make sure not to spill any toner inside the printer.

! **WARNING:** If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off. If toner gets on your skin, wash it off with cool water and a mild soap. If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

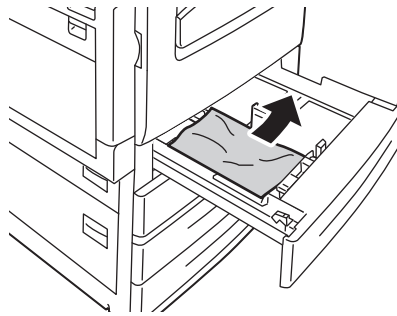
Clearing Paper Jams from Tray 1, Tray 2, Tray 3 or Tray 4

1. Pull the tray out toward you until it stops.



wc7120-079

2. Remove the paper from the tray.

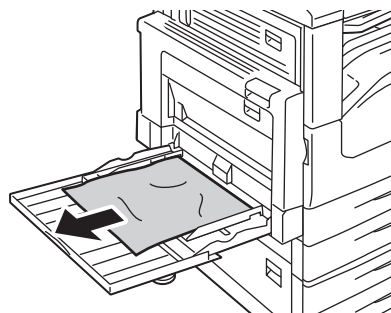


wc7120-080

3. If the paper is torn, remove the tray completely and check inside the printer for torn pieces of paper.
4. Reload the tray with undamaged paper, then push the tray in until it stops.
5. On the printer touch screen, touch **Confirm**.

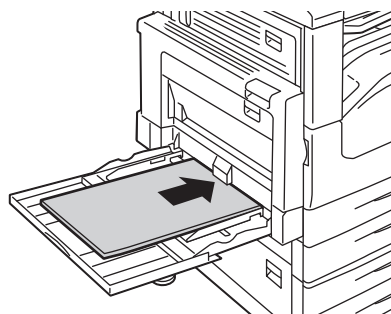
Clearing Paper Jams from Tray 5 (Bypass Tray)

1. Remove the jammed paper from the tray. Make sure there are no sheets of paper in the paper feed entrance area where the tray connects to the printer.



wc7120-081

2. If the paper is torn, check inside the printer for torn pieces of paper.
3. Reload the tray with undamaged paper. The leading edge of the paper should lightly touch the paper feed entrance.

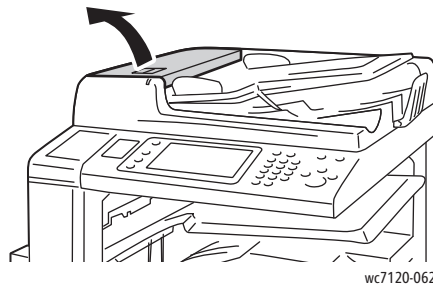


wc7120-082

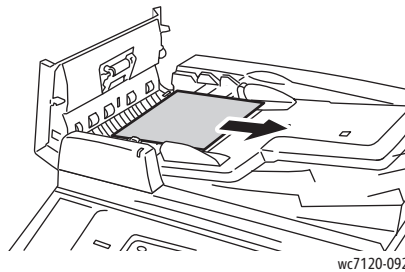
4. Touch **Confirm** on the printer touch screen.

Clearing Paper Jams in Document Feeder

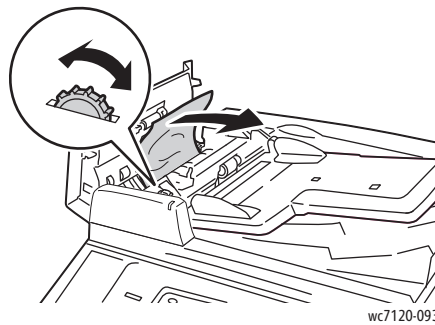
1. Lift the lever, then open the document feeder top cover until it comes to a stop.



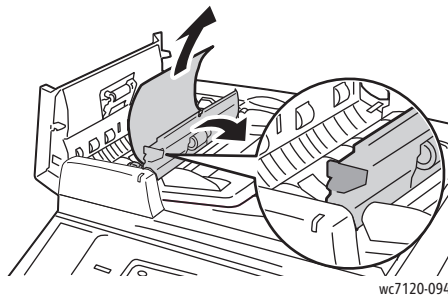
2. If the paper is not jammed in the document feeder, pull it out in the direction shown.



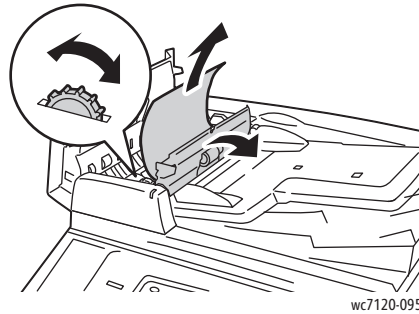
3. If the message on the touch screen instructs you to turn the knob, turn it to eject the paper. Pull gently on the paper to remove it from the document feeder.



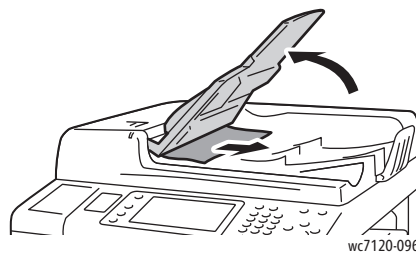
4. If the message on the touch screen instructs you to open the inner cover, lift the green handle up, then open the inner cover.



5. Turn the knob to eject the paper upward. Pull gently on the paper to remove it from the document feeder.



6. Close the inner cover, then close the document feeder top cover until it clicks into place. Confirm that the cover is fully closed on both the near and far sides.
7. If the jammed paper is not visible, raise the document feeder. Remove any jammed paper from under the document feeder or from the document glass.
8. Close the document feeder.
9. If the jammed paper is not visible, lift the document feeder tray and remove the jammed paper.



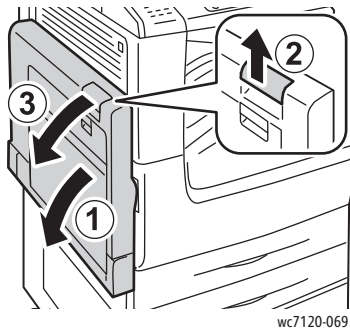
10. Return the document feeder tray to its original position.
11. To resume document scanning, make sure the paper is not torn, wrinkled or folded, then reload the entire document, including the pages already scanned. The printer will automatically skip the previously scanned pages and resume scanning with the unscanned pages.

! **CAUTION:** Torn, wrinkled or folded originals may cause jams and damage the printer. To scan them, use the document glass.

Clearing Paper Jams in Cover A

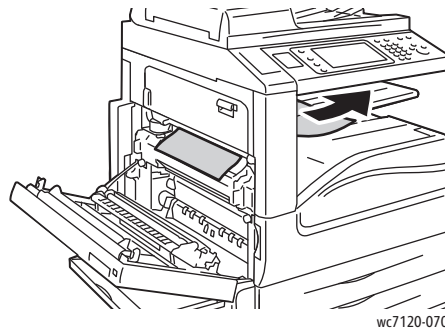
! WARNINGS:

- Do not perform this operation when the printer is copying or printing.
 - The area around the fuser may be hot. Use caution to avoid injury.
 - Do not touch the shiny black transfer belt inside the cover. Touching the belt may deteriorate image quality or damage the belt.
1. If necessary, open Tray 5 (1). While lifting up the release lever (2), open cover A (3).



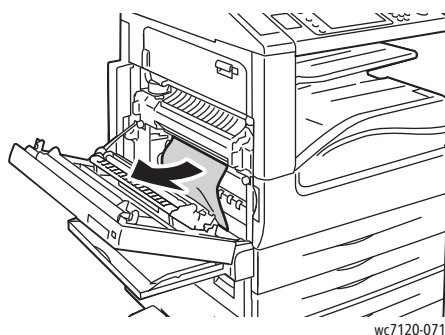
2. If you can see the edge of the jammed paper in the output tray, remove the paper by pulling in the direction shown.

Note: If the paper is torn, remove all torn pieces from the printer.



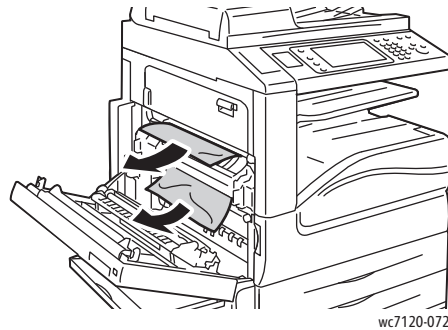
3. Remove the jammed paper.

Note: If the paper is torn, remove all torn pieces from the printer.



- If paper is jammed in the fuser unit, remove paper in the direction shown.

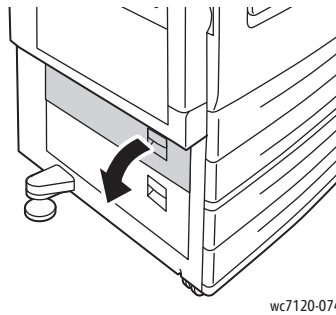
! WARNING: The area around the fuser may be hot. Use caution to avoid injury.



- Close cover A.

Clearing Paper Jams in Cover B

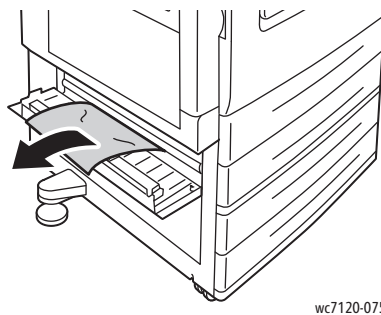
- If necessary, close Tray 5 (Bypass Tray).
- Lift the lever up, then open cover B.



- Remove the jammed paper.

Notes:

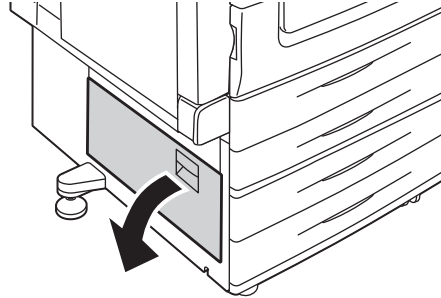
- Paper may be jammed inside the printer. Inspect thoroughly and remove any jammed paper.
- If the paper is torn, remove all torn pieces from the printer.



- Close cover B.

Clearing Paper Jams in Cover C

1. If necessary, close Tray 5 (Bypass Tray).
2. Lift the lever up, then open cover C.

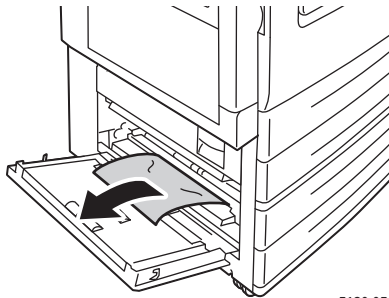


wc7120-073

3. Remove the jammed paper.

Notes:

- Paper may be jammed inside the printer. Inspect thoroughly and remove any jammed paper.
- If the paper is torn, remove all torn pieces from the printer.

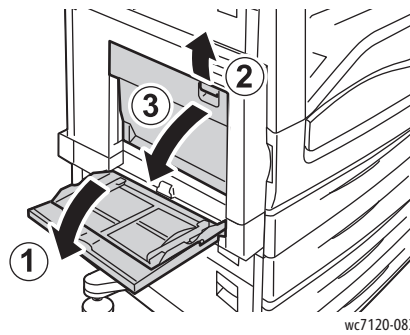


wc7120-076

4. Close cover C.

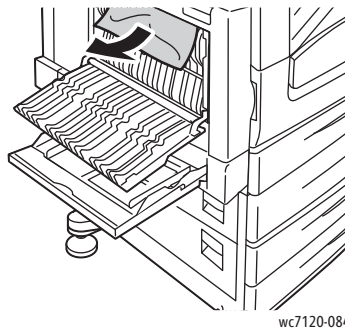
Clearing Paper Jams in Duplex Module D

1. If necessary, open Tray 5 (1). While lifting up the release lever (2) open duplex module cover D (3).

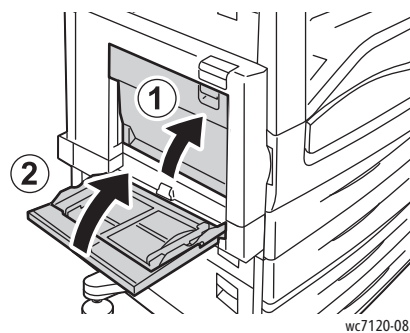


2. Remove the jammed paper.

Note: If the paper is torn, remove all torn pieces from the printer.



3. Close duplex module cover D (1), then close Tray 5 (2).



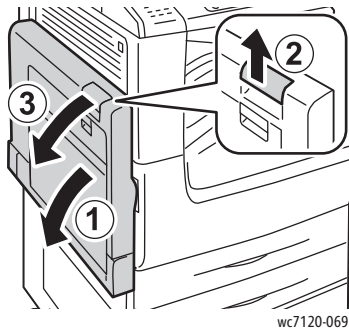
Clearing Paper Jams in Cover E

! WARNINGS:

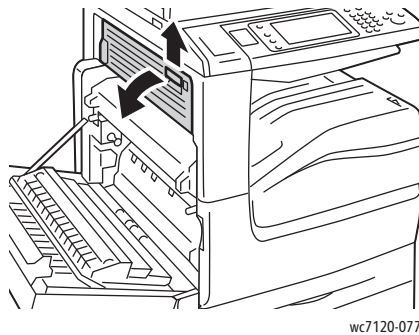
- Do not perform this operation when the printer is copying or printing.
- The area around the fuser may be hot. Use caution to avoid injury.

! CAUTION: Do not touch the shiny black transfer belt inside the cover. Touching the belt may deteriorate image quality or damage the belt.

1. If necessary, open Tray 5 (1). While lifting up the release lever (2) open cover A (3).

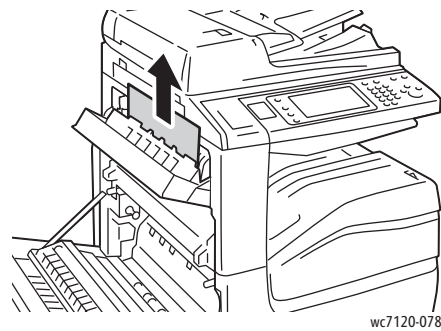


2. Lift the lever up, then open cover E.



- Remove the jammed paper.

Note: If the paper is torn, remove all torn pieces from the printer.



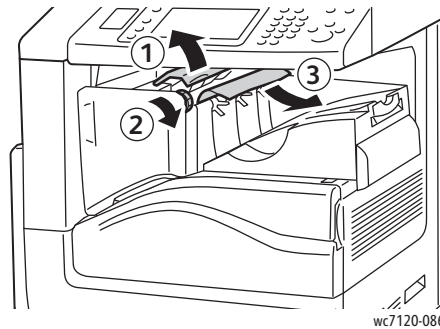
wc7120-078

- Close cover E.
- Close cover A.

Clearing Paper Jams in Integrated Office Finisher

- Open the finisher top cover (1). Turn the knob (2), then remove the paper by pulling it in the direction shown (3).

Note: If the paper is torn, remove all torn pieces from the printer.



wc7120-086

- Close the finisher top cover.

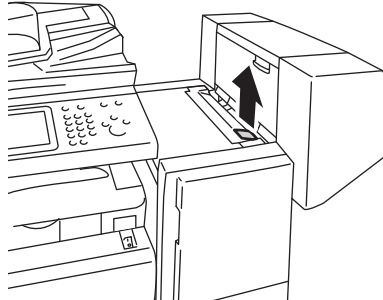
Clearing Paper Jams in Office Finisher LX

This section includes:

- [Paper Jams under the Top Cover](#) on page 190
- [Paper Jams in the Finisher Transport](#) on page 191

Paper Jams under the Top Cover

1. To open the finisher top cover, pull the lever up.



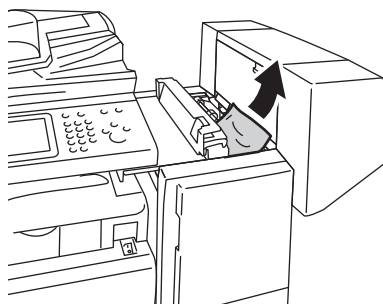
wc7120-087



wc7120-088

2. Remove the jammed paper.

Note: If the paper is torn, remove all torn pieces from the printer.



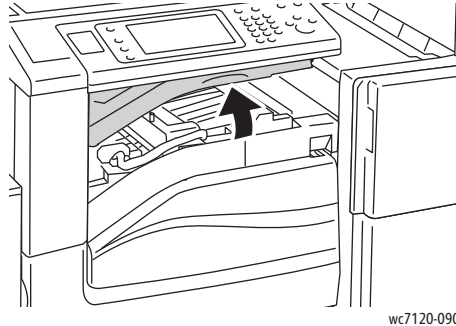
wc7120-089

3. Close the finisher top cover.

Paper Jams in the Finisher Transport

1. Lift to open the finisher transport cover.

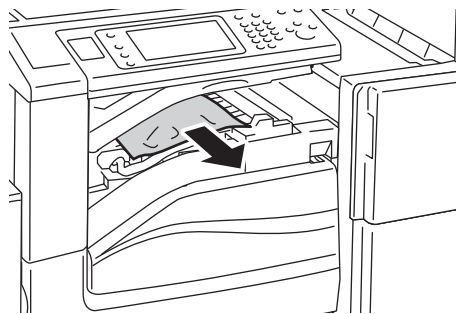
Note: The cover is hinged and cannot be removed from the printer.



wc7120-090

2. Remove the jammed paper.

Note: If the paper is torn, remove all torn pieces from the printer.



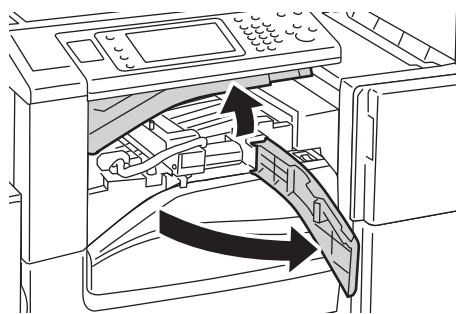
wc7120-091

3. Close the finisher transport cover.

Clearing Hole Punch Jams in Office Finisher LX

1. Lift to open the finisher transport cover, then open the front transport cover.

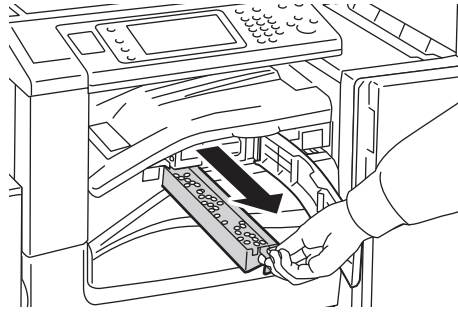
Note: The covers are hinged and cannot be removed from the printer.



wc7120-058

Troubleshooting

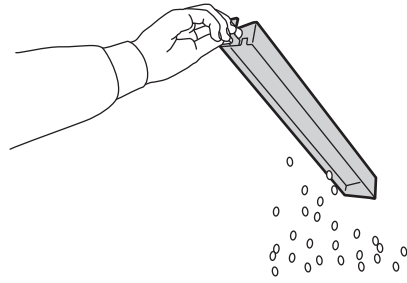
2. Remove the Hole Punch Waste Container at R4.



wc7120-059

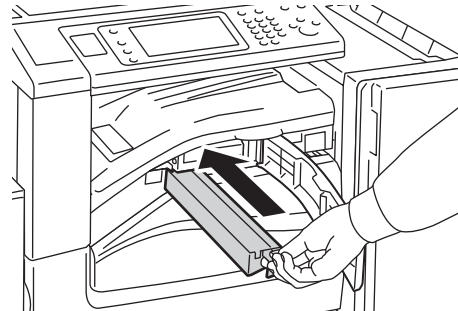
3. Empty the waste container.

Note: Whenever the waste container is removed, it must be emptied before re-inserting it in the printer.



wc7120-060

4. Insert the container all the way into the finisher.



wc7120-061

5. Locate and remove any paper jams.
6. Close the front transport cover, then close the finisher transport cover.

Troubleshooting Paper Jams

The printer is designed to function with minimal paper jams using Xerox supported media types only. Other media types may cause more frequent paper jams. If supported media is jamming frequently in one area, that area may need to be cleaned or repaired.

This section contains help for the following problems:

- [The Printer Pulls Multiple Sheets Together](#) on page 193
- [Paper Jam Message Stays On](#) on page 193
- [Duplex Unit Jams](#) on page 194
- [Document Feeder Jams](#) on page 194

The Printer Pulls Multiple Sheets Together

Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper past fill line.
The front edges of the paper are not even.	Remove the media, align the front edges, then reload it.
The media is moist from humidity.	Remove the media from the tray, and replace it with new dry media.
Too much static electricity is present.	Try a new ream of paper.
Unsupported media.	Use only Xerox-approved media. See Supported Media on page 51.
Humidity is too high for coated paper.	Feed paper one sheet at a time.

Paper Jam Message Stays On

Probable Causes	Solutions
Some paper remains jammed in the printer.	Recheck the media path and make sure that you have removed all of the jammed paper.

Duplex Unit Jams

Probable Causes	Solutions
Unsupported media of the wrong size, thickness, or type is being used.	Use only Xerox-approved media. For details, see Supported Media on page 51. Recheck the media path inside the duplex module and make sure that you have removed all of the jammed paper. Make sure that you have not mixed media types in the tray. Do not print envelopes, labels, extra heavyweight, or gloss paper 2-sided.

Document Feeder Jams

Probable Causes	Solutions
Unsupported media of the wrong size, thickness, or type is in use.	Do not use unsupported media. Use only Xerox-approved media. See Supported Media on page 51.
The documents loaded in the document feeder exceed the maximum capacity allowed.	Place fewer documents in the document feeder.
The document feeder guides are improperly adjusted.	Ensure the media guides fit snugly against the media loaded in the document feeder.

Media Misfeeds

Probable Causes	Solutions
The media is not correctly positioned in the tray.	Remove the misfed media and reposition the media properly in the tray. Ensure that the media guides in the tray are set correctly.
The number of sheets in the tray exceeds the maximum capacity allowed.	Remove the excess paper and load paper below the fill line.
The media guides are not correctly adjusted to the media size.	Adjust the media guides in the tray to match the size of the media.
Warped or wrinkled media is loaded in the tray.	Remove the media, smooth it out, and reload it. If it still misfeeds, do not use that media.
The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
Unsupported media of the wrong size, thickness, or type is in use.	Do not use unsupported media. Use Xerox-approved media. See Supported Media on page 51.


Probable Causes	Solutions
The label sheet is facing the wrong way in the tray.	Load the label sheets according to the manufacturer's instructions.
Envelopes are facing the wrong way in Tray 5 (Bypass Tray).	Load the envelopes facedown in Tray 5 (Bypass Tray) with the flaps closed, on the leading edge.

Clearing Staple Jams

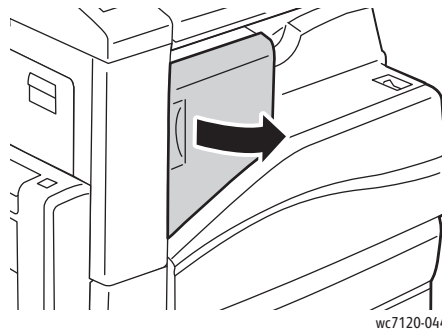
This section includes:

- [Clearing Staple Jams in Integrated Office Finisher](#) on page 196
- [Clearing Main Staple Jams in Office Finisher LX](#) on page 198
- [Clearing Booklet Maker Staple Jams in Office Finisher LX](#) on page 200

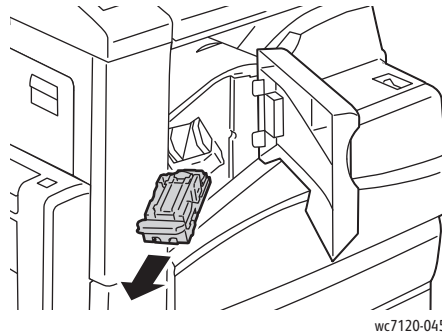
Clearing Staple Jams in Integrated Office Finisher

 **WARNING:** Do not perform this procedure while the printer is copying or printing.

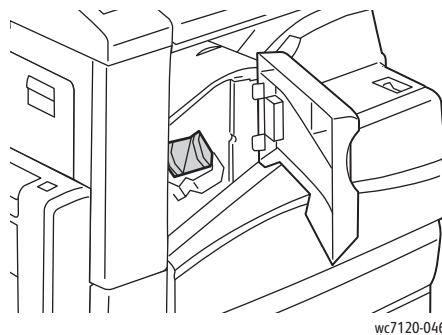
1. Open the finisher door.



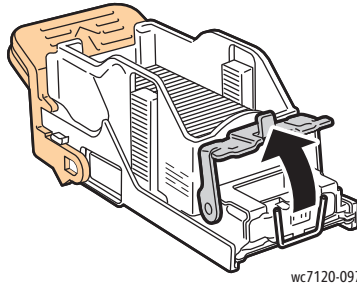
2. Grip the staple cartridge by the orange handle and remove it by pulling it firmly toward you.



3. Check inside the finisher for any loose staples and remove them.



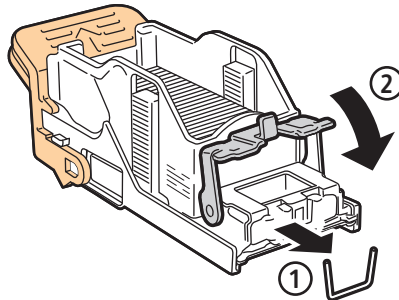
- Open the staple cartridge clamp by pulling firmly in the direction shown.



wc7120-097

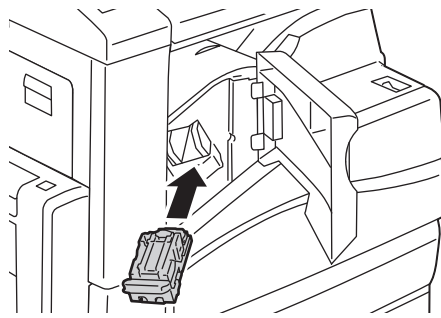
- Remove the jammed staples (1), then push the clamp in the direction shown until it snaps into the locked position (2).

! WARNING: The points of the jammed staples are sharp. Remove the jammed staples carefully.



wc7120-098

- Grip the staple cartridge by the orange handle and insert it into the staple cartridge unit until it clicks.



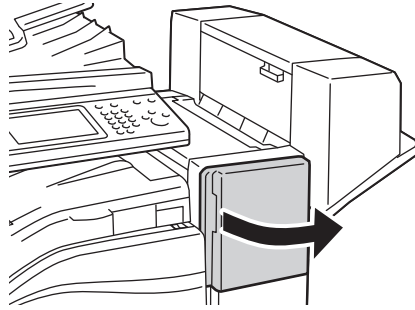
wc7120-049

- Close the finisher front door.

Clearing Main Staple Jams in Office Finisher LX

! **WARNING:** Do not perform this procedure when the printer is copying or printing.

1. Open the finisher front door.



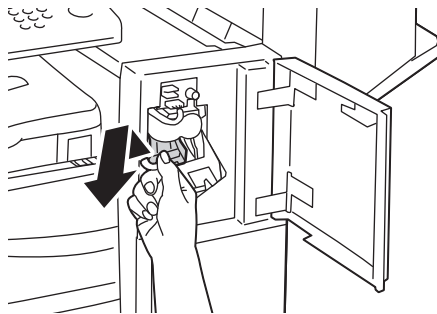
wc7120-050

2. The stapler is located inside the finisher cabinet. Pull the stapler toward you until it stops.
3. Push the stapler to the right.



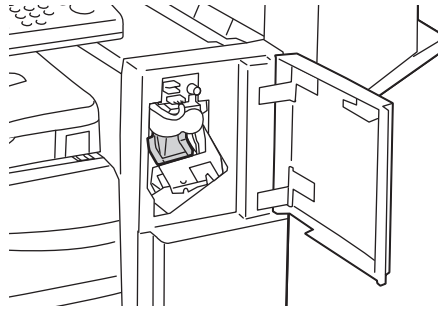
wc7120-051

4. Grip the staple cartridge by the orange handle and remove it by pulling it firmly toward you.



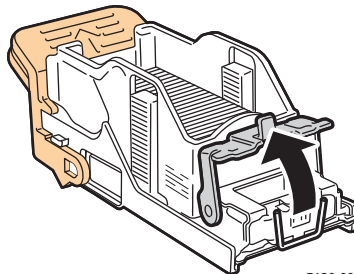
wc7120-052

5. Check inside the finisher for any loose staples and remove them.



wc7120-053

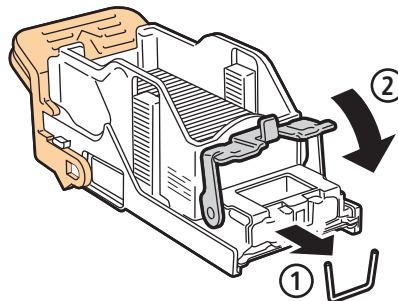
6. Open the staple cartridge clamp by pulling firmly in the direction shown.



wc7120-097

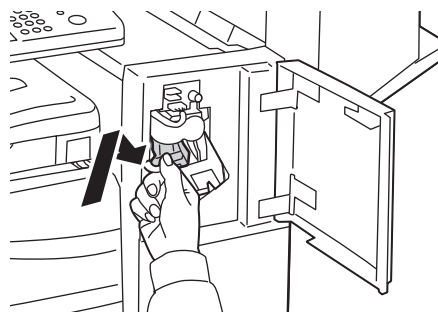
! **WARNING:** The points of the jammed staples are sharp. Remove the jammed staples carefully.

7. Remove the jammed staples (1), then push the clamp in the direction shown until it snaps into the locked position (2).



wc7120-098

8. Grip the staple cartridge by the orange handle and insert it into the stapler until it clicks into place.




wc7120-099

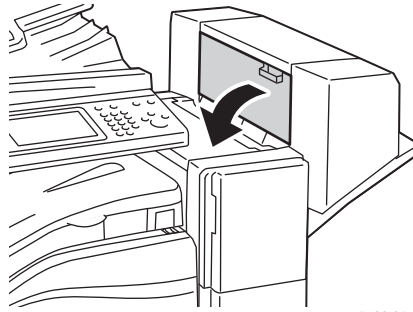
9. Close the finisher front door.

Clearing Booklet Maker Staple Jams in Office Finisher LX

The booklet maker stapler uses two staple cartridges labeled **R2** and **R3**. Booklet stapling requires that both staple cartridges be free of jammed staples.

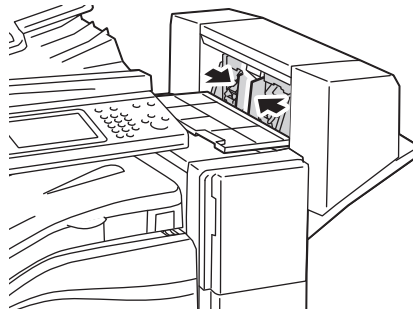
 **WARNING:** Do not perform this procedure when the printer is copying or printing.

1. Open the booklet maker side cover.



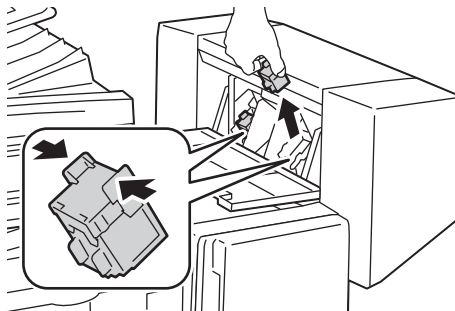
wc7120-054

2. If the staple cartridges are not visible, grip the vertical panels at the left and right of the opening and gently slide them to the center until they stop.




wc7120-055

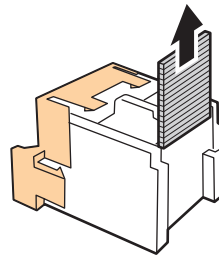
3. Grip the orange tabs on both sides of the staple cartridge and pull the cartridge out of the stapler.



wc7120-056

 **WARNING:** The points of the jammed staples are sharp. Remove the jammed staples carefully.

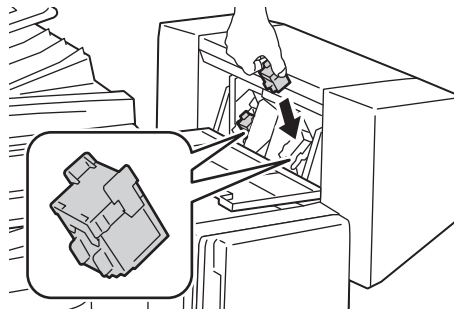
4. Remove the jammed staples by pulling them in the direction shown.



wc7120-101

5. Grip the orange tabs on both sides of the staple cartridge and insert it into the original position in the stapler.

Note: If you have trouble inserting the cartridge, make sure the cartridge is oriented with the orange tabs facing up.



wc7120-057

6. If no jammed staples were found, repeat steps 3 to 5 for the other staple cartridge.
7. Close the booklet maker side cover.

Print Quality Problems



CAUTION: The Xerox Warranty, Service Agreement, or Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or specialty media. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas. Please contact your local representative for details.

Notes:

- To enhance print quality, toner/print cartridges for many models of equipment are designed to cease functioning at a predetermined point.
- Grayscale images printed with the composite black setting count as color pages, because color consumables are used. This is the default setting on most printers.

Copy and Scan Problems

When the copy or scan quality is poor, select the closest symptom from the following table to correct the problem.

If the copy quality does not improve after carrying out the appropriate action, contact Xerox Customer Support or your reseller.

Symptom	Solution
Lines or streaks only present in copies made from the document feeder.	There is debris on the document glass. When scanning, the paper from the document feeder passes over the debris creating lines or streaks. Clean all glass surfaces with a lint free cloth.
Spots present in copies taken from the document glass.	There is debris on the document glass. When scanning, the debris creates a spot on the image. Clean all glass surfaces with a lint free cloth.
The reverse side of the original is showing on the copy or scan.	Copy: Turn on Background Suppression. Scan: Turn on Background Suppression.
Image is too light or dark.	Copy: Use the Image Quality settings to lighten, darken or adjust contrast. Scan: Use the Advanced Settings Tab to lighten, darken or adjust contrast.
Colors are off.	Copy: Use the Image Quality settings to adjust color balance. Scan: Confirm the correct Original Type is set.

Fax Problems

If a fax cannot be sent or received correctly, refer to the following table, then perform the indicated operation. If a fax still cannot be sent or received correctly, even after performing the described operations, contact your service representative.

This section includes:

- [Problems Sending Faxes](#) on page 204
- [Problems Receiving Faxes](#) on page 205

Problems Sending Faxes

Symptom	Cause	Solution
The document is not scanned using the document feeder.	The document is too thick, too thin, or too small.	Use the document glass to send the fax.
The document is scanned at an angle.	The document feeder guides are not adjusted to the width of the document.	Adjust the document feeder guides to fit the width of the document.
The fax received by the recipient is blurry.	The document is incorrectly positioned.	Position the document correctly.
	The document glass is dirty.	Clean the document glass.
	The text in the document is too faint.	Adjust the resolution. Adjust the contrast.
	There may be a problem with the telephone connection.	Check the telephone line, then send the fax again.
	There may be a problem with the caller's fax machine.	Make a copy to check that your printer is operating correctly, and then, if the copy was printed correctly, have the recipient check the condition of their fax machine.
The fax received by the recipient is blank.	The document was loaded incorrectly.	Document feeder: place the document to be faxed faceup. Document glass: place the document to be faxed facedown.
Fax was not transmitted.	The fax number may be wrong.	Check the fax number.
	The telephone line may be incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the recipient's fax machine.	Contact the recipient.

Problems Receiving Faxes

Symptom	Cause	Solution
The received fax is blank.	There may be a problem with the telephone connection or with the caller's fax machine.	Check that the printer can make clean copies. If it can, have the caller send the fax again.
	The sender may have loaded the pages incorrectly.	Contact the sender.
The printer answers the call, but will not accept incoming data.	Not enough memory.	If the job contains several graphics, the printer might not have enough memory. The printer will not answer if memory is low. Delete stored documents and jobs and wait for the existing job to complete. This will increase available memory.
The received fax size is reduced.	The paper supply in the printer may not match the document size sent.	Confirm the original size of the documents. Documents might be reduced based on the available paper supply in the printer.
Faxes cannot be received automatically.	The printer is set to receive faxes manually.	Set the printer to automatic reception.
	The memory is full.	Load paper if it is empty, and then print the faxes stored in the memory.
	The telephone line is incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the sender's fax machine.	Make a copy to check that your printer is operating correctly. If the copy prints correctly, have the recipient check their fax machine.

Getting Help

This section includes:

- [Control Panel Messages](#) on page 206
- [Alerts](#) on page 206
- [Online Support Assistant](#) on page 206
- [Web Resources](#) on page 207

Control Panel Messages

Xerox provides several automatic diagnostic tools to help you produce and maintain print quality.

The control panel provides you with information and troubleshooting help. When an error or warning condition occurs, the control panel touch screen displays a message informing you of the problem. In many cases, the touch screen also displays an animated graphic showing the location of the problem, such as the location of a paper jam.

Alerts

Alerts provide messages and instructions to help solve problems. Alerts can be viewed on:

- The Status page in CentreWare IS.
- All tabs in the printer driver Properties window. For detailed status information, click **More Status**.

Online Support Assistant

The Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve your printer problems. You can find solutions for problems with print quality, copy quality, media jams, software installation, and much more.

To access the Online Support Assistant, go to www.xerox.com/office/WC7120support.

Web Resources

Xerox provides several websites that offer additional help.

Resource	Link
Technical support information for the printer, includes online Technical Support, Recommended Media List, Online Support Assistant, driver downloads, documentation, and more	www.xerox.com/office/WC7120support
Supplies for the printer	www.xerox.com/office/WC7120supplies
A resource for tools and information, such as printing templates, helpful tips, and customized features to meet your individual needs	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Material Safety Data Sheets identify materials, and provide information on safely handling and storing hazardous materials	www.xerox.com/msds (U.S. and Canada) www.xerox.com/environment_europe (European Union)
Information about recycling supplies	www.xerox.com/gwa
Information about recycling the printer	www.xerox.com/environment (U.S. and Canada) www.xerox.com/environment_europe (European Union)

Printer Specifications

10

This chapter includes:

- [Physical Specifications](#) on page 210
- [Environmental Specifications](#) on page 211
- [Electrical Specifications](#) on page 212
- [Performance Specifications](#) on page 213
- [Controller Specifications](#) on page 214

For media specifications and capacities, see [Supported Media](#) on page 51.

Physical Specifications

Base Unit

- Width: 607 mm (23.8 in.) with bypass tray closed
- Depth: 640 mm (25.1 in.)
- Height: 1,132 mm (44.5 in.)
- Weight: 115 kg (253.5 lb.)

Base Unit with Integrated Office Finisher

- Width: 644 mm (25.3 in.)
- Depth: 640 mm (25.1 in.)
- Height: 1,132 mm (44.5 in.)
- Weight: 127 kg (279.9 lb.)

Base Unit with Office Finisher LX and Booklet Maker

- Width: 1,164 mm (45.8 in.)
- Depth: 651 mm (25.6 in.)
- Height: 1,132 mm (44.5 in.)
- Weight: 153 kg (337.3 lb.)

Environmental Specifications

Temperature

Operating: 10° to 28° C/50° to 83° F

When the humidity is 85 %, temperature must be 28° C/83° F or below.

Relative Humidity

Operating: 15 % to 85 %

When the temperature is 32°C /90° F, humidity must be 62.5 % or below.

Electrical Specifications

- 120 V AC, +/- 10%, 60 Hz. Power Consumption: 1.58 kW maximum
- 220-240 V AC, +/- 10%, 50 Hz. Power Consumption: 1.76 kW maximum for 220 VAC, 1.92 kW maximum for 240 V AC
- ENERGY STAR qualified product

Performance Specifications

Resolution

Maximum Resolution: 600 x 600 dpi

Print Speed

Color: 20 ppm

Black and White: 20 ppm

Controller Specifications

Processor

667 MHz

Memory

2 GB

Interface

Ethernet 10/100Base-TX

Regulatory Information



This chapter includes:

- [Basic Regulations](#) on page 216
- [Copy Regulations](#) on page 218
- [Fax Regulations](#) on page 221
- [Material Safety Data Sheets](#) on page 224
- [Energy Saver Mode](#) on page 225

Basic Regulations

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

United States (FCC Regulations)

This equipment has been tested and found to comply with the limits for a Class B 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 equipment 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 equipment 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 equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment 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 equipment and receiver.
- Connect the equipment 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 equipment. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada (Regulations)

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

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

European Union

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



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

- December 12, 2006: Low Voltage Directive 2006/95/EC
- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC

This product, 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 product can be obtained from Xerox.

Ozone Release

During print operation, a small quantity of ozone is released. This amount is not large enough to harm anyone adversely. However, be sure the room where the product is being used has adequate ventilation, especially if you are printing a high volume of materials, or if the product is being used continuously over a long period.

Other Regulations

Turkey (RoHS Regulation)

In compliance with Article 7 (d), we hereby certify "It is in compliance 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, and so on.
 - 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.
 - Adjusted Compensation Certificates for Veterans of the World Wars.
2. Obligations or Securities of any Foreign Government, Bank, or Corporation.
3. 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.
4. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
5. Passports. Foreign Passports may be photographed.
6. Immigration papers.

7. Draft Registration Cards.
8. 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.

9. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, and so on. (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 statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the 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 checks
- 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 customer documentation and follow the steps provided.

Data Coupler Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

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

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

Regulatory Information

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

- 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 equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice 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 equipment. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

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

Repairs to the machine should be made only by a Xerox 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 equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

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

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


Canada

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

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

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

Users should 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.

 **WARNING:** 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 equipment.

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 product 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 product provides an user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this product to the network.

Note: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification of this product, 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 Sheets

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.

Energy Saver Mode

As an ENERGY STAR partner, Xerox Corporation has determined that the basic configuration of this printer 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 machines, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory. Your printer will be delivered with the timer for switching to Power Save Mode from the last copy/print out, set at 20 minutes. For details on this feature see the System Administrator Guide.

Recycling and Disposal



This chapter includes recycling and disposal guidelines and information for:

- [All Countries](#) on page 228
- [North America](#) on page 228
- [European Union](#) on page 228
- [Other Countries](#) on page 230

Guidelines and Information

All Countries

If you are managing the disposal of your Xerox product, please note that the product may contain lead, 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 product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance website: www.eiae.org. Perchlorate Material: This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

North America

Xerox operates an equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment or for recycling and disposal information, contact your local authorities.

European Union

WEEE Directive 2002/96/EC

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

Domestic/Household Environment



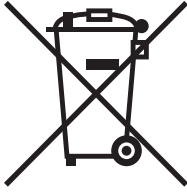
Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional/Business Environment

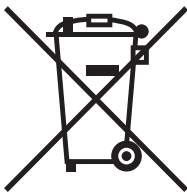


Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, please contact your local reseller or Xerox representative for end of life takeback information.

Information for Users on Collection and Disposal of Old Equipment and Used Batteries



These symbols on the products and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

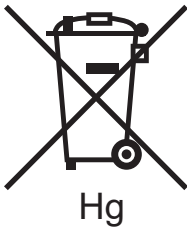
For Business Users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Information on disposal in other countries outside the European Union

These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.

Note for the Battery Symbol



This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

Removal

Batteries should only be replaced by a MANUFACTURER approved service facility.

Other Countries

Please contact your local waste authorities and request disposal guidance.

Index

Numerics

- 2-sided printing, 69
 - media types, 68
 - page layout options, 69

A

- accounting, 34

B

- before using the printer, 20
- billing meters, 161
- booklet printing, 72

C

- Centware Internet Services, 47
- cleaning the printer, 162
 - document cover, 162
 - document feeder rollers, 163
 - document glass, 162
 - exterior, 163
- clearing paper jams
 - cover A, 184
 - cover B, 185
 - cover C, 186
 - cover E, 188
 - document feeder, 182
 - duplex module D, 187
 - integrated office finisher, 189
 - office finisher lx, 190
 - tray 1, tray 2, tray 3 or tray 4, 180
 - tray 5 (bypass tray), 181
- clearing staple jams
 - booklet stapler
 - Office Finisher LX, 200
 - main stapler
 - Integrated Office Finisher, 196
 - Office Finisher LX, 198
- color corrections, 75
- configuration report
 - printing, 47

- consumables, 167
- control panel, 32
 - features and layout, 32
 - printer reports, 33
 - supplies warning message, 168
- copying, 95
- custom paper sizes
 - creating, 86
 - tray 5, 56
 - trays 1, 2, 3, 4, 54

E

- electrical safety
 - ground connection terminal, 12
- email
 - scan to, 128
- envelope tray
 - configuring, 57
 - loading, 58
- envelopes
 - printing, 60
- exception pages
 - printing, 81

F

- fax
 - receiving, 150
- faxing, 143
 - address book, 155
 - from your computer, 149
 - internet fax, 148
 - overview, 144
 - problems, 204
 - selecting options, 151
 - sending, 146
 - server fax, 147

G

- glossy paper
 - printing, 62

H

- help, 206
 - alerts, 206
 - control panel messages, 206
 - Online Support Assistant, 206
 - resources, 35

- technical support, 35
- Web resources, 207

I

information

- about your printer, 35
- printer management tools, 35
- Quick Use Guide, 35
- resources, 35
- technical support, 35

information pages

- printing, 33

installation and setup, 38

installing staples, 169

- Integrated Office Finisher, 169
- Office Finisher LX
 - booklet stapler, 173
 - main stapler, 171

IP address

- finding, 47

J

- job completion notification, 87

L

labels

- printing, 61

Linux printer driver, 46

loading envelopes

- envelope tray, 58
- tray 5 (bypass tray), 57

loading paper

- tray 5 (bypass tray), 55
- trays 1 through 4, 53

M

Macintosh

- printer drivers, 43

maintenance, 159

- general precautions, 160

material safety data sheets, 224

media

- misfeeds, 194
- supported, 51

Media Card Reader

- print from, 89

memory, 214

- mirror images, 85

- multiple pages to single sheet (N-Up)
 - printing, 71

N

- non-Xerox supplies, 168

O

- Online Support Assistant, 206

P

- pages per minute (ppm), 29

- parts of the printer, 21

- PCL 5 printer driver, 43

- PCL 6 printer driver, 43

- performance specifications, 213

- physical specifications, 210

PostScript

- option, 30

- printer driver, 43

- power off, 40

- power on, 38

printer

- configurations, 29

- control panel features, 32

- disposal, 228

- electrical safety, 12

- electrical supply, 12

- information resources, 35

- internal components, 26

- maximum print speed, 29

- maximum resolution (dpi), 29

- options, 30

- physical connection, 38

- recycling, 228

- reports, 33

- safety requirements, 11

- standard features, 29

- supplies, 14

- trays, 29

printer drivers

- Linux, 46

- Macintosh, 43

- UNIX, 46

- Windows, 42

printing

- 2-sided, 69

- black and white, 77
- booklets, 72
- both sides of paper, 68
- cover pages, 78
- creating custom sizes, 86
- envelopes, 60
- exception pages, 81
- glossy paper, 62
- information pages, 33
- insert pages, 80
- labels, 61
- mirror images for Windows, 85
- multiple pages to single sheet (N-Up), 71
- options
 - Macintosh, 66
 - Windows, 63
- scaling, 82
- secure print job, 90
- special job types, 90
- special media, 60
- watermarks, 83
- printing press simulation
 - Macintosh, 76
 - Windows, 76

R

- recommended media, 51
- regulatory information
 - Canada, 216
 - Europe, 217
 - other countries, 220
 - South Africa, 223
 - Turkey, 217
 - United States, 216
- routine maintenance items, 167

S

- safety, 11
 - certifications, 17
 - electrical, 12
 - laser, 13
 - maintenance, 15
 - operational, 14
 - printer location, 14
 - printer supplies, 14
- scaling printed pages, 82
- scanning, 119
 - additional options, 134

- importing scanned files into application, 140
- loading documents, 121
- overview, 120
- scan to email, 128
- scan to home, 131
- scan to network file repository, 127
- scan to pc, 130
- setting options, 133
- store to folder, 122
- template, 138
- using Xerox Scan Utility, 137
- secure print job, 90
 - printing, 90
- selecting printing options, 63
- special media
 - printing, 60
- specifications
 - controller, 214
 - electrical, 212
 - environmental, 211
 - memory, 214
 - performance, 213
 - physical, 210
 - printer, 209
- status messages, 168
- supplies, 14
 - non-Xerox supplies, 168
 - ordering, 168
 - recycling, 168
 - replacement, 167, 168
- supported media, 51

T

- troubleshooting, 175
 - clearing paper jams, 180
 - clearing staple jams, 196
 - copy/scan problems, 203
 - fax, 204
 - print quality problems, 202
 - technical support, 35
- TWAIN, 43

U

- UNIX printer driver, 46
- usage counters, 161
- USB Flash Drive
 - print from, 88
 - store to, 132

Index

W

WIA, 43

Windows printer drivers, 42

X

Xerox Scan Utility

accessing, 139

creating a scan template, 138

overview, 137