XEROX®

Xerox WorkCentre 4150 User Guide

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1 Welcome

Thank you for choosing the Xerox WorkCentre 4150. This products has been designed for ease of use, but to use your machine to its fullest potential, take some time to read this User Guide.

The User Guide provides you with an overview of the features and options that may be available on your machine. To help you familiarize yourself with your new machine please refer to:

- Chapter 2 Getting Started.
- Chapter 9 Setups.

Further chapters within this guide offer additional information on the features and options available. For additional assistance at the machine, press the Help button. If your machine is connected to the network, use the CentreWare Help system or click on the Help button in the Printer Driver.

NOTE: The graphic representations of the touch screen displayed throughout this User Guide are based on a fully configured WorkCentre 4150xf. The appearance of the touch screens may differ slightly on other configurations. However, feature descriptions and functionality as described remain the same.

Introduction

The Xerox WorkCentre 4150 is a digital device capable of being used for copying, printing, faxing, scanning to e-mail. The features and functions available on your machine depend on the model purchased:

Xerox WorkCentre 4150

This model is a digital copier and copies at 45 pages per minute. It comes with a Document Feeder, Paper Tray and Bypass Tray as standard and also provides 2 Sided copying. Additional Paper Trays, Finisher, Fax, Network Scanning, Foreign Interface Device and Cabinet or Short Stand are available as options.

Xerox WorkCentre 4150s

This model provides digital copying, printing and scan to e-mail. It copies and prints at 45 pages per minute. A Document Feeder, Paper Tray and Bypass Tray are also provided and 2-sided copying and printing are supported. Additional Paper Trays, Finisher, Fax, Network Scanning, Foreign Interface Device, 256 Mb Memory Upgrade and Cabinet or Short Stand are available as options.

Xerox WorkCentre 4150x

This model has digital copying, printing, scan to e-mail and faxing capabilities. It also provides networked printing. A Document Feeder and two Paper Trays are supplied as standard, and 2 Sided capability is also supported. Additional Paper Trays, Finisher, Network Scanning, Foreign Interface Device, 256 Mb Memory Upgrade and Cabinet or Short Stand are available as options. Documentation and software is provided to support the networked capability and an additional 32Mb memory is supplied with the e-mail function.

Xerox WorkCentre 4150xf

This model has digital copying, printing, scan to e-mail and faxing capabilities. It also provides networked printing. A Document Feeder, 50-sheet Finisher, Short Stand and 4 Paper Trays are supplied as standard, and 2 Sided capability is also supported. Documentation and software is provided to support the networked capability and an additional 32Mb memory is supplied with the e-mail function. Additional Network Scanning feature, Foreign Interface Device and 256 Mb Memory Upgrade are available as options.

About This Guide

Throughout this User Guide some terms are used interchangeably:

- Paper is synonymous with media.

- Document is synonymous with original.

- Xerox WorkCentre 4150, 4150s, 4150x or 4150xf is synonymous with the machine.

The following table offers further information about the conventions used within this Guide.

Convention	Description	Example
Italic TypeFace	Used to denote screen or tab titles. In addition, references to other publications are displayed in Italic typeface.	*Basic Copy Features. Please refer to chapter 3, page 42.*
Notes	Used to provide additional or useful information about a function or feature.	NOTE: The machine automatically detects standard document sizes.
Information	Offers more in-depth specification information relating to the machine.	ⓘ *Up to 50 sheets of 20 lb (80 g/m²) bond paper can be loaded.*
Warning	Used to alert users to the possibility of personal injury.	WARNING: **This product must be connected to a protective earthing circuit.**
Caution	Cautions are statements that suggest mechanical damage as a result of an action.	CAUTION: **DO NOT use organic or strong chemical solvents or aerosol cleaners or pour fluids directly onto any area.**

Most option screens include three buttons to confirm or cancel your choices.
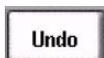
- The **Undo** button resets the current screen to the values that were displayed when the screen was opened.
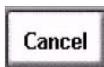
- The **Cancel** button resets the screen and returns to the previous screen
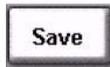
> • The **Save** button saves the selections made and returns to the previous screen.

Orientation

Short Edge Feed (SEF) / Landscape   When observed from the front of the machine, paper or originals with the short edges to the left and right of the paper tray or document feeder.

SEF Orientation

Paper Feed Direction
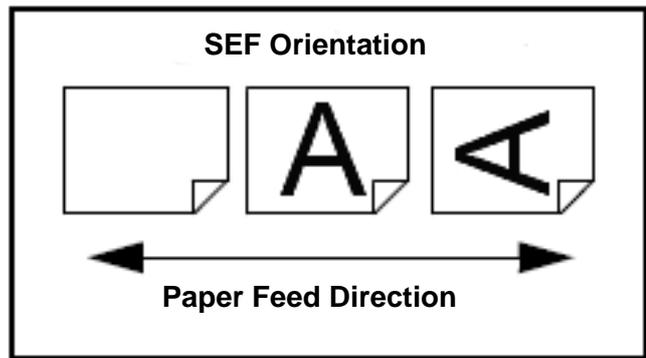
Related Information Sources

Information on this family of products can be found in:

1. This *User Guide*
2. The *Getting Started Guide*
3. The *Quick Install Booklet*
4. The *System Administration CD*
5. The Xerox website *http://www.xerox.com*

Customer Support

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

http://www.xerox.com

If you require further assistance, call our experts at the Xerox Welcome Center, or contact your local representative. When telephoning please quote the machine serial number. Use the space below to make a note of the machine serial number:

\# _____

To access the serial number open the side cover using the release latch and then open the front door. The serial number is located on the panel above the toner cartridge. The Xerox Welcome Center or local representative telephone number is provided when the machine is installed. For convenience and future reference, please record the telephone number in the space below:

Xerox Welcome Center or local representative telephone number:

\# _____

Safety

Read these safety notes carefully before using this product to ensure you operate the equipment safely.

Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include Safety Agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product.

The safety testing and performance of this product have been verified using XEROX materials only.

Follow all warnings and instructions marked on, or supplied with the product.

This WARNING mark alerts users to the possibility of personal injury.

This WARNING mark alerts users to heated surfaces.

WARNING: **This product must be connected to a protective earthing circuit.**

Operator Accessible Areas

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

Maintenance

Any operator maintenance procedures will be described in the customer documentation supplied with the product. Do not to carry out any maintenance on this product, which is not described in the customer documentation.

- This product is equipped with a 3-wire type plug, provided with a protective earthing pin. This plug will fit only into an earthed power outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use an earthed adapter plug to connect the product to a power source receptacle that lacks an earth connection terminal.

- This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your local power company.

- Do not allow anything to rest on the power cord. Do not locate the product where persons will step or trip on the cord.

- Use of an extension cord with this product is not recommended or authorized. Users should check building codes and insurance requirements if a properly earthed extension cord is to be used. Ensure that the total ampere ratings of the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, ensure that the total amperage of all products plugged into the wall outlets does not exceed the outlet rating.

- Disconnect Device for this product is the power cord. To remove all electrical power to the product, disconnect the power cord from the power receptacle.

- Your equipment is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

- Unplug this product from the wall outlet before cleaning. Always use materials specifically designated for this product. Use of other materials may result in poor performance and could create a hazardous situation.

- **Do not** use aerosol cleaners. Follow the instructions in this User Guide for proper cleaning methods.

- **Never** use supplies or cleaning materials for purposes other than those for which they were intended. Keep all supplies and materials out of reach of children.

- **Do not** use this product near water, wet locations, or outdoors.

- **Do not** place this product on an unstable cart, stand or table. The product may fall, causing personal injury or serious damage to the product.

- Slots and Openings in the cabinet and in the back and sides of the product are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The product should never be located near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.

- **Never** push objects of any kind into the slots of the product as they may touch dangerous voltage points or short out parts which could result in a fire or electric shock.

- **Never** spill liquid of any kind on the product.

- **Never** remove covers or guards that require a tool for removal, unless directed to do so in a Xerox approved maintenance kit.

- **Never** defeat interlock switches. Machines are designed to restrict operator access to unsafe areas. Covers, guards and interlock switches are provided to ensure that the machine will not operate with covers opened.

- **Do not** put your hands into the fuser area, located just inside the exit tray area, as you may be burned.

- This equipment is to be used on an appropriate branch circuit/electrical outlet. If this machine needs to be moved to a different location, contact a Xerox service representative or your authorised local representative or service support organisation.

- If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorised local service representative to correct the problem.

  – The equipment emits unusual noise or odors.

  – The power cord is damaged or frayed.

  – A wall panel circuit breaker, fuse, or other safety device has been tripped.

  – Liquid is spilled into the copier/printer.

  – The equipment is exposed to water.

  – Any part of the equipment is damaged.

⚠️ CAUTION: **Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instruction.**

Quality Standards: The product is manufactured under a registered ISO9002 Quality system.

If you need additional safety information concerning this XEROX product or XEROX supplied materials you may call the following number:

EUROPE: **+44 (0) 1707 353434**

USA/CANADA: **1 800 928 6571**

Safety Standards

EUROPE: This XEROX product is certified by the following Agency using the Safety Standards listed.

Agency: TUV Rheinland

Standard: IEC60950-1, 2001

USA/CANADA: This XEROX product is certified by the following Agency using the Safety Standards listed.

Agency: UNDERWRITERS LABORATORIES

Standard: UL60950-1, 2003 Edition. Certification is based on reciprocity agreements, which include requirements for Canada.

Laser Safety Information

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

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

Ozone Safety Information

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

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

For Consumables

Store all consumables in accordance with the instructions given on the package or container.

- Keep all consumables away from the reach of children.

- Never throw toner, toner cartridges or toner containers into an open flame.

Radio Frequency Emissions

United States, Canada, Europe:

NOTE: 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 residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. 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 receiving antenna.

– 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/TV technician for help.

Shielded interface cables must be used with this equipment to maintain compliance with FCC regulations in the United States.

Product Safety Certification

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

Agency	Standard
Underwriters Laboratories Inc	UL60950-1 1st (2003) (USA/Canada)
	IEC60950-1 Edition 1 (2001)

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

Environmental Choice^{TM}

Terra Choice Environmental Services, Inc., of Canada has verified that this Xerox product conforms to all applicable Environmental Choice^{TM} EcoLogo^{TM} requirements for minimized impact to the environment.

CE Mark

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:

January 1, 1995:

Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996:

Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999:

Council Directive 99/5/EC on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your authorised local dealer.

In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.

Shielded interface cables must be used with this product to maintain compliance with Council Directive 89/336/EEC.

Regulatory Information

FCC Part 15

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

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

WARNING: **Shielded cables must be used with this equipment to maintain compliance with FCC regulations.**

ICES-003

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

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

US Regulatory Information for the Fax Kit option

Model Number: XRX-FAXKIT

Fax Send Header Requirements: The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) The country location, telephone number identifying the machine, the header text information (business name), the send and receive behavior and dial type must be entered when installing the Embedded Fax kit option. For more information on setting the fax defaults, refer to *Fax Transmission Defaults in the Setups chapter on page 116.* For further

information on installing Embedded Fax, refer to the System Administration CD.

Fax Kit 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 rear 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.

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.**

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 (or 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 (e.g, 03 is a REN of 0.3).

For earlier products, the REN is separately shown on the label.

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

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

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the Xerox Welcome Center telephone number 800-821-2797.

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 and fax kit should be made only by a Xerox representative or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, ensure the installation of this Xerox equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Canadian Regulatory Information for the Fax Kit option

Model Number: XRX-FAXKIT

This product meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number (REN) is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five. The REN value may be found on the label located on the rear of the equipment.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

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

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

European Regulatory Information for the Fax Kit option

Certification to 1999/5/EC Radio Equipment & Telecommunications Terminal Equipment Directive

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC.

The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:

Austria	*France*	*Italy*	*Romania*
Belgium	*Germany*	*Luxembourg*	*Spain*
Bulgaria	*Greece*	*Netherlands*	*Sweden*
Czech Republic	*Hungary*	*Norway*	*Switzerland*
Denmark	*Iceland*	*Poland*	*United Kingdom*
Finland	*Ireland*	*Portugal*	

In the event of problems, you should contact your local Xerox representative in the first instance.

This product has been tested to and is compliant with TBR21, a technical 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.

Illegal Copying

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

• Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness

Coupons from Bonds

Silver Certificates

United States Bonds

Federal Reserve Notes

Certificates of Deposit

National Bank currency

Federal Reserve Bank Notes

Gold Certificates

Treasure Notes

Fractional Notes

Paper money

Bonds and obligations of certain agencies of the government, such as FHA

Bonds (US Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps (If it is necessary to copy a legal document on which there is a cancelled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled (For philatelic purposes, postage stamps may be photographed provided the reproduction is black and white and less than 3/4 or more than 11/2 times the linear dimensions of the original).

Postal Money Orders

Bills, checks, or drafts for money drawn by or on authorized officers of the United States

Stamps and other representatives of value, of whatever denomination, which may be or have been issued under any Act of Congress

- Adjusted compensation Certificates for veterans of the World Wars.

- Obligations or Securities of any foreign government, bank, or corporation.

- Copyrighted material (unless permission of the copyright owner has been obtained or the copying falls within the "fair use" or library reproduction provisions of the copyright law). Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, DC 20559 (circular R21).

- Certificates of Citizenship or Naturalization (foreign naturalization certificates may be photographed).

- Passports (foreign passports may be photographed).

- Immigration papers.

- Draft Registration cards.

- Selective Service Induction papers which bear any of the following information:

Registrant's earnings or income

Registrant's dependency status

Registrant's court record

Registrant's previous military service

Registrant's physical or mental condition

NOTE: **Exception:** US Army and Navy discharge certificates may be photographed.

- Badges, identification cards, passes or insignias carried by military or Naval personnel, or by members of the various Federal Departments and Bureaus, such as the FBI and Treasury (unless the photograph is ordered by the head of such Department or Bureau).

⚠ WARNING: **Copying of the following is also prohibited in certain states: automobile licences, driver's licenses, and automobile Certificates of Title. This list is not all-inclusive. In case of doubt, consult your attorney.**

Cyprus	*Hungary*	*Lithuania*	*Slovakia*
Czech Republic	*Italy*	*Malta*	*Slovenia*
Estonia	*Latvia*	*Poland*	*Spain*

Environmental Compliance

USA

Energy Star

As an ENERGY STAR partner, Xerox Corporation has determined that (the basic configuration of) this product 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 machine, 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 to enter a "low power" state and/or shut off completely after a specified period of use. These energy-saving features can reduce product energy consumption in half when compared to conventional equipment.

Canada

Environmental Choice

Terra Choice Environmental Serviced, Inc. of Canada has verified that this product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment.

As a participant in the Environmental Choice program, Xerox Corporation has determined that this product meets the Environmental Choice guidelines for energy efficiency.

Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products.

Product Recycling and Disposal

If you are managing the disposal of your Xerox product, please note that the product contains lead, mercury, and other materials whose disposal may be regulated due to environmental considerations in certain countries or states. The presence of lead and mercury is fully consistent with global regulations applicable at the time that the product was placed on the market.

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 you 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 dealer or Xerox representative for end of life takeback information.

North America

Xerox operates an equipment take back and reuse/recycle program. Contact your Xerox sales representative to determine whether this Xerox product is part of the programme. For more information about Xerox environmental programmes, visit *www.xerox.com/environment* or for recycling and disposal information, contact your local authorities.   In the United States, you may also refer to the Electronic Industries Alliance web site: *www.eiae.org*.

European Union

WEEE Directive 2002/96/EC

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

Mercury Safety

LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING LOCAL, STAT OR FEDERAL LAWS. For details see lamprecylce.org, eiae.org.

Other Countries

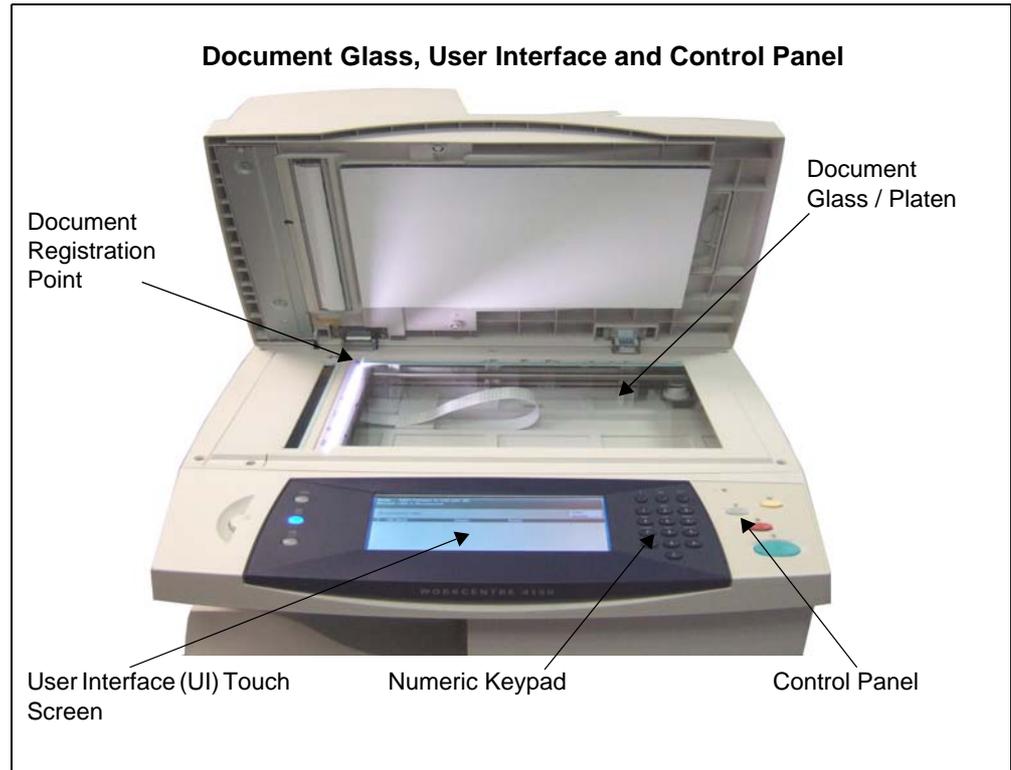Please contact your local waste authorities and request disposal guidance.

2 Getting Started

Before you use your machine, take some time to familiarize yourself with the various features and options. Use the instructions in the separately provided **Quick Install** booklet to unpack and setup your machine ready for use.
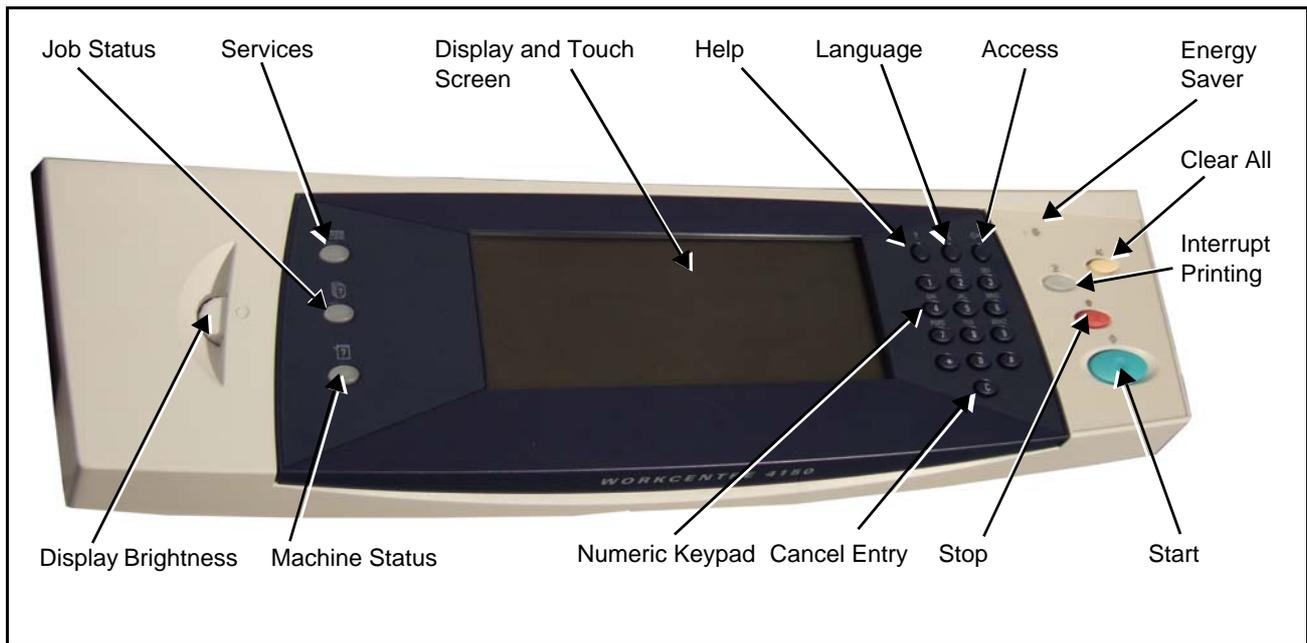
Machine Overview

Component Location

Configuration with Trays 1, 2, 3 & 4 and Short Stand

Document Feeder

Control Panel

Finisher

Paper Tray 1

On/Off Switch

Paper Tray 2

Paper Trays 3 & 4

Short Stand

Configuration with Output Tray, Tray 1 & Bypass Tray

Configuration with Trays 1 & 2, Cabinet Stand

Output tray

Configuration with Tray 1 Bypass Tray and Finisher

Bypass Tray

Finisher

Cabinet Stand

Document Glass, User Interface and Control Panel

Document Registration Point

Document Glass / Platen

User Interface (UI) Touch Screen

Numeric Keypad

Control Panel

Models and Components

|	WorkCentre 4150	WorkCentre 4150s	WorkCentre 4150x	WorkCentre 4150xf
50-sheet DADF	Standard	Standard	Standard	Standard
Paper Tray 1 & Bypass Tray	Standard	Standard	Standard	Standard
Digital Copying	Standard	Standard	Standard	Standard
Network Printing	-	Standard	Standard	Standard
Network Scanning	-	Option	Option	Option
Fax	Option	Option	Standard	Standard
Scan to E-mail	-	Standard	Standard	Standard
Memory Configuration	System: 128Mb Fax: 16Mb	System: 256Mb Fax: 16Mb	System: 256Mb Fax: 16Mb	System: 256Mb Fax: 16Mb
520 Sheet Paper Tray 2	Option	Option	Standard	Standard
520 Sheet Paper Trays 3&4	Option	Option	Option	Standard
Finisher	Option	Option	Option	Standard
Cabinet / Short Stand	Option	Option	Option	Short Stand as Standard
Foreign Interface	Option	Option	Option	Option
Software Options	-	Image Overwrite NW Scan NW Accounting NW Fax Server	Image Overwrite NW Scan NW Accounting NW Fax Server	Image Overwrite NW Scan NW Accounting NW Fax Server

Control Panel Overview

Feature	Description
Services	Displays the job features on the screen.
Job Status	Displays job progress information.
Machine Status	Displays the current status of the machine.
Display and Touch Screen	Displays and selects all the available programming features, plus fault clearance procedures and general machine information.
Help	Accesses additional information.
Language	Changes text displayed on the screen to an alternative language.
Access	Accesses Tools, used to adjust the defaults of the machine.
Numeric Keypad	Use to enter numeric characters.
Cancel Entry	Press to cancel the entry made on the numeric keypad.
Energy Saver	Displays when the machine is in energy saver mode. Touch the User Interface to wake up the machine.
Clear All (AC)	Press to reset to normal copy and print defaults.

| Feature	Description
Interrupt Printing	Press to stop current print job and perform a local job.
Stop	Press to cancel current job.
Start	Press to begin local job.
Display Brightness	Adjust to lighten or darken the control panel display touch screen.

Powering on the Machine

1. Connect the **AC Power Cord** to the machine and a power outlet. The power cord must be plugged into a grounded power socket.

2. Press the **ON/OFF** switch to the ON (**I**) position. As the machine boots up, the display is blank until the message "Please Wait...Machine self test in progress" appears on the display.

3. To power OFF, press the **ON/OFF** switch again to the (**O**) position.

ON/OFF switch

AC Power Cord
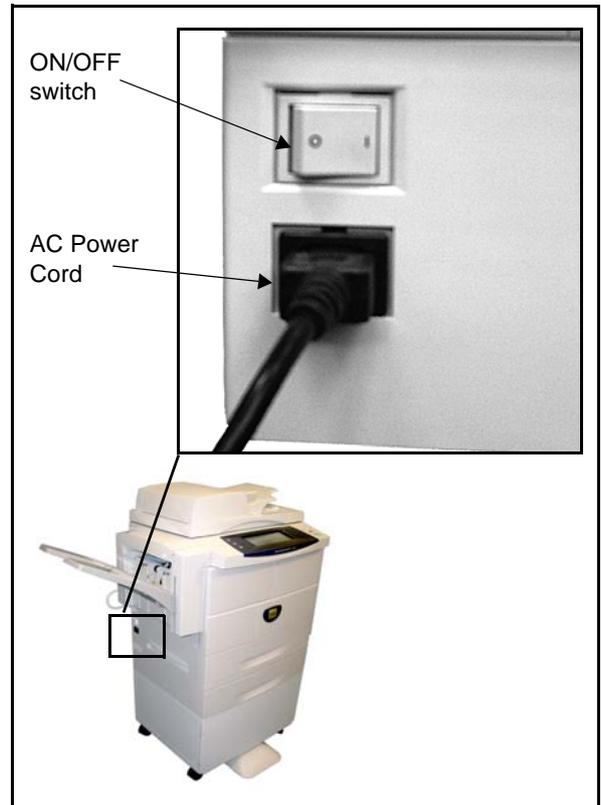
Loading Paper

ⓘ *Additional Paper Trays are available as an option. The instructions for loading all paper trays are the same.*

1. Pull open the paper tray.

Max Fill line

Rear Guide

Side Guides
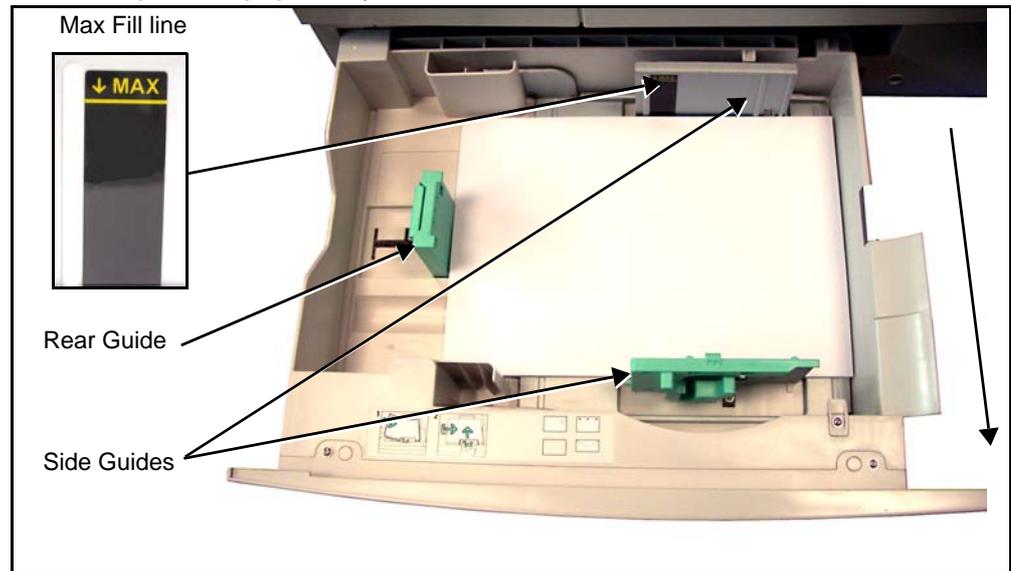
2. Fan the paper and insert it into the tray. Do not fill above the **Maximum Fill Line**.

3. Move the guides so they just touch the paper stack.

4. Close the tray.

NOTE: For more information on loading paper, please refer to *Loading the Paper Trays in the Paper and other Media chapter on page 99.*

Logging On / Logging Off

If the Auditron or the optional Network Accounting has been enabled, a valid User Number needs to be entered in order to access the machine functions. The Auditron automatically tracks Copy jobs for billing purposes, as well as preventing unauthorized access to the machine. Network Accounting is used to track jobs completed over the network. Contact your System and/or Auditron Administrator for more information.

1. When the Auditron is enabled, use the keypad to enter a 4 digit password and then select **Enter**.

> Ready to scan your job.
>
> Tray 1 empty, please reload.   **1**
>
> Login   Cancel
>
> Please enter your password and touch Enter
>
> ⎣ ******** ⎦
>
> Enter

2. When Network Accounting has been enabled, enter a valid User ID and Account ID and select **Enter**.

> **1**
>
> Login
>
> Please input your User and Account IDs
>
> ⌨ User ID
>
> ⌨ Account ID   Enter
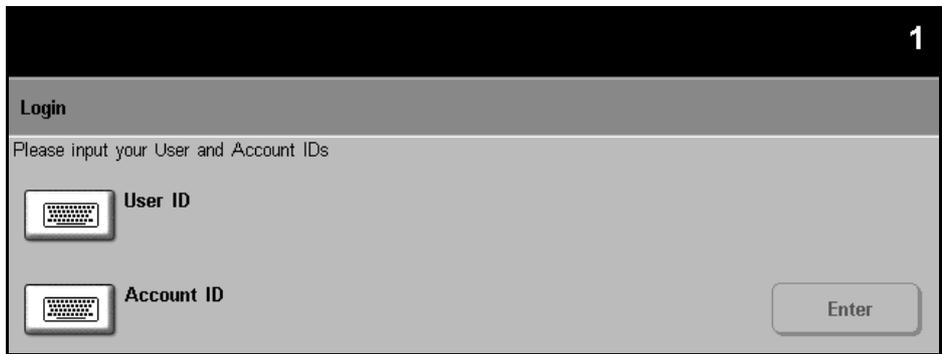
3. Complete your job.

4. To Log Off:

   1) Press **Access** on the control panel.

   2) Select **Logout** on the touch screen.

Machine Status

The Machine Status feature displays the following:

- Machine Information

- Error Messages

- Service Information

Select the Machine Status button to the left of the User Interface.

Machine Information

The *Machine Information* tab displays the following information:

Serial Number   Serial number of machine. Use this when contacting Xerox support.

Total Impressions   Displays a running total of impressions made.

Machine Details   Select the Machine Details button to view useful information set by the System Administrator:

- Customer Support details
- Supplies telephone number
- Machine serial number
- Customer asset tag number
- Xerox asset tag number
- System Software Version

For information on how to set up this screen, refer to Customer Support and Supplies Numbers in the Setups chapter on page 145.

The Machine Details screen also shows:

Machine Hardware Options Configuration: This screen displays which hardware options, e.g. paper trays, finisher, fax, etc are installed on the machine.

Machine Software Version: This screen displays the current software versions of features such as the main controller, image output terminal, user interface and tray firmware.

Paper Tray Status   Displays the following information about each paper tray:

Status

Size, e.g. A4 (as preset by the System Administrator)

Type, e.g. punched, plain (as preset by the System Administrator)

Color (as preset by the System Administrator)

Billing Meters   Displays overall total of images made. It also displays the number of images made by each machine feature:

- Copy

- Print (where installed)

- Fax (where installed)

- E-mail (where installed)

- Scanning (where installed)

Print Reports   Allows the user to print the following reports:

Report	Description
Call For Assistance	Displays the error and fault log for the machine.
Help List	Displays a list of control panel buttons, factory defaults and available options
Error Messages	Displays machine error list
Last 40 Error Messages	Displays 40 most recent machine error messages
System Configuration	Displays the current hardware and software configuration of the machine.
All Above Reports	Prints all listed reports

Press the **Accounting Reports** button to access the following reports:

Report	Description
Auditron	Displays Auditron accounting data

Report	Description
Xerox Standard Accounting (XSA)	Displays XSA accounting data
All Accounting Reports	Prints all listed Accounting reports

Press the **Email Reports** button to access the following reports:

Report	Description
Email Send	Displays list of Email transmissions
Email Confirmation	Displays Email transmission details and status
User Authentication	Displays User login ids and addresses
Local Address Book Members	Displays numbers stored in the Local Address Book
Group Address Book Members	Displays numbers stored in the Group Address Book
All Email Reports	Prints all listed Email reports

Error Messages
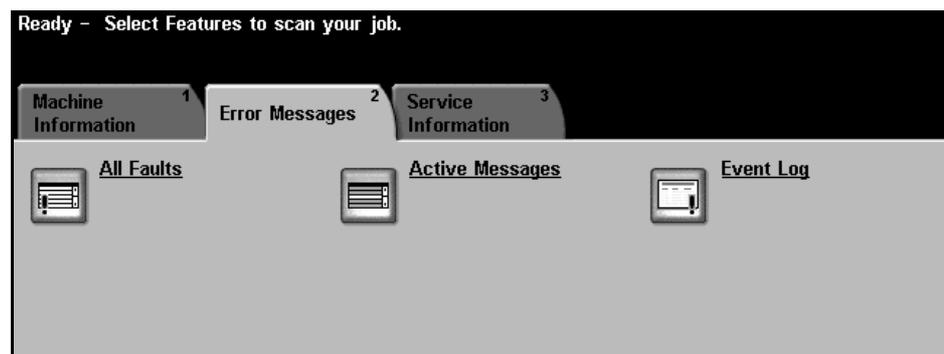
The Error Messages tab displays information on machine errors and faults.

All Faults   Displays the fault description and instructions on how to resolve the fault.

Active Messages   Displays the list of active error messages.

Event Log   Displays all fault messages and when they occurred. The fault messages can be ordered by time or by error code.

Service Information

> Ready – Select Features to scan your job.
>
> | Machine Information ¹ | Error Messages ² | Service Information ³ | | |
> | --- | --- | --- | --- | --- |
> | **Supply** | | **Measure** | **Count** | |
> | Toner Cartridge | | % Remaining: | 97 | |
> | SMart Kit Drum Cartridge | | % Remaining: | 99 | |
> | Fuser | | Image Count: | 22 | |
> | Feed Roller – Tray 1 | | Feed Count: | 0 | |
> | Feed Roller – Tray 2 | | Feed Count: | 0 | |
> | Feed Roller – Tray 3 | | Feed Count: | 0 | |

The Services Information tab displays the current status of customer replaceable and engineer replaceable consumables

Toner Cartridge   Displays the remaining percentage of toner life

SMart Kit Drum Cartridge   Displays the remaining percentage of drum cartridge life.

Fuser   Displays the number of images made with the current fuser.

Tray(s) Feed Roller   Displays the number of images made with the current tray rollers.

Document Feed Roller   Displays the number of images made with the current document feed roller.

Bias Transfer Roll (BTR)   Displays the number of images made with the current BTR.

Document Feeder Friction Pad   Displays the number of images made with the current document feeder friction pad.

Select the **Services** button to the left of the User Interface to return to the *Services* default screen.

Customizing your Machine

Your machine can be customized to suit your working environment and practices. The System Management Tools enable your System or Machine Administrator to set-up, customize and maintain the machine.

After your machine is installed, it is recommended that the settings and options are customized to fully meet the requirements of the Users. Please discuss your requirements with your System or Machine Administrator to ensure you get optimum performance from your machine.

The Tools facility is accessed using the **Access** button on the control panel. Some of the settings within Tools are critical to the operation of the machine, therefore the screens are password protected so they cannot be accidentally changed or corrupted.

For full instructions on accessing and customizing the System Management Tools, refer to *Setups chapter on page 107.*

System Management Tools include:

System Settings	Fax Setups
Screen Defaults	Online / Offline
Access and Accounting	Optional Services
Feature Defaults	Software Reset
Connectivity and Network Setup	Customer Support & Supplies Numbers
Supplies Management	Power Saver Administration
Machine Tests	

For Further Assistance

Access the Online Help: Press Help at any time to access the online help screens. Messages, screen instructions and graphics provide additional information.

For additional Help   If you need any additional help on using your machine you can:

1) Refer to the **Getting Started Guide** or the **System Administration CD**, contained in the CD Pack delivered with your machine.

2) Contact your System and/or Machine Administrator.

3) Visit our Customer Web Site at **www.xerox.com** or contact the Xerox Welcome and Support Centre quoting the machine serial number. Press the **Machine Status** button on the control panel.

NOTE: The serial number can also be found on a metal plate inside the front door.

3 Copy

This chapter contains information on the copy screen and the copy features available. Some of the features described in this chapter are optional and may not apply to your machine configuration.

Copy Procedure

This section describes the basic procedure for making copies. Follow the steps below.

Load the Documents – page 18
Select the Features – page 19
Enter the Quantity – page 21
Start the Copy Job – page 21
Job Status Screen – page 21
Stop the Copy Job - page 23

NOTE: If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number, or for more information, contact the Key Operator or the System Administrator.

1 Load the Documents

You can load the documents to be copied either on the Document Glass or through the Document Feeder.

For information on setting up the paper trays, refer to *Setting up Paper Trays in the Setups chapter on page 123.*

Document Feeder:

The following steps explain how to load documents using the document feeder:

1. Before loading the documents into the document feeder, ensure they are in good condition and remove all staples and paper clips.

2. Insert the documents neatly into the document feeder, face up. The first page should be on top with the headings towards the left of the machine.

ⓘ *Up to 50 sheets of 20 lb (80 g/m²) bond paper can be loaded. Weight ranges from 12 lb to 28 lb (50 - 120 g/m²) - refer to Electrical Specifications in the Specifications chapter on page 166 for full Document Feeder Specifications.*

3. Place the stack in the middle of the guides aligning the left edge with the document feeder tray, and position the guides to just touch the edge of the documents.

4. When **Paper Supply** is set to **Auto**, the machine automatically selects an appropriate tray.

Document Glass:

The following steps explain how to load documents using the document glass:

1. Raise the document feeder.

Registration Arrow

2. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass.

3. Lower the document feeder.

2 Select the Features

By default, the *Copy* screen is the first screen displayed on the machine. If the screen displays *Job Status* or *Machine Status*, press the **All Services** button. If the touch screen displays other options like Fax or E-mail, select **All Services** and select **Copy** from the displayed items.

Various copy features can be selected for your copy job. The most common features are displayed on the **Basic Copying** screen.

1. Press the **All Services** button on the touch screen.
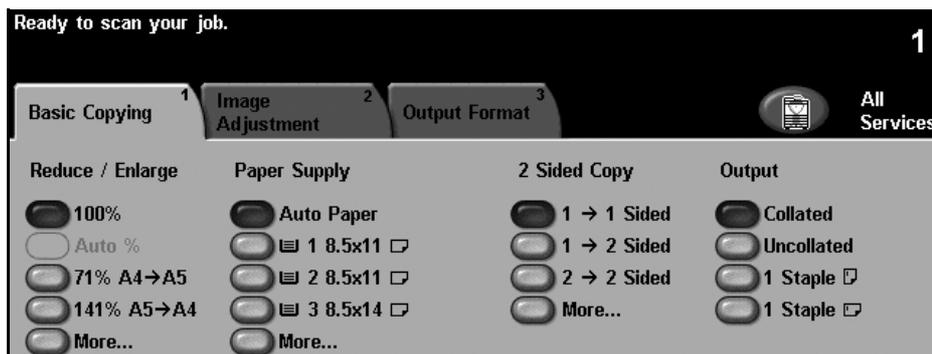
2. Select **Copy** on the touch screen. Ensure that the **Copy** screen is displayed.
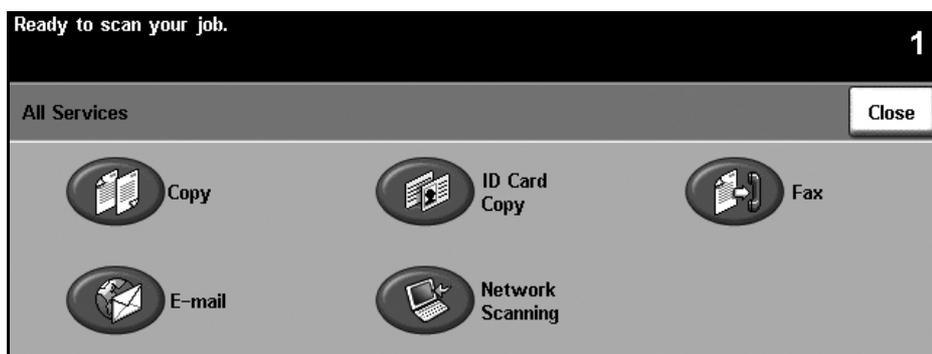
NOTE: If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number, or for more information, contact the Key Operator or the System Administrator.

3. Press the **Clear All** button once on the control panel to cancel any previous selections. The control panel returns to the default entry screen.

4. Select the button for the feature required.

Feature	Description
Basic Copying	Use this tab to select the standard options for a copy job, e.g. reduce/enlarge, 2 sided copying, etc.
Image Adjustment	Use this tab to adjust the appearance of the copy output, e.g. image quality, edge erase, etc.
Output Format	Use this tab to produce different options for the finished output, e.g. booklet creation, covers, etc.

If necessary, press one of the tabs and configure the copy settings. For information on the individual tabs, refer to the following:

Basic Copying - page 24
Image Adjustment - page 27
Output Format- page 31

3 Enter the Quantity

The maximum copy quantity is 999.

Use the numeric keypad on the control panel to enter the number of copies required. The number entered is displayed in the upper right-hand corner of the screen.

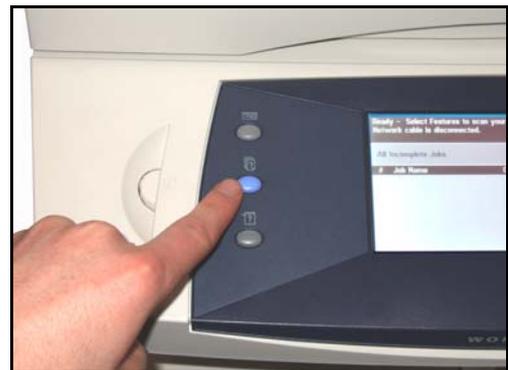NOTE: To cancel an incorrect entry, press the Clear **C** button and enter the correct quantity.

4 Start the Copy Job
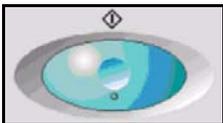
Press the **Start** button. Each document is scanned only once. The number of copies remaining is displayed in the upper right-hand corner of the screen.

5 Job Status Screen

1. Press the **Job Status** button on the control panel to display the *Job Status* screen.

The default *Job Status* screen displays all incomplete jobs, including the queued copy job. If there are no incomplete jobs in progress, the message "No Active Jobs" is displayed.

2. Press **Other Queues** to view the full list of queues

Queue	Description
Incomplete Printing Jobs	Displays all queued printing jobs.
Incomplete Non-Printing Jobs	Displays all types of queued jobs, e.g. fax, e-mail, etc, except printing.
All Incomplete Jobs	Displays all types of queued jobs.
Completed Printing Jobs	Displays all completed printing jobs.
Completed Non-Printing Jobs	Displays all types of completed jobs, e.g. fax, e-mail, etc, except printing.
All Completed Jobs	Displays all types of completed jobs.

3. Select the required job to view the *Progress of Your Job* screen. The *Progress of Your Job* screen displays the number of originals scanned and the number of images completed so far.
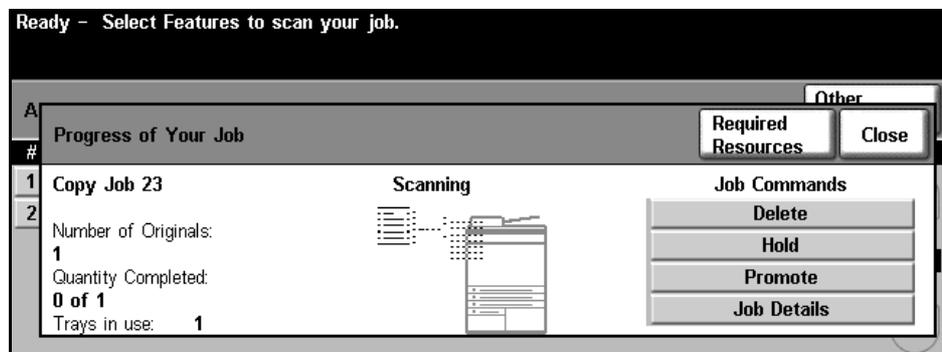
- The **Required Resources** button displays a list of media required to complete job.

- The **Promote Job** button allows the user to advance the job ahead of other queued jobs.

- The **Job Details** button displays information such as owner, status, job type, time submitted, etc.
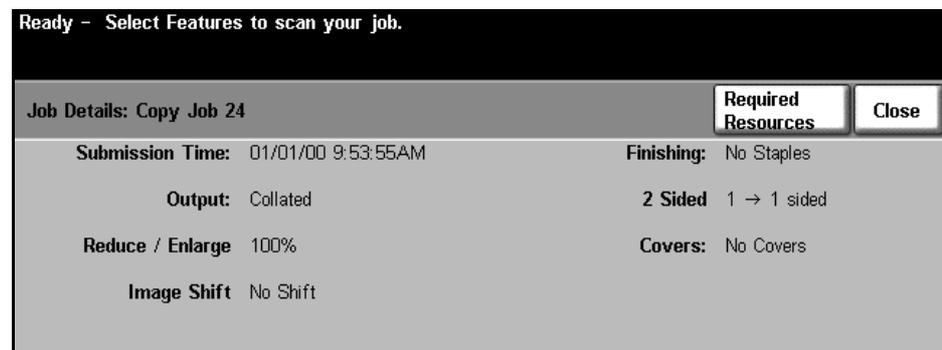

4. Select **Close** to return to the *Progress of Your Job* screen.

5. Select **Close** to return to the *Job Queue* screen.

6. Press **Default View** to return to the preset default job queue screen. For information on how to set the Default View, refer to *Job Status Default in the Setups chapter on page 127*.

6 Stop the Copy Job

Follow the steps below to manually cancel an activated copy job.

1) Press the **Stop** button on the control panel to cancel the current copy job.

2) To cancel a queued job press the **Job Status** button on the control panel to display the *Incomplete Printing Jobs* screen.

3) Select the appropriate job from the queue to view the *Progress of your Job* screen.
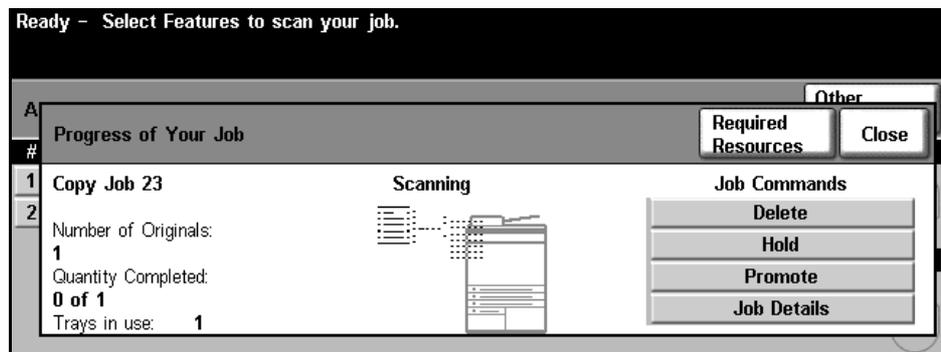
4) Select **Delete** from the Job Commands list.

5) Select **Confirm** to delete the job or **Cancel** to return to previous screen.

Copy Features

The tabs available for selecting the various Copy features are:

1) Basic Copying

2) Image Adjustment

3) Output Format

Depending on the options enabled and how your machine has been configured, you may have to select **All Services** and **Copy** to display the *Copy* feature tabs.

Basic Copying Tab

The Basic Copying tab is the default Copy screen. Use this tab to select the standard options for a copy job.
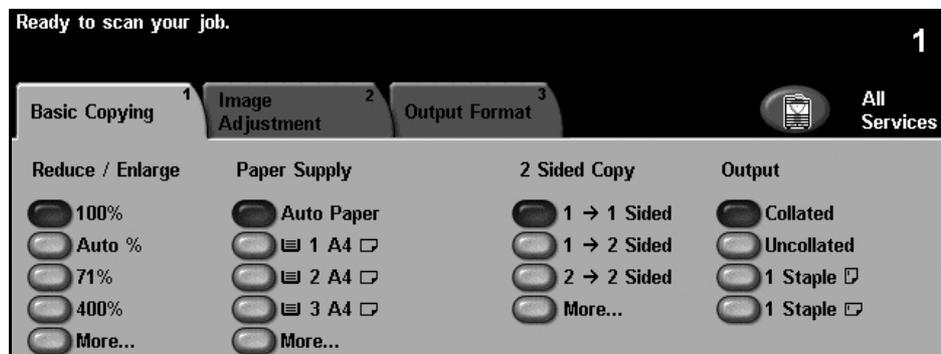
The options can be selected by touching the appropriate button in each column.

To view all the choices for each option, select the **More...** button.

Reduce/Enlarge

Using this option, originals placed on the document glass can be reduced or enlarged between 25% and 400%. Originals fed through the document feeder can be reduced or enlarged between 25% and 200%.

100%: Produces an image on the copies the same size as the image on the original.

Auto%: Proportionally reduces or enlarges the image on the copies based on the size of the original and the size of the selected output paper.

Preset Options: The most commonly used reduce/enlarge percentages have been provided as preset options. These preset options can be customized by your System or Machine Administrator to meet individual needs.

Press the **More...** button to display all the Reduce/Enlarge options. Select a custom percentage of reduction or enlargement required. Use the **up/down scroll** buttons to adjust the reduce/enlarge percentage, in 1% increments.
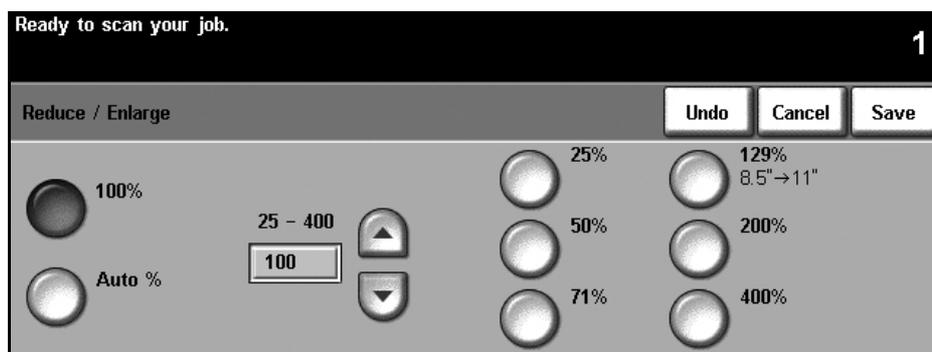
Paper Supply

Use the Paper Supply options to select a paper tray for the copy job.

Auto Paper: With this option selected, the machine chooses the correct paper for the copy job based on the size of the originals being scanned.

All trays hold 520 sheets of 20lb paper. Weight ranges from 60-105 g/sm. Sizes range from A4(SEF) to Legal and includes envelopes (max 50).

Tray 1: Use this option to select the paper loaded in Tray 1.

Tray 2 (Optional): Use this option to select the paper loaded in Tray 2.

Tray 3 (Optional): Use this option to select the paper loaded in Tray 3.

Tray 4 (Optional): Use this option to select the paper loaded in Tray 4.

Bypass Tray: Use this option when feeding individual types of stock, for example letterhead or labels for one-off jobs. The Bypass Tray holds up to 100 sheets of A4, B5, A5 or 8.5 x 11", 8.5 x14", 7.25 x 10.5" and is suitable for heavier paper, envelopes, transparencies or labels.

For more information, refer to *Media Specifications in the Paper and other Media chapter on page 105.*

2-Sided Copying

Double-sided copies can be made automatically from one or two-sided originals.
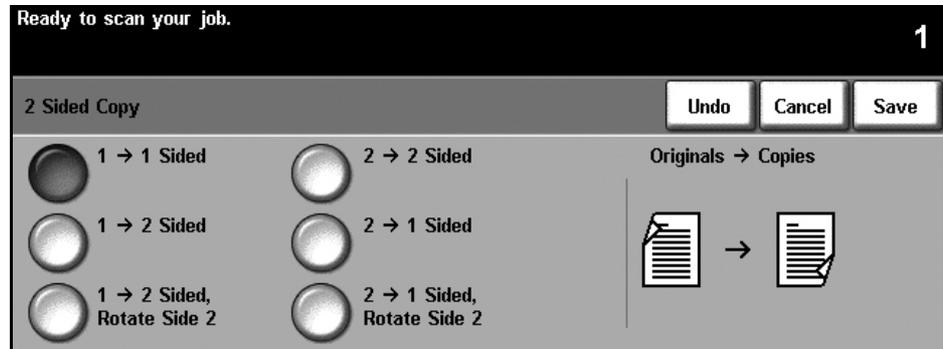
1→ 1 Sided: Use this option for 1 sided originals when 1 sided copies are required.

1→ 2 Sided: Use this option for 1 sided originals when 2 sided copies are required.

1→ 2 Sided, Rotate Side 2: This option produces 2-sided copies from 1 sided originals and rotates 180 degrees every second side image. Use this option to create documents which can be read in a "head to toe" manner, for example a calendar.

2→ 2 Sided: Use this option for 2 sided originals when 2 sided copies are required.

2→ 1 Sided: Use this option for 2 sided originals when 1 sided copies are required.

2→ 1 Sided, Rotate Side 2: This option produces 1 sided copies from 2 sided originals and rotates 180 degrees every second side image. The "read" orientation for this option varies depending on the input originals. For example, if "head to head" orientation originals are scanned, the output will be "head to toe". If "head to toe" orientation originals are scanned, the output produced will be "head to head".
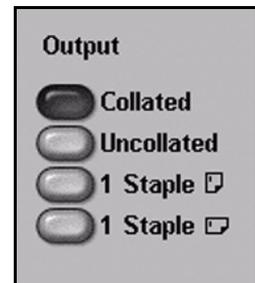
Output

Output is used to select the finishing requirements for the job. The options will depend on the finishing output device installed.

Collated: Select **Collated** for output stacked in sets to match the sequence of the originals, i.e. (1,2,3 / 1,2,3).

Uncollated: Select **Uncollated** for output sorted into stacks of individual pages, i.e. (1,1,1 / 2,2,2 / 3,3,3).
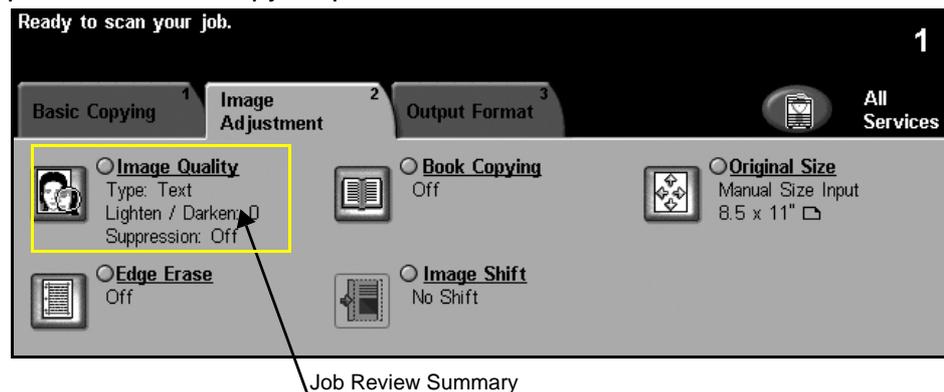
1 Staple 🏠 **:** Use this option to add a single staple to all your landscape-oriented output.

1 Staple 🏠 **:** Use this option to add a single staple to all your portrait-oriented output.

Image Adjustment

The **Image Adjustment** tab provides copy features used for adjusting the appearance of the copy output.

Job Review Summary

Touch any of the top level buttons to select a feature. To view all the options for a feature, select the option required. Multiple options can be selected for each copy job if required.

The text next to the option button, called a **Job Review Summary**, reflects the current settings for that option. A highlighted circle indicates that this option has been modified from its initial default settings.

Image Quality

Use this feature to enhance the quality of your output.
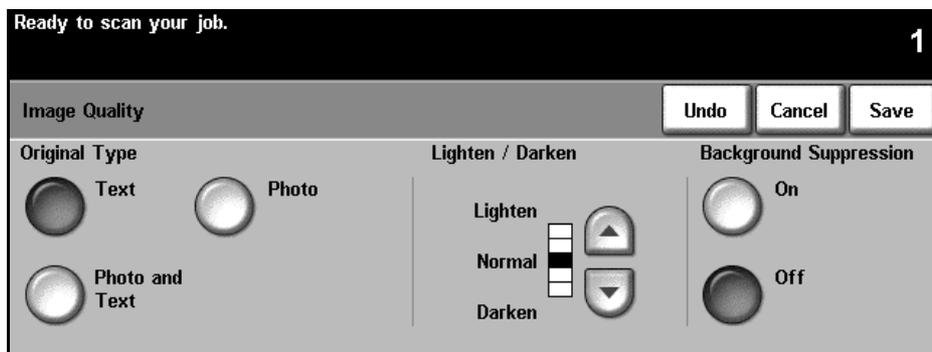
The **Original Type** option is used to enhance the copy quality of the output based on the type of original being scanned.

| Type	Description
Text	Use for originals containing text or line art.
Photo	Use for continuous tone photographs or printed half-tone originals.
Photo and Text	Use for high quality lithographic images or continuous tone photos with text and/or graphics.

Lighten / Darken: Adjusts the lightness or darkness of the output. To darken the output, select the scroll down button. To lighten the output, select the scroll up button.

Background Suppression: Use to automatically reduce or eliminate the dark background resulting from copying colored paper or newspaper originals.

NOTE: Background Suppression is disabled if the Original Type is Photo.

Book Copying

Use when copying bound documents and books. Place the original document at the back, center of the document glass. If the document is too thick, lift the machine cover off the hinges slightly and then re-close the cover.
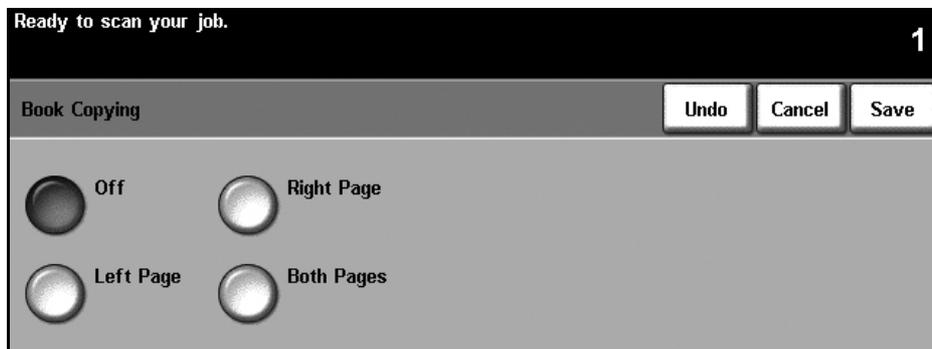
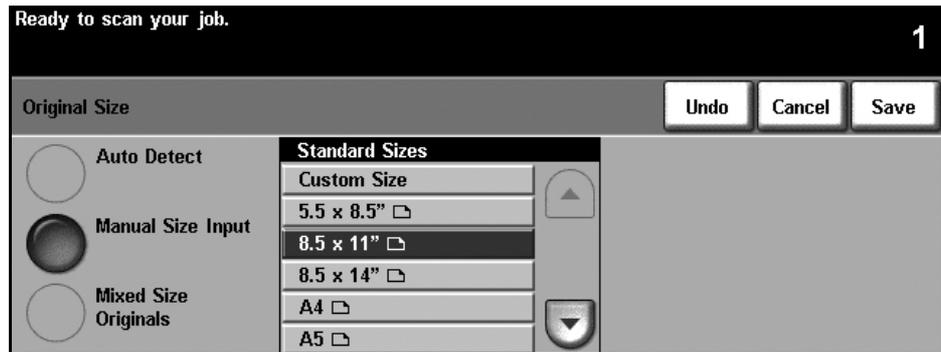**Off:** Use to deactivate the feature.

Left Page: Use to scan and copy the left page of a bound document.

Right Page: Use to scan and copy the right page of a bound document.

Both Pages: Use to scan and copy both pages of a bound document.

Original Size

Use this option to program the size of the originals being scanned or enable the machine to recognize the size of the originals.

Auto Detect: Use this option to allow the machine to automatically recognize the size of the originals being fed through the document feeder.

NOTE: When originals are scanned using the document glass and an Auto feature is selected, the machine will scan the original twice.

Manual Size Input: Use this option to specify the dimensions of the document scanning region when scanning from the document glass. There are several dimensions that correspond to common document sizes and orientations. Select a standard size using the scroll buttons or use Custom Size to manually adjust the scanning dimensions.

Mixed Size Originals: Use this feature to copy a document containing mixed size originals. The originals must be the same width, for example 8.5 x 11" short edge feed and 5.5 x 8.5" long edge feed. Load documents in the document feeder when using this feature.

Edge Erase

Use this feature to "refresh" the quality of an original that has become torn or frayed at the edges, or that has hole punch, staple or other marks.
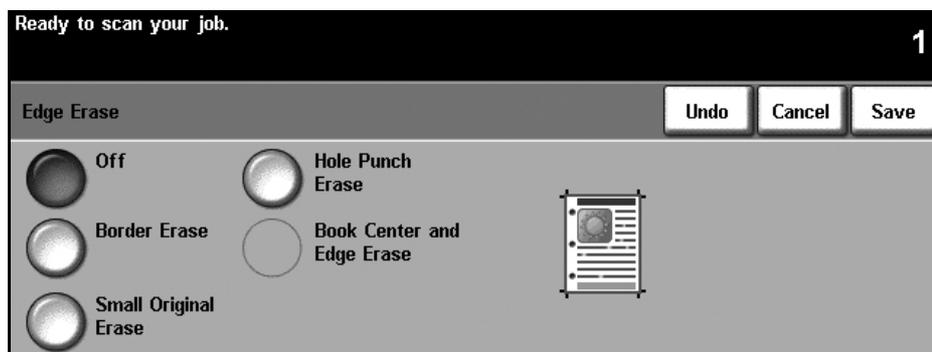
Off: Use to deactivate the feature.

Border Erase: Erases equal amounts on all edges of the copies.

Small Original Erase: Use to erase 0.25" (6 mm) from the edge of the document.

Hole Punch Erase: Use to erase hole punch marks from the left and right edge of the document.

Book Center and Edges Erase: Use to erase shadows of a binding or book edge from the left and right edge of the document.

Image Shift

This feature enables the position of the image on the page to be adjusted.

No Shift: The image position is not adjusted.

Auto Center: Automatically centres the scanned image on the output paper.

Margin Shift: Creates a binding edge for the document. The image can be adjusted up or down on the page and/or shifted to the right or left. Use the **up/down** and **left/right** scroll buttons to adjust the amount of shift. The image can be shifted between 0 and 0.80", in 0.1" increments.

Output Format

The *Output Format* tab is used to produce different options for the finished output.
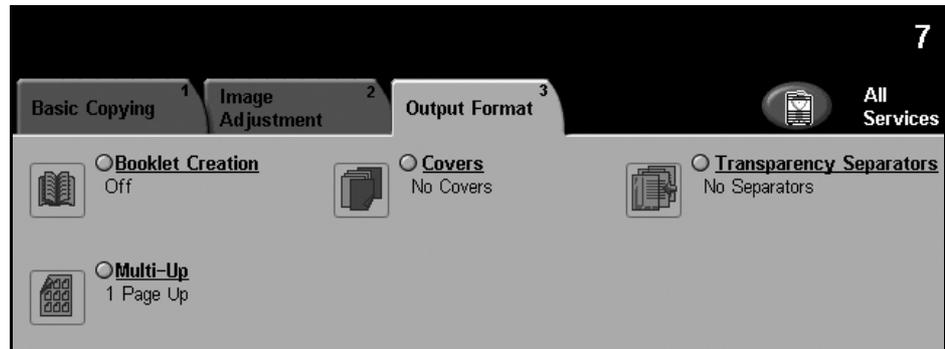
Booklet Creation

Use this feature to create booklets from a sequential set of either single-sided or double-sided originals. The machine prints 2-sided automatically, which, when folded, produces a booklet with all the pages in the correct sequence. The machine will also reduce and correctly position each image to fit on the selected paper.

NOTE: Feed the originals from the document feeder, and ensure that the *Original Size* settings on the *Image Adjustment* tab is set to Auto-detect.
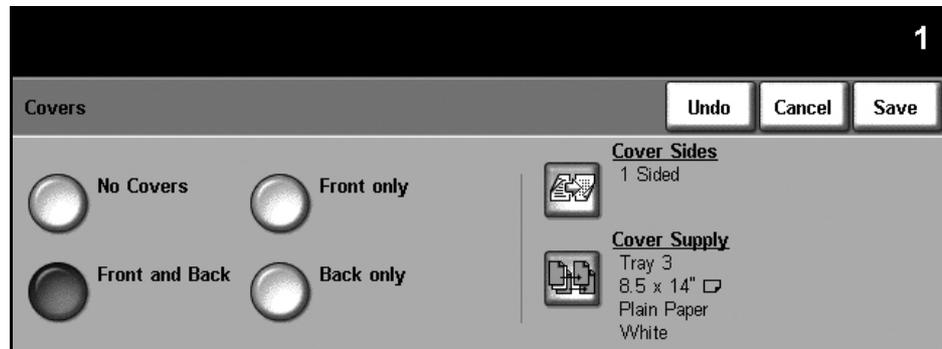
Off: The feature is switched off.

On: Use this option to enable the *Booklet Creation* feature. There are two further options available, when *Booklet Creation* is enabled.

Option	Description
1 Sided Originals	Select this option if the originals are single-sided.
2 Sided Originals	Select this option if the originals are double-sided.

Covers

Use this feature to automatically add covers to your copied set using stock taken from a different tray than the copies. Covers must be the same size and orientation as the main body of the job.

No Covers: The feature is switched off.

Front Only: Use this option to add a front cover to the copies.

Back Only: Use this option to add a back cover to the copies.

Front and Back: Use this option to add both a front and back cover to the copies.

Transparency Separators

Use this feature to add either a blank or printed divider between each transparency within a set. Always load transparencies in the Bypass Tray. Transparency jobs will be delivered single-sided, and collated with no finishing. The quantity can only be set to 1 for this feature.

No Transparency Separators: The feature is switched off.

Blank Transparency Separators: Use this option to place a blank sheet between each transparency.

Imaged Transparency Separators: Use this option to place the same image on the divider sheet as printed on the transparency.

**Transparency Supply**: This button is not enabled. Transparencies can only be fed from the Bypass Tray.

Separator Supply: Press this button to specify the tray from which the machine needs to use the separator stock.

Multi-Up

This feature is used to copy two or more documents, in a reduced size, onto one sheet of paper. It is ideal for creating handouts, storyboards or documents used for archival purposes.

NOTE: Originals must be loaded in the document feeder when using this feature.
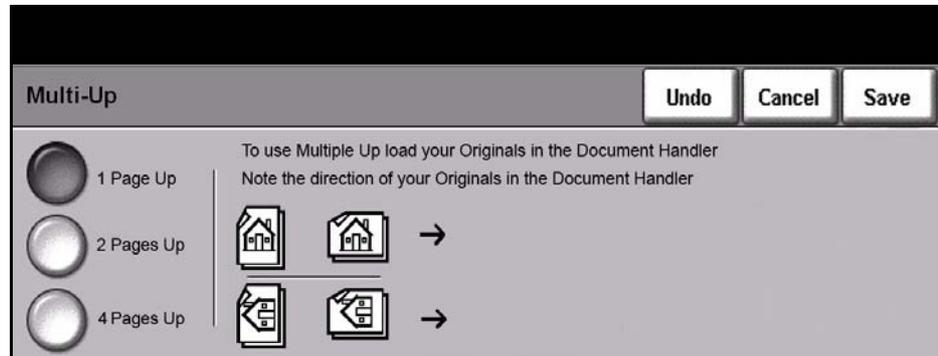
**1 Page Up**: Copies an original onto one sheet of paper.

2 Pages Up: Copies two separate originals onto one sheet of paper.

**4 Pages Up:** Copies four separate originals onto one sheet of paper.

NOTE: For landscape originals, place the top of the document at the back of the feeder. For portrait originals, place the top of the document to the left.

ID Card Copy

Use this feature to copy both sides of an ID document, e.g. a driver's license, onto one side of paper.
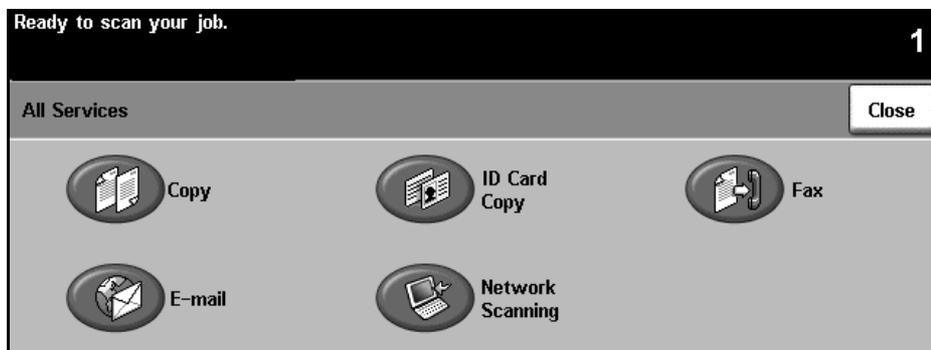
1. Select **All Services** to display the *All Services* screen.

2. Select **ID Card Copy** to display the *ID Card Copy* screen.
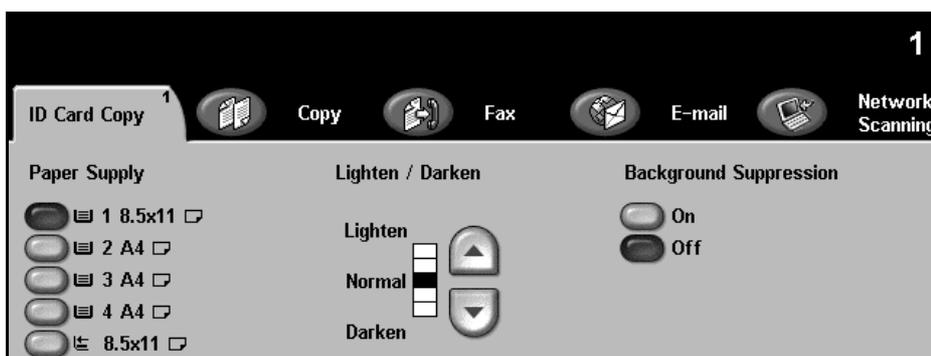
3. Configure the output to improve the quality of the copy.

   Paper Supply: Use the Paper Supply options to select a paper tray for the copy job.

   Lighten / Darken: Adjusts the lightness or darkness of the output. To darken the output, select the **scroll down** button. To lighten the output, select the **scroll up** button.

   Background Suppression: Use to automatically reduce or eliminate the dark background resulting from copying colored backgrounds.

4. Place one corner of the ID card into the back left-hand corner of the document glass.

5. Press **Start** to copy side 1.

6. Turn the ID card over to scan the second side.

7. Press **Start** to copy side 2. Both sides of the ID card print on the same side of the output copy.

4 Fax

Fax is an optional feature which may not be available on your machine. There are two types of Fax service - Embedded Fax and Server Fax. Although both fax services can be installed, only one fax service can be enabled. Your System Administrator will set up the default fax service. This chapter contains information about the options available within both fax services.

NOTE: Embedded Fax is the default service when both fax services are installed.

Embedded Fax

Once enabled on your machine, you will be able to transmit and receive hard copy fax jobs over the telephone network directly to and from another fax machine. Your images are sent from your machine directly to the fax number entered. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates. If the *Basic Faxing* screen looks like the one shown below, with the Superfine option shown, then Embedded Fax is enabled.

Server Fax

Once enabled on your machine, you will be able to transmit and receive hard copy faxes without a dedicated telephone line on the machine. Your images are sent from your machine, via your network, to a fax server which forwards them on to the fax

number you entered. If the Basic Faxing screen looks like the one shown below then Server Fax is enabled.
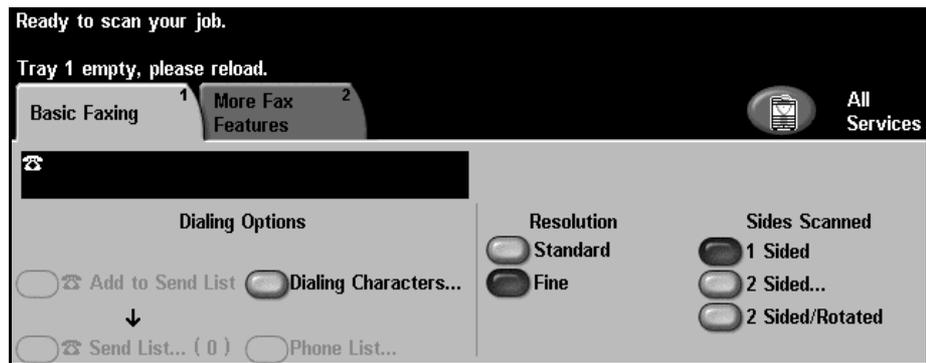
Access to the Basic Faxing features is gained using the **All Services** button on the touch screen. Depending on the options enabled and how your machine has been configured, you may have to select **All Services** and **Fax** to display the Fax feature tabs.

The tabs available for selecting Fax features are:

* *Basic Faxing on page 42*.

* *Image Adjustment on page 45*.

* *Added Fax Features on page 47*.

Multiple options can be selected for each fax job if required.

Fax Procedure

This section describes the basic procedure for sending faxes. Follow the steps below.

Load the Documents – page 37
Select the Features – page 38
Dial the Number - page 40
Start the Fax Job – page 40
Job Status Screen – page 40
Stop the Fax Job - page 41

NOTE: If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number, or for more information, contact the Key Operator or the System Administrator.

1 Load the Documents

You can load the documents to be faxed either on the Document Glass or through the Document Feeder.

For information on setting up the paper trays, refer to *Setting up Paper Trays in the Setups chapter on page 123*

Document Feeder:

The following steps explain how to load documents using the document feeder:

1. Before loading the documents into the document feeder, ensure they are in good condition and remove all staples and paper clips.

2. Insert the documents neatly into the document feeder, face up. The first page should be on top with the headings towards the left of the machine.
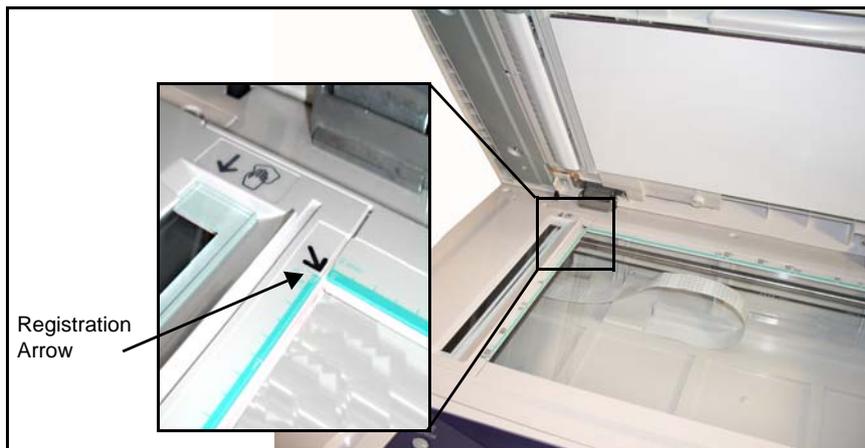
ⓘ *Up to 50 sheets of 20 lb (80 g/m²) bond paper can be loaded. Weight ranges from 12 lb to 28 lb (50 - 120 g/m²) - refer to Electrical Specifications in the Specifications chapter on page 166 for full Document Feeder Specifications.*

3. Place the stack in the middle of the guides aligning the left edge with the document feeder tray, and position the guides to just touch the edge of the documents.

4. When **Paper Supply** is set to **Auto**, the machine automatically selects an appropriate tray.

Document Glass:

The following steps explain how to load documents using the document glass:

**1.** Raise the document feeder.

Registration Arrow

2. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass.

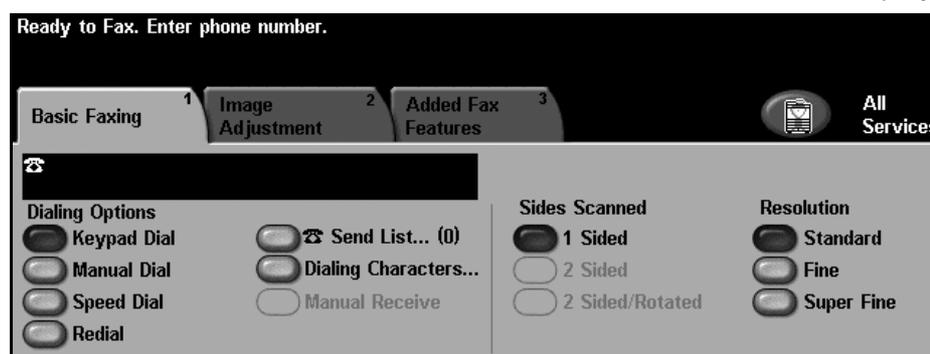**3.** Lower the document feeder.

2 Select the Features

By default, the *Copy* screen is the first screen displayed on the machine. If the screen displays *Job Status* or *Machine Status*, press the **All Services** button. -If the touch screen displays other options, e.g.E-mail, select **All Services** and select **Fax** from the displayed items.

Various fax features can be selected for your fax job. The most common features are displayed on the **Basic Faxing** screen.

1. Press the **All Services** button on the touch screen.
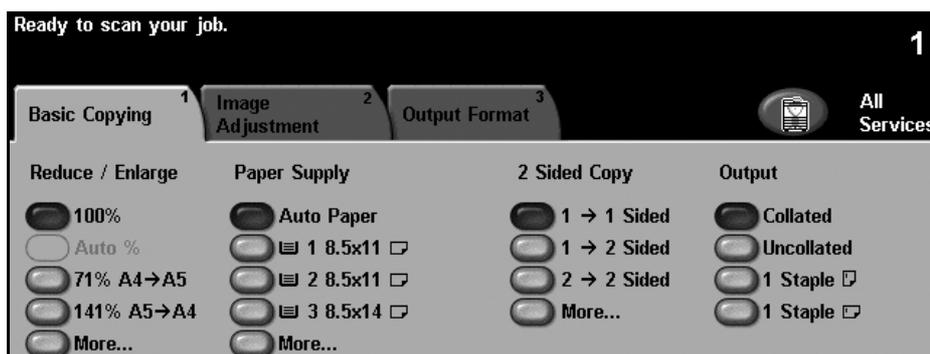
2. Select **Fax** on the touch screen. Ensure that the **Fax** screen is displayed.

NOTE: If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number, or for more information, contact the Key Operator or the System Administrator.

3. Press the **Clear All** button once on the control panel to cancel any previous selections. The control panel returns to the default *Entry* screen.

4. Select the button for the feature required.

Feature	Description
Basic Faxing	Use this tab to select the standard options for a fax job, e.g. dial options, resolution, sides scanned, etc.
Image Adjustment	Use this tab to adjust the appearance of the copy output, e.g. image quality, color mode, etc.
Added Fax Features	Use this tab to access the advance fax features, e.g. reports, mailboxes, poll settings, etc.

If necessary, press one of the tabs and configure the fax settings. For information on the individual tabs, refer to the following:

3 Dial the Number

Select a dialing option to enter the fax number.

Option	Description
Keypad Dial	Use this option to enter the number using the numeric keypad.
Manual Dial	Allows you to listen to the dial tone when dialing.
Speed Dial	Quickly select stored numbers from the Individual Directory.
Redial	Allows you to place a call to the last number or list of numbers dialed.
Send List	Used for multiple destinations.

For more information on dialing options, refer to *Dialing Options in the Fax chapter on page 42*.

4 Start the Fax Job
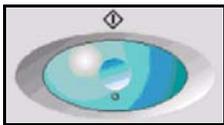
Press the **Start** button. The machine scans the originals, dials the entered number and attempts to connect with the remote fax machine. Once connected, the local machine sends the fax job. To print a confirmation or error report, refer to *Fax Reports in the Setups chapter on page 122*.

5 Job Status Screen

To follow the progress of your fax job, press the **Job Status** button on the control panel to display the *Job Status* screen.

The default *Job Status* screen displays all incomplete jobs, including the queued fax job. If there are no incomplete jobs in progress, the message "No Active Jobs" is displayed. For more information on the *Job Status* screen, refer to *Job Status Screen in the Copy chapter on page 21*.

6 Stop the Fax Job

Follow the steps below to manually cancel an activated fax job.

1) Press the **Stop** button on the control panel to cancel the current fax job.

2) To cancel a queued job press the **Job Status** button on the control panel to display the *Incomplete Printing Jobs* screen.

3) Select the appropriate job from the queue to view the *Progress of your Job* screen.

4) Select **Delete** from the Job Commands list.

5) Select **Confirm** to delete the job or **Cancel** to return to previous screen.

Basic Faxing

The *Basic Faxing* tab is the default *Embedded Fax* screen. Use the options available on this screen to enter the recipient telephone number and to select the standard features for your fax job.
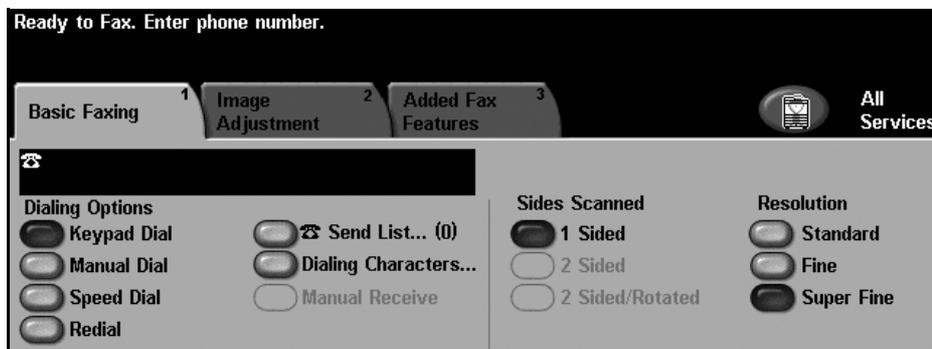
Dialing Options

Use the Dialing Options to enter the destination fax number or numbers for the fax job. Individual fax numbers can be entered using the keypad or an attached telephone handset, using the Speed Dial function or selected from the Directory.

The Directory is a listing of Individual or Group numbers which have been previously set up and stored. The Directory is accessible when the Send List option is selected. Individual numbers can also be accessed from the Directory using the Speed Dial function.

Keypad Dial Use this option to enter the number using the numeric keypad. The number entered appears in the fax window. If an incorrect entry is made, use the **C** button to delete the number and then enter the correct number.

Use the **Keypad Dial** option to return to using the keypad to enter fax numbers after using alternative methods.

Manual Dial Allows you to listen to the dial tone when entering the fax number. Used when sharing a fax and phone line.

Speed Dial Speed Dial numbers are automatically created when a fax number is stored in the Individual Directory. Using the Speed Dial number saves time typing the complete fax destination number. To use Speed Dial, select the **Speed Dial** option and enter the 3 digit Speed Dial number required.

To find out the Speed Dial number for an entry in the Individual Directory, select the **Send List** option and scroll through the Individual Directory to view the numbers assigned.

Redial   Redial allows you to place a call to the last number or list of numbers dialed.

Send List   The Send List is used when the fax is being sent to multiple destinations. Fax numbers can be entered into the Send List manually using the keypad, using Speed Dial or by using the Directory. The Directory stores and displays the fax recipient details. Information includes the recipient's name, fax number and transmission preferences, as well as the resolution and communication mode. Individual and Group entries are stored in the Directory.

The Current Send List displays a list of all the recipients for the fax. The list holds up to 200 locations (46 digits allowed per entry), depending on the memory installed.

To send a fax to multiple destinations, the **Send List** option is used. Destination numbers for the fax can be added to the Current Send List using any of the dialing methods available.

Dialing Characters   Special dialing characters can be added to your fax number using the **Dialing Characters** option. Dialing characters are special characters used for entering fax numbers. They are entered as part of the telephone number.

Character	Description
Begin DTMF [*]	Starts a sequence of DTMF (Dual Tone Multi-frequency) / touch tone characters.
End DTMF [#]	Ends a sequence of DTMF (Dual Tone Multi-frequency) characters.
Pulse to Tone Switch [:]	Used to switch from pulse dialing to DTMF (tone or one-touch) dialing. After switching from pulse to tone, you cannot switch back to the original mode during the fax procedure.
Pause [,]	Gives the machine time to switch from an inside line to an outside line during automatic dialing. For additional pause time, add multiple pauses. For charge code numbers, enter a pause after the fax number but before the charge code number.
Private Data Delimiter [/]	Protects confidential information. For example, if a special charge code or credit card number is required for a call. The / character should be selected before and after entering confidential numbers. The numbers and characters entered between this character will appear as asterisks (*).

To select the required character:

1. Enter the fax number via the hard keypad to the right of the touch screen.
2. If required, select a Dialing Character from the touch screen.
3. Select the **Add Character** button.
4. Repeat as necessary and select the **Save** button when complete.
5. Press the **Start** button to send the fax.

Sides Scanned

This is used to specify whether the originals are single-sided or two-sided.

1 Sided: Use this option for originals that are printed on one side only.

2 Sided: Use this option for originals that are printed on both sides.

Resolution

The Resolution affects the appearance of the fax at the receiving fax terminal. A higher resolution produces better quality for photos. However, a lower resolution reduces communication time.

Standard 200 x 100 dpi - Recommended for text documents. It requires less communication time, but does not produce the best image quality for graphics and photos.

Fine 200 x 200 dpi - Recommended for line art and photos. This is the default resolution and the best choice in most cases.

SuperFine 400 x 400 dpi - Recommended for photos and halftones, or images that have gray tones. It requires more communication time, but produces the best image quality.

Image Adjustment

The *Image Adjustment* tab contains options that help you to enhance the appearance and style of your faxed document.
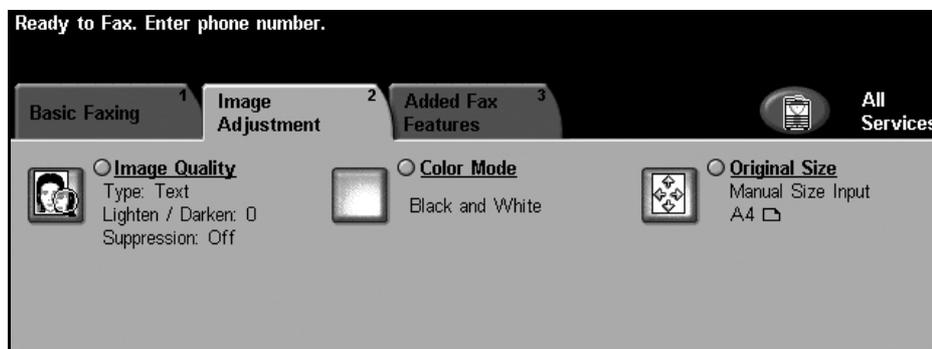
Image Quality

Original Type

Use this option to enhance the quality of the fax based on the type of original being scanned.

The options available are:

Option	Description
Text	Use for originals containing text or line art.
Photo and Text	Use for high quality lithographic images or continuous tone photos with text.
Photo	Use for continuous tone photographs.

Lighten / Darken

Adjusts the lightness or darkness of the fax. To darken the fax, select the **scroll down** button. To lighten the fax, select the **scroll up** button.

Background Suppression

Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals. Background Suppression is on by default.

NOTE: Background Suppression is disabled if the Original Type is Photo.

When **Off** is selected, Background Suppression is deactivated.

Color Mode

Use to transmit the fax in mono or color.

Option	Description
Black & White	Transmits a Black & White image.
Full Color	Transmits a Color image.

Select the **Save** button to confirm Color Mode selection.

Original Size

Use to describe the size of the document originals.

**Auto Detect**   Use Auto Detect to automatically determine the size of the original.

Manual Size Input   Use Manual Size Input to enter the dimensions of your original.

Mixed Size Originals   Use Mixed Size Originals for documents of varying sizes. Select the appropriate valid pairs of sizes from the list below:

| Size 1		Size 2
8.5 x 14" (landscape)	&	8.5 x11" (landscape)
A4 (landscape)	&	A5 (portrait)
B4 (landscape)	&	B5 (portrait)
8.5 x 11" (landscape)	&	8.5 x 5.5" (portrait)

Added Fax Features

The *Added Fax Features* tab provides further fax features which can be used when transmitting faxes. To view all the options for a feature, select the feature required. Multiple options can be selected for each fax job if required.
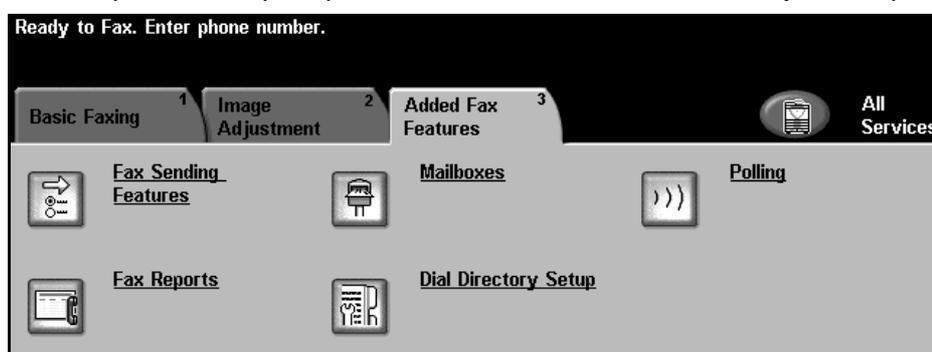
Fax Sending Features

Select this feature to access the options which enable you to apply additional transmission features to your fax job. The screen below displays the various options available for sending a fax.
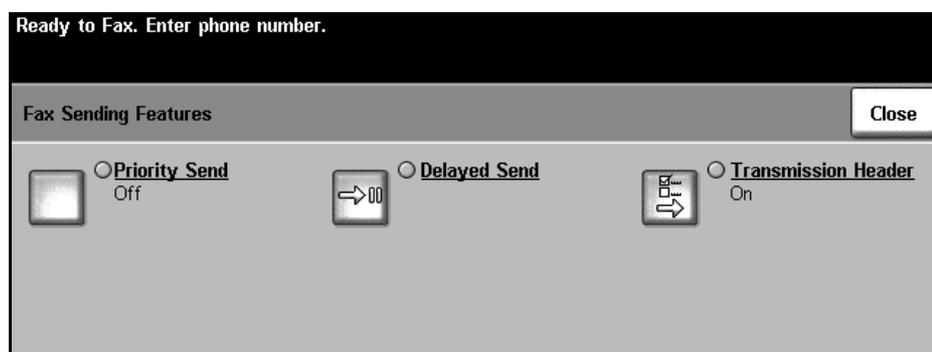
Priority Send Priority Send enables you to send a fax job ahead of all other fax jobs in memory. It will not interrupt a currently active fax job.

Select **On** to enable this option. The job chosen under Priority Send will be displayed in the job status queue as the highest priority job (except for the job currently in process).
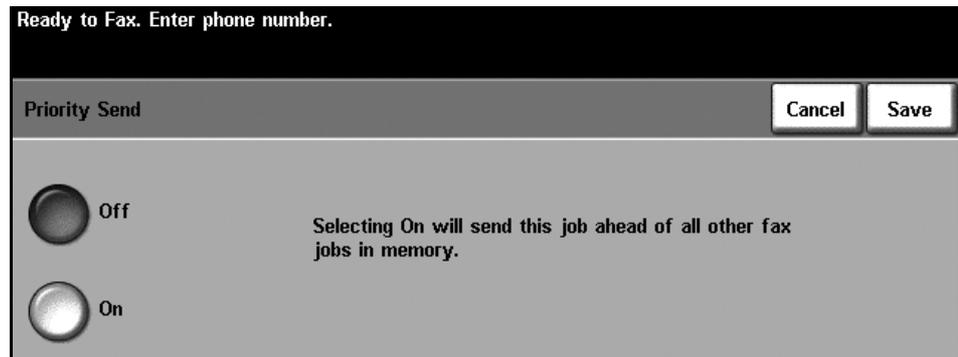
Delayed Send Delayed Send enables you to specify the time of a fax transmission or poll. This option can be used to delay transmission of a fax job for a minimum period of 15 minutes and a maximum period of 23hrs 59mins, by specifying the time at which the fax is to be sent.
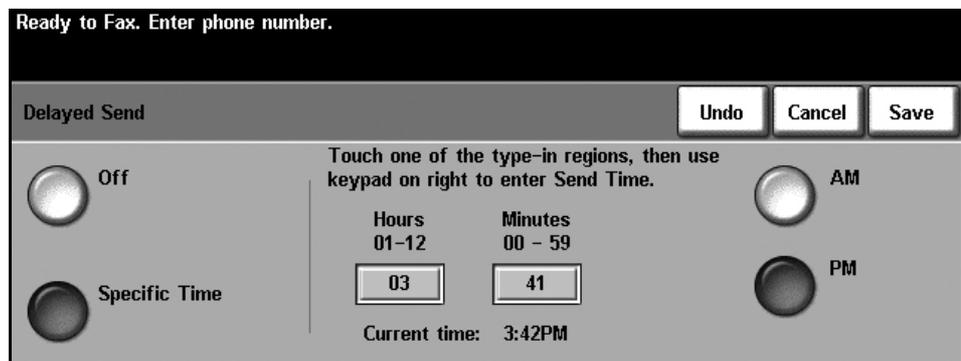
Select **Off** to send the fax immediately.

Select **Specific Time** to enter the time you wish the fax to be sent. Enter the hours and minutes separately and press **AM** or **PM** to denote if you want the fax to be sent in the morning or the evening.

Transmission Header Select **On** to enable transmission header details on outgoing faxes. To format Transmission Header details, refer to *Transmission Header Text in the Setups chapter on page 117*.

Mailboxes

Mailboxes are areas of machine memory where incoming faxes are stored or from which outgoing faxes can be polled (see Polling – page 50). The System Administrator can set up to 200 mailboxes on your machine.

You can use a mailbox located on the same machine you are using (local mailbox), or a mailbox set up on a remote machine (remote mailbox).

Local mailboxes can contain both stored or received documents. Stored documents are placed in the local mailbox by the user standing at the device; received documents are placed in the local mailbox by a remote fax device. The local mailbox may be password protected and a local user can delete or print the contents of the mailbox.

Documents held within the local mailbox are recognized as stored for polling, printing or deleting by the user. To access a mailbox you must enter the 3 digit mailbox number and, if applicable, a 4 digit mailbox passcode. Please contact your System Administrator for more information.

NOTE: The storage time for faxes is set up by your System Administrator.

Store to Mailbox   Allows users to scan and store fax documents for polling. Documents are stored in your mailbox and automatically sent to a remote fax machine when requested.

1. Enter Mailbox number (max 20 digits).

2. Enter Mailbox passcode (4 digit code).

3. Press **Start**.

Print Mailbox Documents   Allows you to print a hard copy of the documents stored in a mailbox.

1. Enter Mailbox number (max 20 digits).

2. Enter Mailbox passcode (4 digit code).

3. Press **Start**.

Delete Mailbox Documents   Allows you to delete all the documents stored within a mailbox.

NOTE: If the Delete Mailbox Documents or Print Mailbox Documents button is selected then both received and stored documents within the selected mailbox will be printed or deleted.

1. Enter Mailbox number (max 20 digits).

2. Enter Mailbox passcode (4 digit code).

3. Press **Start**.

Send to a Remote Mailbox Allows you to send a fax document directly to an individual's private mailbox on a remote machine.

NOTE: This feature will only be available when the remote machine has mailbox capability and when the user sending the document knows the mailbox number of the recipient.

Enter the recipient's fax number using the control panel, or select the **Send List** button and select the recipient from the directory. Group Directory is not available when using the send to a remote mailbox feature, as only one telephone number can be entered at a time.

If enabled, a confirmation report is printed once the documents are sent to the remote mailbox.

Polling

Polling enables you to store fax documents into the machine's memory for retrieval by another remote fax machine, or to poll a remote fax machine or mailbox to retrieve information.
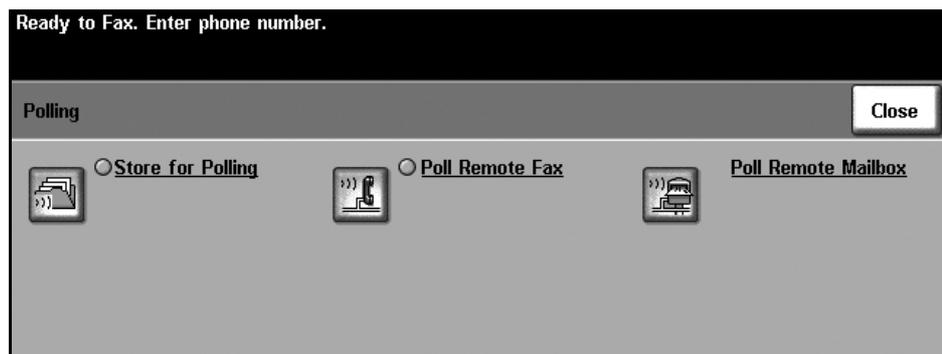
Store for Polling This option allows users to scan documents and store them. When remote machines poll the device, they are able to retrieve the scanned document(s). Passcodes can be set up to control which machines have access to the documents stored.

Store for Polling

Stored documents will not be deleted after a successful poll.

Print Polling Documents

To print documents stored for polling.

Delete Polling Documents

All documents stored for polling will be deleted.

Poll Remote Fax	This option allows users to contact a remote fax machine to locate and receive faxes stored by the remote machine. More than one remote machine can be polled at a time. Enable this feature by selecting **Poll Remote Fax** and selecting **On**.

Enter the number of the remote machine you wish to poll. Poll more than one remote machine by using the **Send List**.

Use the *Delayed Send* feature to poll at a specific time. This allows you to poll the remote machine when the line is less congested or when a cheaper rate applies. Only one delayed polling job is allowed at a time.

Once you have entered the number of the remote machine and, if required, the time you wish to poll, press the **Start** button on the control panel to begin polling the remote machine or to store the polling command.

All documents that have been successfully polled from the remote machine are printed on your machine.

Poll Remote Mailbox	This option allows users to contact a remote mailbox which is set up on a remote fax machine. When contact has been made, the remote machine sends the faxes stored within the mailbox. To use this option, you need to know the remote mailbox number and passcode.

Enter the remote machine's fax number using the control panel, or select the **Send List** button to select the required number from the directory. Group Directory is not available when using the poll remote mailbox feature, as only one telephone number can be entered at a time.

To poll a remote mailbox you must know the mailbox number. Use the keypad to enter the number of the mailbox you wish to poll in the *Mailbox Number* input field.

If the remote mailbox is protected with a passcode, use the keypad to enter the passcode in the *Passcode* input field. If the passcode does not match the remote mailbox passcode, the poll will fail.

NOTE: If the Passcode input field is left blank, the default passcode 0000 is used.

Once you have entered the number and details of the remote machine mailbox you wish to poll, press the **Start** button on the control panel to begin polling remote machine mailbox.

All fax documents that have been successfully polled from the remote mailbox are printed on your machine.

Fax Reports

This feature enables you to obtain information about the status of the fax feature on your machine.
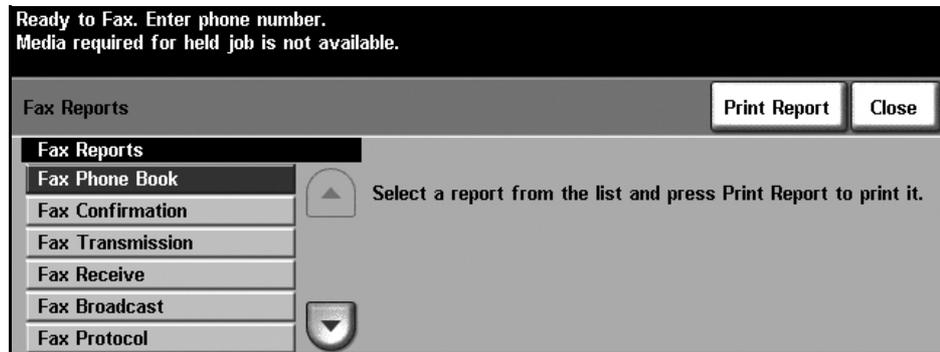
The various reports available are:

| Report	Description
Fax Phone Book	Displays stored numbers in the Speed Dial List, the Group Dial List and Mailboxes.
Fax Confirmation	Displays confirmation of Fax completion status, e.g. CP: completed, FA: Fail, TS: Terminated by System.
Fax Transmission	Displays the last 50 faxes sent by the machine.
Fax Receive	Displays the last 50 fax jobs received on the machine.
Fax Broadcast	Reports on the success or failure of a specific fax job which includes more than one destination.
Fax Protocol	Displays low level communication details for the last fax transmitted or received.
Fax Multipoll	Reports on the success or failure of a specific polling fax job which includes more than one destination.
Junk Fax List	Displays the fax numbers defined as junk fax numbers by the System Administrator.
Pending Jobs	Displays the fax jobs in the machine's memory waiting to be sent or printed. This report also gives a percentage of available memory on the machine.
Fax Options	Lists current Fax Option settings, e.g. ring volume, redial count, date format, etc.

Select the required report (use the scroll keys to review complete list) and then select the **Print Report** button.

Phone Book Setup

Use this feature to store destination names, fax numbers and transmission settings in your machine. Entries stored here will be available for selection

within the Send List feature on the Basic Faxing tab. Dialing Groups can also be set up, comprising of many individual entries.

This feature saves time when sending faxes to frequently used destinations.
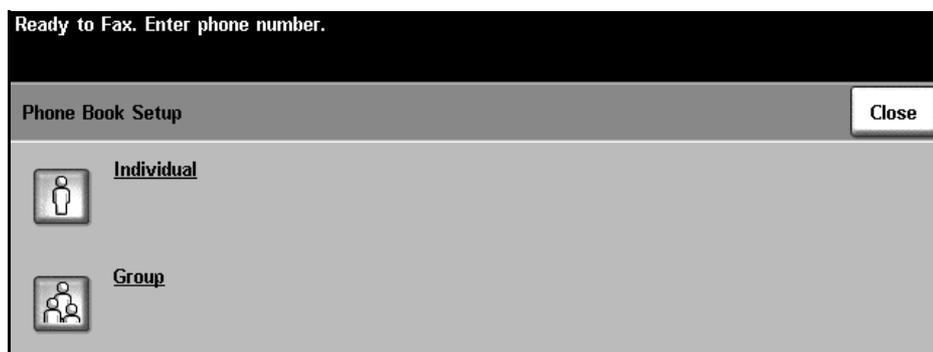
Individual Directory Setup

Added Fax Features > Dial Directory Setup > Individual

To create a new Individual Directory entry, or to edit an existing one:

1. From the *Individual Directory Setup* screen, enter a Directory number or select one from the directory list.
2. Select the **Edit** button.
3. Key in the fax number (including any Dialing Characters) using the number keypad.
4. Select the **Next** button.
5. Select the **Edit** button.
6. Use the touchscreen keypad to enter the Directory name (maximum of 20 characters).
7. Select the **Save** button to confirm entries.
8. Select the **Save** button again to save your entry to the Directory and return to the *Phone Book Setup* screen. You can save up to 200 entries.

Group Directory Setup

Added Fax Features > Dial Directory Setup > Group

To create a new Group Directory entry, or to edit an existing one:

1. From the *Group Directory Setup* screen, enter a Directory number or select one from the directory list.
2. Select the **Edit** button.
3. Enter the Group name (maximum 20 characters).
4. Select the **Save** button to confirm entry.
5. Select the **Next** button.

6. Select the required entry from Individual Directory to add to your Group. Either choose from the list, using the scroll buttons, or key in the Directory Location number using the keypad.

7. Select the **Add** button to add the Individual number to the Group. Continue selecting and adding as required.

8. Select the **Save** button to save your entries and return to the *Phone Book Setup* screen.

5 Network Scan

This chapter contains information about the options available within Network Scanning.

Network Scanning enables the creation of an electronic image file.

Network Scanning is an optional feature which is only available on the WorkCentre 4150s, 4150x and 4150xf models.

If Network Scanning has been enabled, an electronic file can be created from a hard copy original. The electronic file can be filed, faxed, or distributed through e-mail.

Network Scan Procedure

This section describes the basic procedure for network scanning. Follow the steps below.

NOTE: If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number, or for more information, contact the Key Operator or the System Administrator.

1 Load the Documents

You can load the documents to be scanned either on the Document Glass or through the Document Feeder.

Document Feeder:

The following steps explain how to load documents using the document feeder:

1. Before loading the documents into the document feeder, ensure they are in good condition and remove all staples and paper clips.

2. Insert the documents neatly into the document feeder, face up. The first page should be on top with the headings towards the left of the machine.

3. Place the stack in the middle of the guides aligning the left edge with the document feeder tray, and position the guides to just touch the edge of the documents.

Document Glass:

The following steps explain how to load documents using the document glass:

1. Raise the document feeder.


Registration
Arrow
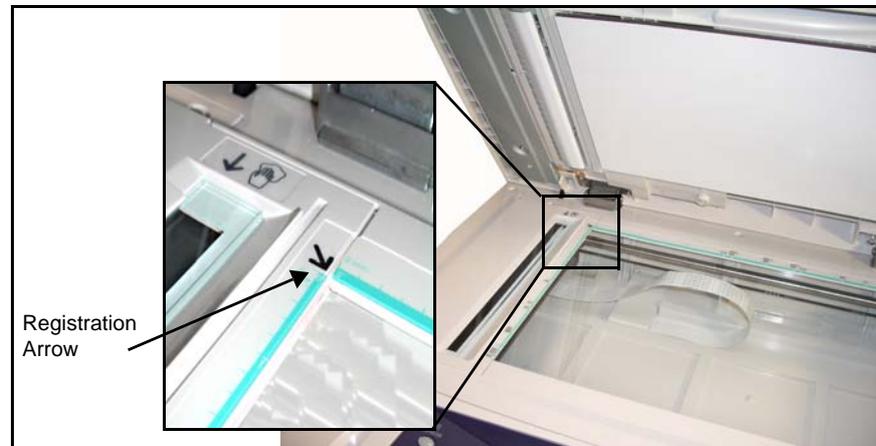
2. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass.

3. Lower the document feeder.

2 Select Network Scanning

By default, the *Copy* screen is the first screen displayed on the machine. If the screen displays *Job Status* or *Machine Status*, press the **All Services** button. If the touch screen displays other options, e.g.E-mail, select **All Services** and select **Network Scanning** from the displayed items.

1. Press the **All Services** button on the touch screen.
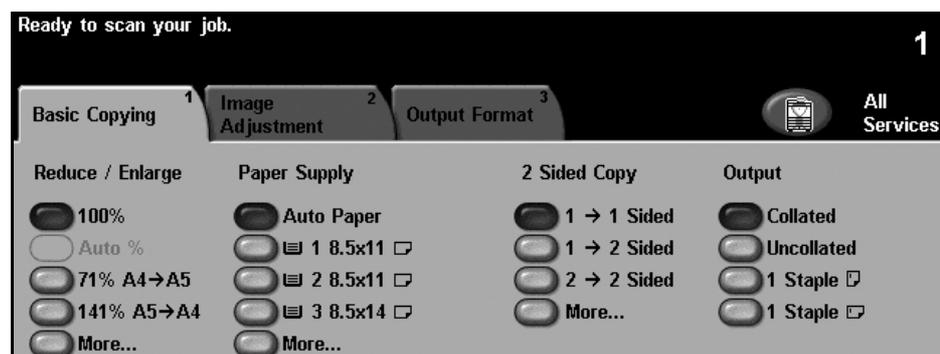
2. Select **Network Scanning** on the touch screen. Ensure that the **Network Scanning** screen is displayed.
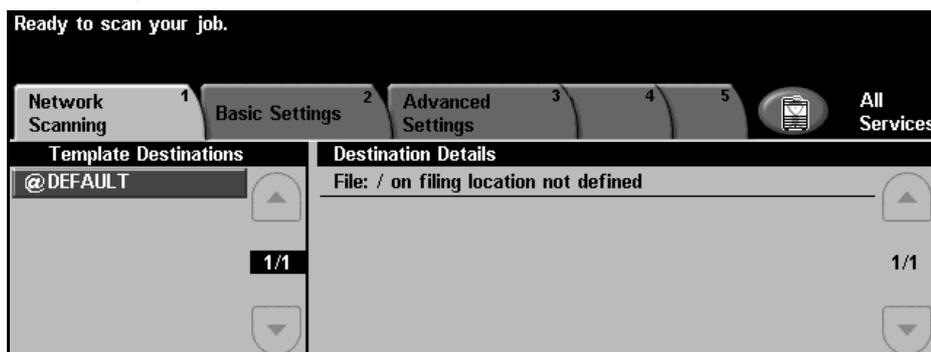
NOTE: If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number, or for more information, contact the Key Operator or the System Administrator.

3 Select Network Scanning Template

Network Scanning uses preset templates created by the System Administrator. These templates already contain feature settings customized to the user. Use the **up/down** scroll buttons located to the right of the Template List on the *Network Scanning* tab to move through the list one page at a time and select a Template.

To get quickly to a specific page in the Template list, use the number keypad to identify the page number then select the pound **(#)** key. The counter will display the page location.

For more information on Scanning templates, refer to *Network Scanning in the Network Scan chapter on page 62.*

4 Change Feature Settings

To temporarily change the template settings, perform the following:

1. Press the **Clear All** button once on the control panel to cancel any previous selections. The control panel returns to the default *Entry* screen.

2. Select the button for the feature required.

Feature	Description
Network Scanning	Use this feature to select the required template.
Basic Settings	Use this feature to temporarily change the information relating to your original, e.g. color scanning, 2 sided originals, scan presets, etc.

Feature	Description
Advanced Settings	Use this feature to temporarily change the scan settings affecting appearance and style, e.g. image quality, resolution, file size, etc.
Options	Use this feature to temporarily change the format of the scanned image file at the destination server.
Refresh Destinations	Use this feature if you want a recently created or updated template to appear in the template listing.

If necessary, press one of the tabs and configure the network scan settings. For information on the individual tabs, refer to the following:

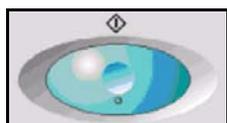*Network Scanning - page 62*

Basic Settings- page 64

Advanced Settings - page 66

Options - page 69

Refresh Destinations - page 71

5 Start the Network Scanning Job

Press the **Start** button. The machine scans the originals and transfers them to the scan repository identified by the selected template.

6 Job Status Screen

To follow the progress of your network scanning job, press the **Job Status** button on the control panel to display the *Job Status* screen.

The default *Job Status* screen displays all incomplete jobs, including the queued network scan job. If there are no incomplete jobs in progress, the message "No Active Jobs" is displayed. For more information on the *Job Status* screen, refer to *Job Status Screen in the Copy chapter on page 21.*
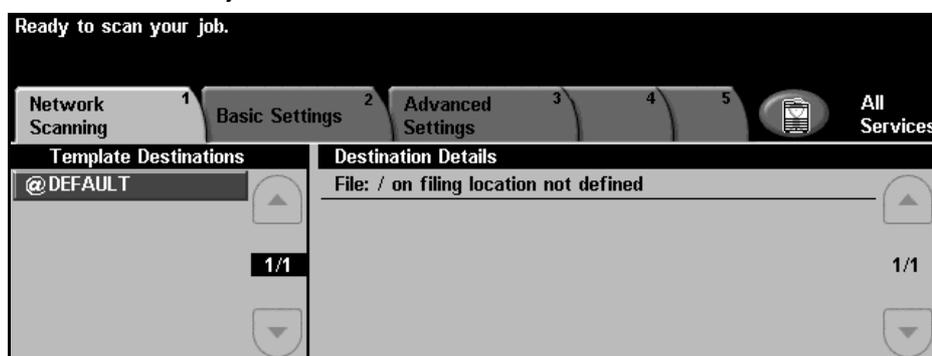
7 Stop the Network Scanning Job

Follow the steps below to manually cancel an activated network scanning job.

1) Press the **Stop** button on the control panel to cancel the current network scanning job.

2) To cancel a queued job press the **Job Status** button on the control panel to display the *Incomplete Printing Jobs* screen.

3) Select the appropriate job from the queue to view the *Progress of your Job* screen.

4) Select **Delete** from the Job Commands list.

5) Select **Confirm** to delete the job or **Cancel** to return to previous screen.

Scanning Resources

Additional scanning software can be added to the machine's network scanning capabilities:

FreeFlow™ SMARTsend™   Enables the installation, set up and management of Network Scanning on the network. FreeFlow™ SMARTsend™ is composed of several different elements that work together to create and deliver the scanned document to its final destination. For more information, contact your Xerox sales representative.

CentreWare Internet Services   Enables the set up of the Network Scanning feature through the machine's embedded web server.

The user scans a document at the machine and it is stored on a file server or workstation on the network, called the scan repository. The user manually retrieves the image from the scan repository.

Access to the Network Scanning features is gained using the **Services** button on the control panel.

Depending on the options enabled and how your machine has been configured, you may have to select **All Services** and **Network Scanning** to display the *Network Scanning* feature tabs.

Use the *Network Scanning* tab on the Touch Screen to select the standard features for a scan job.

The tabs available for selecting the Network Scanning features are:

- *Network Scanning on page 62*.
- *Basic Settings on page 64*.
- *Advanced Settings on page 66*.
- *Options on page 69*.
- *Refresh Destinations on page 71*.

Network Scanning

There are two important areas of information under the *Network Scanning* tab: *Template Destinations* and *Destination Detail*s.

For more information on templates, refer to *Template Overview on page 63* and *Repositories on page 63*.
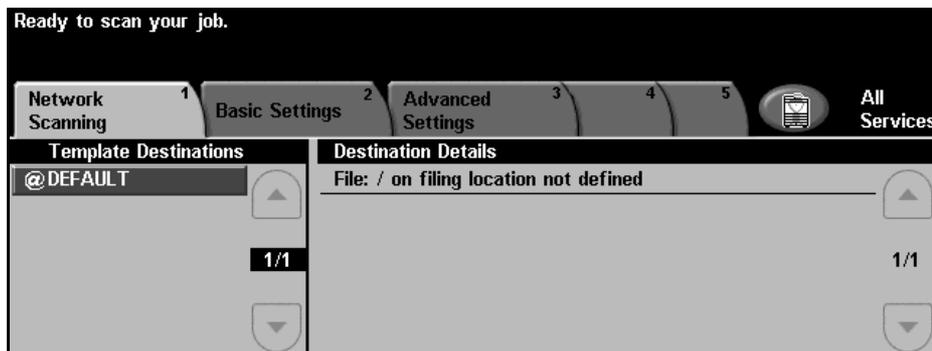
Template Destinations

The Template Destinations list displays the templates stored on the machine. On installation, the factory default template 'DEFAULT', in upper case, displays in the Template Destination list. The default template appears at the top of the list and is selected automatically. All other templates follow in alpha-numeric order. There is a maximum of 250 templates.

Templates are created using CentreWare Internet Services or FreeFlow™ SMARTsend™ (if installed).

- Template names starting with the @ symbol have been created using the CentreWare Internet Services.

ⓘ A default template can also be created using FreeFlow™ SMARTsend™ Software. The word 'default' will be displayed in lower case.

- Templates without the @ symbol have been created using software such as FreeFlow™ SMARTsend™ and stored in a remote location.

Scrolling through the Template List

Use the **up/down** scroll buttons located to the right of the Template List to move through the list one page at a time and select a Template.

To get quickly to a specific page in the Template list, use the number keypad to identify the page number then select the pound **(#)** key. The counter will display the page location.

Destination Details

The Destination Details section on the right side of the screen displays information about the selected template. Each time you select another

template file, this area will update to display information associated with the selected template.

NOTE: Any changes made to the template at the machine are temporary. Permanent changes must be made with the same utility that created the template.

Template Overview

Successful network scanning requires selecting a template at your machine. Templates contain pre-selected options which will be applied to the scanned original, for example, information about the final destination of your job (the repository) and the image quality settings are defined within the template, along with the template name.

Creating Templates

Refer to the System Administration CD for more information on creating templates.

NOTE: Template names are limited to 20 characters. Template names containing more than 20 characters will be shortened to the first 20 characters. Remember this when searching for existing templates or assigning template names.

Selecting a template

Select a template based on where the file is required to be sent. Normally, the System Administrator will have established a template for use by each user.

Changing Preprogrammed Template Selections

After a template is selected, most of the pre-programmed settings like sides scanned, image quality and resolution, can be temporarily changed. The output destination assigned to the template cannot be changed at the machine, but an alternate destination can be added.

Repositories

Repositories are directories or filing locations set up on a server where your scanned files are held. Before you can use Network Scanning your System Administrator must set up the repositories available to your machine. The repositories are defined in the template and cannot be changed at the machine. Up to 5 repositories (1 default and 4 additional) can be defined.

Basic Settings

The *Basic Settings* tab allows you to temporarily change the information relating to your original. Changing these settings allows you to achieve optimum scanning quality for each original.
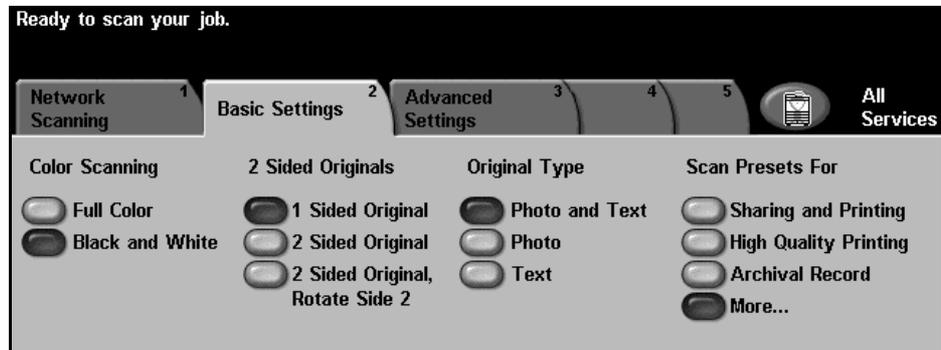
Color Scanning

Use this option to scan Mono or Full Color originals.

Option	Description
Full Color	Use this option to scan a color original.
Black & White	Use this option to scan a black and white original.

2 Sided Originals

This is used to specify whether the originals are single-sided or double-sided.

Option	Description
1 Sided	Use this option for originals that are printed on one side only.
2 Sided	Use this option for originals that are printed on both sides.
2 Sided Original, Rotate Side 2	Use this option for originals that are printed on both sides. This option will rotate side 2.

Original Type

Use this feature to select the type of original being scanned.

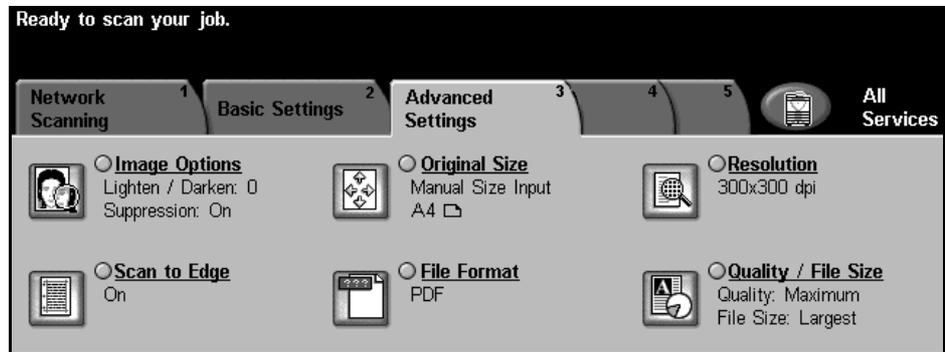| Option	Description
Photo & Text	Use for originals containing photographs and text.
Photo	Use for continuous tone photographs or high quality printed half-tone originals.
Text	Use for originals containing text or line art.

Scan Presets

Use these options to automatically set the optimum settings for your job. For example, to produce smaller file sizes or deliver higher quality output.

Option	Description
for Sharing and Printing	Use this option for normal quality documents. The output file size will be small.
for High Quality	Use this option for high quality documents. This option produces the largest output file size.
for Archival Record	Use this option for documents which will be stored or viewed electronically. This option produces the smallest output file size.
for OCR	Use this option for documents which will be processed using Optional Character Recognition (OCR) software. This option produces the highest quality images and the output file size will be large.
Simple Scan	Use this option for simple documents which require no image quality adjustments. This option will scan, process and transfer your job as quickly as possible. The output file size will be small.
Custom	This option will use the scan settings defined in the currently selected template.

Advanced Settings

The *Advanced Settings* tab allows you to temporarily manipulate the scan template to enhance the appearance and style of your scanned image.

Image Options

Use this feature to enhance the quality of your scanned originals.

Option	Description
Lighten / Darken	Adjusts the lightness or darkness of the output. To darken the output, select the **scroll down** button. To lighten the output, select the **scroll up** button.
Background Suppression	This option automatically reduces or eliminates the dark background resulting from colored paper or newspaper originals.

Original Size

Use this option to select the size of the originals being scanned. The machine can determine the size of the originals automatically, or a size can be entered manually. This option is also used when scanning mixed sized originals.

NOTE: If your machine does not show Mixed Size Originals, it is recommended that the originals used are of the same size.

Option	Description
Auto-Detect	Use this option to allow the machine to determine the size of the originals being fed through the document feeder.

Option	Description
Manual Size Input	Use this option to specify the dimensions of the document scanning region when scanning from the document glass. There are several dimensions that correspond to common document sizes and orientations. Select a standard size or use **Custom** to manually adjust the scanning dimensions. Use this option to scan the image to the edges of the original.

Resolution

Resolution affects the appearance of the scanned image. The higher the scanning resolution (dpi - dots per inch) the better the image quality.

Resolution	Description
72 x 72 dpi	Produces the smallest image file size and is recommended for documents which are to be viewed electronically or archived.
100 x 100 dpi	Produces a small file size and is recommended for simple text documents.
200 x 200 dpi	Recommended for average quality text documents and line art.
300 x 300 dpi	Recommended for high quality text documents and line art. Can also be used for medium quality photos and graphics. This is the default resolution and the best choice for most documents.
400 x 400 dpi	Recommended for average quality photos and graphics. It produces good quality images and a smaller file size than the 600x600 resolution.
600 x 600 dpi	Recommended for use with high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.

NOTE: If Color mode is selected, the maximum resolution is 300 x 300 dpi.

Scan to Edge

Use this feature to "refresh" the quality of an original that has become torn or frayed at the edges, or that has hole punch, staple or other marks.

When **Scan to Edge** is set to **Off**, a small blank border will be added around the scan edges to prevent uneven lines around the edges.

File Format

Use the File Format option when the job is to be sent with a different file format than that set as the template default.

Option	Description
PDF	Portable Document Format. Given the right software the recipient of the scanned image can view or print the file, no matter what their computer platform. PDF files usually open with Adobe Acrobat Readers.
Multi-Page TIFF	Tagged-Image File Format. A graphic file that can be opened in a variety of graphic software packages across a variety of computer platforms.
Single-Page TIFF	Tagged-Image File Format. A graphic file that can be opened in a variety of graphic software packages across a variety of computer platforms.
JPEG	JPEG formats are graphic files, that can be accessed with all graphics or image editing applications. NOTE: JPEG option is available only in Color mode.

Quality / File Size

The Quality / File Size settings allow you to choose between scan image quality and file size. When you change a setting and select **Save** an override confirmation screen displays. Select **OK** to confirm the new setting.

NOTE: Changing the Quality / File Size may affect the Scan Presets option selected.

Option	Description
Normal Quality	Use this option to produce good quality images and the smallest file size.
Higher Quality	Using this option produces high quality images and larger file sizes.
Maximum Quality	Use this option for the highest image quality and the largest file size.

NOTE: Large files are not ideal for sharing and transmitting over the network due to the high processing demands they place on system resources.

Options

Use the features available to temporarily change the format of the scanned image file at the destination server.
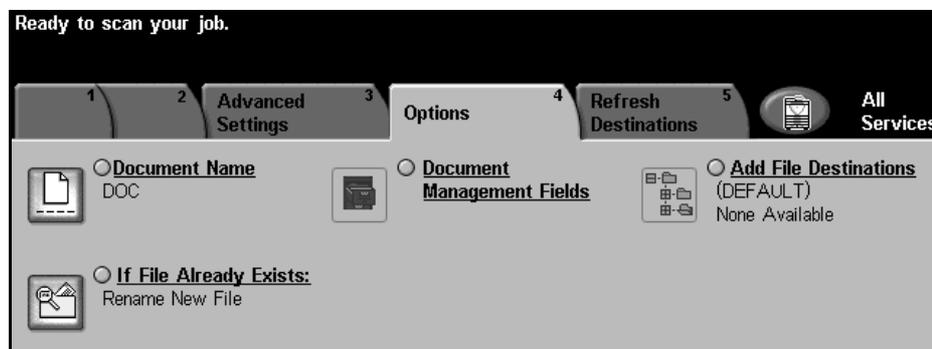
Document Name

Use this option to change the document name from the template default. Type your document name using the soft touch screen keypad, then select the **Save** button.

Document Management Fields

Document Management Fields provide information which is filed with your scanned documents in the Job Log.

Third party applications can be used to search, file and distribute jobs based on their Job Log information.

Add File Destinations

The System Administrator can set up multiple Network Scanning destinations on the machine. Once configured, a user can add any of these destinations to their existing template.

If File Already Exists

When changing the document name, if a file already exists with the same name, this feature sets the save behavior.

Option	Description
Rename New File	Prompts user to rename the new file.
Overwrite Existing File	Automatically overwrites the old file with the new one.
Append to Existing File	Appends new file to old file.
Do Not Save	Does not allow the save.
Add Date to Name	Adds the date to the new file name.

Refresh Destinations

Use this feature if you want a recently created or updated template and cannot wait until the system automatically updates the system.
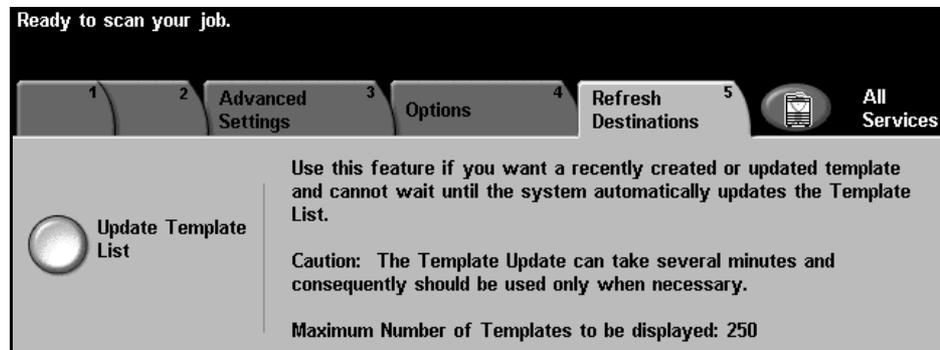
NOTE: The template update can take several minutes.

A maximum of 250 templates can be displayed.

Press the **Update Template List** button to begin the refresh.

6 Scan to E-mail

Scan to E-mail is a standard feature on the WorkCentre 4150s, 4150x, 4150xf. This chapter contains information about the options available within E-mail.

When enabled, scanned images can be sent as an e-mail attachment to a specified e-mail recipient or recipients. Access to the E-mail features is gained using the **Services** button on the control panel.

Depending on the options enabled and how your machine has been configured, you may have to select **All Services** and **E-mail** to display the E-mail feature tabs.

The tabs available for selecting E-mail features are:

- *E-mail - page 79*
- *Basic Settings - page 81*
- *Advanced Settings - page 83*
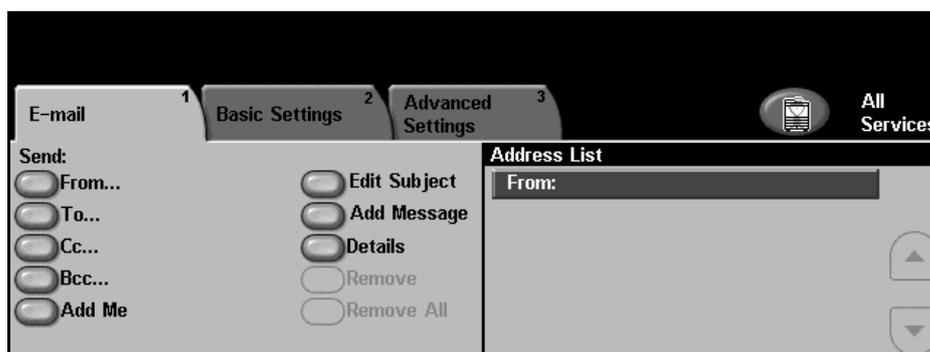
Scan to E-mail Procedure

This section describes the basic procedure for sending e-mails from the machine. Follow the steps below.

Load the Documents – page 74

Select the Features – page 75

Enter the Address Details - page 77

Start the E-mail Job – page 77

Job Status Screen – page 78

Stop the E-mail Job - page 78

NOTE: If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number, or for more information, contact the Key Operator or the System Administrator.

1 Load the Documents

You can load the documents to be e-mailed either on the Document Glass or through the Document Feeder.

For information on setting up the paper trays, refer to *Setting up Paper Trays in the Setups chapter on page 123*.

Document Feeder:

The following steps explain how to load documents using the document feeder:

1. Before loading the documents into the document feeder, ensure they are in good condition and remove all staples and paper clips.

2. Insert the documents neatly into the document feeder, face up. The first page should be on top with the headings towards the left of the machine.
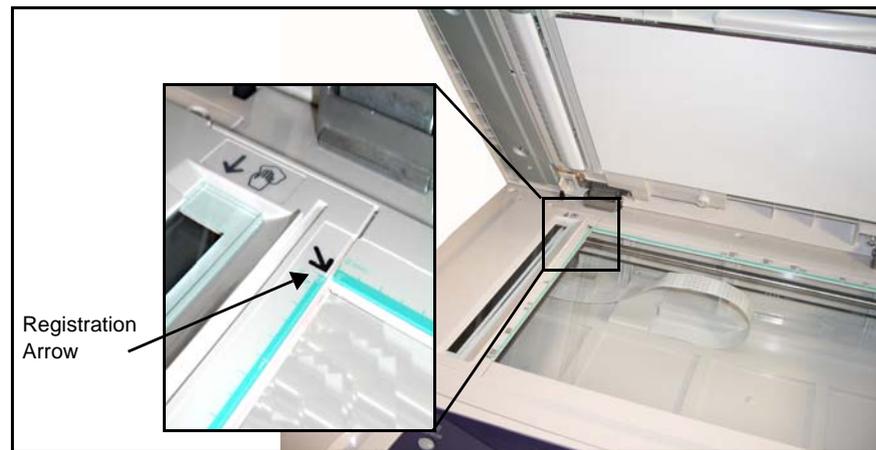
3. Place the stack in the middle of the guides aligning the left edge with the document feeder tray, and position the guides to just touch the edge of the documents.

4. When **Paper Supply** is set to **Auto**, the machine automatically selects an appropriate tray.

Document Glass:

The following steps explain how to load documents using the document glass:

1. Raise the document feeder.

Registration Arrow

2. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass.

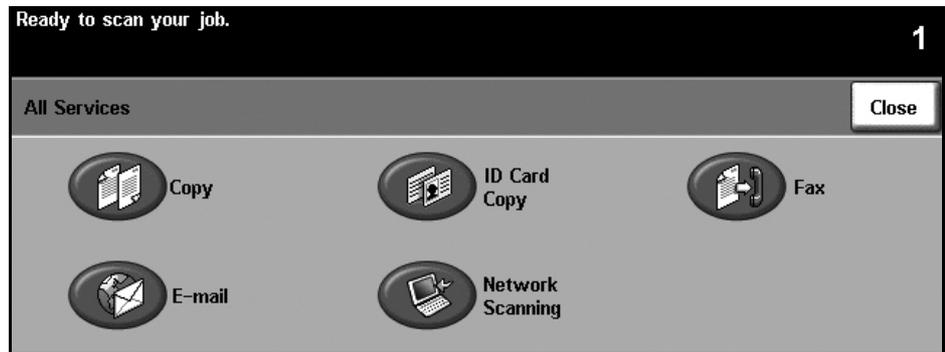**3.** Lower the document feeder.

2 Select the Features

By default, the *Copy* screen is the first screen displayed on the machine. If the screen displays *Job Status* or *Machine Status*, press the **All Services** button. If the touch screen displays other options like Fax or Network Scan, select **All Services** and select **E-mail** from the displayed items.

Various e-mail features can be selected for your e-mail job. The most common features are displayed on the **E-mail** screen.

**1.** Press the **All Services** button on the touch screen.
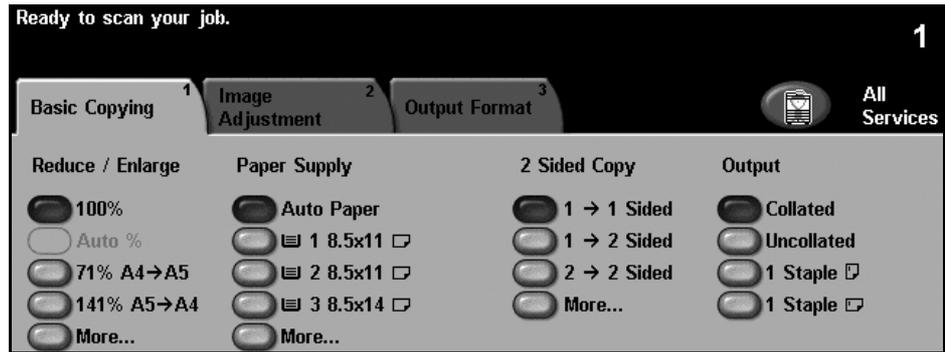
2. Select **E-mail** on the touch screen. Ensure that the **E-mail** screen is displayed.

NOTE: If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number, or for more information, contact the Key Operator or the System Administrator.

3. Press the **Clear All** button once on the control panel to cancel any previous selections. The control panel returns to the default *Entry* screen.

4. Select the button for the feature required.
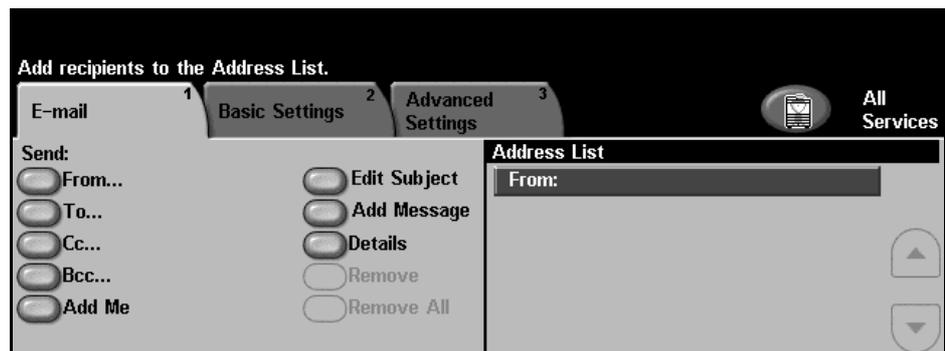
Feature	Description
E-mail	Use this tab to select the standard options for an e-mail job, e.g. address fields, subject lines, message body, etc.
Basic Settings	Use this tab to enter the settings of the e-mail originals, e.g. color scanning, 2 sided originals, type, etc.
Advanced Settings	Use this tab to access the advanced e-mail settings, e.g. image options, resolution, file format, etc.

If necessary, press one of the tabs and configure the e-mail settings. For information on the individual tabs, refer to the following:

E-mail - page 79

Basic Settings - page 81

Advanced Settings- page 83

3 Enter the Address Details

There are two methods of entering the e-mail address:

*   Manually enter the e-mail address.

*   Use the Address Book option to enter an e-mail address from the address book loaded onto your machine. You do not need to enter the full name, and can search the address book on the first few letters.

For more information on addressing options, refer to *Address List in the Scan to E-mail chapter on page 80.*

Repeat the process as required to enter the recipient address(es) and any Cc: or Bcc: addresses.

Select **Edit Subject** to add a subject line that will appear in the recipient's e-mail inbox. Use the touchscreen keypad to enter the text.

Select **Add Message** to add a short message to accompany the scanned original. Use the touchscreen keypad to enter the text.

4 Start the E-mail Job
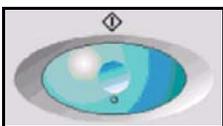
Press the **Start** button. Each document is scanned only once and the machine sends originals as an e-mail attachment.

5 Job Status Screen

1. To display the progress of your e-mail job, press the **Job Status** button on the control panel.

The default *Job Status* screen displays all incomplete jobs, including the queued scan to e-mail job. If there are no incomplete jobs in progress, the message "No Active Jobs" is displayed. For more information on the *Job Status* screen, refer to *Job Status Screen in the Copy chapter on page 21*.

6 Stop the E-mail Job

Follow the steps below to manually cancel an activated e-mail job.

1) Press the **Stop** button on the control panel to cancel the current e-mail job.

2) To cancel a queued job press the **Job Status** button on the control panel to display the *Incomplete Printing Jobs* screen.

3) Select the appropriate job from the queue to view the *Progress of your Job* screen.

4) Select **Delete** from the Job Commands list.

5) Select **Confirm** to delete the job or **Cancel** to return to previous screen.

E-mail

Send

Use the Send options to enter recipient information.

From   This option provides information about the sender.

NOTE: If E-mail is accessed via Authentication Mode, the information contained will be linked with the login name.

To   Use the keypad on the Touch Screen to enter the e-mail address of the recipient.

Cc   Use the keypad on the Touch Screen to enter the e-mail address of the recipient you wish to be copied on the e-mail job.

Bcc   Use the keypad on the Touch Screen to enter the e-mail address of the recipient you wish to be copied on the e-mail job, without their name being displayed on the e-mail.

Add Me   Use this option to enter your own e-mail address and receive a copy of the e-mail job.

Edit Subject   Use this option to add a new subject or edit the default e-mail subject. The subject is the title of the e-mail and not the text contained within the e-mail. The subject line can contain up to 50 characters and displays on the touch screen under the **Edit Subject** button.

Add/Edit Message   Use this option to add new body text. The body text can contain up to 80 characters and displays on the touch screen under the *Message* field.

Details   Use this option to view the details of the selected recipient. The information displayed is determined by how the address was originally added to the Address List, either from the Internal or Public Address Book, or entered manually.

Remove   Use this option to delete the selected address from the Address List.

Remove All   Use this option to delete all addresses from the Address List.

NOTE: The e-mail subject and body text are not deleted.

Address List

Displays all the recipient addresses entered for the current scan to e-mail job. Up to 128 recipient addresses can be entered in the list.

Entering an E-mail Address

You can use either the keypad on the Touch Screen or the Address Book to enter an e-mail address.

NOTE: When entering e-mail details you can change the keypad on the Touch Screen to show upper or lower case, accented characters or numbers by selecting the appropriate button. Use the **Back** button to delete the previously entered character.

Manually   If you already know the full SMTP e-mail address of your recipient, or if you know that the recipient is not in any of the configured address books, you can use the keypad on the touch screen to enter an e-mail address in the *To...*, *Cc...* or *Bcc...* fields.

To delete a character, press the **Backspace** button.

Address Book   Address books contain a list of e-mail addresses and details that are relevant to your company and/or you. If configured, your machine is able to support two types of e-mail address books - Public and Internal. When an entry is made in *To...*, *Cc...* or *Bcc...* the Address Book displays search results for one or both configured address books.

Use the keypad on the touch screen to enter the e-mail recipient's name. As with most search facilities, you do not need to enter the full name and can search the address book on the first few letters.

When you have entered the e-mail search criteria, select the **Enter** button. If there are no matching entries, select the **Change Address Book** button to search the other address book.

If one or more matches are found based on the search criteria, the matches display on the touch screen. Use the **up/down** scroll buttons to locate the recipient. Highlight the recipient in the list and select the **Add** button. Continue this process until you have added all the required recipients. On completion select the **Done** button. The entered e-mail addresses will be shown in the Address List.

Basic Settings

The Basic Settings tab allows you to temporarily change the information relating to your original. Changing these settings allows you to achieve optimum scanning quality for each E-mail original.
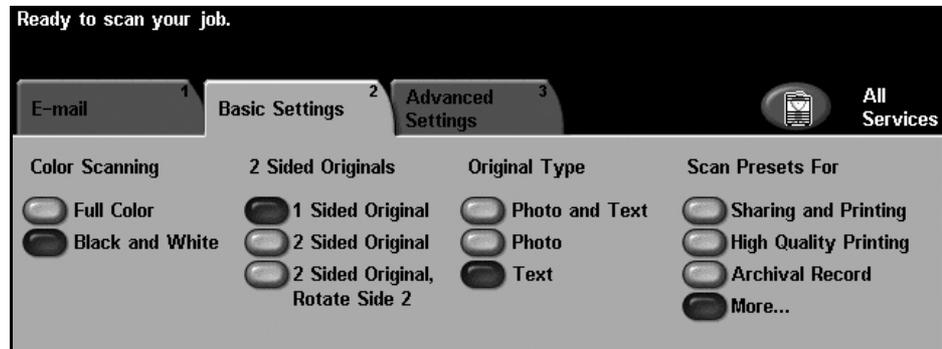
Color Scanning

Use to transmit the e-mail job in mono or color.

Option	Description
Black & White	Transmits a Black & White image.
Full Color	Transmits a Color image.

2 Sided Scanning

This is used to specify whether 1 or 2 sides of your original will be scanned. You can also program the orientation for 2-sided originals.

Option	Description
1 Sided Original	Use this option for originals that are printed on one side only.
2 Sided Original	Use this option for originals that are printed on both sides.
2 Sided Original, Rotate Side 2	Use this option for originals that are printed on both sides and the second side has been rotated. For example, if you are scanning a calendar which uses a "head-to-toe" format.

Original Type

Use this feature to select the style of original being scanned.

| Option	Description
Photo and Text	Use for originals containing photographs and text.
Photo	Use for continuous tone photographs or high quality printed half-tone originals.
Text	Use for originals containing text or line art.

Scan Presets

Apply a Scan Preset to optimize your scan based on the media type. The initial E-mail feature screen displays the most common scan presets. Select the **More...** button for the complete listing.

| Option	Description
for Sharing and Printing	Use this option for normal quality documents. The output file size will be small.
for High Quality	Use this option for high quality documents. This option produces the largest output file size.
for Archival Record	Use this option for documents which will be stored or viewed electronically. This option produces the smallest output file size.
for OCR	Use this option for documents which will be processed using Optional Character Recognition (OCR) software. This option produces the highest quality images and the output file size will be large.
Simple Scan	Use this option for simple documents which require no image quality adjustments. This option will scan, process and transfer your job as quickly as possible. The output file size will be small.
Custom	This option will use the scan settings defined in the currently selected template.

Advanced Settings

The *Advanced Settings* tab allows you to temporarily manipulate the scan template to enhance the appearance and style of your scanned e-mail image.
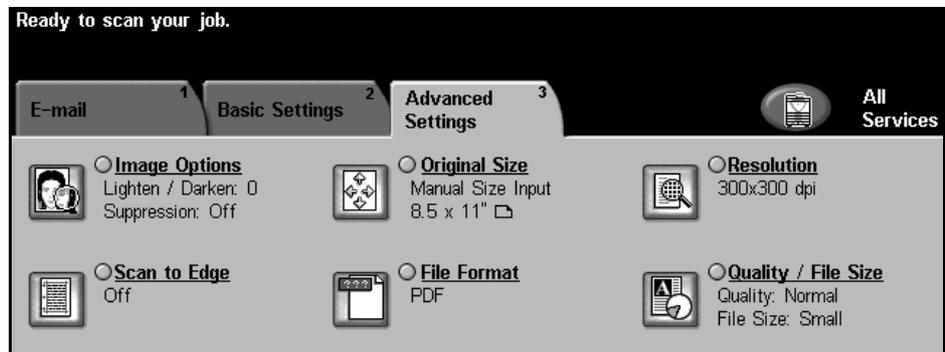
Image Options

Use this feature to enhance the quality of your scanned originals.
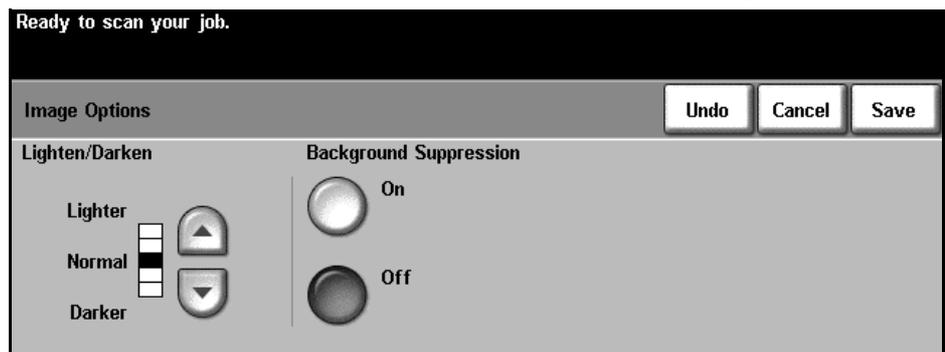

Lighten / Darken   Adjusts the lightness or darkness of the output. To darken the output, press the **scroll down** button. To lighten the output, press the **scroll up** button.

Background Suppression   This option automatically reduces or eliminates the dark background resulting from colored paper or newspaper originals. Select **On** to turn on Background Suppression and select **Save**.

Original Size

Use this option to either enter the size of your original document, or allow the machine to determine the size of the originals and the scanned document automatically.
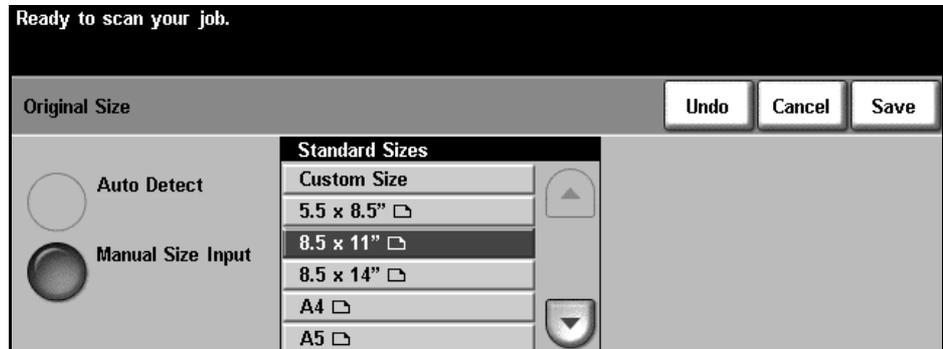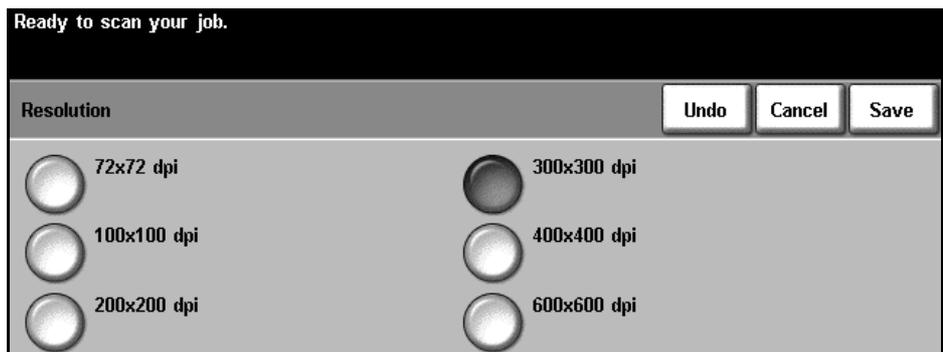

Auto Detect   Use this option to allow the machine to recognize the size of the originals being fed through the document feeder.

Manual Size Input   Use this option to specify the dimensions of the document scanning region when scanning from the document glass. There are several dimensions that correspond to common document sizes and orientations. Select a standard size or select **Custom** to manually adjust the scanning dimensions.

Resolution

Resolution affects the appearance of the scanned image. The higher the scanning resolution, the better the image quality. The current resolution setting is shown under the **Resolution** button on the *Advanced Settings* screen.

Resolution	Description
72 x 72 dpi	Produces the smallest image file size and is recommended for documents which are to be viewed electronically or archived.
100 x 100 dpi	Produces a small file size and is recommended for simple text documents.
200 x 200 dpi	Recommended for average quality text documents and line art.
300 x 300 dpi	Recommended for high quality text documents and line art. Can also be used for medium quality photos and graphics. This is the default resolution and the best choice for most documents.
400 x 400 dpi	Recommended for average quality photos and graphics. It produces good quality images and a smaller file size than the 600x600 resolution.
600 x 600 dpi	Recommended for use with high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.

NOTE: If Color mode is selected, the maximum resolution is 300 x 300.
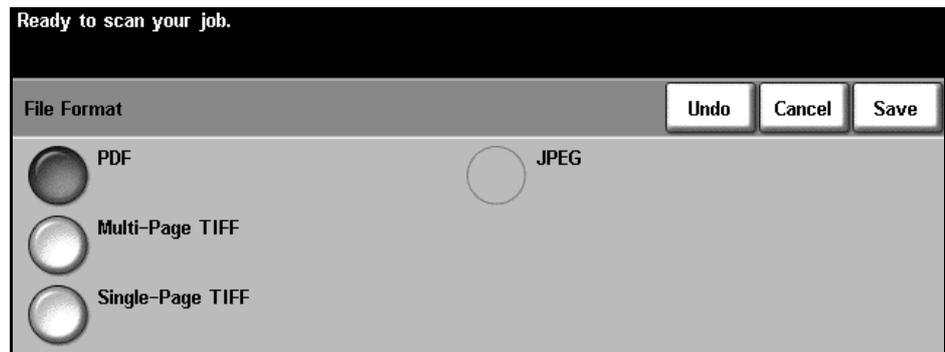
Scan to Edge

Use this option to produce an edge-to-edge scan of the original. You can opt to switch this option **On** or **Off**.
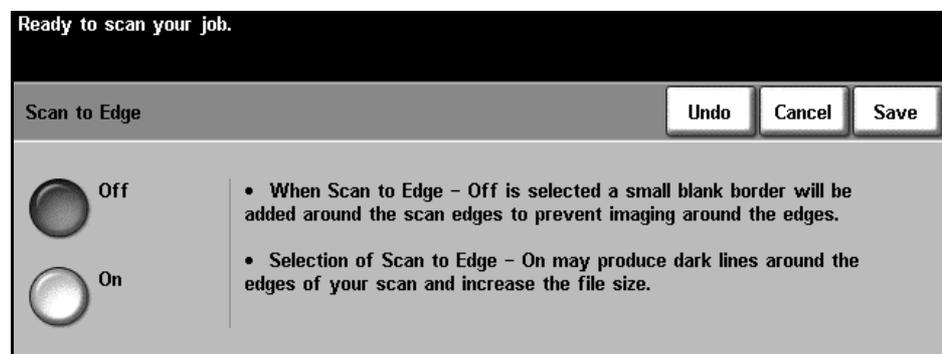
When **Scan to Edge** is switched **Off**, a blank border is automatically added around the edges.

File Format

Use to set the file format of the scanned image.

Ready to scan your job.				
File Format			Undo	Cancel	Save
⦿ PDF		JPEG			
◯ Multi-Page TIFF					
◯ Single-Page TIFF					

PDF	Portable Document Format. Given the right software the recipient of the scanned image can view or print the file, no matter what their computer platform. PDF files usually open with Adobe Acrobat Readers. (Color Scanning - Color option only).
Multi-page TIFF	Multi-page Tagged-Image File Format. A graphic file that can be opened in a variety of graphic software packages across a variety of computer platforms.
Single-page TIFF	Single-page Tagged-Image File Format. A graphic file that can be opened in a variety of graphic software packages across a variety of computer platforms.
JPEG	JPEG formats are graphic files, that can be accessed with all graphics or image editing applications. (Color Scanning - Black & White option only).

Quality / File Size

The Quality / File Size settings allow you to choose between scan image quality and file size.

Ready to scan your job.	
Quality/File Size	Undo Cancel Save
⦿ **Normal Quality** Small File Size	**Note:**
◯ **Higher Quality** Larger File Size	The Normal Quality option produces smaller files with good image quality.
◯ **Maximum Quality** Largest File Size	Small file sizes are better for sharing and transmitting over the network.
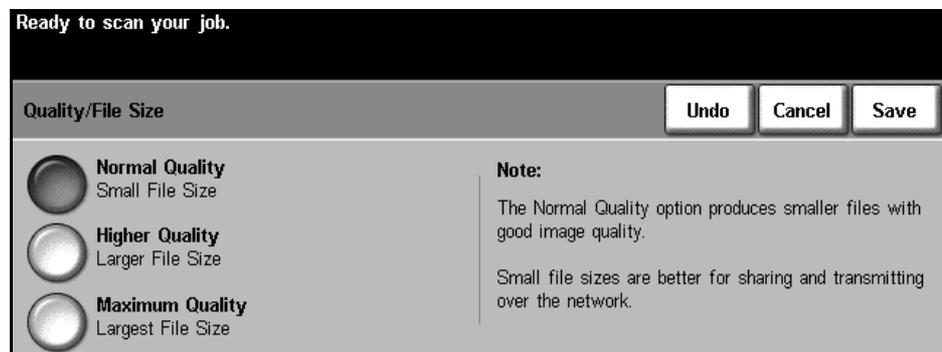
A small file size delivers slightly reduced image quality but is the best option when sharing the file over a network. A larger file size delivers improved image quality, but requires more time to be transmitted over the network.

When you change a setting and select **Save**, an override confirmation screen displays. Select **OK** to confirm the new setting.

NOTE: Changing the Quality / File Size may affect the Scan Presets option selected.

Normal Quality   Use this option to produce good quality images and the smallest file size.

Higher Quality   Using this option produces high quality images and larger file sizes.

Maximum Quality   Use this option for the highest image quality and the largest file size.

7 Print

The Xerox WorkCentre 4150 printer produces high quality prints from electronic documents. You can access the printer from your PC by installing the appropriate printer driver.

A printer driver converts the code within the electronic document into a language that the printer can understand.

NOTE: More detailed information about printing is contained either in the printer driver screens or in the electronic user guides that accompany the printer drivers.

To access the many printer drivers which can be used with your machine, refer to the Drivers CD or download the latest versions from the Xerox website at www.xerox.com.

The following pages contain an overview of the Windows Postscript printer driver options for the WorkCentre 4150. The PCL printer driver screens are similar to those shown but with a reduced selection of options.

Print Procedure

This section describes the basic procedure for printing.

NOTE: If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number, or for more information, contact the Key Operator or the System Administrator.

If your machine is connected to a network, documents can be printed from your PC using the print drivers supplied. The print driver must be loaded on each PC which uses the machine for printing.

1 Select Print from Your PC

1. Select Print in your application.

2. Select your machine as the printer.
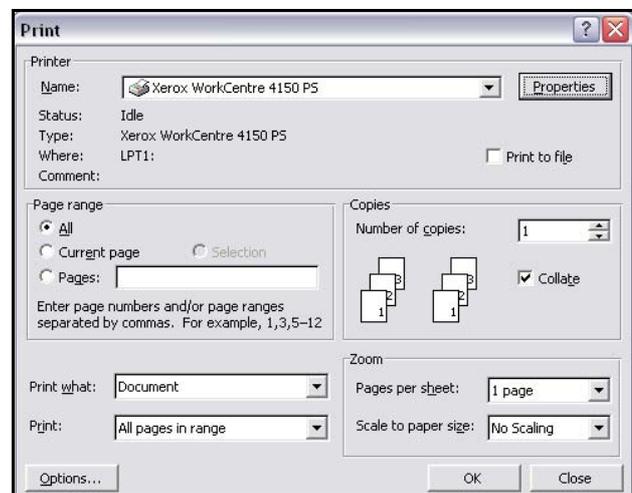
2 Select the Features

1. Select Properties to make your print selections. For information on the individual tabs, refer to the following:

Paper / Output - page 93
Image Options - page 94
Layout / Watermark- page 95
Advanced - page 96

2. Click **OK** to confirm your selections.

3. Click **OK** to print your document.
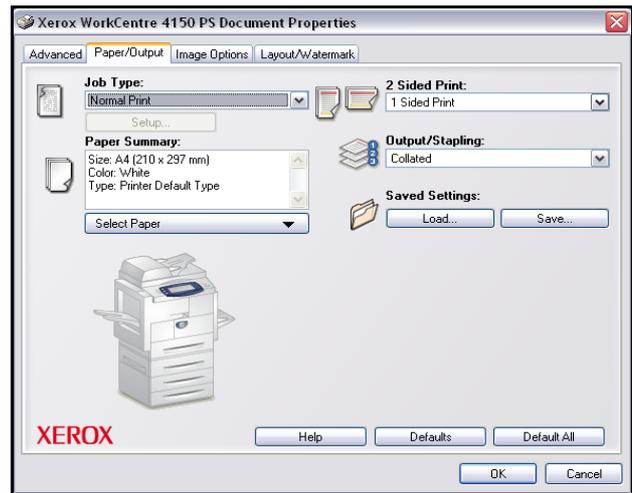
Printer Drivers

The following provides an overview of the features available on the Windows printer driver - the appearance of other printer drivers may vary. For more information about a specific feature, please refer to the online Help facility provided as part of the printer driver software.

Control Options

There are a number of options which appear on all of the printer driver screens:

OK Saves all the new settings and closes the driver or dialog. These new settings remain in effect until changed or until the software application is closed and the printer driver options revert to the default settings.

Cancel Closes the dialog and returns all settings in the tabs to the values that were in place before the dialog was opened. Any changes made are lost.

Defaults Resets the current tab and all its settings to the system default values. The action of this button applies only to the current tab. All other tabs remain unchanged.

Help Select **Help** in the bottom right of the printer driver screen or **F1** on the PC keyboard for information on the displayed printer driver screen. If the tip of the mouse pointer is rested on top of a control, Microsoft Windows will display a brief Help Tip about that control. If the right mouse button selects a control, the Help system provides more detailed information.

Paper / Output

Used to select options such as the job type and the output requirements. The choices available are based on the options enabled on your machine. Click on the arrow scroll button for the option or click on the **Option** icon to change any of the choices displayed.
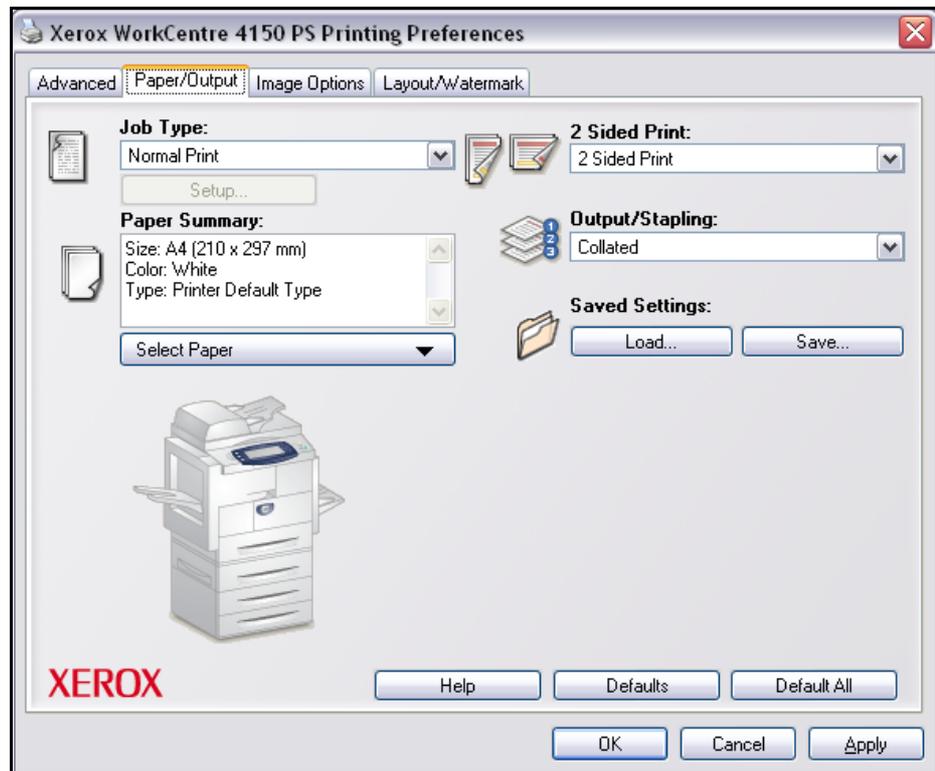
Image Options

Use the options available in this tab to modify the appearance of your print job. This feature can also be used to print draft versions by choosing the *Toner Saver* option.
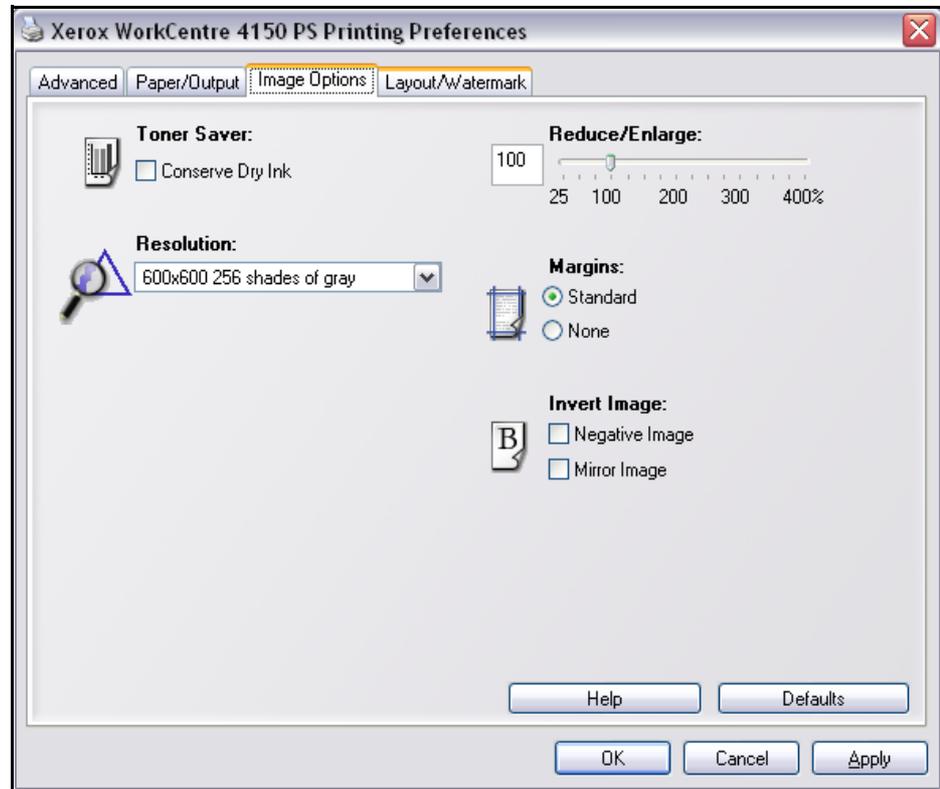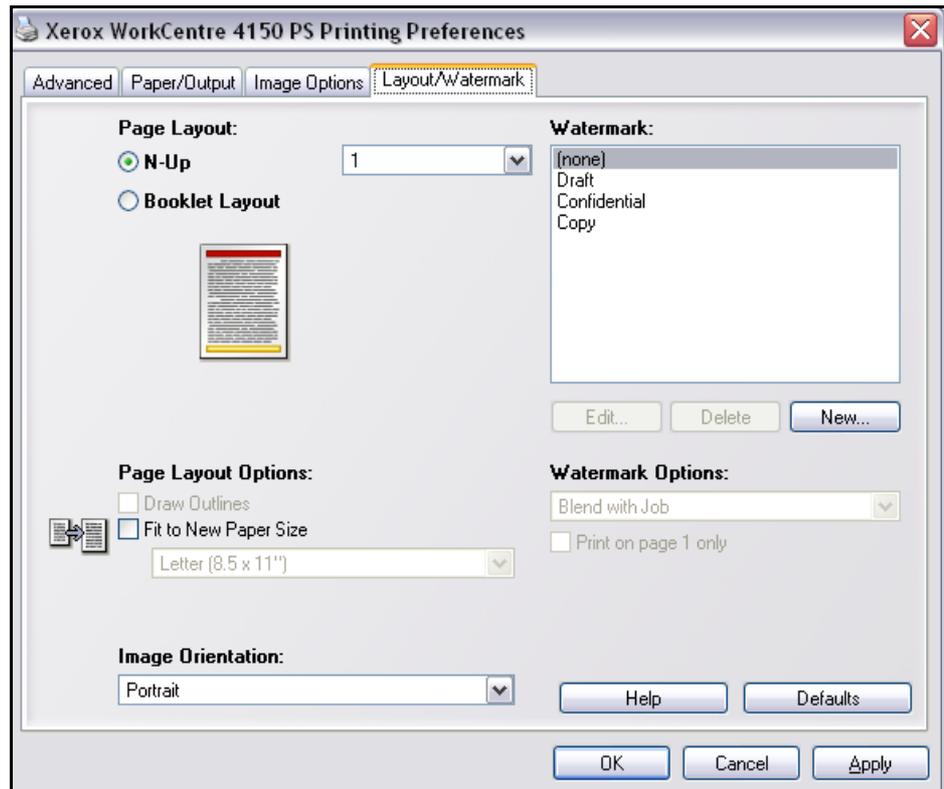
Layout / Watermark

Used to change the layout of a document and add watermarks.

Multiple documents can be printed on one page from 2-Up to 16-Up.

Booklets can also be created.

Use the **Watermark** option to display, for example, the word DRAFT or CONFIDENTIAL across each page. This feature also adjusts the size and location of the watermark.

Advanced

Select this tab to access the postscript options and advanced programming features for your print job. Use the scroll arrows to move through the options. Clicking on a plus symbol will display further choices.
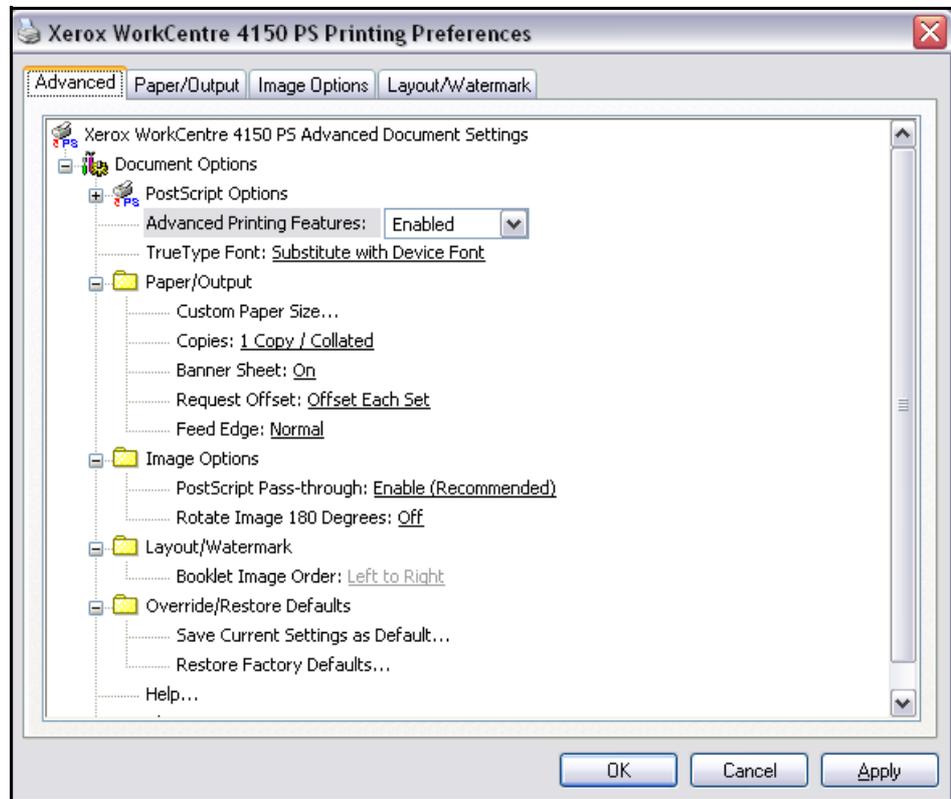
8 Paper and other Media

In this chapter, you will learn about the different types of stock and stock sizes that can be used on your machine, available paper trays and the types of stock and sizes supported by each tray.

There is one paper tray and a bypass tray as standard on the Xerox WorkCentre 4150. Three paper trays are available to purchase as an option.

	WorkCentre 4150	**WorkCentre 4150s**	**WorkCentre 4150x**	**WorkCentre 4150xf**
Tray 1	Standard	Standard	Standard	Standard
Bypass Tray	Standard	Standard	Standard	Standard
Tray 2	Option	Option	Standard	Standard
Trays 3&4	Option	Option	Option	Standard

Various media sizes and types can be used in the trays. For more media specifications, refer to *Paper Supply in the Specifications chapter on page 164*.

Tray	Media Size	Media Types
1, 2, 3 & 4	US Letter (8.5 x 11") US Legal (8.5 x 14") 8.5 x 13" A4 JIS B5 5.5 x 8.5" A6 Postcard 4 x 6" Hagaki	Plain Drilled Letterhead Heavyweight Recycled Bond Pre-Printed Thin
Bypass	US Letter (8.5 x 11") US Legal (8.5 x 14") 8.5 x 13" A4 JIS B5 5.5 x 8.5" A6 Postcard 4 x 6" Hagaki B5 Envelope	Plain Drilled Letterhead Heavyweight Recycled Bond Pre-Printed Thin Transparency

Loading Paper

Preparing Paper for Loading

Before loading paper into the paper trays, fan the edges. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

NOTE: To avoid unnecessary paper jams and misfeeds do not remove paper from its packaging until required.

Loading the Paper Trays

Using the instructions provided below, load paper into the machine. Up to four paper trays are available, depending on your machine configuration.

1. To load paper, pull open the paper tray.
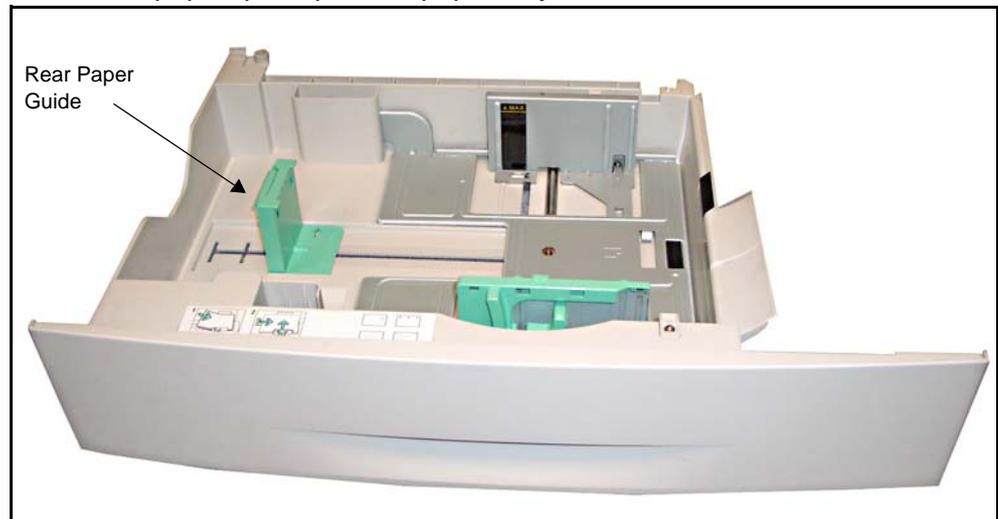
Rear Paper Guide

2. Adjust the rear paper guide to the required paper length. It is preset to A4 or Letter size depending on country. To load another size, squeeze the rear guide and move from the current position and into the required position.

3. Fan the paper and insert it into the tray. If loading Letterhead, ensure the design is face-up and the top edge of the sheet is placed at the right side.
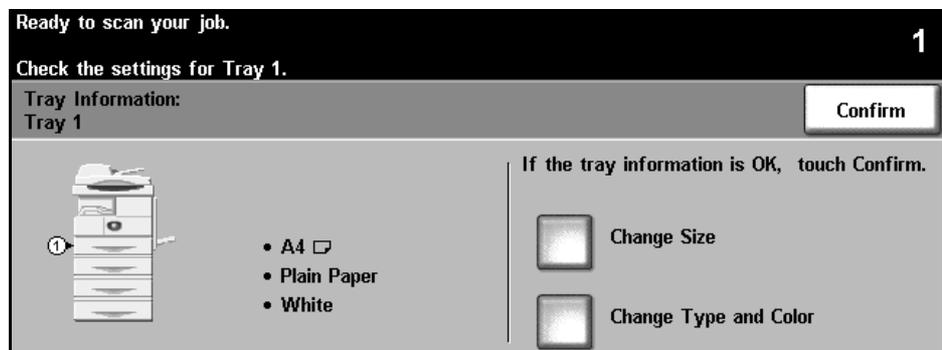

Side Paper Guide

↓ MAX
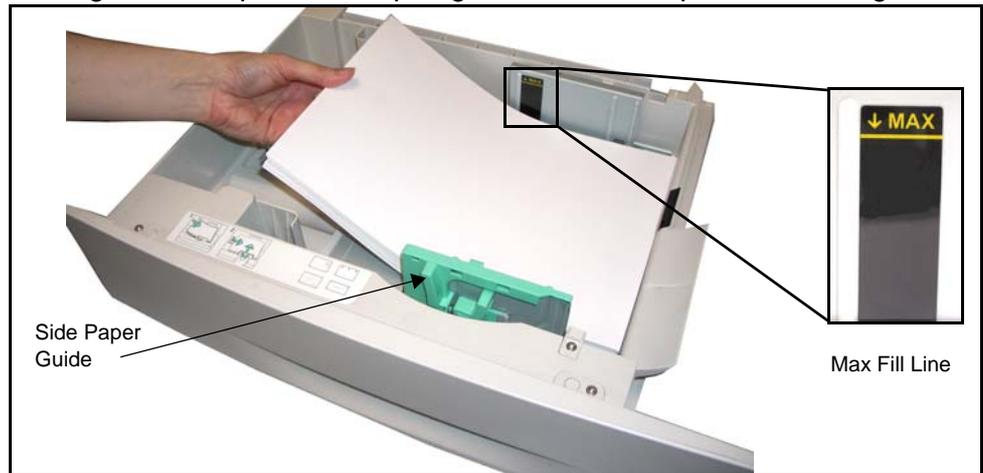
Max Fill Line

CAUTION: **Do not fill above the *Maximum Fill Line*.**

4. Position the side guide by squeezing the lever and sliding it towards the stack of paper, until it gently touches the side of the stack. Do not allow the guide to press against the edge of the paper tightly.

5. Close the paper tray.

ⓘ *When printing from
your PC, ensure you
select the **Select Paper**
button to specify the
correct paper size, color
and type. Not confirming
the paper details may
result in printing delays.*

6. The UI screen shows the current paper supply settings for Tray 1 on the left hand side. Press the **Change Size** button and/or the **Change Type and Color** button to change the settings if necessary. If the settings are correct, press the **Confirm** button. Please refer to *Setting the Paper Size in the Paper and other Media chapter on page 103*.

Ready to scan your job.

Check the settings for Tray 1.

1

Tray Information:
Tray 1

Confirm

If the tray information is OK, touch Confirm.

① • A4 ▭
• Plain Paper
• White

Change Size

Change Type and Color

Using the Bypass Tray

The bypass tray is located on the right side of your machine. It can be closed when not in use, making the product more compact. Use the bypass tray to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the paper tray. Acceptable print media is plain paper with sizes ranging from B5 - SEF to 11" x 14" (176 mm x 250 mm to 279 mm x356 mm) and weighing between 16 lb and 24 lb (60 g/m^2 and 90 g/m^2).

Loading the Bypass Tray

1. Lower the bypass tray, located on the right side of the product and unfold the paper support extension.

ⓘ *Remove any curl on postcards, envelopes and labels before loading them into the Bypass Tray.*

2. Prepare a stack of paper or envelopes for loading by flexing or fanning them back and forth. Straighten the edges on a level surface.

**3.** Load the print material with the print side facing down and against the right edge of the tray.

NOTE: Hold transparencies by the edges and avoid touching the print side.

Bypass Tray

4. Adjust the paper guide to the width of the stack of print material. Ensure you have not loaded too much print media. The stack should be under the Max. Fill Line.


Paper Guide   Max Fill Line
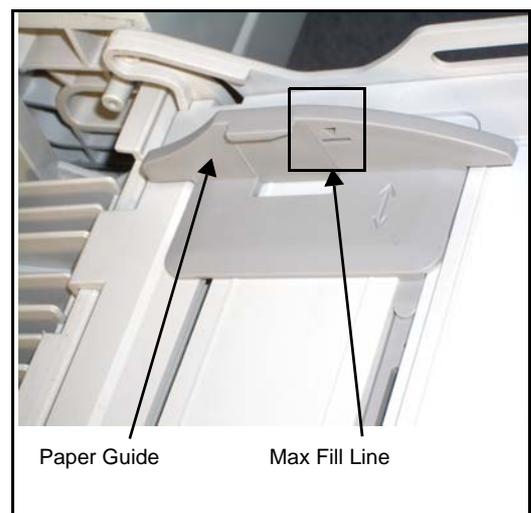
5. The UI screen shows the current paper supply settings for the Bypass
Tray on the left hand side. Press the **Change Size** button and/or the
Change Type and Color button to change the settings if necessary. If
the settings are correct, press the **Confirm** button. Please refer to
*Setting the Paper Size in the Paper and other Media chapter on
page 103.*
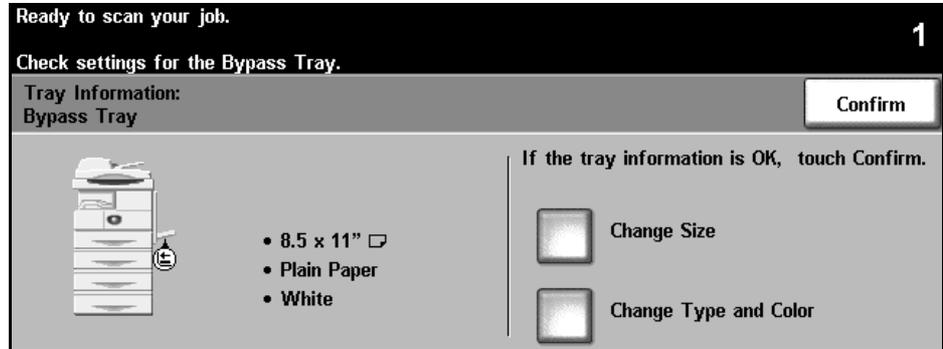
Setting the Paper Size

Each time you load new paper into the paper trays, the Tray Information screen appears on the UI.
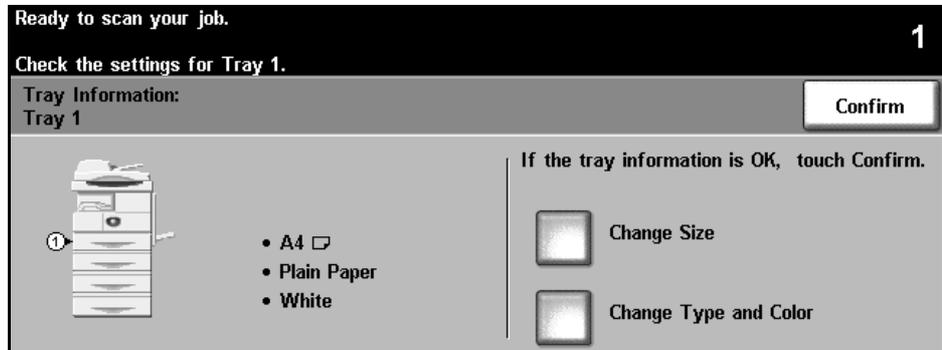
The current tray settings are displayed on the left hand side of the UI.

Change Size   Select the required paper size from the list provided. Use the **up/down scroll** buttons to view all options. Save your selection to return to the *Tray Information* screen.

Change Type and Color   Select the required stock type and stock color from the lists provided. Use the **up/down scroll** buttons to view all options. Save your selection to return to the *Tray Information* screen.

Confirm Press the **Confirm** button when the tray settings on the UI are correct to go to the default feature screen.

NOTE: Failure to confirm the new correct paper size and type may cause problems when using the printing feature. The printer drivers select the paper tray based on the available information on paper size and type, and printing errors may occur if this is not set correctly at the machine.

Media Specifications

Media Guidelines

When selecting or loading paper, envelopes or other special media please adhere to these guidelines:

- Attempting to print on damp, curled, wrinkled or torn paper can cause paper jams and poor print quality.

- Use only high quality copier grade paper. Avoid paper with embossed lettering, perforations or texture that is too smooth or too rough.

- Store paper in its ream wrapper until ready to use. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture or other conditions that can cause it to wrinkle or curl.

- During storage, moisture-proof wrap (any plastic container or bag) should be used to prevent dust and moisture from contaminating your paper.

- Always use paper and other media that conform with the specifications detailed in *Paper Supply on page 164.*

- Use only well-constructed envelopes with sharp, well creased folds:
  - DO NOT use envelopes with clasps and snaps.
  - DO NOT use envelopes with windows, coated lining, self-adhesive seals, or other synthetic materials.
  - DO NOT use damaged or poorly made envelopes.

- Only use the special media recommended for use in laser printers.

- To prevent special media such as transparencies and label sheets from sticking together, remove them from the exit tray as they are printed.

- Place transparencies on a flat surface after removing them from the machine.

- Do not leave the special media in the bypass tray for long periods of time. Dust and dirt may accumulate on them resulting in spotty printing.

- To avoid smudging caused by fingerprints, handle transparencies and coated paper carefully.

- To avoid fading, do not expose the printed transparencies to prolonged sunlight.

- Store unused media at temperatures between 59°F and 86°F (15°C to 30°C). The relative humidity should be between 10% and 70%.

- Do not load more than 20 sheets of transparencies or 10 envelopes into the Bypass Tray at a time.

- Verify that your labels' adhesive material can tolerate fusing temperature of 200ºC (392ºF) for 0.1 second.

- Ensure that there is no exposed adhesive material between labels.

CAUTION: **Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to machine components.**

- Do not feed a sheet of labels through the machine more than once. The adhesive backing is designed for one pass through the machine.

- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

9 Setups

This chapter identifies some of the key settings that you can customize to meet your requirements. It is aimed primarily at the Key Operator and System Administrator of the machine.

Changing these settings is easy and will save you time when using the machine.

Accessing Tools

All the machine setup features are in the **Tools** menu, accessed through the **Access** button on the control panel.

1. Select the **Access** button on the control panel.

2. The *Tools* menu is password protected. Use the number keypad to enter the default password - **1111**. Select **Enter** on the touch screen.

NOTE: **1111** is the factory set default password. It is recommended that you change this password. For information on changing passwords, select the **Help** button on the machine keypad.

3. Select the **Go To Tools** button.
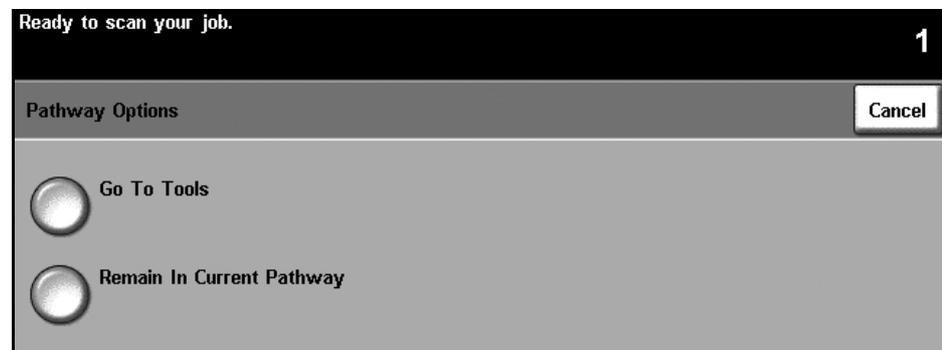
Tools Menu Overview

According to your machine setup, some or all of the following options are accessible from the *Tools Mode* screen:

Feature	Feature Options	Feature Options Sub-menu
Systems Settings	Tray Management	*Tray Confirmation Messages (page 123)* *Default Paper (page 123)* *Paper Substitution (page 123)* *Auto Tray*
	Timers	*System Timeout* *Incomplete Scan* *Held Job Timeout*
	Audio Tones	*Fault Tone* *Conflict Tone* *Selection Tone*
	Time & Date	*Set Date & Time (page 113)* *Greenwich Mean Time Offset (page 113)*
	System Administrator	
	Job Sheets	*Banner Sheets* *Error Sheets* *Stock Choice*
	Reduce / Enlarge Presets	*Reduce / Enlarge Presets (page 125)* *Basic Copy Presets (page 125)*
	Measurements (page 114)	
	Altitude Adjustment (page 114)	
	Output Options	*Out of Staples Options* *Within Job Offsetting*
	Contention Management	
	Job Operation Rights Screen Defaults	
Screen Defaults (page 127)	Entry Screen Default	
	Job Status Default	
	Language Default	
	Service Default and Priority Order	

Feature	Feature Options	Feature Options Sub-menu
Access & Accounting	Authentication Mode	
	Auditron Setup (page 132)	*Auditron Initialization* *User Account and Access Rights* *Auditron Reports* *Auditron Group Accounts* *Auditron General Accounts*
	Network Accounting Setup	*Network Accounting Authentication* *Network Accounting Login Display Mode* *Network Accounting Validation Setups*
	Foreign Interface Device Setup	
Feature Defaults	Feature Default & Priority Order	
	Set Fax Defaults	
	Set Copy Defaults	
	Set ID Card Copy Defaults	
Connectivity & Network Setup	Physical Media	
	Network Setup	*TCP/IP Options* *Apple Talk (R)* *Netware (R)*
Online / Offline		
Supplies Management (page 130)	Toner Cartridge Reorder Notification	
	Drum Cartridge Reorder Notification	
	Fuser Counter Reset	
	Bias Transfer Roller Counter Reset	
	Feed Rollers Counter Reset	
	Document Feeder Friction Pad Counter Reset	
Customer Support & Supplies Numbers (page 150)	Customer Support Telephone Number	

Feature	Feature Options	Feature Options Sub-menu
	Supplies Telephone Number	
	Customer Asset Tag Number	
	Xerox Asset Tag Number	
Optional Services (page 151)	Network Scanning	
	E-mail	
	On Demand Image Overwrite	
	Network Accounting	
	Immediate Image Overwrite	
	Server Fax	
	Embedded Fax	
Machine Tests	Image Quality Test Patterns	
	User Interface Tests (page 147)	*User Interface Button Test* *Audio Tone Test* *LED Indicator Test* *Touch Area Test* *Display Pixel Test* *Video Memory Test* *Reset User Interface* *Application Checksum Verification*
Power Save Administration	Set Power Save Duration Times (page 127)	
Software Reset	Software Reset (page 129)	
Fax Setups	Fax Transmission Defaults (page 116)	*Automatic Redial* *Prefix Dial* *Batch Send* *Audio Line Monitor* *Toll Save* *Dial Tone Volume* *Transmission Header Text*
	Fax Country Setting (page 117)	

Feature	Feature Options	Feature Options Sub-menu
	Receive Defaults (page 118)	*Auto Answer Delay* *Ring Volume* *Auto Reduction* *Receive Header* *Fax Receive Tray* *Default Output Options* *E-mail / Fax Forward* *Secure Receive* *Junk Fax Prevention* *Receive Mode* *Remote Code* *Secure Polling*
	File Management (page 121)	*Retained Documents Policy* *Mailbox Setup*
	Line Configuration (page 121)	*Dial Type* *Fax Number* *Machine Name*
	Fax Reports (page 122)	*Transmission/Receive Report* *Broadcast Report* *Confirmation Report* *Multipoll Report*
	Error Correction Mode (page 122)	
On Demand Image Overwrite		

Localization

Before using your new machine, the localization settings below will have been set using the machine installation wizard. As your requirements change, you may need to reset or adjust these settings.

Set Date and Time

Some features and functions on the machine require the local date and time such as the header on a fax and the configuration sheet. This utility enables you to set and change the local date and time on the machine.

Go To Tools > System Settings > Time and Date

Set the date in either mm/dd/yy or dd/mm/yy or yy/mm/dd format, and enter the correct date.
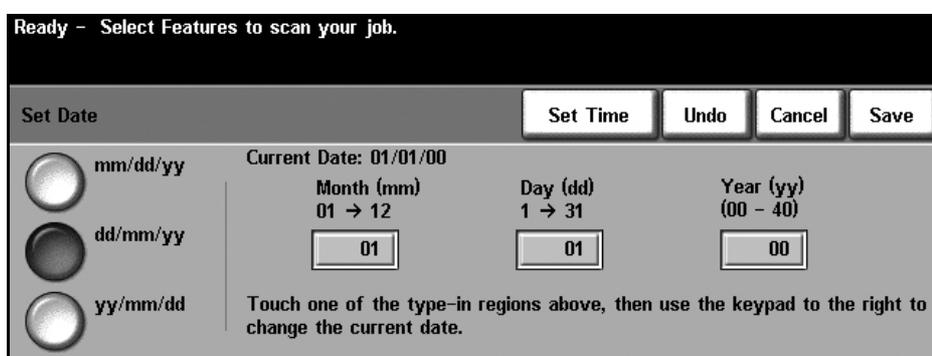
Set the correct time using either the 12 or 24 hour clock. Enter the time in the Hour and Minutes fields and choose AM and PM as relevant, if it's a 12 hour clock.
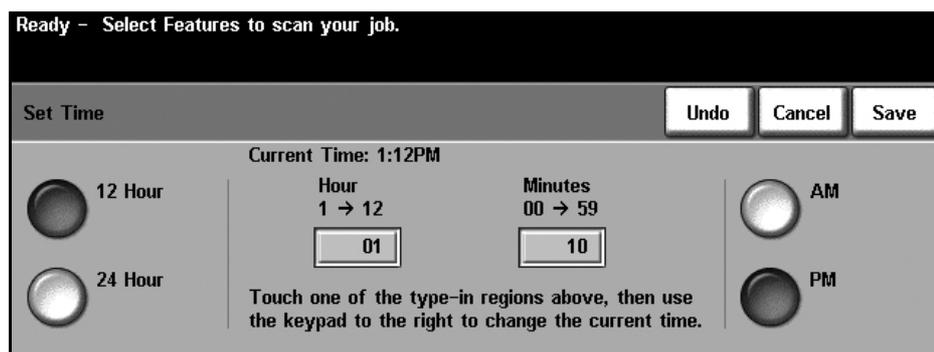
Greenwich Mean Time Offset

Select the required offset using the increase and decrease buttons to the left and select **Save** when complete. Information for the GMT offset setting can be found in the *Quick Install* booklet.

**Go To Tools > System Settings > Time and Date > GMT Offset**

Ready – Select Features to scan your job.

| Set Greenwich Mean Time Offset | Undo | Cancel | Save |

GMT Offset

–12 to 14.0
Hours
`0.0`

Select the required Offset using the buttons to the left and select Save.
Information for the GMT Offset setting can be found in the Installation manual.
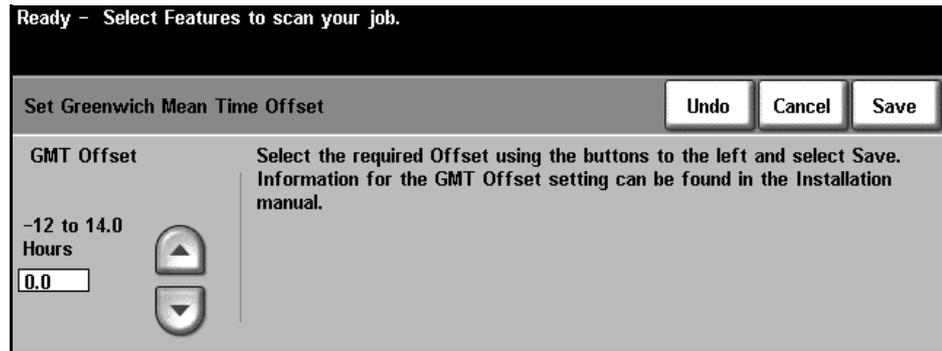
Set Measurements

The measurements that are displayed on the touch screen can be set to either inches or mm. You can also set the decimal point (*Numeric Separator*) to either a period (e.g. 12.3) or a comma (e.g. 12,3).

Go To Tools > System Settings > More > Measurements

Ready – Select Features to scan your job.

| Measurements | Undo | Cancel | Save |

Units
   Inches
   mm

Numeric Separator
   Comma (123,456.00)
   Period (123.456,00)
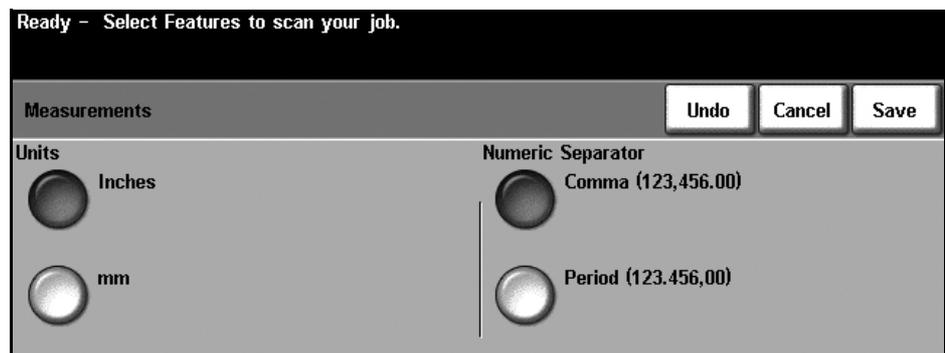
Set Altitude

The xerographic process used in your machine to make prints is affected by air pressure. Air pressure is determined by the height of the machine above sea level. The machine will automatically compensate for differences in air pressure if you enable the feature.

Go To Tools > System Settings > More > Altitude Adjustment

Ready - Select Features to scan your job.

Altitude Adjustment   Cancel   Save

Enabled

Disabled
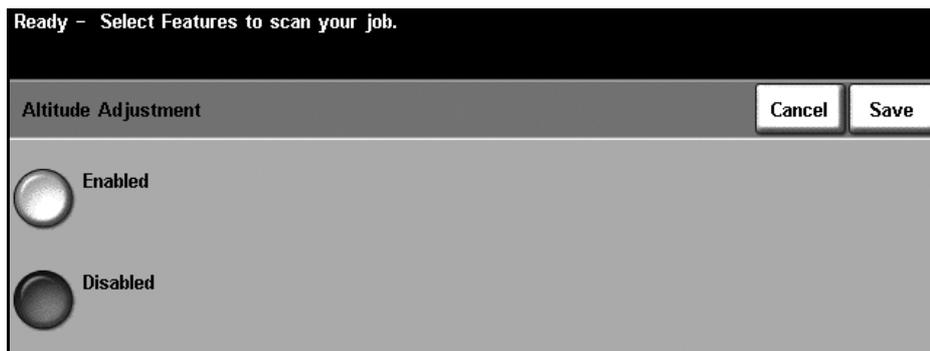
Setting the altitude enables the machine to operate effectively and maximises performance.

Fax Setup

These are the options available on the *Fax Setup* screen. Select **More** to navigate to screen 2 and to select more fax setup options.
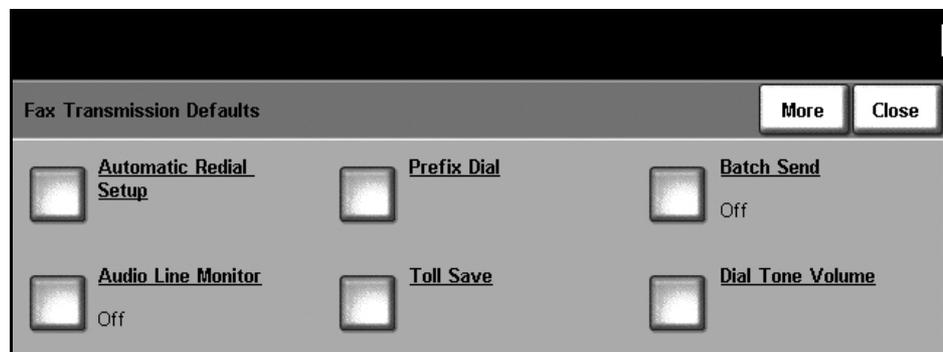
Go To Tools > More > More > Fax Setups
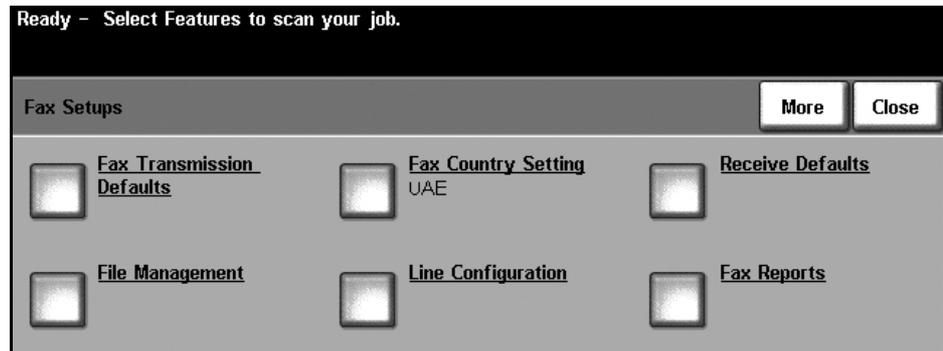
Fax Transmission Defaults

The transmission defaults allow you to customize the fax transmission settings.

Go To Tools > More > More > Fax Setups > Fax Transmission Defaults

Automatic Redial Setup If the machine cannot make contact with the destination fax machine, it will automatically wait and redial later. This option enables you to specify the interval between unsuccessful attempts (in minutes) and the number of times the machine will redial.

Audio Line Monitor When the machine is transmitting a fax the dialing, handshake and digital data create audible beeps and buzzing sounds on the phone line. Normally this cannot be heard. However, the *Audio Line Monitor* allows a user to listen to

the call progress and hear the number dialed and the beginning of the handshake. This is often known as "listen to dial".

If you want to hear the fax audio monitor, select the **On** button.

Select **Save** to confirm the setting. The dialing and handshake tones will now be audible every time a fax is sent.

Prefix Dial   The *Prefix Dial* allows you to enter a frequently used dial code that can be used for all outgoing faxes. This code usually includes country dial codes or extensions inside the workplace. Use a maximum of 5 digits.

Toll Save   The *Toll Save* feature allows you to set a low rate period to send stored faxes to take advantage of cheaper, off-peak rates.

Select **On** to enable this feature. Set the Send Start date and time (in mm/dd/yy hrs/mins AM/PM format) and then set the End date and time (in mm/dd/yy hrs/mins AM/PM format).

Select **Off** to disable this feature.

Batch Send   The *Batch Send* feature allows the user to send several fax jobs to the same destination fax machine during one transmission. This reduces the connection time and provides an economy rate for call connection charges.

This option enables the feature to be switched on or switched off.

When you receive the machine, the *Batch Send* feature will be on. If this feature is enabled, you will receive a popup while faxing a document, requiring you to confirm if you want the fax sent immediately. Select the **Off** button to disable the feature, then select **Save**.

Dial Tone Volume   When the *Audio Line Monitor* has been enabled, the dial tones are audible when faxing. Use the **scroll** buttons on the *Dial Tone Volume* screen to select a dial tone volume setting (from 0 - 7).

Transmission Header Text   The Transmission Header Text screen allows you to input details that will appear on the header of all outgoing faxes.

Fax Country Setting

From a list of options, select the country in which the machine is installed. This enables the fax modem settings to match the telephone system of the country.

Go To Tools > Systems Settings > More > More > Fax Country Setting
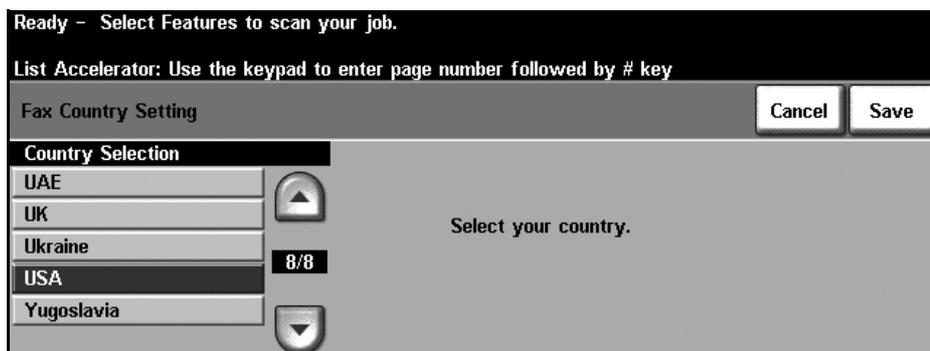
Receive Defaults

The various options in the Receive Defaults section enable you to customize the way faxed documents are received.

Go To Tools > More > More > Fax Setups > Receive Defaults

Auto Answer Delay This tool enables the machine administrator to set a delay time before the machine responds to a call. This is particularly useful if the machine is attached to a shared phone line.

The default answer delay is 1 ring. To delay the pick-up, enter a number between 1 ring and 7 rings using the keypad. Select the **Save** button to save the setting.

Ring Volume This feature enables the user to hear a ringing tone from the machine when an incoming fax is being received.

If you do not want to hear a ringing tone when the machine receives an incoming fax, select the **Off** button. If you want to hear a ringing tone when the machine receives an incoming fax, select the **On** button. When the feature is on, you can adjust the volume of the ringing tone by selecting a High, Medium or Low setting.

Auto Reduction When receiving a fax that is longer than the selected paper, the machine can automatically reduce the document to fit the paper. To do this, the *Auto Reduction* feature must be enabled. Select **On** or **Off** as needed.

If *Auto Reduction* is off, when receiving a document that is longer than the selected paper, any image at the bottom of the paper will be discarded according to the Discard Size setting. The Discard Size can be set between 0-30mm.

Receive Header Select **Enable** to have a time stamp, page number and number of the sending fax machine printed at the top of all received fax jobs.

Fax Receive Tray Select from either Tray 1, Tray 2 or the Bypass Tray to use for incoming fax transmissions.

Default Output Options Depending on the output device fitted, you will be able to staple or duplex your incoming faxes. This utility is used to enable the output options you require for all your incoming faxes.

To select the output you require, select the **Stapled** button or the **Duplex** button, then select the **On** button. Both options can be on if required.

The Stapling option will put a single staple in the top left corner of faxes. If the fax job has 1 sheet or more than 50 sheets, the fax job will not staple. The Duplex option will assume Head-to-Head orientation (like a book).

E-mail / Fax forward This feature allows incoming or outgoing faxes to be automatically forwarded to another recipient, either fax or e-mail.

Forward to E-mail

Select either **Forward All Faxes**, **Forward Transmitted Faxes** or **Forward Received Faxes**.

Select either **Output Format pdf** or **Output Format TIFF**.

Enter forwarding E-mail address and **Save** settings.

Forward to Fax

Select either **Forward All Faxes**, **Forward Transmitted Faxes** or **Forward Received Faxes**.

Enter forwarding fax number and **Save** settings.

Secure Receive For added security, this feature enables the machine administrator to control when and how your incoming faxes are printed.

To print a fax on receipt, the *Secure Receive* feature must be **Off**. Select the **On** button to hold the incoming fax until a passcode is used. *Print on Passcode* settings can be changed using the number keypad. Touch **Save** to confirm changes.

When a fax is received, the screen will prompt you to insert a four digit passcode number (the default setting is **1111**). This number will then be used by the user to release incoming faxes from the print queue.

Junk Fax Prevention This tool enables the machine administrator to prevent the receipt of unwanted (junk) faxes. This is done by only allowing the receipt of faxes from numbers held in the dial directory.

The default selection for *Junk Fax Prevention* is **Off** so there is no filtering of incoming faxes. Select the **On** button to switch on the feature. With the feature switched on, the machine will block ALL incoming faxes except those from fax numbers that are included in the machine's Individual Directory.

To block incoming faxes from numbers already in the Individual Directory, add the numbers to the Junk Fax Numbers List.

Junk Fax Numbers List

To add a number to the list touch an empty list location to highlight it and then touch the **Edit List** button.

Input the last 7 digits of the number you wish to block using the keypad and then select the **Save** button.

Repeat this process for all the numbers you want to block up to a maximum of 10 numbers and then select the **Save** button.

To delete a number from this directory, touch the line number to highlight it, then select the **Edit List** button. Press **C** (Clear) on the keypad to clear the number and then select the **Save** button.

Receive Mode   This feature allows you to switch between Telephone, Answering Machine/ Fax and Fax receive options.

Telephone

Use to operate in manual mode. When a call is received, pick up the external phone handset. If a fax tone can be heard, press **Start** and replace the handset.

Fax

The machine answers the incoming call and immediately switches to fax receive mode.

Answering Machine/Fax

Use if attaching an answering machine to the machine. If the machine detects a fax tone, it switches to fax mode automatically.

Remote Code   When enabled, enter the external phone key (0-9) to start the fax receive.

Secure Polling   The machine can be programmed to send documents in the user's absence when polled. When enabled, a *Polling Passcode* is required to access the documents stored for *Secure Polling*.

Add, **Delete** or **Save** passcodes to the *Polling Passcodes* list.

File Management

The File Management feature allows the System Administrator to amend the mailbox and stored document settings.
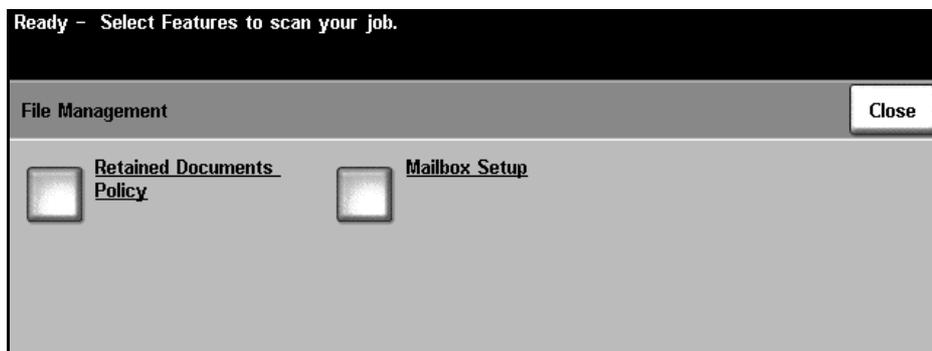
Go To Tools > More > More > Fax Setups >File Management

Retained Documents Policy

The *Retained Documents Policy* feature allows the machine administrator to specify the period of time that faxes will be held in the machine memory once they have been printed from a mailbox or sent to a polling recipient.

A different time period may be specified for documents received in mailboxes and for documents stored for polling (whether in general memory or a private mailbox). Choose the appropriate option and select whether to **Delete on Print** or **Keep**.

Mailbox Setup

The *Mailbox Setup* feature allows the System Administrator to edit the mailbox id, passcode and name. The System Administrator can also enable or disable the *Mailbox Notification* feature that sets whether a user receives fax notification or not.

Line Configuration

The fax option supports one analogue telephone line. This feature enables the System Administrator to configure the fax lines for PSTN (Public Switching Telephone Network) systems. Set the dial type of the line to either Tone or Pulse. Enter the Fax Number and Machine Name (a friendly or easy-to-remember fax name).

Go To Tools > More > More > Fax Setups > Line Configuration
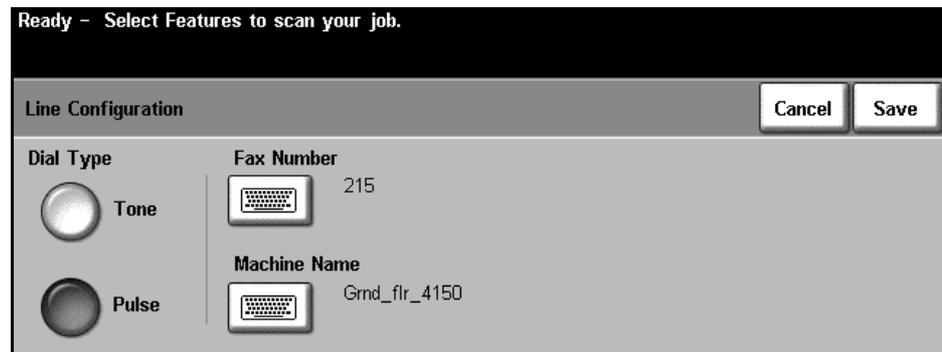
Fax Reports

This facility allows you to enable or disable the **Auto-Print** feature for the following reports:

- **Transmission/Receive Report:** Reports details on recently transmitted or received faxes.

- **Confirmation Report:** Reports transmission status and can be printed after every transmission or only when a transmission error occurs.

- **Broadcast Report:** Reports the success or failure of a fax sent to several destinations and can be printed after every transmission or only when a transmission error occurs.

- **Multipoll Report:** Reports the success or failure of a polled fax to several destinations and can be printed after every transmission or only when a transmission error occurs.

For more information on Fax Reports, refer to *Fax Reports on page 52*.

Go To Tools > More > More > Fax Setups > Fax Reports

Error Correction Mode

This mode compensates for poor line quality and ensures accurate, error-free transmission with any other Error Correction Mode equipped fax machine. However, if the line quality is poor, the transmission time may be increased when this mode is enabled.

Go To Tools > More > More > Fax Setups > Error Correction Mode

Setting up Paper Trays

Tray Confirmation Messages

This feature enables the *Tray Confirmation* message on the display screen. The *Tray Confirmation* message appears when new stock is loaded into the paper trays. The user must confirm the paper size and paper type of the new stock.

Go To Tools > System Settings > Tray Management > Tray Confirmation Messages

Default Paper

The *Default Paper* settings allows the programming of the default paper type and color. Typically, this is the most common stock that will be used in the machine and is the stock that the machine will feed if a specific stock type is not selected.

Go To Tools > System Settings > Tray Management > Default Paper

Paper Substitution

This feature enables the machine to automatically substitute common US and metric paper sizes when printing.

If the feature has been turned off, the machine will hold the job and indicate that the appropriate paper size should be loaded. If this feature is set to **On**, the machine will automatically substitute the sizes shown on the screen below.

Go To Tools > System Settings > Tray Management > Paper Substitution
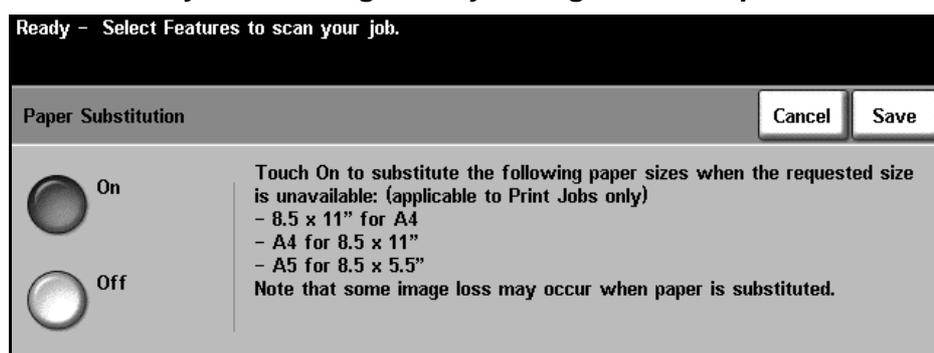
Auto Tray

When the **On** button is selected, the *Auto Tray* feature automatically selects the paper tray loaded with the paper size closest to the original document. This can be overridden on the *Basic Copy* screen by manually selecting the required tray.

When the **Off** button is selected, the **Auto Tray** button is disabled on the *Basic Copy* screen. The tray selection defaults to Tray 1.

Machine Presets

Reduce/Enlarge Presets

This feature enables the machine administrator to set the 6 default reduction or enlargement ratios.

When the *Reduce/Enlarge Presets* window opens, the default reduction and enlargement ratios are displayed. These ratios produce a proportional reduction or enlargement of the image. To change one of the preset ratios, touch the appropriate preset window and use the keypad to type in the required value.

The common values show the most frequently used presets depending on the market region. For example, in the image below, the values used in the US market are depicted.

Go To Tools > System Settings > More > Reduce / Enlarge Presets > Reduce/Enlarge Presets
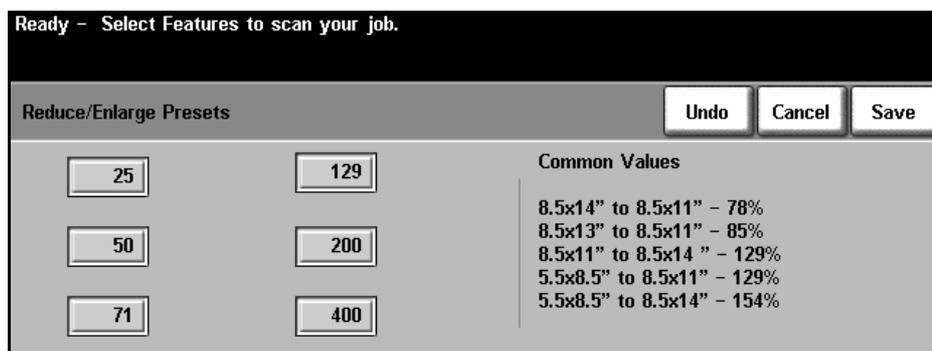
Basic Copying Presets

This feature defines the 2 default reduction or enlargement ratios (refer to the *Reduce/Enlarge Presets* topic) that appear in the *Reduce/Enlarge* panel of the Basic Copying screen.

Go To Tools > System Settings > More > Reduce/Enlarge Presets > Basic Copy Presets

Ready – Select Features to scan your job.

Basic Copy Presets — Undo | Cancel | Save

25%	25%
50%	50%
71%	71%
129%	129%
200%	200%
400%	400%
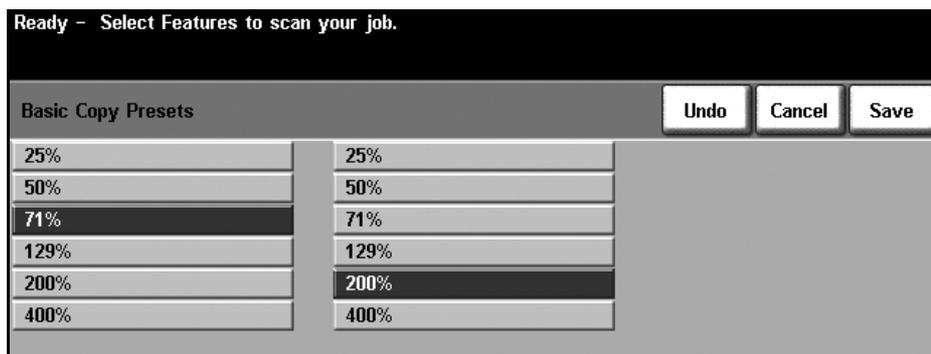
Change Default Settings

Changing the user defaults to reflect the needs of the users will make the machine more user-friendly, increasing effectiveness and productivity.

Set (Power Save) Duration Times

This utility enables the System Administrator to modify the time the machine will spend between standby and low power modes.

The machine is designed to be energy efficient and will automatically reduce its power consumption after periods of inactivity.

This utility can be enabled or disabled.

- To change the elapsed time for the machine to go from *Standby Mode* to *Low Power Mode*, select the appropriate time frame, e.g. after 5 minutes duration, after 45 minutes duration, etc.

Select the **Save** button to confirm the change.

Go To Tools > More > Power Saver Administration > Set Duration Time

Entry Screen Default

This feature enables the machine administrator to set which screen the user sees first.

The *Entry Screen* appears when the machine resets selections after a user has completed a job, or after the **Clear All** button is pressed. The available options are **Features**, **Machine Status** and **Job Status**. To set one of the options, touch the appropriate button and then select **Save**.

Go To Tools > Screen Defaults > Entry Screen Default

Job Status Default

Use this feature to set the default screen when the user presses the Job Status button to the left of the UI. For a full list of available screens, refer to *Job Status Screen in the Copy chapter on page 21.*

Go To Tools > Screen Defaults > Job Status Default

Language Default

Use this feature to set the User Interface language.

Feature Default and Priority Order

Use this feature to select a service from the list and use the buttons to increase or decrease its priority. The highest priority service will be displayed as the default service on the machine within the Features pathway. The next two services will be displayed as buttons in the Features pathway. Any remaining services will be accessible through the **All Services** button.

Display Brightness

Depending on where your machine is located, you may wish to adjust the touch screen display in order to minimize glare and improve readability. Use the adjustment knob to the left of the touch screen to adjust the brightness of the user interface screen to suit the ambient light levels.
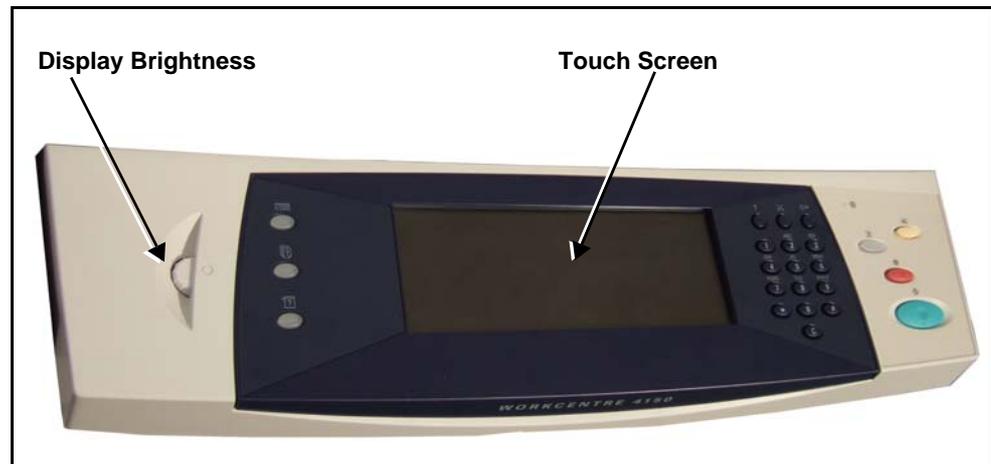
Audio Tones

Use this feature to enable or disable one of the following audio tones:

Tone	Description
Fault Tone	Sounds when there is a fault on the machine
Conflict Tone	Sounds when there is a system setting conflict
Selection Tone	Sounds when a button is selected

When enabled, the tones can be set to either low, medium or high. Press the **Test** button to test the tone volume. Select **Save** to confirm the settings.

Go To Tools > Systems Setting > Audio Tones

Software

Software Reset

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

Go To Tools > More > Software Reset

This facility allows you to reset the System Software. Select the **Reset System Software** button. A pop-up window will appear warning you that jobs in the system may be lost and asking you to confirm that you wish to continue. If you confirm this message the machine will reboot the system software.

CRU Replacement Defaults

Customer Replaceable Units (CRUs) are modules within the workings of the machine that you can replace when needed. The machine monitors the number of copies made for service information purposes. This information helps maintain the machine's productivity and image quality.

When a module is nearing the end of its life, a message displays advising you to order a new module.

When a module reaches the end of its life, a message displays advising you to replace the module.

To easily identify the Customer Replaceable Units the latches are colored orange.

SMart Kit^{TM} Drum Cartridge Reorder Notification

The SMart Kit^{TM} Drum Cartridge has a specific life expectancy and will occasionally need to be replaced to maintain good image quality.

Go To Tools > More > Supplies Management > Drum Cartridge Reorder Notification

When enabled, this feature displays a message when the cartridge approaches the end of its life expectancy.

Use the scroll buttons to set the expected drum life percentage level at which the message displays.

During normal machine operation, once the re-order message has appeared and you have placed your order for a new module you can switch the message off by selecting the **Cancel Current Reorder Message(s)** button.

When you confirm that a new cartridge has been installed, the cartridge counter resets.

Toner Cartridge Reorder Notification

Toner usage depends on the type and the number of images printed. The machine calculates how long the toner will last according to your usage of the machine and displays the information on the *Machine Status - Service Information* screen. It also uses this information to tell you when to order a new toner cartridge and when to install it. This facility allows you to control how the toner usage monitoring system works.

Go To Tools > More > Supplies Management > Toner Cartridge Reorder Notification

With the toner cartridge Status **Enabled**, the machine will analyze the toner usage to predict the percentage of toner remaining and display the information on the *Machine Status - Service Information* screen. When the percentage of toner remaining equals the number set in the window on this screen, a

message will be displayed telling you to order a new toner cartridge. You can set the percentage level the message displays using the scroll buttons.

When the Toner Cartridge Reorder Notification threshold is reached a message will be displayed. Once you have a new toner cartridge you can turn the message off by selecting the **Cancel Current Re-order Message(s)** button. The machine will display a message when it is time to install the new toner cartridge.

When the Toner Cartridge Status is **Disabled,** the machine will not predict the toner usage and you will not receive a re-order reminder. The *Machine Status - Service Information* screen will say that the toner monitoring function is disabled. When the machine has run out of toner you will be told to replace the toner cartridge.

If you replace the toner cartridge when instructed to do so by the message on the display, the machine will assume that you have installed a new toner cartridge and reset the toner usage counters. However, if you choose to install a new toner cartridge before the message is displayed you will have to reset the toner usage counters manually by selecting the **Confirm New Toner Cartridge Has Been Installed** button.

Counter Resets

Other replaceable units within the machine also track the number of images made as a measure of their life expectancy. These include:

- Fuser Counter

- Bias Transfer Roller Counter

- Feed Rollers Counter

- Document Feeder Friction Pad Counter

At the end of life, these units continue running without re-order notification messages. On replacement, the **Counter Reset** buttons should be used to reset the counters to zero.

Go To Tools > More > Supplies Management

Accounting

Accounting allows the System Administrator to track the use of the machine and control access to the features. There are four accounting options.

- Auditron (only available on the WorkCentre 4150 (Digital Copier) configuration).

- Network Accounting

- Xerox Standard Accounting

- Foreign Device Interface
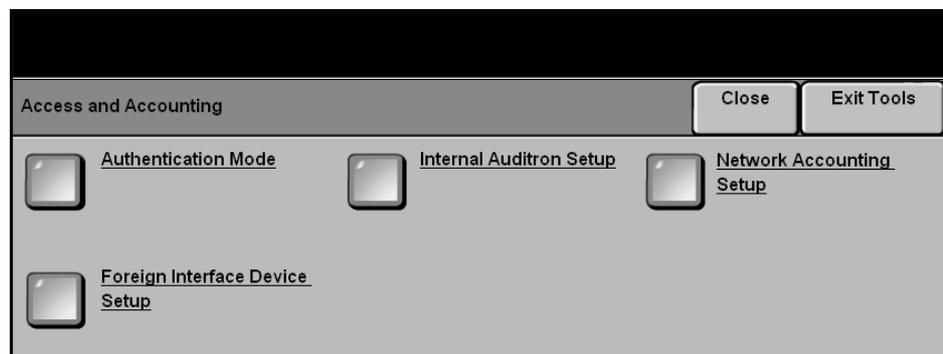
Go To Tools > Access & Accounting

Auditron

The Auditron is an accounting feature of the machine. Accounting allows you to track the use of the machine, for analysis and billing purposes, and to control access to the features.

NOTE: The Auditron only tracks non-networked features such as copy and embedded fax. No other features are affected by the Auditron.

Auditron

The Auditron is a standard feature of the machine which automatically tracks copy usage for each user. The Auditron will prevent unauthorized access to the copy and embedded fax features of the machine. It is enabled or disabled by the System or Auditron Administrator.

If the Auditron is enabled, and the user selects Basic Copying or Basic Faxing, a personal numeric password must be entered before the copy features become available. Contact the Auditron Administrator for your personal numeric password and, if appropriate, group or general account number(s). On completion of the session you must log out of the Auditron. This enables logs to be kept of all copy and fax jobs so that, for example, costs can be

charged to different departments or customers. Limits can be set on the number of impressions allowed by each account holder.

Account Types

The Auditron uses four types of account:

Type	Description
Master Account	Provides the initial account to log into when the Auditron is authenticated and initialized. The account has all tools and Auditron rights enabled. It is set up and managed by the System Administrator. The Master Account is always active as long as the Auditron is enabled and cannot be deleted. The System Administrator enables a user account for the Auditron Administrator.
User Accounts	All users of the machine must have a valid User Account to login. The user is also set up with a default Group Account. The counts for both User and Group Accounts are updated when a job is run on the machine.
Group Accounts	Provides the ability to track images for a workgroup. Many users can be associated with one Group Account. If the user has access to Multiple Group Accounts, they can choose which Group Account to access, in addition to their own User Account. Use Group Accounts to track usage by workgroup or office departments. No limit can be set for Group Accounts.
General Accounts	General Accounts can only be accessed if the user has login rights. The count is updated for the General Account only. Use General Accounts to track usage by administrative tasks or customers. No limit can be set for General Accounts.

Auditron Administrator

The Auditron Administrator is allocated a User Account by the System Administrator. The account is given Administrator access rights. This enables the Auditron Administrator to select the Access and Accounting button in the Tools Pathway: no other Tools options are available. From Access and Accounting the Auditron Administrator can add, delete, or modify accounts, enable or disable access for account users to groups and set limits on the number of impressions each account holder is allowed.

More than one user can be allocated Administrator rights within the Auditron.

The Auditron has the facility to allow Auditron data to be printed in a report format to maintain or to check usage.

Auditron Setup

To setup the Auditron you must first select the type of Auditron required, this is called Authentication. After authenticating, the Auditron must next be initialized.

Authentication
The availability of the buttons on the *Access and Accounting* screen are affected by the settings on the *Authentication Mode* screen. None of the setups can be performed until the required mode has been authenticated.

Authentication Mode		Undo	Cancel	Save
Auditron		**Foreign Interface Device**		
○ Off		○ Off		
○ On		○ On		
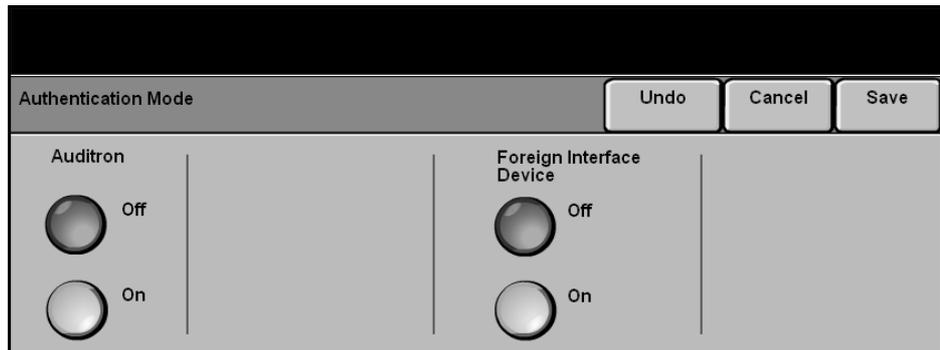
Go To Tools > Access & Accounting > Authentication Mode

1. Select the **Authentication Mode** button.

From the *Authentication Mode* screen the desired authentication mode is enabled. Only one option can be selected at a time. The Xerox Standard Accounting, Foreign Interface Device and the Network Accounting buttons only appear when the options are installed. The Auditron is always available.

2. Select the **Auditron On** button

3. Select the **Save** button to authenticate the Auditron and proceed with the Auditron setup.

NOTE: The Auditron may have already been authenticated by your System Administrator. If required, contact your System Administrator for access passcodes.

Initialization
The Auditron needs to be initialized before users can access the Auditron features

Go To Tools > Access and Accounting > Internal Auditron Setup > Auditron Initialization

1. From the *Access And Accounting* screen, select the **Internal Auditron Setup** button.

2. Select the **Auditron Initialization** button.

Tools Mode		
Auditron Setup	Close	Exit Tools
☐ Auditron Initialization	☐ User Accounts and Access Rights	☐ Auditron Reports
☐ Auditron Group Accounts	☐ Auditron General Accounts	
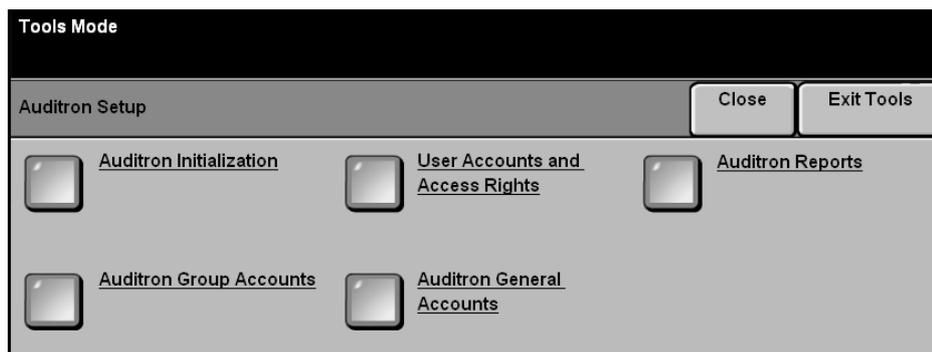
The *Auditron Initialization* screen gives access to three types of activities performed within Auditron Initialization:

Activity	Description
Partitioning	Partitioning the Auditron means dividing the machine memory between User and General Accounts. After entering the number of User Accounts required, the number of General Accounts is automatically calculated. If more User Accounts are created, fewer General Accounts can be created. The number of Group Accounts is fixed and is not affected by the partitioning. To change the number of User Accounts, touch the User Accounts numeric entry region and enter the new number on the keypad. Alternatively, use the **up/down scroll** arrows to increase or decrease the number of User Accounts. The number of General Accounts changes in proportion.
Reset All Counters	Selecting the Reset All Counters button resets all the counters for all accounts to 0. All account and User Numbers remain intact. When initializing the account there is no need to reset the counters, as all counters are already set to 0.
Initialize Auditron	Once the Auditron has been partitioned, it needs to be initialized. 1. Select the **Initialize Auditron** button. 2. Select the **Confirm** button twice to confirm the initialization.

Account Management

Managing Auditron accounts involves setting up accounts, passwords, limits and access levels. Accounts can be subsequently modified or deactivated.

**Setup User
Accounts and
Access Rights**

Setting up User Accounts involves creating an account, password, limits and access rights.

Go To Tools > Access and Accounting > Internal Auditron Setup > User Account and Access Rights

1. Select the **User Accounts and Access Rights** button.

To change the User Account, touch the *User Account* numeric entry region and type the new number on the keypad. Alternatively, use the **up/down scroll** buttons to increase or decrease the User Accounts number.

The buttons on the left of the screen allow you to browse through the User Accounts.

Button	Description
Next Open Account	Displays the next unused User Account.
Next Active Account	Displays the next used User Account.
Previous Account	Displays the most recent User Account selected during the current session.

The *User Number* and *Group Account* boxes display information for the currently selected User Account.

If the User Account selected is unused, the *User Number* field is blank and the Group Account is 1.

The User Number and Group Account are entered, or amended, by touching the required numeric display region and typing the new number on the keypad.

Field	Description
User Number	A valid User Number is between 3-12 digits long. Leading zeros and the characters * and # are recognised. If the User Number is not unique a message is displayed on the touch screen.
Group Number	A valid Group Number is from 1-255.
Copy Limit	The Copy Limit is from 0 to 999 999. To change the limit, touch the numeric display region and type in the new limit using the keypad.

Select the **Access** button to set access levels for the account currently displayed.

Any combination of these access levels may be set.

Field	Description
General Accounts Access	Allows the user to log into any General Account and update it. If there are no General Accounts, the **General Accounts Access** button is greyed out and non selectable.
Multiple Group Account Access	Allows the user to log into any Group Account and update it.
Auditron Administrator Access	Allows the user to enter the Tools Pathway and select the **Access and Accounting** button from the *Tools Mode* screen and access all features in the Auditron.

If none of the buttons on the *Access Rights* screen are selected you have enabled User Account rights only

General Accounts   The copy usage for all General Accounts can be viewed or reset to 0. A limit cannot be assigned to a General Account.
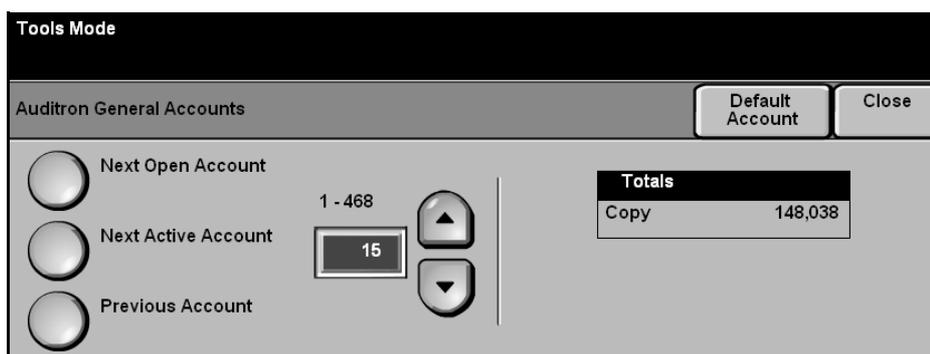
Go To Tools > Access and Accounting > Internal Auditron Setup > Auditron General Accounts

1. Select the **Auditron General Accounts** button.

The information displayed on the screen is for the currently selected General Account. To change the General Account, use the navigation buttons on the left, touch the *General Account* numeric entry region and type the new number on the keypad, or use the **up/down scroll** buttons to increase or decrease the General Account number.

If there are no General Accounts, the General Accounts Access button is greyed out and non selectable.

The buttons on the left of the screen allow you to browse through the General Accounts.

Button	Description
Next Open Account	Displays the next unused account.
Next Active Account	Displays the next used account.
Previous Account	Displays the most recent account selected during the current session.

Shown on the screen is the total count allocated to the selected General Account.

The maximum copy value is 2 500 000.

2. Select the **Default Account** button to reset the total in the currently displayed General Account to 0.

Group Accounts   The copy count for all Group Accounts can be viewed or reset to 0. A limit cannot be assigned to a Group Account.
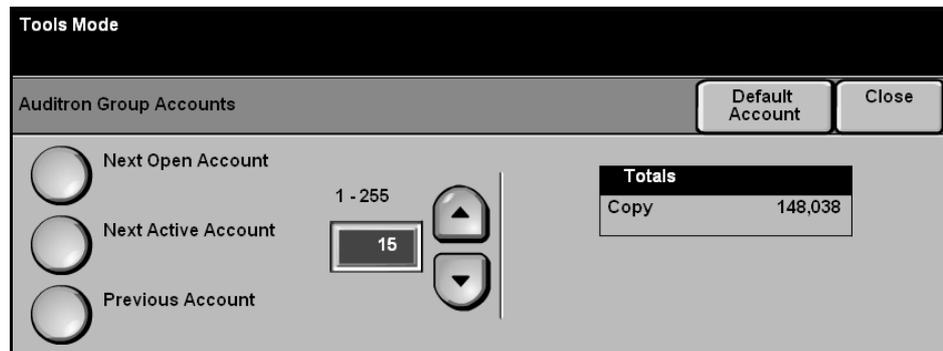
Go To Tools > Access and Accounting > Internal Auditron Setup > Auditron Group Accounts

1. Select the **Auditron Group Accounts** button.

The information displayed on the screen is for the currently selected Group Account. To change the Group Account, touch the *Group Account* numeric entry region and type the new number on the keypad. Alternatively, use the **up/down scroll** buttons to increase or decrease the Group Account number. There are between 1 and 255 Group Accounts in the Auditron.

The buttons on the left of the screen allow you to browse through the Group Accounts.

Button	Description
Next Open Account	Displays the next unused account.
Next Active Account	Displays the next used account.

Button	Description
Previous Account	Displays the most recent account selected during the current session.

Shown on the screen is the total usage allocated to the selected Group Account.

The maximum copy value is 16 000 000.

2. Select the **Default Account** button to reset the total in the currently displayed Group Account to 0.

Deactivate a User Account

Only the System or Auditron administrator can deactivate a user account.

NOTE: User accounts cannot be deleted, only deactivated. This is done by changing the user number to an alternative number known only to the Administrator.

Group and General accounts cannot be deactivated.
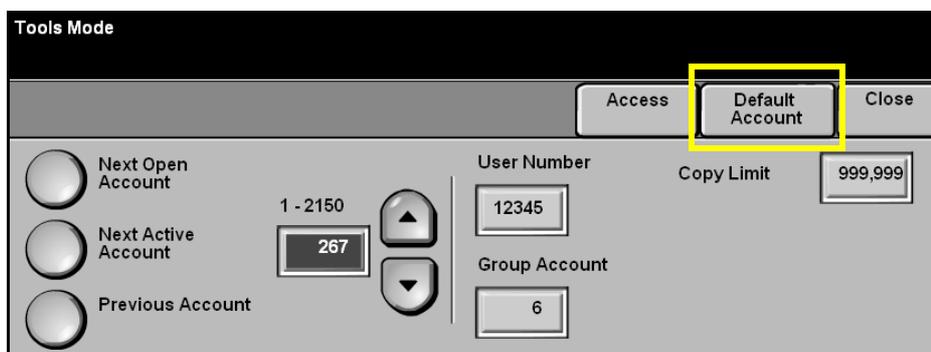
Go To Tools > Access and Accounting > Internal Auditron Setup > User Account and Access Rights

1. To deactivate a user account, access the tools pathway and select the **User Account and Access Rights** button from the *Internal Auditron Setup* screen.

2. Select the **User Account and Access Rights** button.

The information displayed on the screen is for the currently selected User Account. Access the account you wish to deactivate by touching the User Account numeric entry region and typing the new number on the keypad using the **up/down scroll** buttons to increase or decrease the User Accounts number, or using the buttons on the left of the screen to browse the required User Accounts.

NOTE: User account 1, the system administrator account, cannot be deactivated.

3. To deactivate the selected User Account select the **Default Account** button.

4. Use the keypad to enter a dummy User Number.

The Auditron access rights, Group Account and Copy Limit are reset to the default value. A new account, using the same account number can be added by replacing the dummy User Number with a genuine User Number.

5. Select the **Close** button to return to the *Internal Auditron Setup* screen.

User Access
If enabled you must log into the machine before you can start a job. On completion of your session, log out of the Auditron or view the counts made for your Auditron account.

Auditron Login
When the Auditron is enabled you must login to use the Basic Copying and Embedded Fax features as only the counts for copying and embedded fax are tracked. All other features are freely accessible.
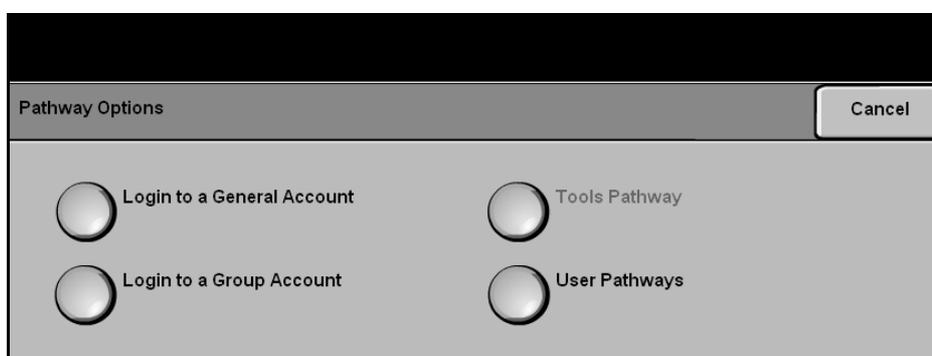
Each user is allocated access rights and a numeric passcode by the Auditron Administrator.

When the **Basic Copying** or **(Embedded) Fax** button is selected from the *All Services* screen, you are presented with the *User Account Login* screen.

Use the keypad to enter your numeric passcode and then select the **Enter** button.

• If the passcode is invalid the machine will allow 2 further attempts to enter a correct passcode. After three attempts, further passcode entries are inhibited. Contact your Auditron Administrator to make sure you have the correct passcode.

• If the passcode is valid, the next screen displayed depends on the type of accounts you have been given access to, User, General, Group or Master account.

If you have User Account access only, the Basic Copying feature screen will appear. If your user account has reached its limit or if your account limit is reached during the session, a message is displayed, the conflict tone sounds, and the job is stopped. Contact your Auditron Administrator to reset or increase your user account limit.

Pathway Options   If you have General Account Access, Group Account Access, or Master Account Access, the *Pathway Options* screen is displayed enabling you to login to a particular account.

Your account access rights will determine which buttons on this screen are available.

The **User Pathways** button is always available and when selected will take you to the default feature screen. All copies made will be assigned to your User Account.

The **Tools Pathway** button is only available if you have Master Account access. If available, this button will take you to the *Tools Pathway* so that you can create or modify Auditron accounts.

General Accounts   **1.** If you have access to General Accounts, select the **Login to a General Account** button to open the *General Account Login* screen.

2. Use the keypad to enter the General Account number you wish to use for this job.

3. Select the **Enter** button.

There is no limit on the number of attempts to enter a valid general account number. If a valid general account number is entered, the default feature screen opens. Only the selected General Account will be updated during the session, your user account will not be affected.

Group Accounts **1.** If you have access to Group Accounts, select the **Login to a Group Account** button to display the *Group Accounts Login* screen.

2. Use the keypad to enter the Group Account number you wish to use for this job.

3. Select the **Enter** button.

There is no limit on the number of attempts to enter a valid account number. If a valid group account number is entered, the default feature screen opens. The selected Group Account and your User Account will be updated during the session.

Auditron Logout

When you have finished a session you must log out by pressing the hard **Access** button on the control panel. This opens the *Accounting/Authentication Logout* screen.
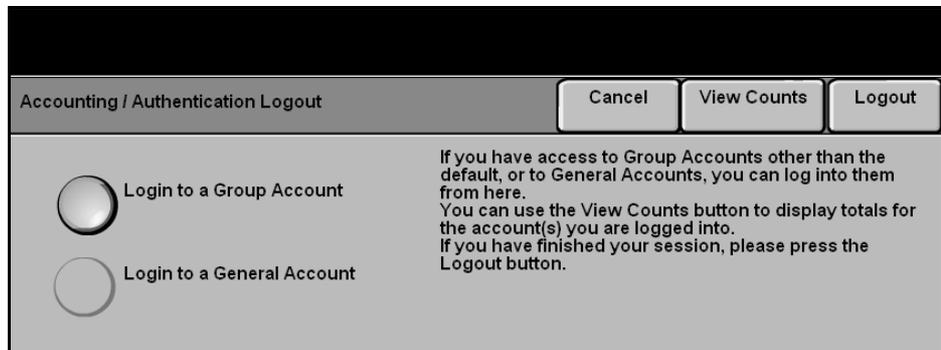
Use this screen to change your current group or general account without logging out. If you have access to Group or General Accounts and you wish to change the account for the next job, select the appropriate button and the appropriate login screen will display. You will then be able to login to another group or general account number.

The counts for your account can be viewed from the logout screen.

To logout of the current session simply select the **Logout** button.

Your session will be terminated and the display will revert to the default screen.

View Counts

To view the copy count for your accounts log in to a copy session in the normal way. Press the **Access** button on the control panel. This opens the *Accounting/Authentication Logout* screen.

1. To view the count status of your accounts select the **View Counts** button.

The *View Counts* screen displays the totals for the account or accounts you are currently logged into.
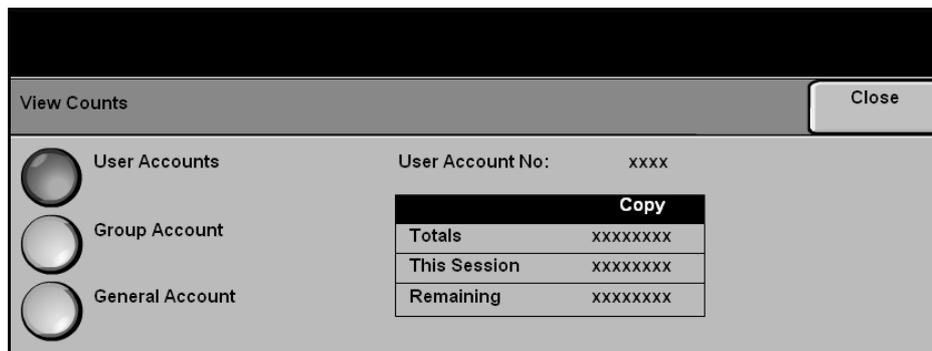
Field	Description
Totals	Shows the total number of images updated to the account.
This Session	Shows the number of images for the current session.
Remaining	Shows the number of images remaining in the selected account, based on the account limits.

The **Group Account** button is always available. If you have not logged into a group account the table shows the totals for your default group. If you have logged into a group account the table shows the totals for the account you are currently logged into. The **General Account** button is only available if you are logged into a general account.

The *Totals* table for Group and General Accounts does not show the remaining number of images, as no limits are set on these accounts.

2. Select the **Close** button.

3. Select the Cancel button to continue with the current session. Alternatively, change your group or general account or log out of your current session.

Reports

The Auditron Administrator can print usage reports using the Auditron Reports feature. The *Auditron Reports* screen is available from the Auditron Setup screen.
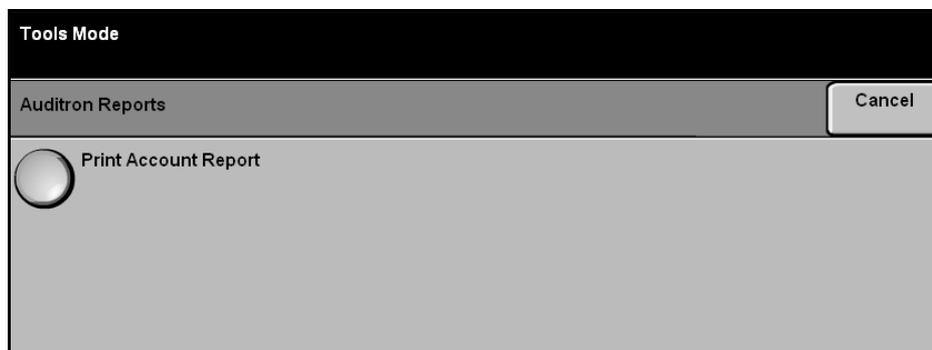
Go To Tools > Access and Accounting > Internal Auditron Setup > Auditron Reports

1. Select the **Auditron Reports** button.

2. Select the **Print Account Report** button to print the report. The machine will queue and print the report.

The report lists the total copies made by all User Accounts, Group Accounts and General Accounts since the accounts were reset.

Accounting authentication logout

If you have access to Group Accounts other than the default, or to General Accounts, you can log into them from here. You can use the **View Counts** button to display totals for the account(s) you are logged into. If you have finished your session, press the **Logout** button.

Network Accounting

Network Accounting provides the System Administrator with the ability to track the use of the device per job per account. Users must enter their User ID and Account ID to access the machine and information about the numbers of jobs performed are stored in a job log.
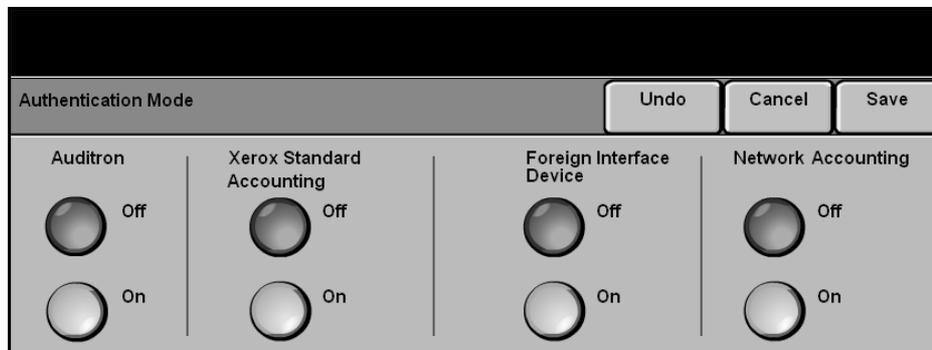
Copy, Print, inbound and outbound Embedded Fax, outbound Server Fax, E-mail and Network Scanning jobs are tracked (if these options are installed on the device).

The machine requires the Network Accounting Kit to be installed and network access to a Xerox approved External Accounting System.

Xerox Standard Accounting (XSA)

XSA tracks the numbers of Copy, Print, Networking Scanning, E-mail, Server Fax and Embedded Fax jobs (when these features are installed on the machine), for each user. Usage limits can also be applied to users to restrict the total numbers of copy, print, fax and scan jobs that a user can perform. System Administrators can print a report which contains all XSA data.

XSA is set up via Internet Services, the machine's embedded web browser. System Administrators create accounts and specify limits before users are authorized to access the machine.

XSA is configured via CentreWare Internet Services and requires no additional software.

When XSA is set up, users must enter their account details at the machine to use the device. When they have finished their job, their XSA allocation is reduced by the number of prints, copies or scans performed.

The XSA feature is mutually exclusive from any other accounting feature. If XSA is enabled at the device, you cannot enable Foreign Device Interface, Auditron or Network Accounting.

Foreign Device Interface

The Foreign Interface Device is a card that is fitted inside the machine to allow a third party device such as a coin operated device or a card reader to be attached to the machine. The coin operated device or card reader allows you to provide pay-for-print services on your machine.

On Demand Image Overwrite

On Demand Image Overwrite is a security measure for customers who are concerned about unauthorized access and duplication of classified or private documents.

The *On Demand Image Overwrite* feature provides an on-demand facility for a System Administrator to erase all residual image data from the memory of the machine. The process takes approximately 15 minutes.

Go To Tools > More > More > On Demand Image Overwrite

Press **Start** to begin the overwrite.

All existing jobs will be deleted regardless of their status and all job submissions will be prohibited for the duration of the overwrite.

Machine Tests

Should you need to report any faults to the machine, the Xerox Welcome Center support may talk you through the following machine tests to verify the performance of the machine and user interface (UI) screen.

Image Quality Test Patterns

Use the scroll buttons to select one of the 19 available test patterns.

Select the **Feature** button to test either 1 sided or 2 sided printing from the available trays.

Select the **Start Test** button to begin the test.

Go To Tools > Machine Tests > Image Quality Test Patterns

User Interface Tests

User Interface Button Test

The UI Button Test verifies that all of the buttons on the panel are functioning properly.

1. Ensure that the selection audio tones are enabled - refer to *Audio Tones in the Setups chapter on page 128.*

2. Select **Start Test** to begin the test.

3. Press each button on the panel to the right of the touch screen. A short audio tone will be generated if the button is functioning properly.

4. Select **End Test** to end the test. The *Test Pass/Fail* screen displays.

5. Select the **Passed** button if all the buttons on the User Interface are functioning properly. Select the **Failed** button if any of the buttons on the UI are not functioning properly.

Go To Tools > Machine Tests > User Interface Tests

Touch Area Test

The Touch Area Test verifies that all touch areas on the display are responding.

1. Select **Start Test** to begin the test. Then touch the display. If the display is functioning properly, the selectable area will toggle between white and black each time the area is touched.

2. Press **1** on the keypad to indicate the test was successful. Press **2** on the keypad to indicate the test was not successful.

Audio Tone Test

The Audio Tones Test verifies that the Audio Tone on the UI is functioning properly.

1. Select **Start Test** to begin the test. The Audio Tone will activate if it is functioning properly.

2. Select **End Test** to end the test. The *Test Pass/Fail* screen displays.

3. Select the **Passed** button if the audio tones have sounded correctly. Select the **Failed** button if any of the audio tones are not functioning properly.

Display Pixel Test

The Display Pixel Test verifies that each pixel on the display is functioning properly.

1. Select **Start Test** to begin the test. The display will turn white.

2. Press **2** on the keypad to toggle the display between white and black. If the display is not all the same color, then the test was not successful.

3. Press **1** on the keypad to conclude the test.

4. Select the **Passed** button if all the screen on the User Interface changed color from black to white, otherwise, select the **Failed** button.

LED Indicator Test

The LED Indicator test verifies that all of the lights on the control panel are functioning properly.

1. Select **Start Test** to begin the test. Each light will light for a short period of time if it is functioning properly. The lights will continue to cycle until the test is ended.

2. Select **End Test** to end the test. The *Test Pass/Fail* screen displays.

3. Select the **Passed** button if all the LEDs on the control panel are functioning properly. Select the **Failed** button if any of the LEDs on the control panel are not functioning properly.

Video Memory Test

The Video Memory Test verifies that the memory used by the video controller on the User Interface is functioning properly.

1. Select **Start Test** to begin the test. A message will be displayed indicating whether or not the test was completed successfully.

Reset User Interface

Rebooting / Restarting the User Interface will cause the Power On Self-Test cycle to begin. The User Interface will pause for several seconds before starting the Reboot process.

Application Checksum Verification

The User Interface Application Checksum Verification checks that the UI software is up-to-date and running correctly.

1. Select **Start Test** to begin the test. A message will be displayed indicating that the test in progress. A second message will then be displayed indicating whether or not the test was completed successfully.

Customer Support and Supplies Numbers

Customer support and supplies numbers can be set to give users access to numbers and details vital to maintain the machine uptime.

Go To Tools > Customer Support and Supplies Numbers

This utility allows you to set the following numbers:

Customer Support Telephone Number

Supplies Telephone Number

Customer Asset Tag Number

Xerox Asset Tag Number.

Select the **[-]** hyphen button if needed as part of the number.

Optional Services

Depending on your machine configuration, you may have access to the following services. This utility allows you to enable or disable options at any time, where installed. In most cases no reboot is necessary.

Go To Tools > Optional Services

Network Scanning

For information on Network Scanning, refer to *Network Scan on page 55*.

E-Mail

For information on E-mail, refer to *Scan to E-mail on page 73*.

On Demand Image Overwrite

For information on Image Overwrite, refer to *On Demand Image Overwrite on page 146*.

Network Accounting

To enable this option, set the authentication mode in *Access and Network Accounting* to **Network Accounting**.

To disable this option, set the authentication mode in *Access and Network Accounting* to something other than **Network Accounting**. For more information, please refer to the System Administration CD.

Immediate Image Overwrite

Immediate Image Overwrite is a security measure for customers who are concerned about unauthorized access and duplication of classified or private documents.

The *Immediate Image Overwrite* feature erases all residual image data from the machine immediately after each job has been processed without requiring the machine to be taken offline.

Server Fax

The *Server Fax* feature enables users to send documents to one or more fax machines via the telephone network without having a dedicated telephone line connected to the machine. The document is transferred to the fax server which, in turn, transfers the document to the destination fax numbers supplied by the user.

For more information, please refer to the System Administration CD.

Embedded Fax

Enabling Embedded Fax will disable Server Fax (if Enabled). For information on Faxing, refer to *Fax on page 35*.

10 Maintenance

Performing routine maintenance tasks enables your machine to continue running at optimum performance levels. Instructions are provided in this chapter for all the maintenance tasks required.

Consumables

Consumables are items on the machine that need replenishing or replacing, such as paper, staples, and customer replaceable units. To place an order for Xerox consumables, please contact your local Xerox Representative giving your company name, product number and the machine serial number.

NOTE: For information about locating the serial number, please refer to *Customer Support on page 6*.

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

Customer Replaceable Units

There are 3 replaceable Customer Replaceable Units (CRUs) on the machine:

- **Toner Cartridge**
- **SMart Kit^{TM} Drum Cartridge**
- **Staples**

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

To replace a CRU, follow the instructions on the User Interface or refer to the relevant sections below.

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

Toner Cartridge

This procedure shows you how to remove a used toner cartridge and replace it with a new toner cartridge.

New toner cartridges have a capacity of approximately 20,000 images with an average area coverage of 5%. The machine will indicate the percentage of toner used and the number of days remaining. When the notification message is enabled, the machine will tell you when you will need to order a new cartridge and when to fit it. For information on setting the notification message, please refer to *Toner Cartridge Reorder Notification in the Setups chapter on page 130.*

If the feature is enabled, a message will appear on the display screen advising you to replace the toner cartridge. If you want to replace the toner cartridge now, open the front door. The instructions on the screen will tell you how to fit a new cartridge.

If you do not want to replace the toner cartridge now you can select the **Abort** button. The machine will continue to operate but will NOT make copies or prints.

1. Open the right side cover.
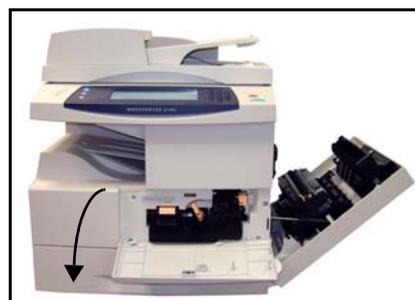
2. Open the front cover.

3. Turn the locking lever clockwise.

Locking lever
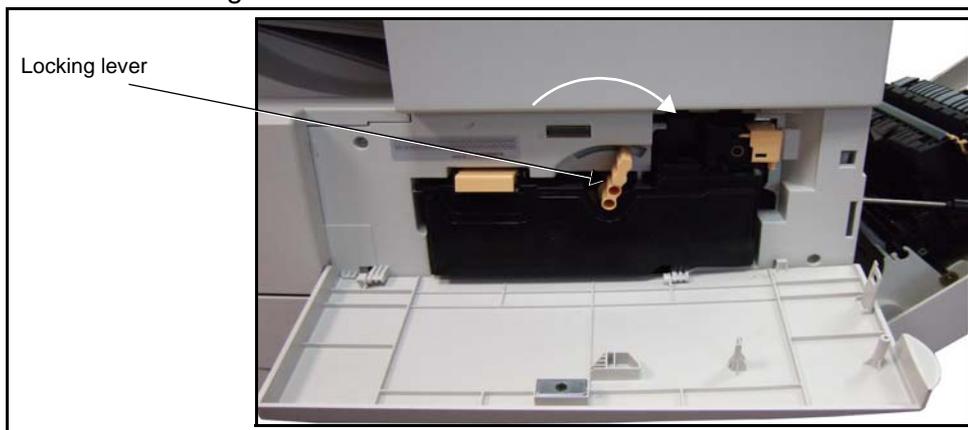
4. Lift the latch to release the toner cartridge and remove the used toner cartridge.

Latch
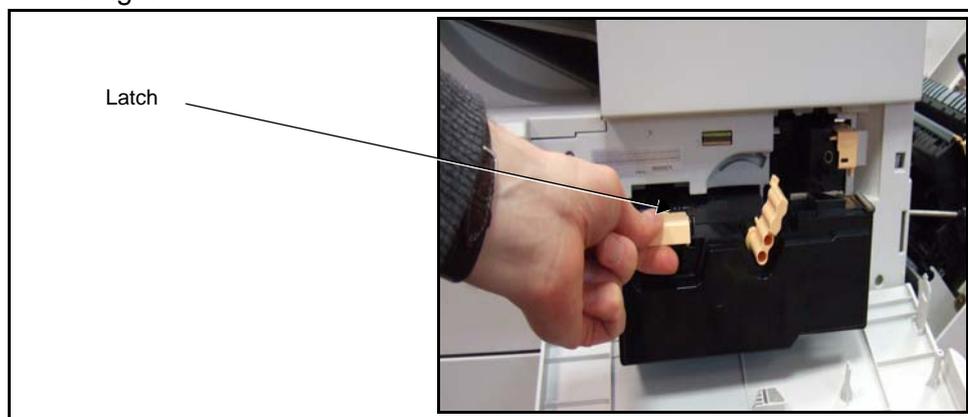
The instructions that are packed with the new toner cartridge will tell you how to dispose of the used toner cartridge.

⚠️ WARNING: **Only install the correct Xerox Toner Cartridge in the machine.**

5. Before unpacking the new toner cartridge, shake well to distribute the toner. Remove from packaging.

6. To fit the new toner cartridge, slide the top of the cartridge into the grooves at the top of the cartridge slot.
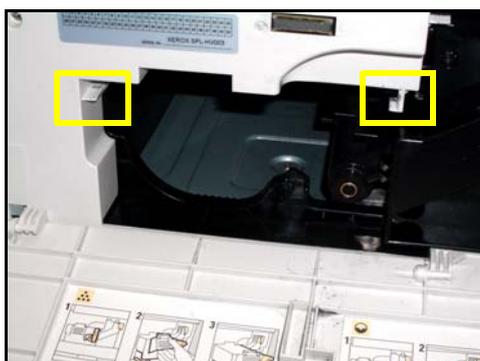
7. Turn the locking lever counter-clockwise.

8. Close the front cover.

9. Close the right side door.

10. Press the **Confirm** button on the machine display.
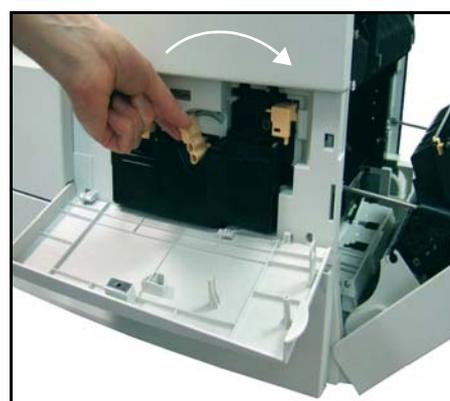
ⓘ *If after fitting a new toner cartridge the front door will not close, check that the toner cartridge is positioned and latched correctly.*

If you have replaced the toner cartridge as a result of a "Replace the Toner Cartridge" message on the machine display, the machine will assume that you have fitted a new cartridge and reset the toner usage counters and messages. If, however, you have fitted a new toner cartridge without being instructed to do so by the machine display, the toner usage counters will need to be reset manually. This is done in the Access tools mode using the *Supplies Management - Toner Cartridge Re-order Notification* feature.

Replacing the SMart Kit™ Drum Cartridge

This procedure shows you how to remove a used SMart Kit™ Drum Cartridge and replace it with a new one.

Depending on the type of SMart Kit™ Drum Cartridge, approximately 55,000 images are provided. The machine will tell you when you need to order a new cartridge and when to replace the cartridge.

The SMart Kit™ Drum Cartridge can be recycled so please follow the disposal instructions you receive with the new items.

⚠ WARNING: **Remove the toner cartridge before attempting to remove the SMart Kit™ Drum Cartridge.**

1. Open the right side cover.
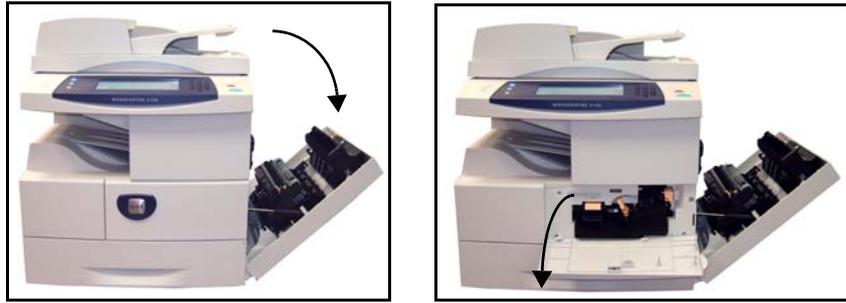
2. Open the front cover.

3. Turn the locking lever clockwise.

Locking lever
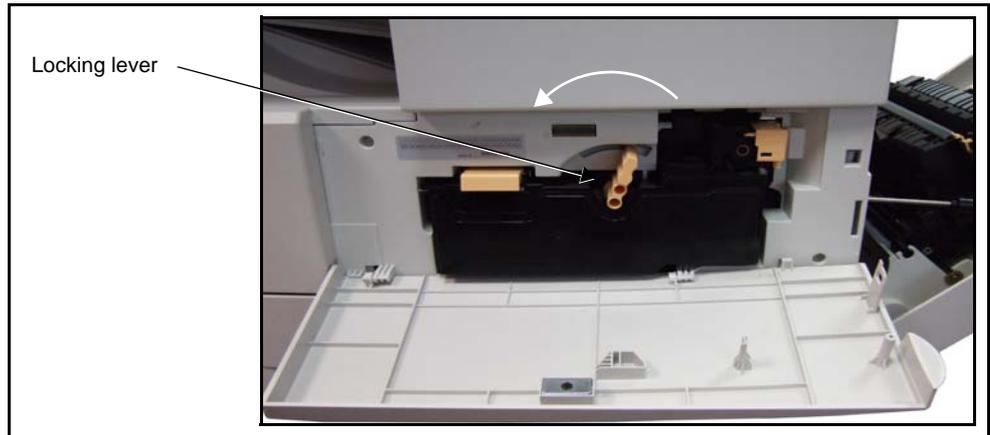
4. Lift the latch to release the toner cartridge and remove the toner cartridge.

Latch
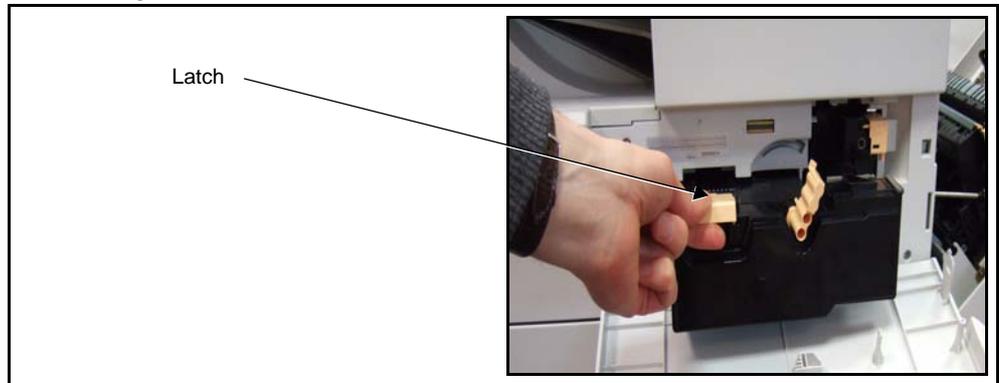
5. Squeeze the retaining clip and remove the used SMart Kit^{TM} Drum Cartridge.

Retaining Clip
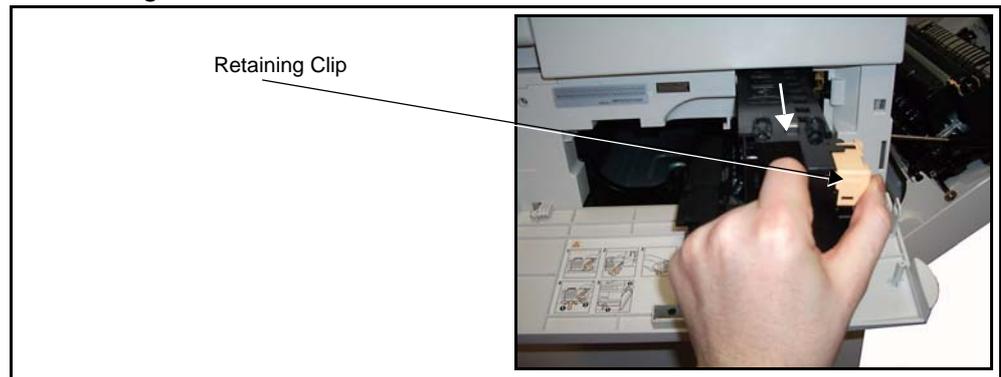
6. Hold the empty SMart Kit^{TM} Drum Cartridge away from you to avoid spilling any toner residue and dispose of it according to the instructions contained in the new SMart Kit^{TM} Drum Cartridge box.

⚠ WARNING: **Only install the correct Xerox SMart Kit^{TM} Drum Cartridge in the machine.**

7. Unpack the new SMart Kit^{TM} Drum Cartridge.

8. Remove the protective paper and seal tape from the cartridge.

9. Slide the SMart Kit^{TM} Drum Cartridge into the frame in the machine.

10. Replace the toner cartridge (see above).

11. Rotate the latch to lock the cartridge in place. Close the front door. If the front door will not close, check that the SMart Kit^{TM} Drum Cartridge is positioned and latched correctly.

12. Close the side door.

13. Press the **Confirm** button on the machine display.
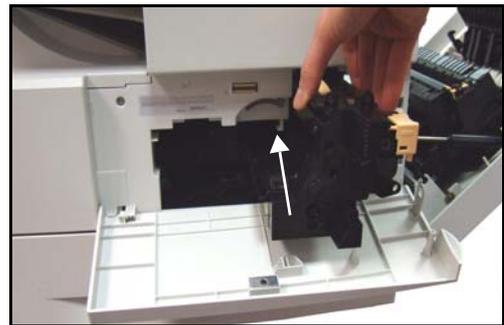
Staples

This procedure shows you how to remove a used staples unit and replace it with a new staples unit.The machine will tell you when you need to order a new cartridge and when to replace the cartridge.

1. Open front left cover.
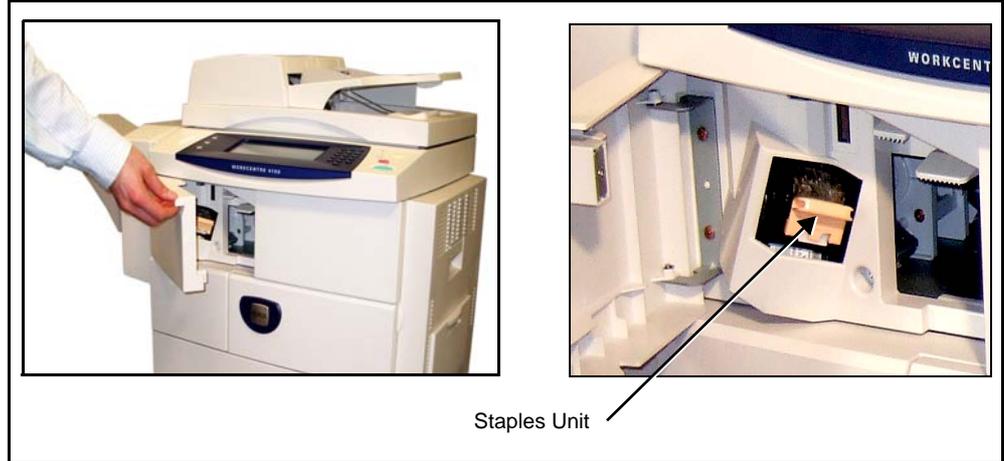
Staples Unit

2. Use the latch to pull out the staples unit. Remove the staples unit.

3. Lift the empty staple pack from the staple unit.

WARNING: **Ensure that you have the correct Staples unit for your machine. Units for similar Xerox machines may look the same but WILL NOT WORK.**

4. Unpack the new staples pack.

5. Place staples pack back into the staples unit.

6. Ensure the unit is the correct way up. Slide the staples unit securely into the machine.

7. Close the front left cover.
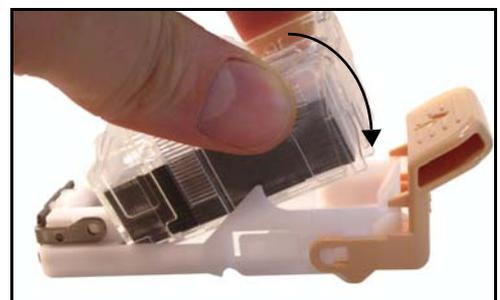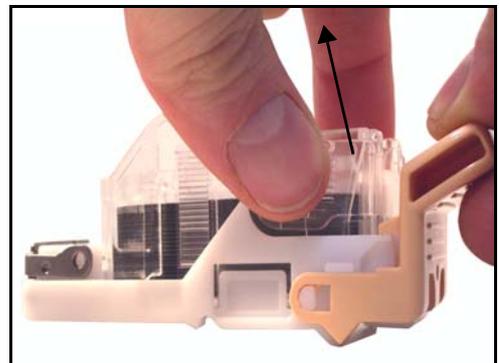
Cleaning the Machine

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

⚠️ WARNING: **DO NOT use pressurised air-spray cleaning aids on or in this equipment. Some pressurised 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.**

⚠️ CAUTION: **DO NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. DO NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your machine.**

Document Glass and Constant Velocity Transport (CVT) Glass

1. Use a soft, lint-free cloth, lightly dampened with water. Liquid should never be poured directly onto the glass.

2. Wipe clean the entire glass area.

3. Wipe away any residue with a clean cloth or paper towel.
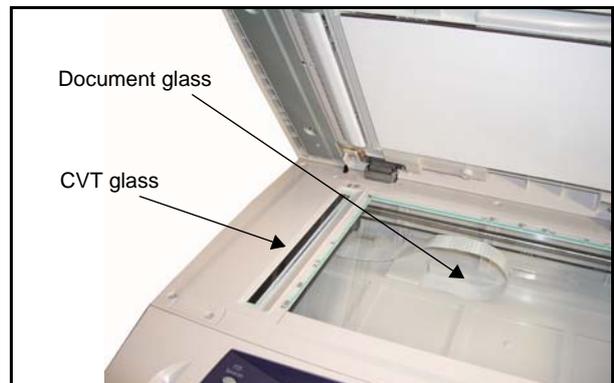
NOTE: Spots or marks on the glass will be reproduced on the prints when copying from the document glass. Spots on the Constant Velocity Transport Glass will show up as streaks on the prints when copying from the document feeder.

The Control Panel and Touch Screen

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 as below:

1. Use a soft, lint-free cloth, lightly dampened with water.

2. Wipe clean the entire area, including the touch screen.

3. Remove any residue with a clean cloth or paper towel.

Duplexing Automatic Document Feeder and Output Tray

Regular cleaning keeps the document feeder and output tray free from dust and dirt.

1. Use a soft, lint-free cloth, lightly dampened with water.

2. Wipe clean the document feeder and output tray, including the paper trays and outside areas of your machine.

3. Remove any residue with a clean cloth or paper towel.

11 Specifications

This chapter contains the specifications for the machine. Use the specifications listed below to identify the capabilities of the machine. The machine adheres to strict specifications, approvals and certifications. These specifications are designed to provide for the safety of users and to ensure that the machine operates in a fully functional state. Note that improvements in specifications and the appearance of the product may be made without prior notice.

For more information on the specifications, contact your Xerox Representative.

Machine Specifications

Machine Configurations

Feature	Specification
Hardware Configuration	Processor DADF or Document Glass Cover 1-4 Paper trays and Bypass tray Output tray or Finisher
Machine Size	Without Finisher: width 19.6 x depth 15.4 x height 11.2" (W 498 x D 390 x H 284 mm) With Finisher: width 28.6 x depth 15.4 x height 11.8" (W 726 x D 390 x H 300 mm)
Machine Weight	99.2 lb (45 kg) without finisher 143.3 lb (65 kg) with finisher
Access	From the front and both sides
Copier Speed	From paper tray 1: 43 cpm one-sided US Legal (45 cpm A4)
First Copy Out Time	Document Glass from Paper Tray 1 to top tray: 5.0 seconds Document Feeder from Paper Tray 1: 7.0 seconds
Warm Up Time	Cold Start: Ready to copy in less than 30 seconds From Power Save: Ready to copy in less than 10 seconds

Paper Supply

NOTE: The standard sizes of documents that can be detected vary depending on the paper size table specified by the Key Operator.

Trays 1, 2, 3 & 4

Feature	Specification
Capacity	520 sheets 20 lb (80 g/m^2) bond paper per tray
Paper Weights	16 lb - 32 lb (60 to 120 g/m^2)
Paper Sizes	B5 - SEF to 11" x 14" US Legal (176 mm x 250 mm to 279 mm x 356 mm)
Auto Size Sensing	Yes

Tray 5 (Bypass)

Feature	Specification
Capacity	Approximately 100 sheets of 20 lb (80 g/m^2) bond paper
Paper Weights	16 lb - 53 lb (60 to 200 g/m^2)
Paper Sizes	B5 - SEF to 11" x 14" US Legal (176 mm x 250 mm to 279 mm x 356 mm)
Auto Size Sensing	Yes

NOTE: The paper stack height must not exceed 0.4" (10 mm)

Document Feeder

Feature	Specification
Capacity	Approximately 50 sheets of 20 lb (80 g/m^2) bond paper
Paper Weights	12 lb - 28 lb (50 to 105 g/m^2)
Paper Sizes	B5 - SEF to 11" x 14" US Legal (176 mm x 250 mm to 279 mm x 356 mm)
Mixed Sizes	Yes - when selected on the User Interface and the lead edges have the same dimensions
Size Sensing	Yes
Document Feeder speed	1-1: 45 ipm 1-2: 43 ipm 2:2 collated: 14 ipm

Output Modules

Output Tray

Feature	Specification
Capacity	520 sheets of 20 lb (80 g/m^2) bond paper

Finisher

Feature	Specification
Capacity	520 sheets of 20 lb (80 g/m^2) bond paper

Feature	Specification
Staples	3000 staples per cartridge, 50 sheets maximum, 1 staple position

Electrical Specifications

Feature	Specification
Frequency	50/60 Hz
Electrical Voltage	110 - 127 VAC & 220 - 240 VAC
Power Consumption	Maximum average - 1.33 KVA (@110 VAC), 1.524 KVA (@127 VAC), 1.76 KVA (@220 VAC), 1.92 KVA (@240 VAC)

Feature Specifications

Fax Feature.

Feature	Specification
Fax Transmission Speed	Automatic fallback: 33.6 Kbps
Telephone Line Type	Standard public analogue switched telephone line or equivalent
Compatibility	Super G3, ECM, G3
Maximum Resolution Capability	406 x 392 dpi
Standard Fax Memory	16 MB
Effective Scanning Width	8.2" (208 mm)
Maximum Print Width	8.5 (216 mm)
Image Compression	JBIG, MH, MR, MMR
Redial (Attempts/Intervals)	0 to 14 attempts / 1 to 25 minutes
Connection Approvals	EU/EEA: certified to TBR21 USA: approved to FCC Pt 68 Canada: approved to DOC CS-03 Other countries: certified to national PTT standards

Print Feature

NOTE: (only available on Xerox WorkCentre 4150s, 4150x and 4150xf).

Feature	Specification
Compatibility	IBM PC / MAC / Linux
Speed	43 ppm (US Legal) / 45 ppm (A4)
Max Print Area	11" x 14" US Legal (279 mm x 356 mm)
Enhanced Resolution	1200 dpi
Standard or Normal Resolution	600 x 600 dpi
Std / Max Printer Memory	256 MB / 40 GB
PDL / PCL	PCL5e, PCL6, PS3

Scan Feature

NOTE: (only available on Xerox WorkCentre 4150s, 4150x and 4150xf).

Feature	Specification
Connection Type	Standard Ether net (802.11b via 3rd party)
Speed	CCD / 45 ipm
Max scan width	8.5" (216 mm)
Effective scan width	8.2" (208 mm)
Maximum Resolution	600 x 600 dpi
TWAIN / ISIS Compatible	Network Twain / WIA
Scan / Image Software	ScanSoft OmniPage and PaperPort
OCR Software	ScanSoft OmniPage
File Management Software	ScanSoft Paperport

12 **Troubleshooting**

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

- Do not position the machine in direct sunlight or near a heat source such as a radiator.

- Avoid sudden changes in the environment surrounding the machine. When a change occurs, allow the machine at least two hours to adjust to its new environment, depending on the extent of the change.

- Follow routine maintenance schedules for cleaning areas such as the document glass and touch screen.

- Always set the Edge Guides in the paper trays to the size of the media in the tray and ensure the screen is displaying the correct size.

- Ensure paper clips and paper debris do not contaminate the machine.

NOTE: For additional Troubleshooting information please refer to the System Administration CD.

Fault Clearance

When a fault occurs, the display screen provides recovery instructions. Follow on-screen instructions to clear the fault.

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

Paper Jams

The display screen will indicate the location of the jam.

NOTE: Jam Clearance areas vary depending on your machine model and configuration.
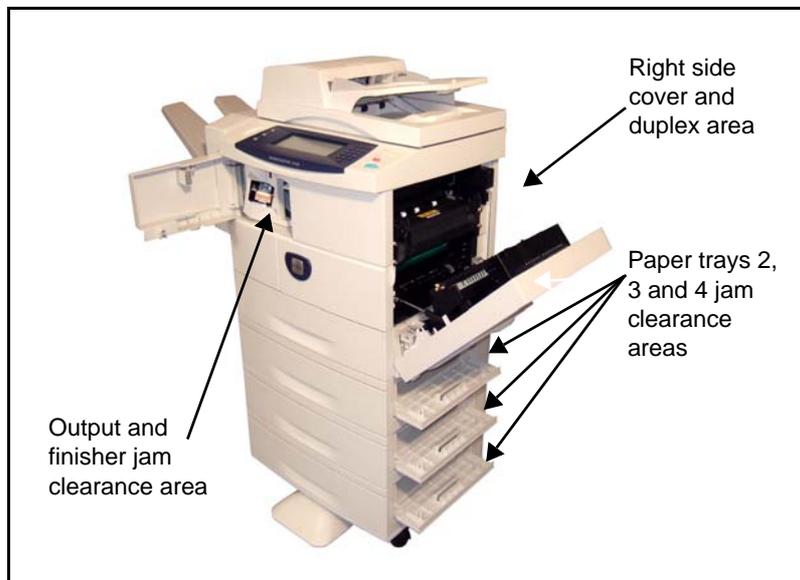
1. Open the machine covers and use the green handles and knobs indicated in the instructions displayed to remove the jammed paper.

2. Ensure that all jam clearance handles and levers are returned to their correct positions.

Document Jams

1. Remove all the documents from the document feeder and document glass.

2. Re-order the documents as at the start of the job and reload. The documents will be recycled automatically to recover the job integrity.

NOTE: If you are unable to clear the fault, contact your local Xerox Welcome and Support Centre for assistance (refer to *Customer Support and Supplies Numbers in the Setups chapter on page 150.*).

Staple Jams

The display screen will indicate problems with the staple unit.

1. Open the left front cover.

2. Pull on the latch to remove the staple unit.

3. Lift the staple front cover.
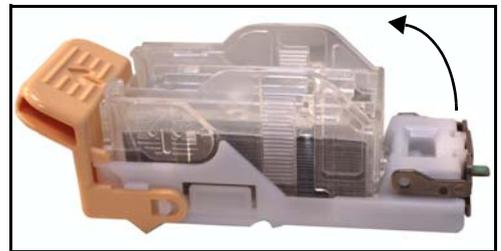
⚠ WARNING: **Sharp objects. Take care to avoid injury.**

4. Clear staple jam.

5. Lower staple unit front cover.

6. Ensure the staple unit is the correct way up. Replace staple unit securely.

7. Close the left front cover door.

Error and Fault Codes

If an abnormal condition arises in the machine or an incorrect operation is performed, a message indicating the nature of the error is displayed on the User Interface screen.

Follow the on-screen prompts to correct the error.

If the fault persists, Power Off / Power On.

If the problem persists, call for service.

	Errors & Faults	Description	Solution
Paper Feeder	Door Open	The side cover or front covers are not securely latched.	Close the cover until it locks into place. If fault persists, call service.
	Tray Paper Low	Paper supply in tray has run low (fewer than 50 sheets).	Load paper in the tray indicated by the warning message.
	Paper Empty at Tray	The copy paper in the paper tray has run out.	Load paper in the tray indicated by the warning message.
	Paper Empty at Bypass Tray	The copy paper in the bypass tray has run out.	Load paper in the bypass tray.
	Tray Cassette Out	Paper tray is not securely closed.	Close the paper tray until it locks into place.
	Tray Door Open	The side cover of tray is not securely latched.	Close the door of the tray until it locks into place.
	Tray Elevating Error	Tray elevating top sensor does not function correctly.	Open and close the paper tray. If the problem persists, call for service.
	Jam from Tray	Copy paper has jammed in the paper tray.	Open the indicated tray and remove the jammed paper. Open side cover and remove jam.
	Duplex Jam	Copy paper has jammed in the side cover.	Open the side cover and remove the jammed paper. Open the side door and remove the jammed paper.
	Out Bin Full	Output tray is more than 90% full.	Remove printed material from page output area.

	Errors & Faults	Description	Solution
CRU	Toner Low	Toner cartridge is almost empty.	Open side cover and right side front door. Remove toner cartridge and gently shake it. By doing this, printing operations can be temporarily resumed. Reinstall toner cartridge. Reorder toner cartridge.
	Toner Empty	Toner cartridge is empty.	Open side cover and right side front door. Replace with new toner cartridge.
	Drum Warning	The drum cartridge is near the end of life.	Ensure a replacement cartridge is in stock.
	Replace Drum	The drum cartridge has reached the end of life.	Replace the SMart Kit^{TM} Drum Cartridge.
	Toner Cartridge Not Installed	The toner cartridge is not installed, or is not installed correctly.	Install the toner cartridge. If already installed, check it has been installed correctly. If problem persists, call for service.
	Toner Supplying Error	Toner is not being supplied correctly.	Remove the seal tape from the SMart Kit Drum Cartridge. Check the toner cartridge is installed securely.
	Invalid Toner Cartridge	The installed toner cartridge is not a valid Xerox cartridge.	Check the toner cartridge and install a valid Xerox cartridge if necessary. If problem persists, call for service.
	Invalid Drum Cartridge	The installed drum cartridge is not a valid Xerox cartridge.	Check the drum cartridge and install a valid Xerox cartridge if necessary. If problem persists, call for service.
Finisher	Finisher Jam	Copy paper jammed in finisher.	Open finisher front cover and remove jammed paper in the finisher and fuser area.
	Full Stack	Output tray full.	Remove printed material from Output tray.
	Staple Cartridge Not Installed	Staple cartridge not installed.	Install staple cartridge.
	Door Open	Finisher door open.	Close finisher door.

	Errors & Faults	Description	Solution
	Finisher Fault	Finisher component not functioning correctly.	Open finisher door and check the finisher. Close finisher door. If the fault persists, Power Off / Power On. If the problem persists, call for service.
	Stapler Fault	Stapler unit does not work.	Open finisher door and check the stapler. Close finisher door. If the fault persists, Power Off / Power On. If the problem persists, call for service.
	Stacker Fault	Stacker unit does not work.	Open finisher door and check the finisher. Close finisher door. If the fault persists, Power Off / Power On. If the problem persists, call for service.
DADF	DADF Jam	The loaded document has jammed in the DADF.	Open DADF cover and remove jammed media.
	Load Document	You have attempted to set up a job with document not loaded or incorrectly loaded in the DADF.	Load document in DADF. If already loaded, remove and reload.

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