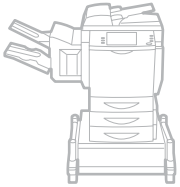


WorkCentre® 6400
Color Multifunction Printer



WorkCentre® 6400

User Guide

English

Français Guide d'utilisation
Italiano Guida dell'utente
Deutsch Benutzerhandbuch
Español Guía del usuario
Português Guia do usuário
Nederlands Gebruikershandleiding

Svenska

Dansk

Norsk

Suomi

Čeština

Användarhandbok

Betjeningsvejledning

Brukerhåndbok

Käyttöopas

Uživatelská příručka

Polski

Magyar

Русский

Türkçe

Ελληνικά

Przewodnik użytkownika

Felhasználói útmutató

Руководство пользователя

Kullanıcı Kılavuzu

Εγχειρίδιο χρήστη

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Index

Safety

1

This chapter includes:

- [Electrical Safety](#) on page 12
- [Operational Safety](#) on page 14
- [Maintenance Safety](#) on page 15
- [Product Symbols](#) on page 16

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

Electrical Safety

Warning: Do not push objects (including paper clips or staples) into slots or openings on the product. Making contact with a voltage point or shorting out a part could result in fire or electrical shock.

Warning: Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are specifically instructed to do so. Power should be OFF when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

The following are hazards to your safety:

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

If any of these conditions occur, do the following:

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

Laser Safety

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

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

Power Cord

- Use the power cord supplied with your product.
- Plug the power cord directly into a properly grounded electrical outlet. Make sure each end of the cord is securely connected. If you do not know if an outlet is grounded, ask an electrician to check the outlet.
- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.

Warning: Avoid the potential of electrical shock by ensuring that the product is properly grounded. Electrical products may be hazardous if misused.

- Do not use an extension cord or power strip.
- Verify that the product is plugged into an outlet that is capable of providing the correct voltage and power. Review the product's electrical specification with an electrician if necessary.

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

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

Telephone Line Cord

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

Operational Safety

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

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

Product Location

- Do not block or cover the slots or openings on the product. These openings are provided for ventilation and to prevent overheating of the product.
- Place the product in an area where there is adequate space for operation and servicing.
- Place the product in a dust-free area.
- Do not store or operate the printer in an extremely hot, cold, or humid environment. For optimum performance environmental specifications, see [Environmental Specifications](#) on page 223.
- Place the product on a level, solid non-vibrating surface with adequate strength to hold the weight of the product. The base product weight without any packaging materials is approximately 33 kg (72.8 lb.).
- Do not place the product near a heat source.
- Do not place the product in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the product where it is directly exposed to the cold air flow from an air conditioning product.

Operational Guidelines

- Do not remove the paper source tray that you selected in either the printer driver or control panel.
- Do not open the doors when the printer is printing.
- Do not move the printer when it is printing.
- Keep hands, hair, neckties, etc., away from the exit and feed roller.

Printer Supplies







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

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

Maintenance Safety

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

Product Symbols

Symbol	Description
	<p>Warning or Caution: Ignoring this warning could cause serious injury or even death. Ignoring this caution could cause injury or damage to the property.</p>
	<p>Hot surface on or in the product. Use caution to avoid personal injury.</p>
	<p>Do not touch components with this symbol as personal injury could result.</p>
	<p>Do not burn the item.</p>
	<p>Hot surface. Wait 45 minutes (do not print) before handling.</p>
	<p>Do not apply weight to surface.</p>

Features

2

This chapter includes:

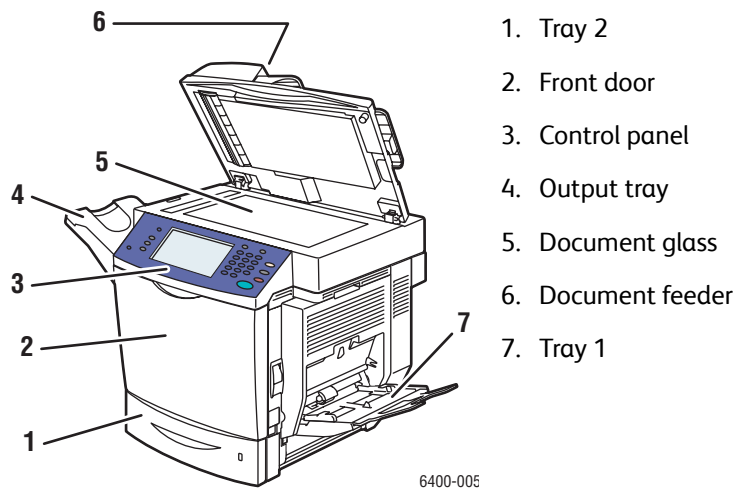
- [Parts of the Printer](#) on page 18
- [Printer Configurations](#) on page 20
- [Control Panel](#) on page 22
- [Administrator Access](#) on page 26
- [More Information](#) on page 27

Parts of the Printer

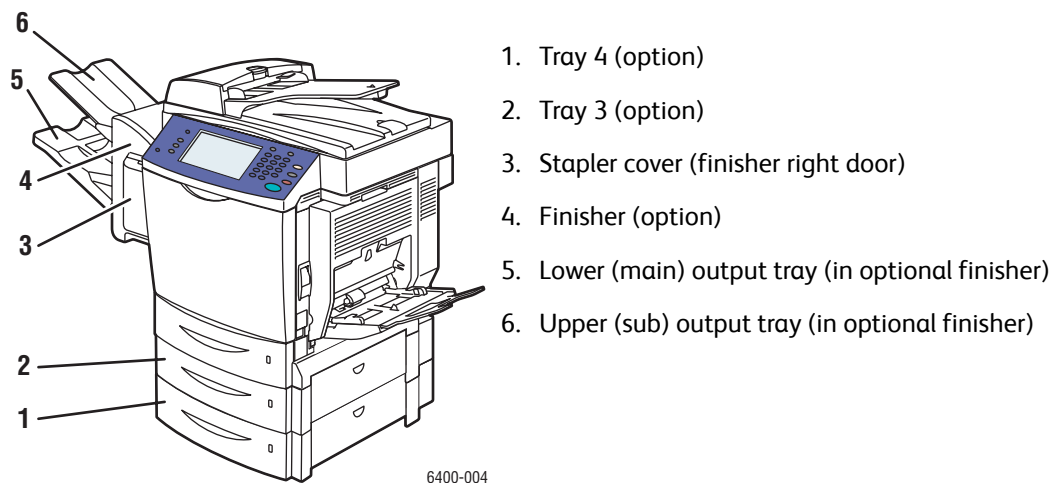
This section includes:

- [Front-Right Views](#) on page 18
- [Rear-Left View](#) on page 19
- [Internal Components](#) on page 19

Front-Right Views

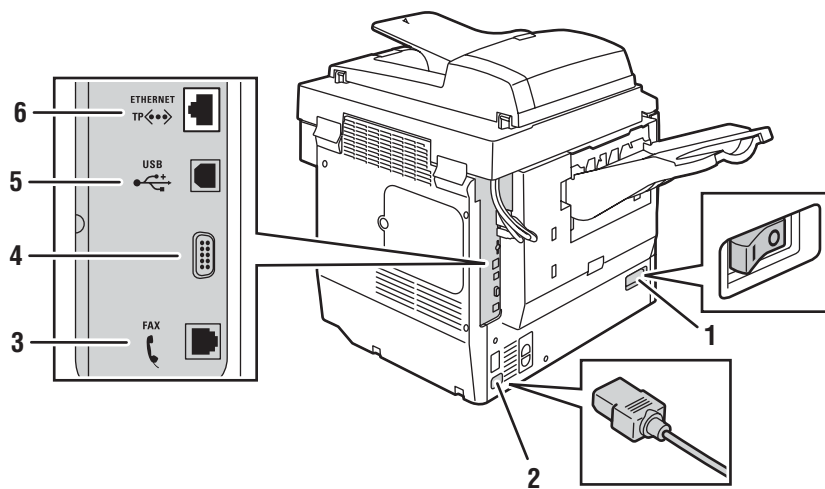


1. Tray 2
2. Front door
3. Control panel
4. Output tray
5. Document glass
6. Document feeder
7. Tray 1



1. Tray 4 (option)
2. Tray 3 (option)
3. Stapler cover (finisher right door)
4. Finisher (option)
5. Lower (main) output tray (in optional finisher)
6. Upper (sub) output tray (in optional finisher)

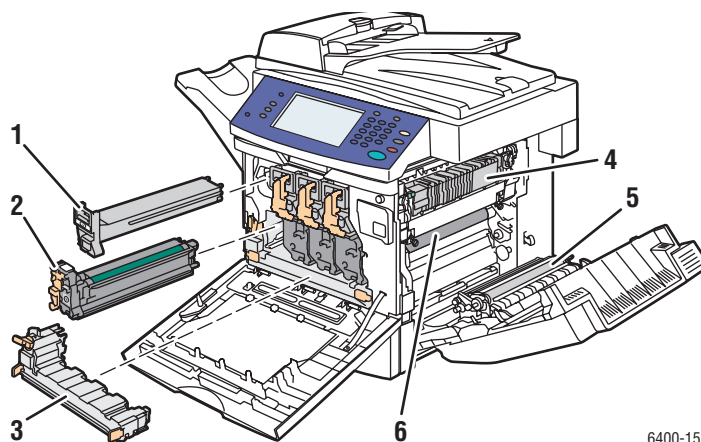
Rear-Left View



6400-008

- | | |
|---|--|
| 1. Power switch | 4. Foreign device interface connection |
| 2. Power cord connection | 5. USB connection |
| 3. Fax connection (6400X and 6400XF only) | 6. Ethernet connection |

Internal Components



6400-151

- | | |
|-----------------------|--------------------|
| 1. Toner cartridge x4 | 4. Fuser |
| 2. Imaging unit x4 | 5. Transfer Roller |
| 3. Waste cartridge | 6. Transfer Belt |

Printer Configurations

- [Standard Features](#) on page 20
- [Available Configurations](#) on page 20
- [Product Options](#) on page 21

Standard Features

The WorkCentre 6400 printer has many features to meet your print needs:

- Copy, print, and scan capabilities
- Fax (6400X and 6400XF only)
- Maximum print speed of 37 pages per minute for monochrome printing and 32 pages per minute for color printing (on letter-size plain paper)
- 2400 x 600 dpi (Enhanced Mode) and 1200 x 600 dpi (Standard Mode)
- Automatic two-sided printing
- Color touch screen display on control panel
- Tray 1 (MPT) that holds up to 100 sheets
- Tray 2 that holds up to 500 sheets
- Duplex Automatic Document Feeder (DADF)
- Legal size Document Glass
- 1GB RAM memory
- Hard drive that provides feature support for special job types and additional forms and macros
- PostScript and PCL fonts
- USB and Ethernet 10/100/1000Base-TX connections

Available Configurations

The WorkCentre 6400 printer is available in three configurations.

Features	Configurations		
	6400S	6400X	6400XF
Fax capability	No	Yes	Yes
Finisher	Optional	Optional	Yes
Two 500-Sheet Lower Tray Assemblies (Trays 3 and 4)	Optional	Optional	Yes
Stand	Optional	Optional	Yes

Product Options

The following options are available for the WorkCentre 6400 printer:

- **500-Sheet Feeder:** Provides extra paper input capacity. Can stack two 500-Sheet Feeders to add Trays 3 and 4.
- **Finisher:** Provides stapling and extra output capacity.
- **Stand:** Provides storage space for supplies. Has casters and extensions to place the control panel of the printer at a convenient height. Use with the base printer model (6400S) or with one or two optional 500-Sheet Feeders.
- **Wireless Network Adapter:** Enables the printer to connect to a wireless network

For more information on options, go to www.xerox.com/office/WC6400supplies.

Control Panel

This section includes:

- [Control Panel Layout](#) on page 22
- [Information Pages](#) on page 25

Control Panel Layout



Left side

- Services Home
- Features
- Job Status
- Machine Status
- Language

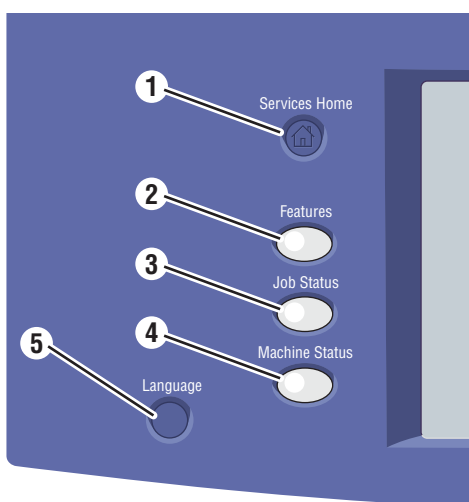
Middle

- Touch screen controls/display

Right side

- Alphanumeric Keypad
- Log In/Out
- Help
- Clear All
- Interrupt Printing
- Stop
- Start

Left Side of the Control Panel



1. Services Home

Press to return to the home page of the control panel display. You or your system administrator can configure this button to return to your preferred screen.

2. Features

Press to access the features (such as copy, scan, and fax) on the control panel display.

3. Job Status

Press to view the list of active and completed jobs on the control panel display.

4. Machine Status

Press to view the supplies status, device information, etc. on the control panel display. You can also access the Menu Map and other information pages. You or your system administrator can change device settings.

5. Language

Press to change the control panel language and keyboard settings.

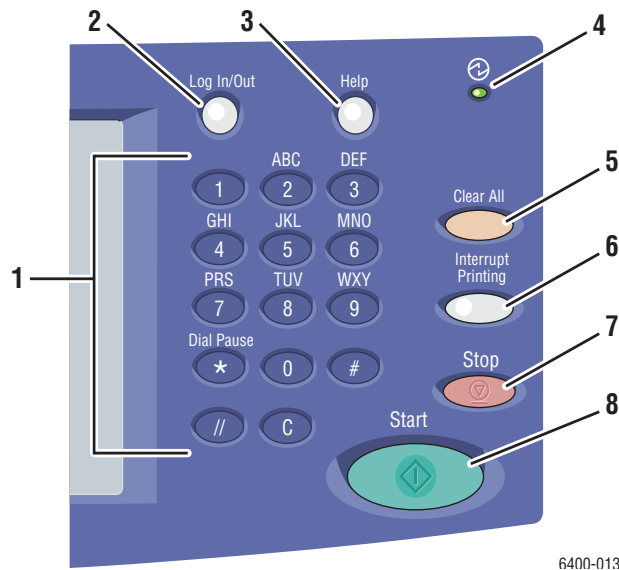
Middle of the Control Panel

The touch screen in the middle of the control panel:

- Displays the printer's current operating status, such as **Printing**.
- Provides access to copy, print, scan, and fax features.
- Provides access to tools and information pages to help resolve problems.
- Provides access to printer and network settings.
- Prompts you to load paper, replace supplies, and clear jams.
- Displays any errors or warnings.

When you press the **Features** button on the left side of the control panel, the control panel screen displays the currently enabled copy, scan and fax features.

Right Side of the Control Panel



6400-013

1. Alphanumeric Keys

2. Log In/Out

To access password protected features, press this button and enter the user name and password using the touch screen. Press this button again to log out.

3. Help

Press to view a help message about the current selection on the control panel display.

4. Indicator Light

Blinks when the printer is receiving a print job. Illuminates when the printer is in energy saving mode.

5. Clear All

Press once to return to the default main menu. All job settings are reset to default.

6. Interrupt Printing

Press to pause a print job. Press this button again to resume printing. This button does not pause copy, scan or fax jobs.

7. Stop

Press to interrupt a print, copy, scan, or fax job. If more than one type of job is in process, select the job to cancel on the control panel display.

8. Start

Press to start a copy, scan, or fax job.

Information Pages

Your printer has a printable set of information pages stored on its internal hard drive. The information pages provide help using copy, fax, and scan features, and provide reference information about your printer and its current configuration.

To print an information page:

1. On the control panel, press the **Machine Status** button.
2. Select **Information Pages** on the right side of the **Machine Status** tab.
3. Select the information page.
4. Select **Print**.

Note: Information pages can also be printed from CentreWare Internet Services (CentreWare IS).

Menu Map

The Menu Map information page shows you how to navigate to each of the touch screen functions. It is useful for getting to know the capabilities and setting names of your printer.

Configuration Report

An information page called the Configuration Report lists information about the current configuration of your printer, and is useful for network analysis and general troubleshooting.

Administrator Access

At printer power-up, the start-up wizard prompts you to choose an access level. Options include either **Restricted** or **Open**. If you select **Restricted Access**, you must be logged in as a system administrator to access certain settings. If you select **Open Access**, all settings are available to all users.

Note: Many of the printer's configuration settings or options available on the **Tools** tab may be hidden or password protected if a system administrator has set access to **Restricted**.

Note: If the system administrator has set access to **Restricted**, you will need a system administrator login and password to access these functions through CentreWare IS.

To log in as a system administrator:

1. Press the **Log In/Out** button on the control panel.
2. Enter the user name **admin**.
3. Select **Next**.
4. Enter the default password **1111**.
5. Select **Enter**.

Xerox recommends that you change the system administrator password immediately after printer installation to prevent unauthorized access to the printer.

To change the system administrator password:

1. From your computer, launch CentreWare IS by typing your printer's IP address into your Web browser's address field.
2. After CentreWare IS loads, select the **Properties** tab.
3. Log in as a system administrator. Enter the **User ID** (admin) and **Password** (1111) (default) and click **Login**.
4. From the **Security** menu on the left, select **Setup**.
5. Select **Edit...** next to the admin account.
6. Enter a **New Password** and enter it again in the **Retype Password** field.
7. Click **Edit User** to save the new password.

More Information

The following links provide more information about your printer and its capabilities.

Information	Source
<i>Installation Guide</i>	Packaged with printer
Quick Use Guide	Packaged with printer
User Guide (PDF)	<i>Software and Documentation CD-ROM</i> www.xerox.com/office/WC6400docs
Quick Start Tutorials	www.xerox.com/office/WC6400docs
Video Tutorials	www.xerox.com/office/WC6400docs
Recommended Media List	www.xerox.com/paper (United States) www.xerox.com/europaper (Europe)
Printer Management Tools	www.xerox.com/office/WC6400drivers
Online Support Assistant	www.xerox.com/office/WC6400support
Technical Support	www.xerox.com/office/support
Information about touch screen or error messages	Control panel Help button
Information pages	Print from the control panel
<i>System Administrator Guide</i>	www.xerox.com/office/WC6400docs

Xerox Support Centre

The Xerox Support Centre provides access to the following information:

- User manuals and video tutorials
- Solutions to troubleshooting problems
- Printer and supplies status
- Supplies ordering and recycling
- Answers to frequently asked questions
- Default printer driver settings

Note: You can install the Xerox Support Centre utility from the Xerox Drivers and Downloads website at www.xerox.com/office/WC6400drivers.

Windows: The Xerox Support Centre icon appears on the desktop. Double-click the icon to launch the Xerox Support Centre.

Macintosh: Navigate to **Applications/Xerox/Xerox Support Centre** and double-click on **XSupportCentre**.

See also:

Using the Xerox Support Centre tutorial at www.xerox.com/office/WC6400support

Note: You must have an internet connection to view manuals and videos on the website.

Network Basics

3

This chapter includes:

- [Choosing a Connection Method](#) on page 30
- [Assigning the Printer an IP Address](#) on page 31
- [Installing the Printer Drivers](#) on page 33

See also:

Online Support Assistant at www.xerox.com/office/WC6400support

Choosing a Connection Method

You can connect to the printer over a network or using USB.

- [Connecting to a Printer on a Network](#) on page 30
- [Connecting with USB](#) on page 30

Operating System Requirements

- **PC:** Windows Vista, XP, 2000, Windows Server 2003 or newer.
- **Macintosh:** OS X, version 10.3 or newer.

Connecting to a Printer on a Network

Networking printers allows multiple computers to connect and print at the same time. With a network connection, you can retrieve scans, send internet faxes, access printer settings and status information using CentreWare Internet Services (CentreWare IS).

To connect to the printer on a network:

- **Single Computer:** Connect an Ethernet (Cat5/RJ-45) *crossover* cable from the computer to the printer's Ethernet port.
- **Multiple Computers:** Connect a standard Ethernet (Cat5/RJ-45) cable from each computer to an Ethernet hub or a Cable/DSL router. Connect a standard Ethernet cable from the hub/router to the printer's Ethernet port.

Note: Cables and other networking hardware such as hubs or routers are not included with your printer and must be purchased separately.

Connecting with USB

USB offers the ability to directly connect a computer quickly and simply to the printer with a USB cable. Many functions requiring internet access and network communication, such as scanning and Internet Faxing, are not available over USB.

To connect using USB, connect one end of a standard USB 2.0 cable to your computer and the other end to the printer's USB port.

Note: Cables are not included with your printer and must be purchased separately.

See also:

System Administrator Guide at www.xerox.com/office/WC6400docs

Online Support Assistant at www.xerox.com/office/WC6400support

Assigning the Printer an IP Address

Before your computer can communicate with the printer on a network, the printer must be assigned a unique IP address.

Accessing Quick Setup Home

Quick Setup Home is a setup utility that will help you set up your printer from the control panel.

Note: The first time the printer is turned on, the printer display will prompt you to set the date and time, and to select default paper sizes. The display will then enter Quick Setup Home. If the time and date are already set up, or the printer does not prompt you for these settings:

1. Log in as a system administrator. Press the **Log In/Out** button (user name: admin, default password: 1111).
2. Press the **Machine Status** button.
3. Select the **Tools** tab.
4. Select **Device Settings**.
5. Select **Quick Setup Home** from the list.

From here, you can access the IP Address Setup Wizard.

IP Address Setup Wizard

The IP address setup wizard will help you configure the printer's IP address settings for your network.

1. Select **IP Address Settings** from the list.
2. Select **Enable** for **IPv4** or **IPv6**, and then select **Next**.

Note: IPv6 is the newest standard protocol for the internet. If you are unsure which IP setting to use, enable both. If you change IPv6 settings, the printer will reboot when you close the Quick Setup Home window.

3. Choose a method for assigning the IP address.

To allow the IP address to be assigned automatically using DHCP:

- a. Select **Get IP Address from a DHCP Server**, and then select **Next**.
- b. The screen will display the acquired TCP/IP settings.
- c. If the DHCP server was unable to assign an IP address automatically, contact your system administrator.
- d. Select **Next** to continue.

To manually assign the IP address:

- a. Select **Use a Static IP Address**, and then select **Next**.

- b. Select the **IPv4** text box, enter the IP address, and then select **Save**.

Note: The device and computer(s) must be assigned unique IP addresses. It is important that the addresses are similar, but not the same. For example, your printer can have the address 192.168.1.15 while your computer has the address 192.168.1.16. Another device can have the address 192.168.1.17.

- c. Select the **Subnet Mask** text box, enter the subnet mask, and then select **Save**.
 - d. Select the **Host Name** text box, enter the host name, and then select **Save**.
 - e. Select the **Gateway** text box, enter the gateway, and then select **Save**.
 - f. Select **Next** to continue.
4. Your network setup is complete. Select **Done** to return to **Quick Setup Home**.
 5. Select **Close** to exit **Quick Setup Home**.

If your computer is on a large network or you are unsure of the appropriate network configuration settings, contact your network administrator, or see the *System Administrator Guide*.

Installing the Printer Drivers

This section includes:

- [Choosing a Printer Driver](#) on page 33
- [Installing the Driver for Windows 2000 or Newer](#) on page 34
- [Installing the Driver for Macintosh OS X 10.3 and Newer](#) on page 36
- [Installing the Driver \(UNIX/Linux\)](#) on page 36

Choosing a Printer Driver

To access special printing options, you must install a Xerox printer driver.

Xerox provides drivers for a variety of page description languages and operating systems. The following printer drivers are available:

Printer Driver	Description
Windows PostScript Driver (Windows 2000/XP/Vista)	This genuine Adobe® PostScript® driver allows you to access all of the printing options of your printer and is the default driver on the <i>Software and Documentation CD-ROM</i> .
PCL Driver (Windows 2000/XP/Vista)	The Printer Command Language driver can be used for applications requiring PCL.
Xerox Global Print Driver (Windows)	This is a printer driver for use with any PostScript printer on your network. It configures itself for your individual printer upon installation.
Xerox Mobile Express Driver (Windows)	This is a printer driver for use with any PostScript printer on your network. It configures itself for the printer you select every time you print. If you travel frequently to the same sites, you can save your favorite printers in that location and the driver will remember your settings.
Mac OS X Driver (Macintosh OS X version 10.3 or newer)	This driver allows you to access all of the printing options of your printer from a Macintosh.
UNIX/Linux Driver	This driver enables printing from a UNIX or Linux operating system.

Go to www.xerox.com/office/WC6400drivers for the latest print driver information and downloads.

Installing the Driver for Windows 2000 or Newer

Preliminary Steps

Please do the following before installing a printer driver:

1. Verify that the printer is plugged in, turned On, and connected to an active network.
2. Verify that the printer is receiving network information by monitoring the LEDs on the back of the printer near the Ethernet cable jack (RJ45). When the printer is connected to a functioning network and receiving traffic, the link LED is green, and its amber traffic LED is flashing rapidly.

Installing the Drivers - Network Connection

To install the printer driver:

1. Insert the *Software and Documentation CD-ROM* into the CD drive.
2. If the installer does not automatically start, navigate to your CD drive and double-click the `install.exe` file.
3. Select your language from the list.
4. Select **Install Printer Driver**.
5. Review and accept the license agreement. The installer will automatically search the network for printers.
6. Select the printer from the list.

Note: If the installer does not discover the required printer, use the **Extended Search** or the **Advanced Search** by clicking the corresponding buttons.

7. Click **Install** to begin the installation.
8. When installation is complete, the **Installation Complete** window will appear. Set the printer as the default printer and print a test page if desired.
9. Click **Finish**.
10. If you do not have the *Software and Documentation CD-ROM*, you can download the driver at www.xerox.com/office/WC6400drivers, and use the **Add Printer Wizard** to install the driver.

To install the driver using the **Add Printer Wizard** (Windows XP or Server 2003):

1. Double-click the `.exe` file to open the driver installation window, and then click **Install** to extract the files and open the **Add Printer Wizard**.
2. Click **Next**.
3. Select **Local Printer**, and then click **Next**.
4. Select **Create a new port**, select **Standard TCP/IP Port**, and then click **Next**. The **Add Standard TCP/IP Printer Port Wizard** will be displayed.
5. Click **Next**, and then enter the printer name or IP address.
6. Click **Next**.
7. Click **Finish**. The **TCP/IP Printer Port** window will close and the **Manufacturer/Printers** window will be displayed.
8. Click **Have Disk**, click **Browse**, and then browse to the location of the printer's `.inf` file.

9. Click **Open**, and then click **OK**.
10. Select the printer from the list, and then click **Next**.
11. Enter a name for the printer.
12. Select whether or not to use the printer as the default printer, and then click **Next**.
13. Select whether or not to share the printer, and then click **Next**.
14. Select whether or not to print a test page, and then click **Next**.
15. Click **Finish**.

To install the driver using the Add Printer Wizard (Windows Vista or Server 2008):

1. Download the driver from www.xerox.com/office/WC6400drivers.
2. Double-click the .exe file to open the driver installation window. A **Security Warning** window will be displayed.
3. Click **Run**, and then click **Install** to extract the files and open the **Add Printer Wizard**.
4. Select **Add a local printer**. The **Choose a printer port** window will be displayed.
5. Select **Create a new port**, select **Standard TCP/IP Port**, and then click **Next**.
6. Select **TCP/IP Device** from the **Device Type** pull-down menu.
7. Enter the hostname or IP address of the printer.
8. Make sure the **Query the Printer** check box is not checked, and then click **Next**.
9. If the **Additional Port Information Required** window is displayed, click **Next**.
10. Click **Have Disk**, click **Browse**, and then browse to the location of the printer's .inf file.
11. Click **Open**, and then click **OK**.
12. Select the printer from the list, and then click **Next**.
13. Enter a name for the printer.
14. Select whether or not to use the printer as the default printer, and then click **Next**.
15. Select whether or not to print a test page, and then click **Finish**.

Installing the Drivers - USB Connection

1. Click **Start > Settings > Printer and Faxes**.
2. Double click **Add Printer**.
3. Follow the instructions in the **Add Printer Wizard**.

See also:

Online Support Assistant at www.xerox.com/office/WC6400support

Installing the Driver for Macintosh OS X 10.3 and Newer

Install your printer using Bonjour, Rendezvous, USB, or LPD/LPR connection.

Installing the Drivers - Network Connection

To install the printer driver:

1. Insert the *Software and Documentation CD-ROM* into the CD drive. If the *Software and Documentation CD-ROM* is not available, download the latest driver from www.xerox.com/office/WC6400drivers.
2. Run the Xerox Printer installer to install the printer driver.
3. Acknowledge the Authenticate dialog.
4. Review and accept the License Agreement. The installer will search the network for printers.
5. Select your printer from the list.
6. If the installer does not discover your printer, enter the printer's IP Address in the IP Address or DNS Name field.
7. When installation is complete, the Installation Complete window will appear. Print a test page if desired.
8. Click **Finish**.

Installing the Drivers - USB Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the *Software and Documentation CD-ROM* into the CD drive. If the *Software and Documentation CD-ROM* is not available, download the latest driver from www.xerox.com/office/WC6400drivers.
2. Run the Xerox Printer installer to install the printer driver.
3. Acknowledge the Authenticate dialog.
4. Review and accept the License Agreement. The installer will search for USB printers.
5. Select your printer from the list.
6. If the installer does not discover your printer, enter the printer's IP Address in the IP Address or DNS Name field.
7. When installation is complete, the Installation Complete window will appear. Print a test page if desired.
8. Click **Finish**.

Installing the Driver (UNIX/Linux)

Your printer supports connection to a variety of UNIX platforms through the network interface. The workstations currently supported by CentreWare for UNIX/Linux to a network-connected printer are:

- Sun Solaris
- IBM AIX
- Hewlett-Packard HP-UX

- Linux (i386)
- Linux (PPC)

See also:

System Administrator Guide at www.xerox.com/office/WC6400docs

CentreWare Internet Services

CentreWare Internet Services (CentreWare IS) provides a simple interface that enables you to manage, configure, and monitor a networked printer and retrieve scanned documents from your desktop using the printer's embedded Web server. CentreWare IS gives system administrators easy access to printer status, configuration, security settings, and diagnostic functions. It provides users with access to printer status and special printing functions, such as printing saved jobs and custom paper types. Using CentreWare IS, you can access and manage your printer over a TCP/IP network using a Web browser. Enter your printer's IP address in your Web browser to access CentreWare IS.

CentreWare IS enables you to:

- Configure the printer from your computer. CentreWare IS allows you to copy settings from one printer to another.
- Check supplies status from your desktop, saving a trip to the printer. Access job accounting records to allocate printing costs and plan supplies purchases.
- Set up and use a simple Web browser based printing system. Marketing collateral, sales materials, business forms, or other standardized, frequently used documents can be saved as a group with their original driver settings then reprinted on demand at high speed from any user's browser.
- Access online manuals and technical support information located on the Xerox website.

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

Printing

4

This chapter includes:

- [Printing Overview](#) on page 40
- [Supported Media](#) on page 41
- [Loading Media](#) on page 43
- [Printing on Special Media](#) on page 53
- [Selecting Printing Options](#) on page 56
- [Printing on Both Sides of the Paper](#) on page 60
- [Selecting Paper Type to Use](#) on page 62
- [Printing Multiple Pages to a Single Sheet \(N-Up\)](#) on page 63
- [Printing Booklets](#) on page 64
- [Using Color Corrections](#) on page 65
- [Printing in Black and White](#) on page 68
- [Printing Insert Pages](#) on page 69
- [Printing Cover Pages](#) on page 70
- [Printing Exception Pages](#) on page 72
- [Scaling](#) on page 74
- [Printing Watermarks](#) on page 75
- [Printing Mirror Images](#) on page 77
- [Creating and Saving Custom Sizes](#) on page 78
- [Job Completion Notification](#) on page 79
- [Printing Special Job Types](#) on page 80

See also:

Paper Trays video tutorials at www.xerox.com/office/WC6400docs

Printing Overview

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

See also:

[Loading Media](#) on page 43

[Selecting Printing Options](#) on page 56

[Printing on Both Sides of the Paper](#) on page 60

[Printing on Special Media](#) on page 53

Supported Media

This section includes:

- [Recommended Media](#) on page 41
- [General Media Loading Guidelines](#) on page 41
- [Media That Can Damage Your Printer](#) on page 42
- [Paper Storage Guidelines](#) on page 42

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

For best results, use Xerox printing media specified for your WorkCentre 6400 printer.

Recommended Media

A complete regularly updated list of recommended media types is available:

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

You can also print a summary of supported media (the Paper Tips information page) directly from the printer. The Paper Tips page list supported media sizes and types for each media tray.

Printing the Paper Tips Information Page

From the printer's control panel:

1. Press the **Machine Status** button.
2. Select the **Machine Information** tab, then **Information Pages** on the right side.
3. Select **Paper Tips Page**.
4. Select **Print**.

Ordering Media

To order paper, transparencies, or other specialty media, contact your local reseller or go to: www.xerox.com/office/WC6400supplies.

Caution: Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

General Media Loading Guidelines

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

- Use only recommended Xerox transparencies; print quality may vary with other transparencies.

Printing

- Do not print on sheets of label stock that have labels removed.
- Use only paper envelopes. Print envelopes single-sided only.
- Do not overload the paper trays.
- Adjust the paper guides to fit the paper size.

Media That Can Damage Your Printer

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

Do not use the following:

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

Paper Storage Guidelines

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

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

Loading Media

This section includes:

- [Loading Paper in Tray 1](#) on page 43
- [Loading Envelopes](#) on page 46
- [Loading Paper in Tray 2, 3, or 4](#) on page 49

Select the appropriate tray depending on the media you plan to use. Tray 1 accepts the widest range of media types and sizes. Tray 2 accepts only Letter and A4 size paper, and Trays 3 and 4 accept Letter, Legal, Executive, and A4 size paper. For a complete list of media sizes and types, print the Paper Tips information page. For more information see [Recommended Media](#) on page 41.

Loading Paper in Tray 1

Tray 1 accepts the following paper types:

- Plain paper
- Punched paper
- Transparencies
- Pre-printed paper
- Recycled paper
- Letterhead
- Heavyweight paper
- Extra heavyweight paper
- Gloss paper
- Heavyweight gloss paper
- Full-sheet labels
- Envelopes

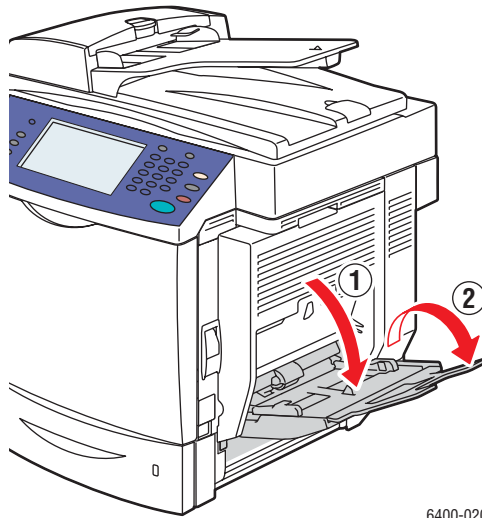
Tray 1 accepts a maximum of:

- 100 sheets of plain paper (20 lb. Bond)
- 20 transparencies, postcards, sheets of labels, or sheets of glossy paper
- 10 envelopes

Printing

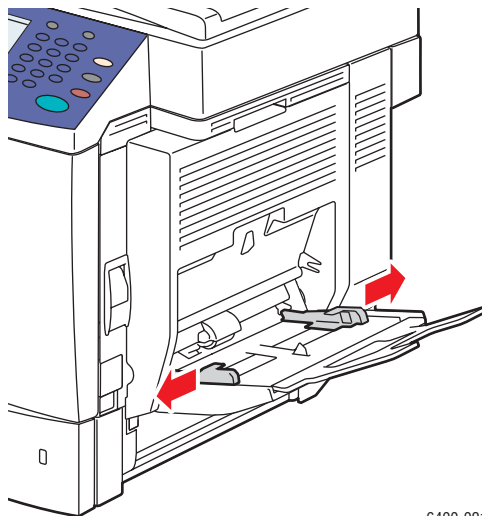
To load paper or other media in Tray 1:

1. Open Tray 1 by pulling it outward and opening the tray extension.



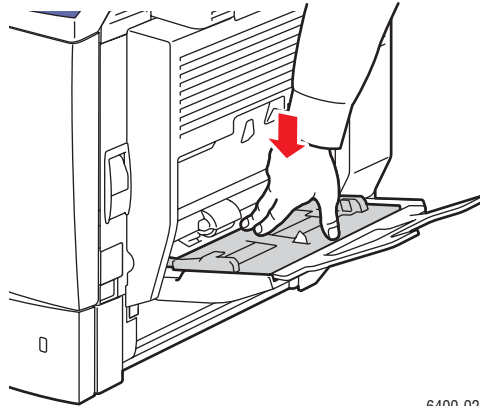
6400-020

2. Adjust the paper guides.



6400-021

3. Press down on the center of the paper-lifting plate until it locks into place.

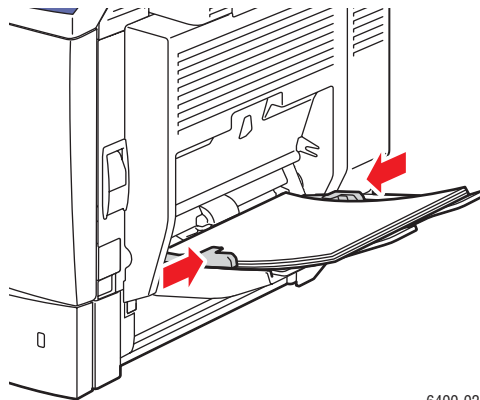


6400-022

4. Insert paper, transparencies, or specialty media into the tray. Letterhead paper must be oriented correctly.
 - **Single-sided printing:** Insert the side to be printed **facedown** with the **bottom** of the page entering the printer first.
 - **2-sided printing:** Insert side one **faceup** with the **bottom** of the page entering the printer first.

Note: Do not load paper or media above the fill line indicated on the tray. Overloading the tray may cause jams.

5. Adjust the paper guides to fit the paper loaded in the tray.



6400-025

6. On the printer's control panel, select the paper size, type, and color, and then select **Confirm**.

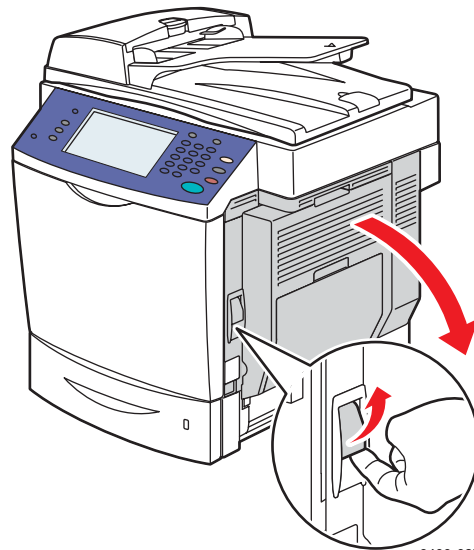
Printing

Loading Envelopes

Envelopes can only be loaded in Tray 1.

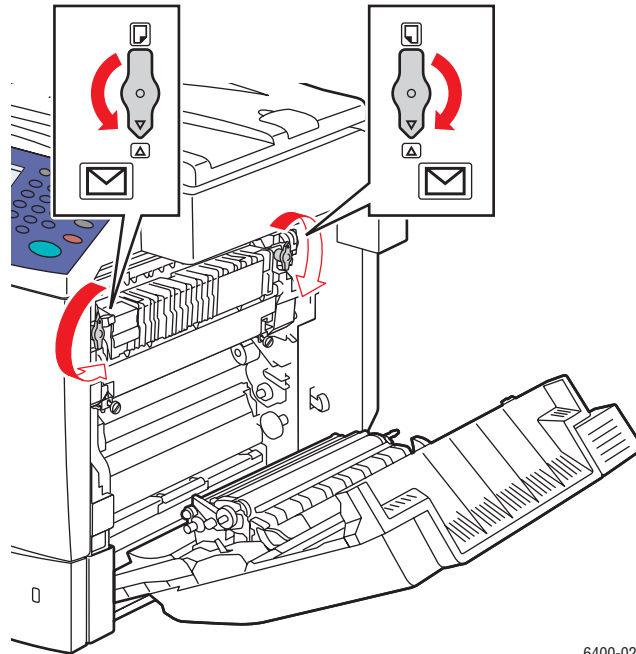
To load envelopes in Tray 1:

1. Make sure Tray 1 is closed.
2. Lift the lever on the printer's right side to open the right side door.



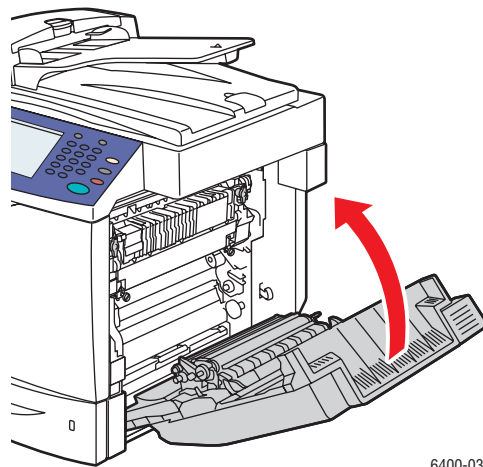
Warning: The area around the fuser may be hot. Use caution to avoid injury.

3. On both the left and right sides of the fuser, turn the fuser setting (grey dials) from **Plain Paper** to **Envelope**.



6400-028

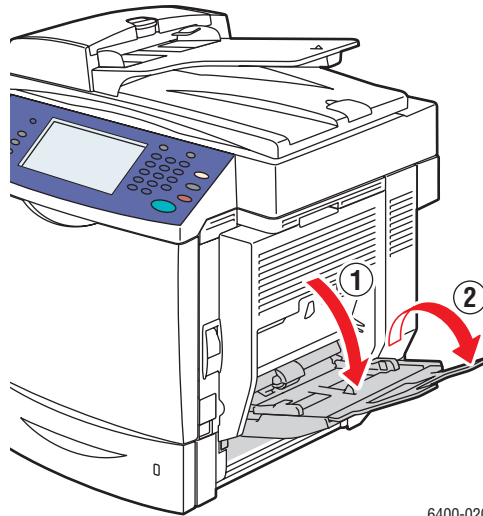
4. Close the right side door.



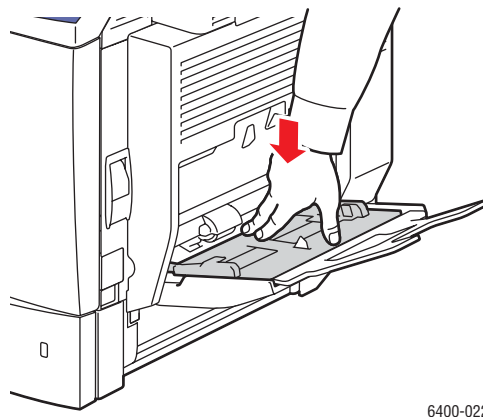
6400-030

Printing

5. Open Tray 1 by pulling it outward and opening the tray extension.



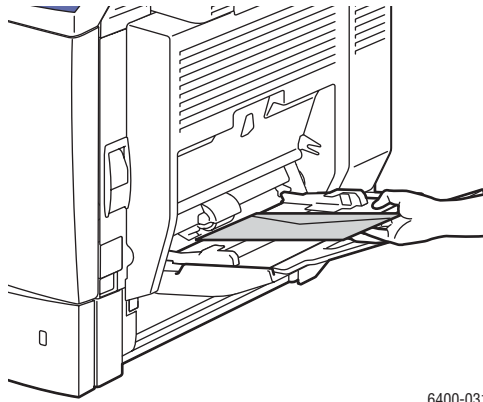
6. Press down on the center of the paper-lifting plate until it locks into place.



7. Insert up to 10 envelopes in Tray 1 with the **flap side up**. For envelopes with the flap along the long edge, load the envelopes with the flap toward the **right side** of Tray 1.

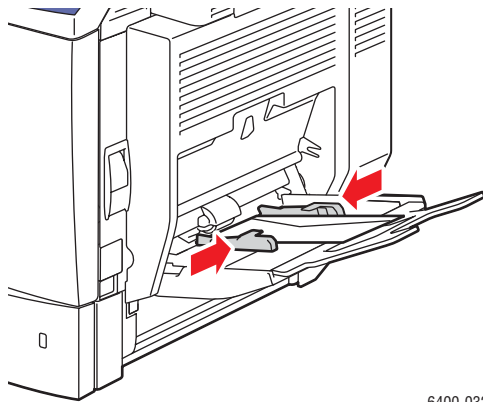
Note: To minimize wrinkling and jams, press envelopes down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed. Some wrinkling or embossing may still occur.

Insert the envelopes so that the short edge enters the printer first:



6400-031

8. Adjust the paper guides to fit the envelope.



6400-032

9. On the printer's control panel display, select the envelope size, type, and color, and then select **Confirm**.

Note: Make sure to turn the grey dials on the fuser back to the plain paper setting when finished printing envelopes to ensure good print quality.

Loading Paper in Tray 2, 3, or 4

Trays 2, 3, or 4 accept:

- Plain paper
- Punched paper
- Letterhead paper
- Recycled paper
- Pre-printed paper

Tray 2 accepts Letter and A4 size paper only.

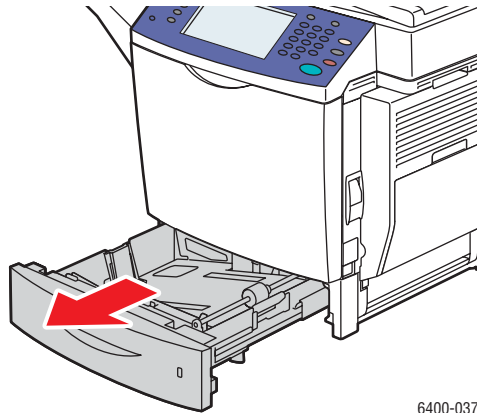
Trays 3 and 4 accept Letter, A4, JIS B5, US Folio, Executive, and Legal size paper.

Printing

Trays 2, 3, or 4 accept a maximum of 500 sheets of plain paper (20 lb. Bond).

To load paper or other media in Tray 2, 3, or 4:

1. Extend the tray from the printer.



6400-037

2. Adjust the paper guides to fit the paper (if necessary).

- **Tray 2:**

Length guide: Compress the sides of the guide and lift the guide from the tray. Insert the guide in the holes in the tray so that the guide is aligned with the appropriate paper size (imprinted on the bottom of the tray), and release the sides.

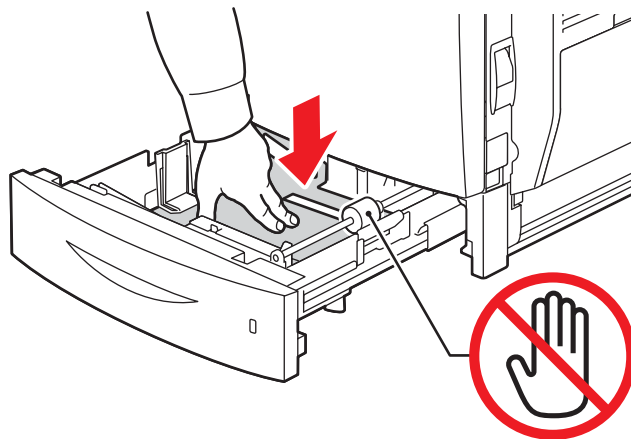
Width guides: Press the tab extending from the top of the guide and move the guide so that the mark on the guide aligns with the paper size imprinted on the tray. Repeat for the other guide.

- **Tray 3 or 4:**

Length guide: Press the green sides of the guide, then slide the guide until the arrow on the guide points to the appropriate paper size imprinted on the bottom of the tray. When properly positioned, the guide clicks into place.

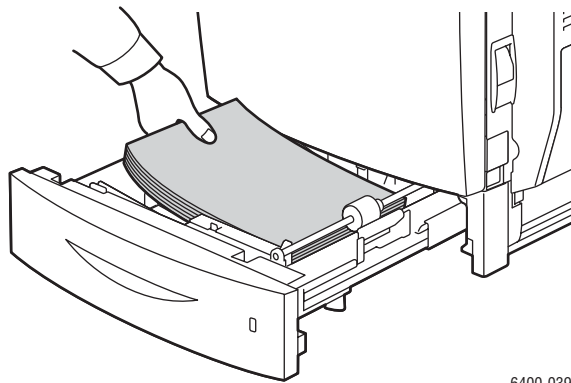
Width guides: Press the green lever on the side of the guide, and move the guide so that it is aligned with the appropriate paper size imprinted on the paper lifting plate.

3. Press down on the paper-lifting plate until it locks into place.

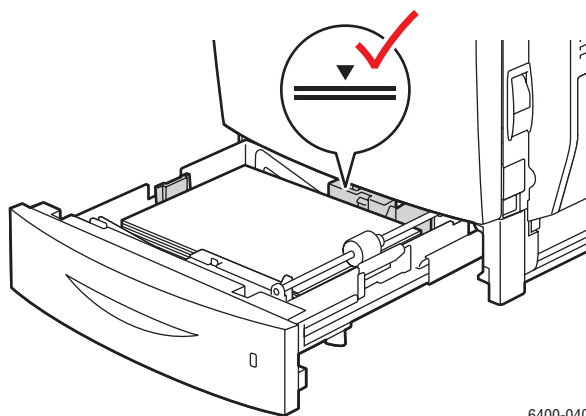


6400-038

4. Insert paper into the tray. Letterhead paper must be oriented correctly.
 - **Single-sided printing:** Insert the side to be printed **faceup** with the **top** of the page toward the **left** of the tray.
 - **2-sided printing:** Insert side one **facedown** with the **top** of the page toward the **right** of the tray.



6400-039



6400-040

Note: Do not load paper or media above the fill line indicated on the tray. Overloading the tray may cause jams.

Printing

5. Push the tray completely into the printer.



6. On the printer's control panel display, select the paper size, color, and type in the tray, and then select **Confirm**.

Printing on Special Media

This section includes:

- [Printing on Transparencies](#) on page 53
- [Printing on Envelopes](#) on page 54
- [Printing on Labels](#) on page 54
- [Printing on Glossy Paper](#) on page 55
- [Printing on Custom Size Paper](#) on page 55

Printing on Transparencies

Transparencies can only be printed from Tray 1. For best results, use only recommended Xerox transparencies.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/WC6400supplies.

Caution: Damage caused by using unsupported paper, transparencies, or other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

See also:

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

www.xerox.com/europaper Recommended Media List (Europe)

Guidelines

- Remove all paper before loading transparencies in the tray (Tray 1 only).
- Handle transparencies by the edges using both hands. Fingerprints or creases can cause poor print quality.
- Do not load more than 20 transparencies in Tray 1. Overloading the tray can cause the printer to jam.
- Do not use transparencies with stripes on the side.
- Do not fan transparencies.
- After loading transparencies, change the paper type at the printer's control panel.
- In the printer driver, select either **Transparency** as the paper type or **Tray 1** as the paper source.

Printing on Envelopes

Only print envelopes using Tray 1.

Guidelines

- Successful envelope printing is highly dependent on the quality and construction of the envelopes. Try another envelope brand if the desired results are not achieved. Use only paper envelopes specified in the Recommended Media List - www.xerox.com/paper (United States) or www.xerox.com/europaper (Europe).
- Always set the grey dials on the fuser to “envelope”. Set the dials back to “paper” when you are finished printing envelopes.
- Maintain constant temperatures and relative humidity.
- Store unused envelopes in their packaging to avoid the excess moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Avoid padded envelopes; purchase envelopes that lie flat on a surface.
- In the printer driver, select either **Envelope** as the paper type or Tray 1 as the paper source.

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

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

Printing on Labels

Labels can be printed from Tray 1 only.

To order paper, transparencies, or other specialty media, contact your local reseller or go to the Xerox Supplies website at www.xerox.com/office/WC6400supplies.

Guidelines

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

- In the printer driver, select either Labels as the paper type or Tray 1 as the paper source.

Printing on Glossy Paper

Print glossy paper single-sided only and from Tray 1.

To order paper, transparencies, or other specialty media, contact your local reseller or go to the Xerox Supplies website for your printer: www.xerox.com/office/WC6400supplies.

Guidelines

- Do not open sealed packages of glossy paper until you are ready to load them into the printer.
- Leave glossy paper in the original wrapper, and store unopened packages in the original shipping carton until ready to use.
- Remove all other paper from the tray before loading glossy paper.
- Load only the amount of glossy paper you plan to use and remove the unused portion from the tray when you are finished printing. Replace the unused portion in the original wrapper and seal for later use.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy paper to curl and jam in the printer.
- In the printer driver, select either **Gloss Coating** or **Heavyweight Gloss Coating** as the paper type, or Tray 1 as the paper source.

Printing on Custom Size Paper

In addition to the wide variety of standard paper sizes that you can use for printing, you can also print on custom size paper within the following dimensions.

	Single Sided Printing	2-Sided Printing
Short edge	92–216 mm (3.6–8.5 in.)	176–216 mm (7.0–8.5 in.)
Long edge	148–356 mm (5.8–14.0 in.)	257–300 mm (10.1–11.8 in.)
Weight	60–210 g/m ²	60–150 g/m ²

Note: Print custom size paper from Tray 1 only. If inserted one page at a time, long edge 2-sided paper can be up to 356 mm (14.0 in.)

Selecting Printing Options

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

- [Printing Options for Windows on page 57](#)
- [Setting Default Printing Options for Windows on page 58](#)
- [Selecting Printing Options for an Individual Job in Windows on page 58](#)
- [Saving a Set of Commonly Used Printing Options in Windows on page 58](#)
- [Printing Options for Macintosh on page 59](#)
- [Selecting Options for an Individual Job for Macintosh on page 59](#)
- [Saving a Set of Commonly Used Printing Options for Macintosh on page 59](#)

Printing Options for Windows

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

Tab	Printing Options
Paper/Output	Job type Paper size, paper color, paper type, and tray selection Transparency separators 2-sided printing Print quality Stapling and output destination (if finisher installed)
Special Pages	Covers Inserts Exception pages
Layout/Watermark	Pages per sheet (N-Up) Booklet layout Orientation 2-sided printing Watermark
Color Options	Color corrections Black and white conversion Color adjustments
Advanced	Paper/Output <ul style="list-style-type: none"> • Copies • Collate • Banner sheet • Offset Sets Image options <ul style="list-style-type: none"> • Rotate image 180 degrees • Reduce/Enlarge • PostScript Pass-through • Mirrored output • RGB Neutral gray • Print optimization • Halftones, spot colors, and color configuration Advanced Printing Features
More Status, Saved Settings, error reports, toner and paper tray gauges are available in all tabs.	

Note: For more information about Windows printer driver options, click the **Help** button in the lower right-hand corner of any tab in the Properties or Printing Preferences window.

Setting Default Printing Options for Windows

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

For example, if you want to print to both sides of the paper for most jobs, specify 2-sided printing in Printing Preferences.

1. To change Printing Preferences:
2. Click **Start**, select **Settings**, and then click **Printers and Faxes**.
3. In the **Printers and Faxes** folder, right-click the icon for your printer and select **Printing Preferences**.
4. Select a tab in the **Printing Preferences** window, make selections, and click **OK** to save.

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

Selecting Printing Options for an Individual Job in Windows

If you want to use special printing options for a particular job, change the Printing Preferences before sending the job to the printer. For example, if you want to use the **Enhanced** print-quality mode when printing a particular document, select this setting in Printing Preferences before printing that job.

1. With the document open in your application, access the **Print** dialog box (CTRL+P for most applications).
2. Select the WorkCentre 6400 printer and click the **Properties** button to open the **Printing Preferences** window. This button is labeled **Preferences** in some applications. Select a tab in the **Printing Preferences** window, and make selections.
3. Click **OK** to save and close the **Printing Preferences** window.
4. Print the job.

Saving a Set of Commonly Used Printing Options in Windows

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

To save a set of printing options:

1. Select **Saved Settings** at the bottom of the **Printing Preferences** window, and select **Save As** from the list.
2. Name the set of printing options and click **OK**. The set of options is saved and will appear in the list. The next time you want to print using these options, just select the name from the list and click **OK**.

Printing Options for Macintosh

See the following table for specific printing options in the Macintosh PostScript printer driver.

Tab	Printing Options
Paper/Output	Job type Paper size, paper color, paper type, and tray selection Transparency separators 2-sided printing Print quality Stapling and output destination (if finisher installed)
Special Pages	Covers Inserts Exception pages
Layout/Watermark	Booklet layout Watermark
Color Options	Automatic Color Black and White
Advanced	Booklet Image Order Banner Sheet Offset Mirrored Output Printing Optimization

Selecting Options for an Individual Job for Macintosh

To send job, change the driver settings before sending the job to the printer.

1. With the document open in your application, select **File**, and then select **Print**.
2. Select your printer from the **Printer** list.
3. Select the desired printing options from the drop-down lists that are displayed.
4. Click **Print** to print the job.

Saving a Set of Commonly Used Printing Options for Macintosh

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

To save a set of printing options:

1. Select the desired printing options from the drop-down lists on the **Print** menu screen.
2. Select **Save As** from the **Presets** menu to save and name the set of printing options.
3. The set of options is saved and will appear in the **Presets** list. The next time you want to print using these options, just select the name from the list.

Printing on Both Sides of the Paper

- [2-Sided Printing Guidelines](#) on page 60
- [Printing a 2-Sided Document](#) on page 60
- [Page Layout Options](#) on page 61

2-Sided Printing Guidelines

A 2-sided document can be printed on supported paper from any tray. Before printing a 2-sided document, verify the paper weight is within the appropriate weight range:

60-150 g/m² (16-32 lb. Bond)

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

- Transparencies
- Envelopes
- Labels
- Any die-cut specialty media, such as business cards
- Heavyweight
- Extra Heavyweight
- Gloss
- Heavyweight Gloss
- Postcards

For a complete list of supported media sizes and types for 2-sided printing, print the Paper Tips information page. For more information see [Recommended Media](#) on page 41.

Printing a 2-Sided Document

1. Load paper in the tray. Orient letterhead correctly:
 - Tray 1: Insert side one faceup with the bottom of the page entering the printer first.
 - Tray 2, 3, or 4: Insert side one **fac**edown with the **top** of the page toward the **right** of the tray.
2. Select **2-sided Printing** in the printing options (Print Preferences - Windows). For more information see [Selecting Printing Options](#) on page 56.

Operating System	Steps
Windows Vista, Windows 2000, Windows XP, or Windows Server 2003	<ol style="list-style-type: none">1. Select the Paper/Output tab.2. Select an option under 2-Sided Printing:<ul style="list-style-type: none">• 2-Sided Print• 2-Sided Print, Flip on Short Edge



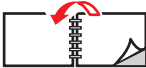

Operating System	Steps
Mac OS X, version 10.3 or newer	In the Print dialog box, select Layout . 1. Select Print on Both Sides . 2. Click the Binding icon that matches the edges you want to bind.

Page Layout Options

When you select 2-Sided Printing on the **Paper/Output** tab, you can specify the page layout which determines how the pages turn.

Windows and Macintosh

1. Select the **Layout/Watermark** tab (Windows) or the **Layout** section (Macintosh).
2. Select **Portrait**, **Landscape**, or **Rotated Landscape**.
3. Select **2-Sided Print**, or **2-Sided Print, Flip on Short Edge**.

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

See also:

[Loading Paper in Tray 1 on page 43](#)

[Loading Paper in Tray 2, 3, or 4 on page 49](#)

Selecting Paper Type to Use

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

To select the paper type:

Windows

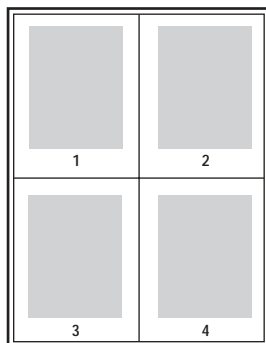
1. In the printer driver, select the **Paper/Output** tab.
2. To change the paper, select the arrow next to the **Paper** section and select the paper type from the list.
3. To specify a tray, select the tray in the **Select by Tray** menu.
4. To specify a paper type, select the type in the **Other Type** menu.
5. To specify a paper size, select the **Other Size** menu item and select the **Output Paper Size** in the **Paper Size** dialog box.

Macintosh

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

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

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



To print a multiple page document:

Windows

1. Select the **Layout/Watermark** tab.
2. Select the **Pages Per Sheet (N-Up)** option.
3. Click the button for the number of pages you want to appear on each side of the sheet.

Macintosh

1. In the **Print** dialog box, select **Layout**.
2. Select the number of **Pages per Sheet** and **Layout Direction**.

Printing Booklets

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

When you print booklets, you can also specify the *creep* and *gutter* in supported drivers.

- **Creep:** Specifies how much the page images are shifted outward (in 10ths of a point). This compensates for the thickness of the folded paper, which otherwise would cause the page images to shift slightly outward when folded. You can select a value from zero to 1.0 points.
- **Gutter:** Specifies the horizontal distance (in points) between the page images. A point is 0.35 mm (1/72 in.)



The following additional booklet printing options are available in some drivers:

- **Draw Page Borders:** Prints a border around each page.
- **Target Paper Size:** Specifies the size of the paper for the booklet.
- **Right to Left:** Reverses the order of the pages in the booklet.

To select booklet printing:

Windows

1. Select the **Layout/Watermark** tab.
2. Select the **Booklet Layout** option.
3. Click the **Booklet Options** button to specify the creep and gutter.
4. If desired, select **Draw Page Borders** from the drop-down list.

Macintosh

1. In the **Print** dialog box, select **Xerox Features**, and then the **Layout/Watermark** drop-down list.
2. Select **Enable for Booklet Printing**.
3. If desired, specify the creep and gutter with the **Booklet Options** button.
4. If desired, specify the paper size from the **Target Paper Size** drop-down list.

Using Color Corrections

This section includes:

- [Selecting Color Correction](#) on page 65
- [Making Color Adjustments](#) on page 65
- [Advanced Color Options - Press Match](#) on page 66
- [Adjusting the Automatic Color Correction](#) on page 67

The Color Correction options provide simulations of different color devices. **Automatic** is the default correction for general image processing. See the following table to determine what option you want to use.

Color Correction	Description
Automatic Color (Recommended)	Applies the best color correction to each graphic element: text, graphics, and images.
Vivid Color	Produces brighter and more saturated colors.
Black and White	Converts all colors to black and white or shades of gray.
Color Adjustments	Allows you to make minor adjustments, or access Custom... options for Press Matching.

Selecting Color Correction

Windows

1. Select the **Color Options** tab.
2. Select the desired color correction: **Automatic, Vivid Color, Black and White, or Color Adjustments**.

Macintosh

1. In the **Print** dialog box, select **Xerox Features**, and then the **Color Options** drop-down list.
2. Select the desired color correction from the available options.

Making Color Adjustments

Windows

1. Select the **Color Options** tab.
2. Select **Color Adjustments**.
3. Click the **Color Adjustments** button.
4. Make the desired adjustments to the sliders in the **Color Adjustments** dialog box.
5. Click the **OK** button to save your changes.

If you need to make additional color adjustments for your job, you can move the following sliders:

- **Lightness:** Move the slider to the right to lighten or to the left to darken the colors in your print job. (White remains white and black remains black.)
- **Saturation:** Move the slider to the right to increase or to the left to decrease the color intensity without changing the darkness.
- **Contrast:** Move the slider to the right to increase or to the left to decrease the contrast. With increased contrast, saturated colors become more saturated, darker colors become more black, and lighter colors become more white.
- **Cyan/Red:** Move the slider to change the color variation between cyan and red. Increasing the cyan decreases the red (its complement) and vice versa.
- **Magenta/Green:** Move the slider to change the color variation between magenta and green. Increasing the magenta decreases the green (its complement) and vice versa.
- **Yellow/Blue:** Move the slider to change the color variation between yellow and blue. Increasing the yellow decreases the blue (its complement) and vice versa.

The sample images change as you move the sliders. To track the adjustments and print the file name, print-quality mode, and color settings for your job on the edge of the page, select the **Print Settings on Page** box.

Advanced Color Options - Press Match

The Automatic color correction selection is designed to apply the best color correction to each element such as text, graphics, or images. If needed, you can select the color table being used for these elements in your jobs.

You can make adjustments to RGB colors, CMYK colors, and spot colors as shown in the following table:

Custom Automatic Color	Description
Office Color	Controls the RGB color adjustments.
Press Match	Controls the CMYK color adjustments.
Spot Color	Controls spot color matching.

Note: The Spot Color tab has an option to allow the printer to manage spot colors.

To use the default color table associated with a particular element on the tab, select **Automatic** or click the **Reset** button.

If required in specific circumstances, you can make additional color adjustments to the lightness, saturation, contrast, cyan/red color variation, magenta/green color variation, and yellow/blue color variation used for a particular element.

Adjusting the Automatic Color Correction

Windows

1. Select the **Advanced** tab.
2. Select **Image Options**, and select **Color Configuration**.
3. From the **Color Configuration** drop-down menu, select **Custom**.
4. Make adjustments to the **Custom Color Adjustments** settings, and click **OK** to save your changes.

Printing in Black and White

To print in black and white:

Windows

1. Select the **Color Options** tab.
2. Select the **Black and White** option.

Macintosh

1. In the **Print** dialog box, select **Xerox Features**, and then the **Color Options** drop-down list.
2. Select **Black and White**.

Printing Insert Pages

An insert (a divider page or slipsheet) can be inserted after a print job, between copies of a print job, or between individual pages of a print job. Specify the tray to use as the source for the insert pages.

To print insert pages:

Windows

1. Select the **Special Pages** tab.
2. Select the insert option to use from the **Add Inserts** dialog box.
3. Select the desired options.

Macintosh

1. In the Print dialog box, select **Xerox Features** from the drop-down list.
2. Select the **Special Pages** drop-down list.
3. Click **Add Inserts...**
4. Select the desired settings for the **Insert Options**, **Insert Quantity**, **Pages**, and **Paper** options.

Printing Cover Pages

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

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

You have several choices for cover pages:

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

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

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

Print Option	Last Page of Text	Blank Pages
1-sided printing		Add one blank page at the end of the document.

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

To print a cover page:

Windows

1. Select the **Special Pages** tab.
2. Click the **Add Covers** button.
3. Select the cover option and tray to use from the **Add Covers** dialog box.

Macintosh

1. In the **Print** dialog box, select **Cover Page**.
2. Select the **Before** document or **After** document option.
3. Select the desired **Cover Page Type**, standard, classified, confidential, secret, top secret, or unclassified.
4. Optionally, enter required text in the **Billing Info** field.

Note: For booklet printing, the cover page needs to be selected as the Last Page Paper Source.

Printing Exception Pages

This section includes:

- [Specifying Exception Page Characteristics - Windows](#) on page 72
- [Specifying Exception Page Characteristics - Macintosh](#) on page 73

The printer enables you to specify the characteristics of any pages in the print job that differ from the settings to use for the majority of the print job.

Specifying Exception Page Characteristics - Windows

1. Select the **Special Pages** tab.
2. Click the **Add Exceptions** button.
3. Select the exceptions from the **Add Exceptions** dialog box.

Example: Your print job contains 30 pages that print on standard-sized paper and two pages that must print on a different size of paper. In the **Add Exceptions** dialog box, set the characteristics of these two exception pages and select the alternate paper size to use.

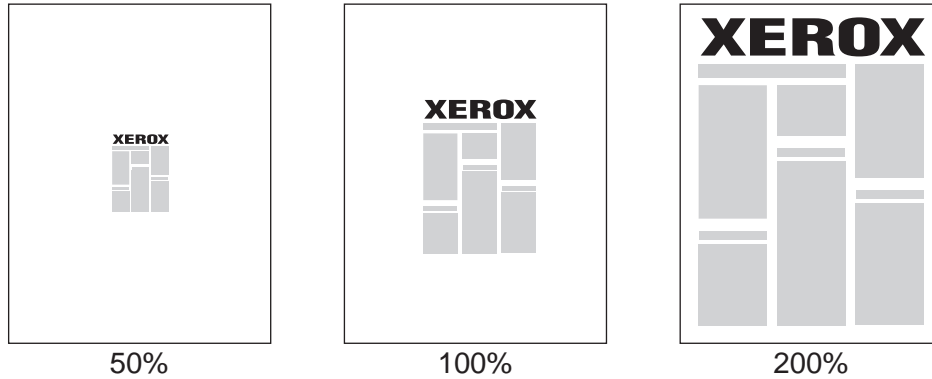
- **Page(s):** Specify the location (page or range of pages) to place the inserts. Separate individual pages or pages ranges with commas. Specify ranges with a dash. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: 1, 6, 9-11.
- **Paper:** The paper summary displays the size, color, and type of paper to use for the exception pages. To change the paper to use for the exception pages, click the button to the right of the summary to open the paper selection drop-down menu, which contains the following menu items:
- **Other Size:** Select this menu item, and then select **Use Job Setting** or the paper size desired for the exception pages.
- **Other Color:** Select this menu item, and then select **Use Job Setting** or a color for the paper to use for the exception pages.
- **Other Type:** Select this menu item, and then select **Use Job Setting** or the type of paper or media to use for the exception pages. If you select Pre-Cut Tabs, the Pre-Cut Tabs dialog box opens.
- **2-Sided Printing:** Select whether to print the exception pages on one side or two sides:
- **Use Job Setting:** Matches the setting used for the majority of the document.
- **1-Sided Print:** Prints the exception pages on one side only.
- **2-Sided Print:** Prints the exception pages on both sides of the sheet of paper with the images printed so the job can be bound along the long edge of the sheet.
- **2-Sided Print, Flip on Short Edge:** Prints the exception pages on both sides of the sheet of paper with the images printed so the job can be bound along the short edge of the sheet.
- **Job Settings:** Displays the attributes of the paper for the majority of the document. If you select **Use Job Setting** for any paper attribute (size, color, or type), the setting displayed here is used for that attribute of the exception page.

Specifying Exception Page Characteristics - Macintosh

1. In the **Print** dialog box, select **Xerox Features** from the drop-down list.
2. Select the **Special Pages** drop-down list.
3. Click **Add Exceptions....**
4. Select the desired settings for the **Pages**, **Paper**, and **2-Sided Printing** options.

Scaling

You can reduce or enlarge your page images when they are printed by selecting a scaling value between 25 and 400 percent. The default is 100 percent.



To set the print scale:

Windows

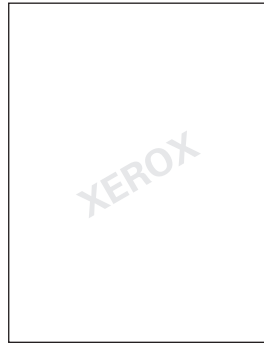
1. Select the **Paper/Output** tab.
2. Click the button to the right of the **Paper** summary and select **Other Size**.
3. Select an option from the **Scale Options** drop-down list.
4. If you select **Manually Scale**, enter a percentage in the percentage box.

Macintosh

1. Select **File**.
2. Select **Page Setup**.
3. Specify the percentage in the box for **Scale**.

Printing Watermarks

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



Some Windows Print Drivers allow you to:

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

Note: Not all applications support watermark printing.

Selecting, Creating, and Editing Watermarks

Windows

1. Select the **Layout/Watermark** tab.
 - To use an existing watermark, select it from the **Watermark** drop-down list.
 - To modify the watermark, click the **Edit** button to display the **Watermark Editor** dialog box.
 - To create a new watermark, select **New**, and then use the **Watermark Editor** dialog box.
2. In the **Watermark** drop-down list for **Options**:
 - Select an option to print the watermark in the foreground or background or to blend it with the job.
 - Select an option to print the watermark on all pages or only the first page.

Macintosh

1. In the **Print** dialog box, select **Xerox Features** from the drop-down list.
2. Select the **Layout/Watermark** drop-down list.
 - To use an existing watermark, select it from the **Watermark** drop-down list.
 - To modify the watermark, click the **Edit** button to display the **Watermark Editor** dialog box.
 - To create a new watermark, select **New**, and then use the **Watermark Editor** dialog box.
3. In the **Watermark** drop-down list for **Options**:
 - Select an option to print the watermark in the foreground or background or to blend it with the job.
 - Select an option to print the watermark on all pages or only the first page.

Printing Mirror Images

You can print pages as a mirror image (flips images horizontally on pages when printed).

To print a mirror image:

Windows

1. Select the **Advanced** tab.
2. Select **Yes** for **Mirrored Output** under **Image Options**.

Macintosh

1. In the **Print** dialog box, select **Xerox Features** from the drop-down list.
2. Select the **Advanced** drop-down list.
3. Select **Enabled** in the **Mirrored Output** drop-down list.

Creating and Saving Custom Sizes

Custom size paper can print from Tray 1. You can save custom size paper settings in a supported printer driver. Since these custom sizes are saved in your computer's operating system, they are available for you to select in your applications.

Note: For details about loading and printing custom size paper, see [Printing on Custom Size Paper](#) on page 55.

To create and save a custom size:

Windows

1. Select the **Paper/Output** tab.
2. Click the button to the right of the **Paper** summary and select **Other Size**.
3. In the **Paper Size** dialog box, select **New** in the **Output Paper Size** drop-down list.
4. In the **New Custom Size** dialog box, enter a descriptive name in the **Name** box and the dimensions in the **Width** and **Height** boxes.
5. Click the **OK** button.

Macintosh

1. Select **Page Setup** from the **File** menu.
2. In the **Paper Size** drop-down list select **Manage Custom Sizes**.
3. Click the **+** button to add a new custom page size.
4. Provide a descriptive name for the custom page size and enter the page size and margin information.

Job Completion Notification

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

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

To enable job completion notification:

Windows

1. At the bottom of any tab, click the **More Status** button.
2. Select an option in the **Notify** menu.

Printing Special Job Types

You can select one of the following special job types from the **Paper/Output** tab:

- [Printing and Deleting Secure Print Jobs](#) on page 80
- [Printing a Sample Set](#) on page 80
- [Delayed Printing](#) on page 81
- [Saving a Print Job to the Printer](#) on page 81
- [Sending a Print Job to a Fax Machine](#) on page 81

Note: When using a Macintosh, select **Xerox Features** from the drop-down menu before selecting the **Job Type**.

Printing and Deleting Secure Print Jobs

The secure job type allows you to print a job only after you select your name and enter your 4-10 digit passcode on the control panel.

Printing Secure Jobs

1. Select **Secure** from the **Job Type** drop-down menu.
2. Enter a 4-10 digit passcode.
3. Select **OK** and print the job.

Printing or Deleting Secure Jobs at the Printer

1. Press the **Job Status** button on the control panel.
2. Find your document in the list of jobs. Select the job, and press **Release** to print the remaining copies, or press **Delete** to delete the job.

Printing a Sample Set

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

Printing a Sample Set

1. Select **Sample Set** from the **Job Type** drop-down menu.
2. Select **OK** and print the job.

Printing or Deleting the Job at the Printer

1. Press the **Job Status** button on the control panel.
2. Find your document in the list of jobs. Select the job, and press **Release** to print the remaining copies, or press **Delete** to delete the job.

Delayed Printing

To set the time when the job prints:

1. Select **Delay Print** from the **Job Type** drop-down menu.
2. Use the up and down arrows to set the print time and select **OK**.
3. Select **OK** and print the job.

Saving a Print Job to the Printer

Stores the job on the printer so you can print it from the control panel. The job is not deleted after printing.

1. Select **Saved Job** from the **Job Type** drop-down menu.
2. Set options in the **Saved Job** dialog box and select **OK**.
3. Select **OK** and print the job. The job will be saved to the printer.

To print or delete the job at the printer:

1. Press the **Job Status** button on the control panel.
2. Find your document in the list of jobs. Select the job, and press **Release** to print the remaining copies, or press **Delete** to delete the job.

Sending a Print Job to a Fax Machine

1. Select **Fax** from the **Job Type** drop-down menu.
2. Set options in the **Fax** dialog box and select **OK**.
3. Select **OK** to send the fax.

Copying

5

This chapter includes:

- [Basic Copying](#) on page 84
- [Adjusting Copy Options](#) on page 85
- [Managing Copy Functions](#) on page 102

Basic Copying

To make copies:

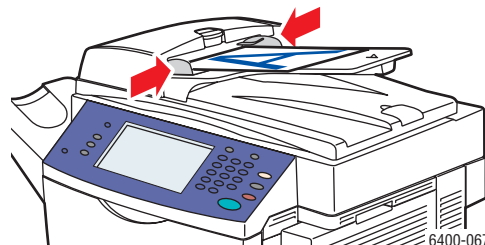
1. Press the **Clear All** button on the right side of the control panel to clear the settings from the previous job.
2. Load your original documents. Use the document glass for single copies, or the document feeder for multiple pages.

Note: The document feeder will only recognize A5, ISO B5, A4, Letter, Legal and Postcard size paper. Adjust the guides on the document feeder for the paper size you are using.



Document Glass

Lift the document feeder cover and place the original **face down**, towards the **back-left** corner of the document glass. The original must be aligned to the matching paper size printed on the edge of the glass.



Document Feeder

Insert originals **face up** with the **top** of the page entering the feeder first. Adjust the paper guides so they fit against the originals.

3. On the control panel touch screen, select **Copy**.
4. Use the keypad on the right side of the control panel to enter the number of copies.
5. The number of copies appears in the upper-right corner of the touch screen screen.
6. If desired, change the copy settings; see [Adjusting Copy Options](#) on page 85.
7. Press the green **Start** button on the right side of the control panel.
 - If you placed originals in the document feeder, copying continues until the document feeder is empty.
 - If you placed an original on the document glass and selected an option that puts more than one image on the paper, a prompt appears on the top of the touch screen when it is time to place the next original on the glass. Press the **Start** button to scan the next original.
 - To cancel printing of the copies, press the **Stop** button on the right side of the control panel.

Adjusting Copy Options

This section includes:

- [Basic Settings](#) on page 85
- [Image Quality Adjustments](#) on page 88
- [Layout Adjustments](#) on page 90
- [Output Format Adjustments](#) on page 93
- [Advanced Copying](#) on page 99

Basic Settings

Use the **Copy** tab to change the following basic settings:

- [Selecting Color or Black and White Copies](#) on page 85
- [Reducing or Enlarging the Image](#) on page 86
- [Selecting the Tray to Use for Copies](#) on page 86
- [Specifying 2-Sided Originals or Copies](#) on page 87
- [Collating Copies](#) on page 87
- [Stapling Copies](#) on page 88

Selecting Color or Black and White Copies

If the original document has color, you can create copies in full color, a single color, or in black and white.

To select the output color:

1. Access the **Copy** tab on the touch screen.
2. If you want the output color of the copies to be based on the original:
 - a. Select **Auto Detect**. Color originals copy in color; black and white originals copy in black and white.

Note: If the original color image is very small or mostly black and white, Auto-Detect may print in black and white.

To ensure that the image is printed in color:

- a. Select **More**.
- b. Select **Color** on the **Output Color** window.
- c. Press the **Save** button in the upper-right corner of the window.

If you want the copies printed in shades of a single color:

- a. Select **More**.
- b. Select **Single Color** on the **Output Color** window.
- c. Select one of the six color choices.
- d. Press the **Save** button in the upper-right corner of the window.

Copying

To print in black and white:

- e. Select **Black & White**. Colors in the original are converted to shades of gray.

Reducing or Enlarging the Image

You can reduce the image to 25 % of its original size or enlarge it to 400 % of its original size.

To reduce or enlarge the image:

1. Access the **Copy** tab on the touch screen.
2. To reduce or enlarge the image proportionally, press the minus or plus button to change the percentage shown in the box in the window, or use the keypad to enter the percentage.
3. To reduce or enlarge the image proportionally by a preset amount, such as to fit a particular paper size:
 - a. Press the **More** button in the lower-left corner of the window.
 - b. Select **Proportional %** on the left side of the **Reduce/Enlarge** window.
 - c. Select one of the **Presets**.

Note: You can also use the arrow buttons to change the percentage.

- d. If you want the image centered on the page, select **Auto Center**.
- e. Press the **Save** button in the upper-right corner of the window.
4. To reduce or enlarge the width and length of the image by different percentages:
 - a. Press the **More** button in the lower-left corner of the window.
 - b. Select **Independent X-Y%** on the left side of the **Reduce/Enlarge** window.
 - c. Use the arrow buttons to change the percentage to scale the width (X axis) of the image.
 - d. Use the arrow buttons to change the percentage to scale the length (Y axis) of the image.

Note: You can also select one of the **Presets**.

- e. If you want the image centered on the page, select **Auto Center**.
- f. Press the **Save** button in the upper-right corner of the window.

Selecting the Tray to Use for Copies

In some cases, you may want to make copies on letterhead, colored paper, or transparencies.

To select the tray to use for the copies:

1. Access the **Copy** tab on the touch screen.
2. Select one of the trays listed under **Paper Supply**.
3. If you want to use another tray:
 - a. Select **More**.
 - b. Select the tray.
 - c. Press the **Save** button in the upper-right corner of the window.

Note: Select **Auto Select** to have the printer automatically use trays containing the correct paper size.

Specifying 2-Sided Originals or Copies

When you use the document feeder with 2-sided originals, one or both sides can be scanned for copying. You can also create 1-sided or 2-sided copies.

To select the sides to copy and print:

1. Access the **Copy** tab on the touch screen.
2. Select one of the following options under **2-Sided Copying**.
 - **1 → 1 Sided:** Scans only one side of the originals and produces 1-sided copies.
 - **1 → 2 Sided:** Scans only one side of the originals and produces 2-sided copies.
 - **2 → 2 Sided:** Scans both sides of the originals and produces 2-sided copies.
 - **2 → 1 Sided:** Scans both sides of the originals and produces 1-sided copies.
3. If you selected 2-sided copies and you want the images on side 2 to be rotated 180 degrees, select **Rotate Side 2**.

Collating Copies

When you make several copies of a multi-page document, you can have the copies automatically collated. For example, if you are making three single-sided copies of a six-page document, the copies are printed in this order when you select collated:

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

If you select uncollated, the copies are printed in this order:

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

To choose collated or uncollated copies:

1. Access the **Copy** tab on the touch screen.
2. If you want the copies collated, select **Collated** under **Copy Output**.
3. If you do not want the copies collated, select **Uncollated**. If a finisher is installed:
 - a. Press the **More** button under **Copy Output**.
 - b. Select **Uncollated** under **Collation** on the left side of the window.
 - c. If you also want your copies stapled, see [Stapling Copies](#) on page 88.
 - d. Press the **Save** button in the upper-right corner of the window.

Stapling Copies

If your printer has a finisher, you can have your copies automatically stapled after they are printed.

To select stapling:

1. Access the **Copy** tab on the touch screen.
2. If the original is:
 - a. Portrait orientation, select **1 Staple (Portrait)** under **Copy Output**. The staple is placed in the upper-left corner of the page.
 - b. Landscape orientation, select **1 Staple (Landscape)** under **Copy Output**. The staple is placed in the upper-right corner of the landscape image.

Image Quality Adjustments

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

- [Specifying the Original Type](#) on page 88
- [Adjusting the Darkness, Sharpness, and Saturation](#) on page 88
- [Automatically Suppressing Background Variations](#) on page 89
- [Adjusting the Contrast](#) on page 89
- [Selecting Color Presets](#) on page 89
- [Adjusting the Color Balance](#) on page 90

Specifying the Original Type

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

To specify the original type:

1. Access the **Copy** tab on the touch screen, and then press the **Image Quality** tab.
2. Press the **Original Type** button.
3. In the **Original Type** window:
 - a. On the left side of the window, select the content type in the original document.
 - b. If available, select how the original was produced.
 - c. Press the **Save** button in the upper-right corner of the window.

Adjusting the Darkness, Sharpness, and Saturation

You can lighten or darken the image quality of the copies. You can also adjust the sharpness and saturation of the copies.

To adjust these image options:

1. Access the **Copy** tab on the touch screen, and then press the **Image Quality** tab.
2. Press the **Image Options** button.

3. In the **Image Options** window:
 - a. If desired, move the first slider to lighten or darken the image.
 - b. If desired, move the second slider to sharpen or soften the image.
 - c. If desired, move the third slider to make the image more or less vivid.
 - d. Press the **Save** button in the upper-right corner of the window.

Automatically Suppressing Background Variations

When you are using originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side of the paper. To prevent this from happening in your copy, use the **Auto Suppression** setting to minimize the sensitivity of the scanner to variations in light background colors.

To change this setting:

1. Access the **Copy** tab on the touch screen, and then press the **Image Quality** tab.
2. Press the **Image Enhancement** button.
3. On the left side of the **Image Enhancement** window, select **Auto Suppression** or **Off** under **Background Suppression**.
4. Press the **Save** button in the upper-right corner of the window.

Adjusting the Contrast

To reduce or increase the contrast of the copies:

1. Access the **Copy** tab on the touch screen, and then press the **Image Quality** tab.
2. Press the **Image Enhancement** button.
3. In the middle of the **Image Enhancement** window, select **Manual Contrast**.
4. On the right side of the window, move the slider to select more or less contrast.

Note: If you select **Normal**, the middle position on the slider, no changes are made to the contrast.
5. Press the **Save** button in the upper-right corner of the window.

Selecting Color Presets

If you have a color document, you can have the color adjusted according to particular presets. For example, the colors can be adjusted to be brighter or cooler.

To select a color preset:

1. Access the **Copy** tab on the touch screen, and then press the **Image Quality** tab.
2. Press the **Color Presets** button.
3. In the **Color Presets** window:
 - a. On the left side of the window, select the desired color preset. The sample images show how the colors are adjusted.
 - b. If you do not want the color adjusted, select **Off**.
 - c. Press the **Save** button in the upper-right corner of the window.

Adjusting the Color Balance

If you have a color document, you can adjust the balance between colors and the overall amount of color on the copies.

To adjust the color balance:

1. Access the **Copy** tab on the touch screen, and then press the **Image Quality** tab.
2. Press the **Color Balance** button.
3. To adjust the density levels of all four colors (cyan, magenta, yellow, and black):
 - a. Select **Basic Color** on the **Color Balance** window.
 - b. Move the sliders to adjust the levels of each of the colors.
4. To adjust the highlight, midtone, and shadow density levels by color:
 - a. Select **Advanced Color** on the **Color Balance** window.
 - b. Select a color.
 - c. Move the sliders to adjust the levels for highlights, midtones, and shadows.
 - d. Repeat steps 4b and 4c for additional colors.
5. Press the **Save** button in the upper-right corner of the window.

Layout Adjustments

Use the Layout Adjustment tab to change the following settings:

- [Specifying the Orientation of the Original](#) on page 90
- [Specifying the Original Size](#) on page 90
- [Book Copying](#) on page 91
- [Shifting the Image](#) on page 92
- [Inverting Images](#) on page 93

Specifying the Orientation of the Original

If you plan to have the copies automatically stapled, specify the orientation:

1. Access the **Copy** tab on the touch screen, and then press the **Layout Adjustment** tab.
2. Press the **Original Orientation** button.
3. On the left side of the **Original Orientation** window, select the orientation of the images in the original document.
4. Press the **Save** button in the upper-right corner of the window.

Specifying the Original Size

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

1. Access the **Copy** tab on the touch screen, and then press the **Layout Adjustment** tab.
2. Press the **Original Size** button.

3. If you want the printer to pre-scan the first page of the originals and determine the area to scan, select **Auto Detect** on the left side of the **Original Size** window.

Note: The document feeder will only recognize A5, ISO B5, A4, Letter, Legal and Postcard size paper.

4. If the area to be scanned matches a particular paper size:
 - a. Select **Preset Scan Areas** on the left side of the **Original Size** window.
 - b. Select the paper size in the center of the window. The right side of the window contains a diagram of the area to be scanned.
5. To specify the area to be scanned:
 - a. Select **Custom Scan Area** on the left side of the **Original Size** window.
 - b. Use the arrow buttons to specify the length and width of the scan area.
6. If the original contains pages of different sizes, select **Mixed Size Originals** on the left side of the **Original Size** window.
7. Press the **Save** button in the upper-right corner of the window.

Book Copying

When copying a book, magazine, or pamphlet, you can copy either the left or right page, or both pages as a single page.

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

To copy images from a book:

1. Access the **Copy** tab on the touch screen, and then press the **Layout Adjustment** tab.
2. Press the **Book Copying** button.
3. If you want to copy an open book as one image, select **Off** on the left side of the **Book Copying** window.
4. If you want to copy the left and the right pages of an open book as two images:
 - a. Select **Both Pages** on the left side of the **Book Copying** window.
 - b. If desired, use the arrow buttons to specify the gutter amount to be erased. The gutter is the distance between the left and right pages.
5. If you want to copy only the left page of an open book:
 - a. Select **Left Page Only** on the left side of the **Book Copying** window.
 - b. If desired, use the arrow buttons to specify the binding edge amount to be erased.
6. If you want to copy only the right page of an open book:
 - a. Select **Right Page Only** on the left side of the **Book Copying** window.
 - b. If desired, use the arrow buttons to specify the binding edge amount to be erased.
7. Press the **Save** button in the upper-right corner of the window.

Shifting the Image

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

Note: You must orient originals face up, top first (document feeder), or face down, top to the left (document glass).

To change image placement:

1. Access the **Copy** tab on the touch screen, and then press the **Layout Adjustment** tab.
2. Press the **Image Shift** button.
3. If you want to have the image centered on the page, select **Auto Center** on the left side of the **Image Shift** window.
4. If you want to specify the position of the image:
 - a. Select **Margin Shift** on the left side of the **Image Shift** window.
 - b. Use the arrow buttons to specify the amount of vertical and horizontal shift for Side 1.
 - c. If you selected 2-sided copies, use the arrow buttons to specify the amount of vertical and horizontal shift for Side 2 or select **Mirror Side 1**.

Note: If preset values were previously saved, you can select a preset in the lower-left corner of the window.

5. Press the **Save** button in the upper-right corner of the window.

Erasing the Edges of Copies

You can clean the edges of your copies, eliminating unwanted material from printing, by specifying the amount to erase on the right, left, top, and/or bottom edge.

To erase edges on copies:

1. Access the **Copy** tab on the touch screen, and then press the **Layout Adjustment** tab.
2. Press the **Edge Erase** button.
3. If you want to erase all of the edges by the same amount:
 - a. Select **All Edges** on the left side of the **Edge Erase** window.
 - b. Use the arrow buttons to specify the amount to erase from all edges on Side 1.
4. If you want to specify different amounts for the edges:
 - a. Select **Individual Edges** on the left side of the **Edge Erase** window.
 - b. Use the arrow buttons to specify the amount to erase from each edge.
 - c. If you selected 2-sided copies, select the **Side 2** tab in the middle of the window, and then either use the arrow buttons to specify the amount to erase from each edge on Side 2 or select **Mirror Side 1**.

Note: If preset values were previously saved, such as Hole Punch erase, you can select a preset in the lower-left corner of the window.

5. Press the **Save** button in the upper-right corner of the window.

Inverting Images

You can have the images in the originals printed as mirror images in the copies; this flips each image horizontally on the page.

You can have the images in the originals printed as negative images in the copies; this reverses the light and dark areas in each image.

To invert the images:

1. Access the **Copy** tab on the touch screen, and then press the **Layout Adjustment** tab.
2. Press the **Invert Image** button.
3. If you want to have the images on the copies be mirror images of the originals, select **Mirror Image** on the left side of the **Invert Image** window. The default is **Normal Image**, which does not flip the images.
4. If you want to have the images on the copies be negative images of the originals, select **Negative Image** on the left side of the **Invert Image** window. The default is **Positive Image**, which does not reverse the light and dark areas in the images.
5. Press the **Save** button in the upper-right corner of the window.

Output Format Adjustments

Use the Output Format tab to make the following changes:

- [Creating Booklets](#) on page 93
- [Including Covers](#) on page 94
- [Controlling Pagination](#) on page 95
- [Adding Inserts](#) on page 95
- [Specifying Exception Pages](#) on page 96
- [Adding Annotations](#) on page 97
- [Inserting Transparency Separators](#) on page 98
- [Printing Multiple Images on a Sheet of Paper](#) on page 98
- [Repeating Images on a Sheet of Paper](#) on page 99

Creating Booklets

You can have your copies printed in the form of a small book that has the page images reduced to produce two images per side of a sheet of paper. The images are printed in the correct order so that you can fold and staple the pages to create a booklet.

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

To create booklets:

1. Access the **Copy** tab on the touch screen, and then press the **Output Format** tab.
2. Press the **Booklet Creation** button.
3. On the left side of the **Booklet Creation** window, select **On**.

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4. Press the **Save** button in the upper-right corner of the window.
5. Specify **1-Sided Originals** or **2-Sided Originals**, and change the **Paper Supply** if desired.

Including Covers

You can print the first and/or last pages of your copy job on paper from a different tray. That tray could contain colored paper or heavyweight paper. The covers can be blank or printed.

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

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

1. Access the **Copy** tab on the touch screen, and then press the **Output Format** tab.
2. Press the **Special Pages** button.
3. Press the **Covers** button.
4. If you want to include only a front cover or only a back cover:
 - a. On the left side of the **Covers** window, select **Front Cover Only** or **Back Cover Only**.
 - b. In the middle of the window, select a printing option for the cover: **Blank Cover**, **Print on Side 1**, **Print on Side 2**, or **Print on Both Sides**.
 - c. If you selected **Print on Both Sides** and you want the images on the side 2 to be rotated 180 degrees, select **Rotate Side 2**.
 - d. On the right side of the window, select the tray to use for the covers.
5. If you want to include both a front and back cover that use the same tray and printing option:
 - a. On the left side of the **Covers** window, select **Front & Back Same**.
 - b. In the middle of the window, select a printing option for the cover: **Blank Cover**, **Print on Side 1**, **Print on Side 2**, or **Print on Both Sides**.
 - c. If you selected **Print on Both Sides** and you want the images on the side 2 to be rotated 180 degrees, select **Rotate Side 2**.
 - d. On the right side of the window, select the tray to use for the covers.
6. If you want to include both a front and back cover that do not use the same tray or printing option:
 - a. On the left side of the **Covers** window, select **Front & Back Different**.
 - b. In the middle of the window, select a printing option for the front cover: **Blank Cover**, **Print on Side 1**, **Print on Side 2**, or **Print on Both Sides**.
 - c. If you selected **Print on Both Sides** and you want the images on side 2 to be rotated 180 degrees, select **Rotate Side 2**.
 - d. To change the tray containing paper for the front cover, press the **Paper Supply** button, select the tray, and press the **Save** button in the upper-right corner of the **Paper Supply** window.
 - e. On the right side of the **Covers** window, select a printing option for the back cover: **Blank Cover**, **Print on Side 1**, **Print on Side 2**, or **Print on Both Sides**.
 - f. If you selected **Print on Both Sides** and you want the images on side 2 to be rotated 180 degrees, select **Rotate Side 2**.

- g. To change the tray containing paper for the back cover, press the **Paper Supply** button, select the tray to use for the back cover, and press the **Save** button in the upper-right corner of the **Paper Supply** window.

Note: Press the **Save** button in the upper-right corner of the **Covers** window. The covers are displayed in the list on the right side of the **Special Pages** window.

7. If you want to delete a cover, select the cover in the list and select **Delete** in the pop-up menu.
8. Press the **Save** button in the upper-right corner of the **Special Pages** window.

Controlling Pagination

If you select 2-sided copies, you can have a chapter start on the front or back of the paper. You specify the chapter's starting page number. If necessary, the printer leaves one side of the paper blank so that the chapter starts on the requested side of the paper.

To set the start side of particular pages:

1. Access the **Copy** tab on the touch screen, and then press the **Output Format** tab.
2. Press the **Special Pages** button.
3. Press the **Chapter Starts** button.
4. Enter the page number in the upper-left corner of the **Chapter Starts** window.
5. Select either **On Right Page** (front side of the paper) or **On Left Page**.
6. Press the **Add** button in the middle of the window. That page is added to the list on the right of the window.
7. Repeat steps 4 – 6 for other pages that you want to set.
8. Press the **Close** button in the upper-right corner of the **Chapter Starts** window. The pages that you set are displayed in the list on the right side of the **Special Pages** window.
9. If you want to delete a chapter start, select that page in the list and select **Delete** in the pop-up menu.
10. Press the **Save** button in the upper-right corner of the **Special Pages** window.

Adding Inserts

You can have blank pages inserted at specific locations in your copy job. You specify the location and the paper to use for the insert, such as colored paper or heavyweight.

Note: The paper used for the inserts must have the same width as the paper used for the rest of the document. You cannot add inserts if you have selected certain features such as booklet printing.

To add inserts:

1. Access the **Copy** tab on the touch screen, and then press the **Output Format** tab.
2. Press the **Special Pages** button.
3. Press the **Inserts** button.
4. In the upper-left corner of the **Inserts** window, enter the number of the page after which you want the blank page inserted.

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5. To change the number of blank pages to be inserted at that location, use the arrow buttons to change the **Insert Quantity**.
6. To change the paper used for the insert:
 - a. Press the **Paper Supply** button.
 - b. Select the tray containing paper for the insert.
 - c. Press the **Save** button in the upper-right corner of the **Paper Supply** window.
7. Press the **Add** button in the middle of the window. The insert is added to the list on the right of the window.
8. Repeat steps 4 – 7 to add additional inserts.
9. Press the **Close** button in the upper-right corner of the Inserts window. The inserts that you added are displayed in the list on the right side of the **Special Pages** window.

Note: If you want to delete an insert, select the insert in the list and select **Delete** in the pop-up menu.
10. Press the **Save** button in the upper-right corner of the **Special Pages** window.

Specifying Exception Pages

You can print exception pages in your copy job on paper from a different tray.

Note: The paper used for the exception pages must be the same size as the paper used for the rest of the document. You cannot specify exception pages if you have selected certain features such as booklet printing.

To select the exception pages:

1. Access the **Copy** tab on the touch screen, and then press the **Output Format** tab.
2. Press the **Special Pages** button.
3. Press the **Exceptions** button.
4. In the upper-left corner of the **Exceptions** window, enter the range of the pages to be printed on paper from another tray. If you only want to have one page as an exception, enter its number as the start and end of the range.

Note: Use the keypad to the right of the display screen to enter the first number. In the **Exceptions** window, press the box for the second number, and then use the keypad to enter the second number.
5. To change the paper used for the exception pages:
 - a. Press the **Paper Supply** button.
 - b. Select the tray containing paper for the exception pages.
 - c. Press the **Save** button in the upper-right corner of the **Paper Supply** window.
6. Press the **Add** button in the middle of the window. The exception pages are added to the list on the right of the window.
7. Repeat steps 4 – 6 to add additional exception pages.

8. Press the **Close** button in the upper-right corner of the **Exceptions** window. The exception pages that you added are displayed in the list on the right side of the **Special Pages** window.

Note: If you want to delete an exception page, select the page in the list and select **Delete** in the pop-up menu.

9. Press the **Save** button in the upper-right corner of the **Special Pages** window.

Adding Annotations

You can have annotations, such as page numbers and the date, automatically added to the copies.

Note: Annotations are not added to covers, tabs, inserts, and blank chapter start pages.

To print annotations:

1. Access the **Copy** tab on the touch screen, and then press the **Output Format** tab.
2. Press the **Annotations** button.
3. To insert page numbers:
 - a. Press the **Page Numbers** button on the left side of the **Annotations** window.
 - b. On the left side of the **Page Numbers** window, select **On**.
 - c. In the lower-left corner of the window, select **Apply To** to include the page number on all pages or all pages except the first page.
 - d. In the middle of the window, enter the starting page number.
 - e. On the right side of the window, press an arrow button to position the page number in the header or footer.
 - f. Press the **Save** button in the upper-right corner of the **Page Numbers** window. The **#** symbol is shown on the sample page(s) on the right side of the **Annotations** window.
4. To insert a comment:
 - a. Press the **Comment** button on the left side of the **Annotations** window.
 - b. On the left side of the **Comment** window, select **On**.
 - c. In the lower-left corner of the window, select **Apply To** to include the comment on all pages, all pages except the first page, or the first page only.
 - d. In the middle of the window, you can select an existing comment. If you want to create a new comment, select a blank row, enter the text for the comment (up to 50 characters) using the keyboard image in the window, and then press the **Save** button in the upper-right corner of the keyboard window.
 - e. On the right side of the window, press an arrow button to position the selected comment in the header or footer.
 - f. Press the **Save** button in the upper-right corner of the **Comment** window. The comment location is shown on the sample page(s) on the right side of the **Annotations** window.
5. To insert the current date:
 - a. Press the **Date** button on the left side of the **Annotations** window.
 - b. On the left side of the **Date** window, select **On**.
 - c. In the lower-left corner of the window, select **Apply To** to include the date on all pages, all pages except the first page, or the first page only.

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- d. In the middle of the window, select the format to use for the date.
 - e. On the right side of the window, press an arrow button to position the date in the header or footer.
 - f. Press the **Save** button in the upper-right corner of the **Date** window. The date location is shown on the sample page(s) on the right side of the **Annotations** window.
6. To insert a Bates Stamp:
- a. Press the **Bates Stamp** button on the left side of the **Annotations** window.
 - b. On the left side of the **Bates Stamp** window, select **On**.
 - c. Enter the starting page number. You can include leading zeros if you want to include them in the **Bates Stamp**.
 - d. In the lower-left corner of the window, select to include the **Bates Stamp** on all pages or all pages except the first page.
 - e. In the middle of the window, you can select an existing prefix to use for the **Bates Stamp**. If you want to create a new prefix, select a blank row, enter the text for the prefix (up to 8 characters) using the keyboard image in the window, and then press the **Save** button in the upper-right corner of the keyboard window.
 - f. On the right side of the window, press an arrow button to position the Bates Stamp in the header or footer.
 - g. Press the **Save** button in the upper-right corner of the **Bates Stamp** window. The Bates Stamp location is shown on the sample page(s) on the right side of the **Annotations** window.
7. Press the **Save** button in the upper-right corner of the **Annotations** window.

Inserting Transparency Separators

When you create copies on transparencies, you can have the printer insert blank pages to separate each transparency.

To select transparency separators:

1. Access the **Copy** tab on the touch screen, and then press the **Output Format** tab.
2. Press the **Transparency Separators** button.
3. On the left side of the **Transparency Separators** window, select **On**.
4. In the middle of the window, select the tray containing the paper to use for the separators.
5. On the right side of the window, select the tray containing the transparencies.
6. Press the **Save** button in the upper-right corner of the window.

Printing Multiple Images on a Sheet of Paper

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

To print multiple images on a sheet:

1. Access the **Copy** tab on the touch screen, and then press the **Output Format** tab.
2. Press the **Page Layout** button.

3. On the left side of the **Page Layout** window, select **Pages per Side**.
4. In the middle of the window, select the number of original pages for each side of the paper. If you want to specify another number:
 - a. Select **Specify Rows & Columns**.
 - b. Use the arrow buttons to change the number of rows.
 - c. Use the arrow buttons to change the number of columns.

Note: The right side of the window contains a diagram of the image layout.
5. In the lower-right corner of the window, select the orientation of the originals to ensure that the images are placed in the correct order.
6. Press the **Save** button in the upper-right corner of the window.

Repeating Images on a Sheet of Paper

You can have several copies of one original image copied onto one side of a sheet of paper. This is useful when you want to make multiple copies of a small image.

To have the image repeated on a sheet:

1. Access the **Copy** tab on the touch screen, and then press the **Output Format** tab.
2. Press the **Page Layout** button.
3. On the left side of the **Page Layout** window, select **Repeat Image**.
4. In the lower-right corner of the window, select the orientation of the originals.
5. If you want the image repeated two, four, six, or nine times on each side of the paper, select that number in the middle of the window.

Note: The right side of the window contains a diagram of the image layout.

6. If you want to specify another number:
 - a. Select **Specify Rows & Columns**.
 - b. Use the arrow buttons to change the number of rows.
 - c. Use the arrow buttons to change the number of columns.

Note: The right side of the window contains a diagram of the image layout.
7. If the image is small and you want the image repeated without being scaled, select **Auto Repeat**. The image is repeated as many times as possible on the side of the paper based on the original size.
8. Press the **Save** button in the upper-right corner of the window.

Advanced Copying

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

- [Building a Job](#) on page 100
- [Printing a Sample Copy](#) on page 100
- [Saving the Current Copy Settings](#) on page 101
- [Retrieving Saved Copy Settings](#) on page 101

Building a Job

If you have a copy job that includes a variety of originals that require different copy settings, you can use this feature to “build” the job. Each “segment” has separate copy settings. After all segments are programmed and scanned, the printer prints the full copy job.

To build a copy job:

1. Access the **Copy** tab on the touch screen.
2. Program and scan the first segment:
 - a. Load the originals for the first segment.
 - b. Select the desired copy settings for the first segment.
 - c. Press the **Job Assembly** tab.
 - d. Press the **Build Job** button.
 - e. On the left side of the **Build Job** window, select **On**.
 - f. Press the **Start** button on the right side of the control panel to scan the first set of originals.
3. Program and scan additional segments:
 - a. Load the originals for the next segment.
 - b. When the **Build Job** window appears, press the **Program Next Segment** button in the upper-right corner of the window.
 - c. Select the settings for that segment.
 - d. Press the **Start** button to scan the originals for that segment.
4. Repeat Step 3 for each segment.
5. When all of the segments have been programmed and scanned:
 - a. If the **Build Job** window is not visible on the display screen, press the **Job Assembly** tab and press the **Build Job** button.
 - b. Enter the number of copies in the **Quantity for Final Job** box.
 - c. Press the **Print the Job** button in the upper-right corner of the **Build Job** window.

Printing a Sample Copy

If you have a complicated copy job, you may want to print one copy to check before printing multiple copies. Use this feature to print one copy and hold the remaining copies. After you inspect the sample copy, you can have the additional copies printed (using the same settings) or cancel the additional copies.

Note: The sample copy is not counted as part of the total quantity selected. For example, if you are making copies of a book, and enter 3 as the number of total copies, one copy of the book will be printed, and three other copies will be held until you release them to be printed (four copies total).

To print the sample copy:

1. Access the **Copy** tab on the touch screen, and then select the desired copy settings.
2. Press the **Job Assembly** tab.
3. Press the **Sample Job** button.
4. On the left side of the **Sample Job** window, select **On**.

5. Press the **Save** button in the upper-right corner of the **Sample Job** window.

To print the remaining copies or delete the job:

1. To release and print the remaining copies of the job, press the **Release** button.
2. If the sample copy is unsatisfactory, press the **Delete** button to delete the copy job.

Saving the Current Copy Settings

If you plan to use a particular mix of copy settings for future copy jobs, you may want to save the settings with a name. Later, you can retrieve the settings.

To save the current copy settings:

1. Access the **Copy** tab on the touch screen.
2. Press the **Job Assembly** tab.
3. Press the **Save Current Settings** button.
4. In the upper-left corner of the Save Current Settings window, press the down arrow button and select one of the available rows.

Note: If you select an existing row, you can replace that saved setting with your current settings.

5. Enter the name to give your saved setting by using the keyboard image in the window.
6. Press the **Save** button in the upper-right corner of the **Save Current Settings** window.

Retrieving Saved Copy Settings

If you saved the copy settings for particular types of copy jobs, you can easily retrieve the settings to use for the current job.

Note: To save the copy settings with a name, see page 101.

To retrieve the saved settings:

1. Access the **Copy** tab on the touch screen.
2. Press the **Job Assembly** tab.
3. Press the **Retrieve Saved Settings** button.
4. On the left side of the **Retrieve Saved Settings** window, select the saved setting that you want to retrieve.

Note: If you want to delete a saved setting, select it and press the **Delete Settings** button.

5. Press the **Load Settings** button in the upper-right corner of the **Retrieve Saved Settings** window. The saved settings are then loaded.

Managing Copy Functions

This section includes:

- [Specifying Default Copy Settings](#) on page 102
- [Changing the Reading Order](#) on page 102
- [Creating Copy Feature Presets](#) on page 103

Specifying Default Copy Settings

Your system administrator can change the default settings on the following tabs:

- **Copy** tab: **Output Color, Reduce/Enlarge, Paper Supply, 2-Sided Copying, and Copy Output**
- **Image Quality** tab: **Image Options, Image Enhancement, and Color Balance**
- **Layout Adjustment** tab: **Original Size, Image Shift, and Edge Erase**
- **Output Format** tab: **Annotations**

To change the defaults:

1. Log in as the system administrator.
2. Press the **Machine Status** button on the left side of the control panel.
3. Select the **Tools** tab.
4. In the list on the left side of the tab, select **Service Settings**.
5. In the list in the right side of the tab, select **Copy Service Settings**.
6. Select **Feature Defaults**.
7. Make changes to the settings on the **Copy** tab, **Image Quality** tab, **Layout Adjustment** tab, or **Output Format** tab.
8. Press the **Save Defaults** button to save these settings as the defaults for copy jobs.

Changing the Reading Order

By default, the reading order is left to right. The system administrator can change:

- The order that pages are scanned in books, which impacts the Book Copy and Book Fax features.
- The order that pages are printed, which impacts the Page Layout and Booklet Creation features.

To change the reading order:

1. Log in as the system administrator.
2. Press the **Machine Status** button on the left side of the control panel.
3. Select the **Tools** tab.
4. In the list on the left side of the tab, select **Service Settings**.
5. In the list in the right side of the tab, select **Copy Service Settings**.
6. Select **Reading Order Options**.

7. If you want to change the scan order:
 - a. On the left side of the window under **Scan Order**, select **Show Reading Order**.
 - b. Select either **Left to Right** or **Right to Left**.
8. If you want to change the print order:
 - a. In the middle of the window under **Print Order**, select **Show Reading Order**.
 - b. Select either **Left to Right** or **Right to Left**.
9. Press the **Save** button in the upper-right corner of the window.

Creating Copy Feature Presets

The system administrator can create presets that specify a particular set of values for the following features:

- Edge Erase
- Image Shift
- Reduce/Enlarge

To create or change the presets:

1. Log in as the system administrator.
2. Press the **Machine Status** button on the left side of the control panel.
3. Select the **Tools** tab.
4. In the list on the left side of the tab, select **Service Settings**.
5. In the list in the right side of the tab, select **Copy Service Settings**.
6. If you want to create or change the presets for erasing edges of the images:
 - a. Select **Edge Erase Presets**.
 - b. To create a new preset, select **Available** from the list of presets on the left side of the window, select **Name** at the bottom of the window, enter the name of the new preset in the keyboard window, and then press the **Save** button.
 - c. To edit an existing preset, select it from the list of presets on the left side of the window.
 - d. Make changes to the amount to erase from each edge on each side.
 - e. Press the **Save** button in the upper-right corner of the window.
7. If you want to change the presets for shifting the image on the page:
 - a. Select **Image Shift Presets**.
 - b. To edit an existing preset, select it from the list of presets on the left side of the window.
 - c. Make changes to the amount of vertical and horizontal shift for each side.
 - d. Select **Name** in the lower-left corner of the window, enter the name of the new preset in the keyboard window, and then press the **Save** button.
 - e. Press the **Save** button in the upper-right corner of the window.
8. If you want to create or change the presets for reducing or enlarging images:
 - a. Select **Reduce/Enlarge Presets**.
 - b. To create or change a proportional preset, select **Proportional %** on the left side of the window, select the number of the preset, and enter the percentage using the keypad.

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- c. To create or change a preset that uses a different percentage for the width and length of the image, select **Independent X-Y%** on the left side of the window, enter the percentage to scale the width (X value) for the preset, and enter the percentage to scale the length (Y value).
- d. Press the **Save** button in the upper-right corner of the window.

Faxing

6

This chapter includes:

- [Fax Overview](#) on page 106
- [Sending a Fax](#) on page 107
- [Server Fax](#) on page 109
- [Sending an Internet Fax](#) on page 111
- [Receiving Faxes](#) on page 112
- [Selecting Fax Options](#) on page 113
- [Managing Fax Functions](#) on page 118
- [Adding Speed Dial Entries](#) on page 122

See also:

Using the Fax tutorial at www.xerox.com/office/WC6400docs

Fax Overview

A WorkCentre 6400X or 6400XF printer can send a fax in one of three ways:

- **Fax:** Document is scanned and sent directly to a fax machine (phone number).
- **Server Fax:** Document is scanned and sent through an Ethernet network to a fax server, which sends the fax on to a fax machine (phone number).
- **Internet Fax:** Document is scanned and emailed to a recipient (email address).

Enabling and Configuring Fax Services

Before you can send a fax from a WorkCentre 6400X or 6400XF printer, you must enable fax services and provide information about your fax server and email server in CentreWare IS.

For more information see the *System Administrator Guide* and CentreWare IS help.

Sending a Fax

To send a fax:

1. Load your document.
 - **Document Glass:** Place the first page of the document you are faxing facedown on the document glass with the top of the page toward the left side of the printer.
 - **Document Feeder:** Remove any staples and paper clips from pages and insert them face up in the document feeder with the top of the page entering the document feeder first.
 - On the control panel, press the **Services Home** button.
2. Select the **Fax** icon.
3. Do one of the following:
 - Enter a fax number (phone number) using the key pad, or select **Dialing Characters** to use the touch screen, and select **Add**.
 - Enter a speed dial number and select the **Speed Dial** checkbox, and select **Add**.
 - Select **Address Book** icon on the right. Select **Individual** or **Group** from the drop-down menu. Use the up and down arrows to select a contact.

Note: Contacts must be entered into the Address Book before you can use it to send a fax. See the *System Administrator Guide* for more information.

Note: Chain Dialing can be done when viewing the list of Individual contacts in the Address Book. See the *System Administrator Guide* for more information on chain dialing.

4. Adjust fax options. For more information, see [Selecting Fax Options](#) on page 113.
5. Press the **Start** button. The printer scans the pages and transmits the document when all pages have been scanned.
6. To print a confirmation page displaying the fax transmission status, turn on the confirmation report option. For more information see [Printing a Confirmation Report](#) on page 118.

Changing the Default Fax Settings

To change the default fax settings:

1. Log in as a system administrator. Press the **Log In/Out** button (user name: admin, default password: 1111).
2. Select **Tools**.
3. Select **Service Settings** on the left side of the touch screen.
4. Select **Embedded Fax Settings** from the **Features** list.
5. Select **Feature Defaults** from the list.
6. Choose new default settings from the tabs and select **Save Defaults**.

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See also:

[Selecting Fax Options](#) on page 113

[Managing Fax Functions](#) on page 118

Server Fax

If you have a fax server connected to your network, you can send a document to a fax machine without having to connect a dedicated telephone line to the printer.

When you send a server fax, the document is scanned and sent to a location on your network (a repository). The fax server can then send the fax over a phone line to a fax machine (phone number).

Before you can send a Server Fax, the Server Fax service must be enabled in CentreWare IS, and a Fax Repository must be configured.

Configuring the Printer to Send a Server Fax

To enable the Server Fax service:

1. From your computer, launch CentreWare IS by typing your printer's IP address into your Web browser's address field.
2. After CentreWare IS loads, select the **Properties** tab.
3. Log in as a system administrator. Enter the **User ID** (admin) and **Password** (1111) (default) and click **Login**.
4. From the **Services** menu on the left, select **Server Fax**.

Note: For more information, see the *System Administrator Guide* and CentreWare IS help.

Configuring a Fax Repository

To configure a fax repository:

1. From your computer, launch CentreWare IS by typing your printer's IP address into your Web browser's address field.
2. After CentreWare IS loads, select the **Properties** tab.
3. Log in as a system administrator. Enter the **User ID** (admin) and **Password** (1111) (default) and click **Login**.
4. From the **Services** menu on the left, select **Server Fax**.
5. Select **Fax Repository Setup**.

The printer can transfer scanned files to the repository using one of the following protocols:

- FTP
- SMPB
- HTTP
- HTTPS
- STMP

Note: For more information on configuring a fax repository, see the *System Administrator Guide*.

Sending a Server Fax

To send a Server Fax:

1. Load your document.
 - **Document Glass:** Place the first page of the document you are faxing facedown on the document glass with the top of the page toward the left side of the printer.
 - **Document Feeder:** Remove any staples and paper clips from pages and insert them face up in the document feeder with the top of the page entering the document feeder first.
 - On the control panel, press the **Services Home** button.
2. Select the **Server Fax** icon.
3. Enter:
 - A fax number (phone number) using the key pad, or select **Dialing Characters** to use the touch screen.
 - A speed dial number and select the **Speed Dial** checkbox.
4. Select **Add**.
5. Adjust fax options. For more information, see [Selecting Fax Options](#) on page 113.
6. Press the **Start** button. The printer scans the pages and transmits the document when all pages have been scanned.
7. To print a confirmation page displaying the fax transmission status, turn on the confirmation report option. For more information see [Printing a Confirmation Report](#) on page 118.

Sending an Internet Fax

If you have an SMTP (email) server connected to your network, you can send a document to an email address. This feature eliminates the need for a dedicated telephone line and the associated service costs. When you send an internet fax, the document is scanned and sent to an email address.

Note: Before you can send an Internet Fax, the Internet Fax service must be enabled in CentreWare IS, and an SMTP server must be configured. For more information see the *System Administrator Guide* and CentreWare IS help.

To send an Internet Fax:

1. Load your document.
 - **Document Glass:** Place the first page of the document you are faxing facedown on the document glass with the top of the page toward the left side of the printer.
 - **Document Feeder:** Remove any staples and paper clips from pages and insert them face up in the document feeder with the top of the page entering the document feeder first.
 - On the control panel, press the **Services Home** button.
2. Select the **Internet Fax** icon.
3. Select **New Recipient**.
4. Enter the recipient's email address using the key pad, or select **Dialing Characters** to use the touch screen.
5. Select **Add**.
6. Adjust fax options. For more information, see [Selecting Fax Options](#) on page 113.
7. Press the **Start** button. The printer scans the pages and sends the document as an email attachment (PDF or TIFF format) when all pages have been scanned.
8. To print a confirmation page displaying the fax transmission status, turn on the confirmation report option. For more information see [Printing a Confirmation Report](#) on page 118.

Receiving Faxes

The printer can be configured to receive and print faxes from other fax machines, and receive and print internet faxes.

Configuring the Printer to Receive a Fax

When the printer starts up for the first time, the control panel will display a Fax Setup wizard that will ask you to enter the phone number of the phone line connected to your printer. If you did not enter this information, or cancelled the wizard, you can start Quick Setup Home and enter the information now.

1. Log in as a system administrator. Press the **Log In/Out** button (user name: admin, default password: 1111).
2. Press the **Machine Status** button.
3. Select the **Tools** tab.
4. Select **Device Settings**.
5. Select **Quick Setup Home** from the list.

From here, you can access the Fax Setup Wizard. Follow the instructions on the display.

Configuring the Printer to Receive an Internet Fax

If you have a POP3 (email) server connected to your network, you can receive a document from an email address. This feature eliminates the need for a dedicated telephone line and the associated service costs.

Note: Before you can receive and print emails, the printer must be assigned an email account, the Internet Fax service must be enabled, and POP3 (email) server settings must be configured in CentreWare IS. For more information see the *System Administrator Guide* and CentreWare IS help.

Selecting Fax Options

This section includes:

- [Setting 2-Sided Faxing](#) on page 113
- [Setting the Fax Resolution](#) on page 113
- [Selecting the Original Type](#) on page 113
- [Image Enhancement - Auto Suppression](#) on page 113
- [Selecting the Starting Rate](#) on page 115
- [Delay Sending a Fax](#) on page 115

Setting 2-Sided Faxing

1. On the control panel, press the **Fax** button.
2. Select **2-Sided Scanning**, and then select an option from the list displayed (1-Sided, 2-Sided, 2-Sided, Rotate Side 2).

Setting the Fax Resolution

1. On the control panel, press the **Fax** button.
2. Select **Resolution**, and then select an option from the list displayed (Standard, Fine, Super Fine).

Selecting the Original Type

1. On the control panel, press the **Fax** button.
2. Select **Original Type**, and then select an option from the list displayed (Photo & Text, Photo, Text).

Adjusting Image Quality

Brightness and Sharpness

To adjust the brightness or sharpness of the image:

1. On the control panel, press the **Fax** button.
2. Select the **Image Quality** tab.
3. Adjust **Lighten/Darken** or **Sharpness** to one of the available levels.
4. Select **Save**.

Image Enhancement - Auto Suppression

When you are using originals printed on thin paper, images printed on one side of the paper can sometimes be seen on the other side of the paper.

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To prevent this from happening in your fax document, select the **Auto Suppression** setting on the control panel:

1. On the control panel, press the **Fax** button.
2. Select the **Image Quality** tab.
3. Select **Image Enhancement** to open the **Image Enhancement** dialog box.
4. Select **Auto Suppression**.
5. Select **Auto Contrast**, or select **Manual Contrast** and adjust the contrast level.
6. Select **Save**.

Adjusting Layout

Adjusting the Original Size

1. On the control panel, press the **Fax** button.
2. Select the **Layout Adjustment** tab.
3. Select **Original Size**.
4. Select one of the following:
 - **Auto Detect**.
 - **Preset Scan Areas**.
 - **Custom Scan Area**.
 - **Mixed Size Originals**.
5. Select **Save** when the changes are complete.

Reducing or Splitting

1. On the control panel, press the **Fax** button.
2. Select the **Layout Adjustment** tab.
3. Select **Reduce/Split**.
4. Select one of the following options:
 - **Reduce to Fit**.
 - **Split Across Pages**.
5. Select **Save** when the changes are complete.

Book Faxing

1. On the control panel, press the **Fax** button.
2. Select the **Layout Adjustment** tab.
3. Select **Book Faxing**.
4. Select one of the following options:
 - **Off** (Default).
 - **Both Pages**.

- **Left Page Only.**
 - **Right Page Only.**
5. Select **Save** when the changes are complete.

Setting Fax Options

Selecting a Confirmation Report

1. On the control panel, press the **Fax** button.
2. Select the **Fax Options** tab.
3. Select **Confirmation Report**.
4. Select one of the following options:
 - **Print Confirmation.**
 - **Print on Error Only.**
5. Select **Save** when the changes are complete.

Selecting the Starting Rate

Select the highest starting rate unless the fax destination for the fax you are sending has special requirements.

To select the transmission speed for a fax:

1. On the control panel, press the **Fax** button.
2. Select the **Fax Options** tab.
3. Press the **Starting Rate** button to open the **Starting Rate** dialog box.
4. Select an option from the list displayed, and then press the **Save** button.

Delay Sending a Fax

To send a fax at a specified time (within 24 hours):

Note: The printer needs to be programmed to the current time in order for this function to work properly.

1. On the control panel, press the **Fax** button.
2. Select the **Fax Options** tab.
3. Press the **Delay Send** button to open the **Delay Send** dialog box.
4. Select **Specified Time:**
 - **Hour:** Select a number from 0 to 12.
 - **Minute:** Select a number from 0 to 59.
 - Select **AM** or **PM**.
5. Press the **Save** button.
6. Specify the fax number of the recipient.

Faxing

7. Press the **Start** button to start scanning the document.
8. The fax will be sent at the specified time.

Selecting Send Header Text

Note: Refer to the *System Administrator Guide* on how to configure this feature.

If the feature is configured it can be manually turned on or off by the following:

1. On the control panel, press the **Fax** button.
2. Select the **Fax Options** tab.
3. Select **Send Header Text**.
4. Select one of the following options:
 - **Off** (default).
 - **On**.
5. Select **Save** when the changes are complete.

Faxing to a Mailbox

Note: A Mailbox needs to be setup prior to using this feature. For instructions on setting up a mailbox, see [Scan to Mailbox](#) on page 127, or the *System Administrator Guide*.

After a mailbox has been created, do the following to fax to a Mailbox:

1. On the control panel, press the **Fax** button.
2. Select the **Fax Options** tab.
3. Select **Mailbox**.
4. Select one of the following options:
 - **Off** (default)
 - **Send to Remote Mailbox**.
 - **Store to Local Mailbox**.
 - **Print Local Mailbox Documents**.
 - **Delete Local Mailbox Documents**.
5. Select **Save** when the changes are complete.

Local Polling

1. On the control panel, press the **Fax** button.
2. Select the **Fax Options** tab.
3. Select **Local Polling**.
4. Select one of the following options:
 - **Off**.
 - **Non-Secure Polling**.
 - **Secure Polling**.
5. Select **Save** when the changes are complete.

Refer to the *System Administrator Guide* for more information on Local Polling.

Remote Polling

1. On the control panel, press the **Fax** button.
2. Select the **Fax Options** tab.
3. Select **Remote Polling**.
4. Select one of the following options:
 - **Poll a Remote Fax**.
 - **Poll a Remote Mailbox**.
5. Select **Save** when the changes are complete.

Note: Refer to the *System Administrator Guide* for more information on Remote Polling.

Build Job

Build Job allows assorted sets of originals, each with different settings, to be combined into one job. This feature is especially useful for jobs scanned on the document glass. Refer to the *System Administrator Guide* for more information on Build Job.

Managing Fax Functions

This section includes:

- [Printing a Confirmation Report](#) on page 118
- [Enabling or Disabling Secure Faxes](#) on page 118
- [Printing or Clearing Secure Faxes](#) on page 119
- [Enabling or Disabling Junk Fax Prevention](#) on page 119
- [Printing a Fax Report](#) on page 120
- [Inserting Pauses in Fax Numbers](#) on page 120
- [Printing the Fax Protocol Report](#) on page 121

Printing a Confirmation Report

Set a default option for printing a fax confirmation report, and then turn on/off printing the confirmation report for each job.

To select a default option for printing a fax confirmation report:

Log in as a system administrator. Press the **Log In/Out** button (user name: admin, default password: 1111).

1. Press the **Machine Status** button on the control panel.
2. Select the **Tools** tab, select **Service Settings**, and then select **Embedded Fax Settings**.
3. Select **Setup Fax Reports** from the list.
4. Select **Confirmation Reports**.
5. Select one of the following options:
 - **Always Print:** A confirmation report is always printed.
 - **Off:** A confirmation report is never printed.
 - **Print On Error:** A confirmation report is only printed when an error occurs with the fax transmission.
6. Select one of the following options if desired:
 - **Reduced Image:** Does not print a thumbnail of the fax on the confirmation report.
 - **No image:** Prints a thumbnail of the fax on the confirmation report.
7. Select **Save**.

Enabling or Disabling Secure Faxes

Additional security may be set for receiving faxes. When the Secure Fax option is enabled, a password is required before faxes can be printed or removed.

To enable or disable a Secure Receive fax:

1. Log in as a system administrator. Press the **Log In/Out** button (user name: admin, default password: 1111).

2. Press the **Machine Status** button on the control panel.
3. Select the **Tools** tab, select **Service Settings**, and then select **Embedded Fax Settings**.
4. Select **Incoming Fax Defaults** from the list.
5. Select **Secure Receive**.
6. Select one of the following options, and then press the **Save** button:
 - **Enable:** This option turns on the secure fax receive option if it is off. Follow the onscreen prompts to enter a numeric password.
 - **Disable:** This option turns off the secure fax receive option if it is on.

Printing or Clearing Secure Faxes

If the Secure Fax option is enabled, you must enter your numeric password to print or clear a received fax.

To print or clear all secure faxes:

1. On the control panel, press the **Job Status** button.
2. Select **Hold Secure Print Job**.
3. Select **Release** to print, or **Delete** to clear pending faxes.

You can view the faxes waiting to be sent. If needed, you can clear one or more faxes.

To cancel documents from memory:

1. On the control panel, press the **Job Status** button.
2. Select **Scan Jobs and Fax Sent Jobs**.
3. Select the pending fax job from the list.
4. Select **Delete**.

Enabling or Disabling Junk Fax Prevention

Junk fax prevention allows you to turn off/on printing faxes received from phone numbers in the individual speed dial directory.

To turn off/on the junk fax prevention option:

1. Log in as a system administrator. Press the **Log In/Out** button (user name: admin, default password: 1111).
2. Press the **Machine Status** button on the control panel.
3. Select the **Tools** tab, select **Service Settings**, and then select **Embedded Fax Settings**.
4. Select **Incoming Fax Defaults** from the list.
5. Select **Junk Fax Prevention**.
6. Select one of the following options, and then press the **Save**:
 - **Disabled:** This option turns off the junk fax prevention option if it is on. Selecting **Disabled** enables printing faxes from phone numbers in the individual speed dial directory.

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- **Enabled:** This option turns on the junk fax prevention option if it is off. Selecting **Enabled** prevents printing faxes from phone numbers in the individual speed dial directory.

Printing a Fax Report

The following fax reports can be printed from the control panel:

- Activity Report
- Protocol Report
- Dial Directory Report
- Group Directory Report
- Options Report
- Pending Jobs Report

To print a fax report:

1. Log in as a system administrator. Press the **Log In/Out** button (user name: admin, default password: 1111).
2. Press the **Machine Status** button on the control panel.
3. Select the **Tools** tab, select **Service Settings**, and then select **Embedded Fax Settings**.
4. Select **Print Fax Reports** from the list.
5. Select one of the reports from the list.
6. Press **Print Now** to print the report.

Inserting Pauses in Fax Numbers

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

To insert pauses in a fax number, enter the fax number using the alphanumeric keypad, and press the **Pause** button to insert a pause (represented by a comma) in the fax number where appropriate.

Printing the Fax Protocol Report

The Fax Protocol Report provides information about the previous fax job as an aid in determining fax protocol problems.

To print the report:

1. Log in as a system administrator. Press the **Log In/Out** button (user name: admin, default password: 1111).
2. Press the **Machine Status** button on the control panel.
3. Select the **Tools** tab, select **Troubleshooting**, and then select **Fax**.
4. Select **Fax Protocol Report**.
5. Press the **Print** button to print the report.

Adding Speed Dial Entries

There can be a total of 100 speed dial entries (001 – 100) programmed in the printer.

To program multiple recipients with a one-touch dial button (maximum nine), program the recipients as a group dial. See [Adding a Group](#) on page 122.

Adding an Individual

1. On the control panel, select **Fax**.
2. Select **Address Book**.
3. Select **Individuals** from the drop-down menu.
4. Select a **Speed Dial** entry.
5. Enter the fax number using the keypad or by selecting **Dialing Characters**.
6. Enter a name and fax number for the entry, and select **Save**.

Adding a Group

Set up and save group names to easily access them when you want to send a fax to a group. Groups can include both individual and group entries once they have been set up.

Note: Individual entries must be set up before groups can be defined.

1. On the control panel, select **Fax**.
2. Select **Address Book**.
3. Select **Groups** from the drop-down menu.
4. Select a group **Speed Dial** entry.
5. Enter a name for the group and select **Add Recipients**.
6. Select **Individuals** from the drop-down menu.
7. Select a **Speed Dial** entry.
8. Select a **Add to Group** entry.
9. Continue adding individual or group speed dial entries, and select **Save** when you are done.

Editing or Clearing Speed Dial Entries

1. On the control panel, select **Fax**.
2. Select **Address Book**.
3. Select **Individuals** or **Groups** from the drop-down menu.
4. Select a **Speed Dial** entry, then select **Edit Details** or **Clear Entry**.

Scanning

7

This chapter includes:

- [Scanning Overview](#) on page 124
- [Using CentreWare Internet Services](#) on page 125
- [Loading Original Documents](#) on page 126
- [Scan to Mailbox](#) on page 127
- [Using the Xerox Scan Utility](#) on page 132
- [Scan to File](#) on page 145
- [Scan to E-mail](#) on page 146
- [Scan to Home](#) on page 148
- [Setting Scan Options](#) on page 149

See also:

Using the Scanner (Windows) tutorial at www.xerox.com/office/WC6400docs

Using the Scanner (Macintosh) tutorial at www.xerox.com/office/WC6400docs

Scanning Overview

If the printer is connected to a network, you can scan from the printer by selecting where you want the scanned image to be stored, then retrieve the scanned images from your computer. Scanned images can be stored on the printer's hard drive or in a document repository on a network server. You can also scan images directly to your computer where they can be placed in folders, attached to email, or imported into applications.

Note: The printer must be connected to a network to retrieve a scan.

The WorkCentre 6400 printer supports the following scanning services:

- Scan to mailbox: scans a document and stores the image on the printer's hard drive
- Creating scan templates and downloading images to your computer using Xerox Scan Utility
- Importing scan images into applications using TWAIN and WIA
- Scan to file: scan original document to a document repository on a network server
- Scan to email: scan original document to an email address
- Scan to home: scan original document to your home directory

Note: To Scan to Desktop you must install the scan drivers. For more information, see the *System Administrator Guide*.

Note: Advanced scanning services must be enabled by your system administrator.

Note: Print, copy, and fax jobs can print while you are scanning original documents or downloading files from the printer's hard drive.

Using CentreWare Internet Services

CentreWare IS is a tool that allows you to communicate with the printer from your computer using your Web browser (Internet Explorer, Firefox, etc.). Using CentreWare IS, you can enable scanning, and view, download, or delete images from the printer's internal hard drive.

To use CentreWare IS, you will need your printer's IP address. Your system administrator can provide you with this information, or you can print a Configuration Report from the printer that contains the IP address.

Printing a Configuration Report

1. On the printer's control panel, press the **Machine Status** button.
2. Select **Information Pages**.
3. Select **Configuration Report**, then select **Print**.
4. When the report prints, select **Close**.

The printer's IP address appears under **Common User Data** in the upper left hand corner of the first printed page.

Accessing CentreWare IS

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

The CentreWare IS welcome page displays on your computer's screen.

Note: Bookmarking the printer's IP address in your Web browser will make it easier to communicate with the printer later.

These features allow you to manage your printer:

- Status
- Jobs
- Print
- Scan
- Properties
- Support

Click on **Help** in the upper right hand corner for more information for each tab.

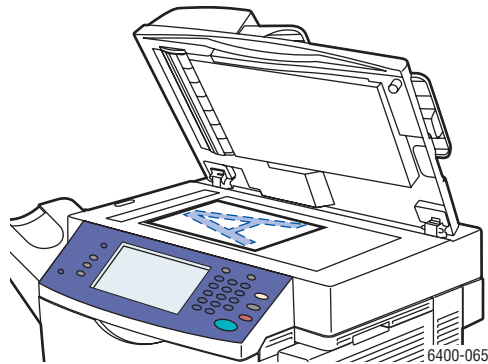
Loading Original Documents

All scanning tasks begin with loading the original document in the printer. You can use the document glass for single page jobs, or originals that will not feed through the document feeder. The document feeder can be used for multiple page jobs.

Note: For additional scanning information, print the Scanning Guide. Press the **Machine Status** button on the control panel, then select **Information Pages**, then **Scanning Guide**, and then **Print**.

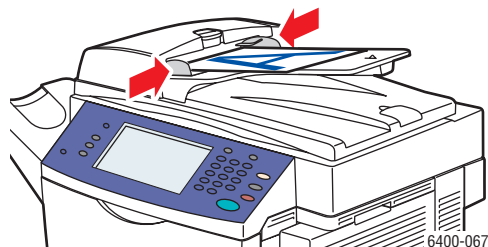
Using the Document Glass

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



Using the Document Feeder

Insert originals face up with the top of the page entering the feeder first. Adjust the paper guides so they fit against the originals.



Scan to Mailbox

This section includes:

- [Scanning to the Public Folder](#) on page 127
- [Creating a Mailbox](#) on page 127
- [Scanning to a Mailbox](#) on page 128
- [Downloading Images to Your Computer Using CentreWare IS](#) on page 129

Scan to Mailbox is the simplest scanning method. It allows scanning to the Public folder, which is located on the printer's hard drive. This feature is enabled by default. If it is not enabled, you can do so using CentreWare Internet Services (CentreWare IS) or contact your system administrator.

You can scan a document, store the image on the printer's internal hard drive and then download it to your computer. The WorkCentre 6400 printer provides a Public folder ("mailbox") to store scanned images. You can also create a password-protected private folder accessible only by you.

Scanning to the Public Folder

1. Load your original on the document glass or in the document feeder.
2. Press the **Services Home** button.
3. On the control panel, select **Workflow Scanning**.
4. From **All Templates**, select **Local Templates**, and then select **_PUBLIC**.

Note: When you scan a document to a mailbox, the default settings create a 1 sided, color PDF document. These settings can be changed using the printer's control panel, or at your computer using CentreWare IS.

Note: Settings chosen using CentreWare IS can be overridden using the printer's control panel.

5. To change any of the scan settings, use the four tabs at the bottom of the touch screen, **Output Color**, **2-Sided Scanning**, **Original Type** and **Scan Presets**, to select the desired options for the scan. For more information see [Setting Scan Options](#) on page 149.
6. Press the **Start** button. The Job Progress screen appears on the printer's control panel.

When the scan is complete, the printer's touch screen will redisplay the Workflow Scanning tab. The file is stored in the Public folder on the printer's hard drive. You can then download the file to your computer using CentreWare IS.

Creating a Mailbox

Your system administrator may have created a mailbox for you. To create a mailbox yourself, you can do so using CentreWare IS.

1. Launch your Web browser.

Scanning

2. Type the printer's IP address into the Web browser's address bar, and then press **Enter** to open CentreWare Internet Services (CentreWare IS).

Note: If you don't know your printer's IP address, see [Printing a Configuration Report](#) on page 125.

3. Click the **Scan** tab.
4. In the **Display** section, click the **Mailboxes** button.
5. In the **Scan to Mailbox** section, click **Create Folder**.
6. Enter a name for the folder and create a password.
7. Click the **Apply** button.

Your mailbox is now available for use, and will appear in the folder list in CentreWare IS and on the printer's control panel under Local Templates.

Scanning to a Mailbox

1. Load your original on the document glass or in the document feeder.
2. Press the **Services Home** button.
3. On the control panel, select **Workflow Scanning**.
4. From **All Templates**, select **Local Templates**, and then select your mailbox from the list.
5. Select **Enter Password for Folder** and enter the password for the mailbox.
6. Press **Done** when finished.

Note: When you scan a document to a mailbox, the default settings create a 1 sided, color PDF document. These settings can be changed using the printer's control panel, or at your computer using CentreWare IS.

Note: Settings chosen using CentreWare IS can be overridden using the printer's control panel.

7. The Document Management screen is displayed on the control panel. If required, select **Enter Password for Folder**, and then enter your password using the keyboard on the printer's control panel. When the Document Management screen appears, select **Done**.
8. The Workflow Scanning screen appears. To change any of the scan settings, use the four tabs at the bottom of the control panel, **Output Color**, **2-Sided Scanning**, **Original Type** and **Scan Presets**, to select the desired options for the scan. For more information see [Setting Scan Options](#) on page 149.
9. Press the **Start** button. The Job Progress screen is displayed on the printer's touch screen.

When the scan is complete, the printer's touch screen will redisplay the Workflow Scanning tab. Your file is stored in your mailbox on the printer's hard drive. You can then download the file to your computer.

Note: To ensure the security of your mailbox's contents, the password is required each time you scan to your folder if a password is required in the scan policies.

Note: If scanning fails, a confirmation page will print. For more information on managing confirmation page settings, see the *System Administrator Guide*.

Downloading Images to Your Computer Using CentreWare IS

This section includes:

- [Downloading Images From the Public Folder](#) on page 129
- [Downloading Images From Your Private Folder](#) on page 130
- [Deleting Image Files From the Public Folder](#) on page 130
- [Deleting Images from your Private Folder](#) on page 131

Downloading Images From the Public Folder

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

Note: If you don't know your printer's IP address, see [Printing a Configuration Report](#) on page 125.

3. Click the **Scan** tab.
4. In the **Display** section, click the **Mailboxes** button.
5. To download images from the **Default Public Folder**:
 - a. In the **Scan to Mailbox** section, click on **Default Public Folder**. The **Folder Contents** window contains your image.

Note: If your image is not displayed, click on **Update View**.

- b. In the **Action** section, select one of the following options, then click the **Go** button:
 - **Delete** to delete the file from the mailbox. When prompted, click **OK** to delete the file or **Cancel** to cancel the operation.
 - **Download** to save a copy of the file to your computer. When prompted, click **Save** and choose where you wish the file to be saved on your computer. You may then open the file or close the dialog box.
 - **Reprint** to print the file on the printer.

Downloading Images From Your Private Folder

To download images from your mailbox:

1. In the **Scan to Mailbox** section, click on your mailbox.
2. When prompted, enter your **Folder Password** if required in the scan policies.
3. Click the **OK** button.
4. The **Folder Contents** window contains your image.
5. If your image is not displayed, click on **Update View**.
6. In the **Action** section, select one of the following options, then click the **Go** button:
 - **Delete** to delete the file from the mailbox. When prompted, click **OK** to delete the file or **Cancel** to cancel the operation.
 - **Download** to save a copy of the file to your computer. When prompted, click **Save** and choose where you wish the file to be saved on your computer. You may then open the file or close the dialog box.
 - **Reprint** to print the file on the printer.

Note: To create a private folder, see [Creating a Mailbox](#) on page 127.

Deleting Image Files From the Public Folder

You can delete image files on the printer that no longer need to be stored on the printer's hard drive. Deleting unnecessary images allows space for new images. You can delete files at your computer using CentreWare IS.

Note: A low memory warning can be enabled using CentreWare IS. Refer to the *System Administrator Guide* for more information.

You will need your printer's IP address. Your system administrator can provide you with this information, or you can print a Configuration Report from the printer. See [Printing a Configuration Report](#) on page 125.

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

Note: If you don't know your printer's IP address, see [Printing a Configuration Report](#) on page 125.

3. Click the **Scan** tab.
4. In the **Display** section, click the **Mailboxes** button.
5. Select the **Default Public Folder**:
 - In the **Scan to Mailbox** section, click on **Default Public Folder**. The **Folder Contents** window contains your image.
 - In the **Action** section, click in the pull-down menu and select **Delete**, then click the **Go** button: When prompted, click **OK** to delete the image or **Cancel** to cancel the operation. To delete all images in the folder, click **Delete All**, then click **OK**.

Deleting Images from your Private Folder

You can delete image files on the printer that no longer need to be stored on the printer's hard drive. Deleting unnecessary images allows space for new images.

Note: A low memory warning can be enabled using CentreWare IS. Refer to the *System Administrator Guide* for more information.

To save space on the printer's hard drive, periodically delete your scanned images that are no longer needed. You can delete files at your computer using CentreWare IS.

You will need your printer's IP address. Your system administrator can provide you with this information, or you can print a Configuration Report from the printer. See [Printing a Configuration Report](#) on page 125.

1. At your computer, launch your Web browser.
2. Type the printer's IP address into the Web browser's address bar, and then press **Enter** to open CentreWare IS.
3. Click the **Scan** tab.
4. In the **Display** section, click the **Mailboxes** button.
5. To delete images from your **private folder**:
 - a. In the **Scan to Mailbox** section, click on your **private folder**.
 - b. When prompted, enter your **Folder Password**.
 - c. Click the **OK** button.
 - d. The **Folder Contents** window contains your image.
 - e. In the **Action** section, click in the pull-down menu and select **Delete**, then click the **Go** button: When prompted, click **OK** to delete the image or **Cancel** to cancel the operation. To delete all images in the folder, click **Delete All**, then click **OK**.

Using the Xerox Scan Utility

This section includes:

- [Scanning Using the Xerox Scan Utility](#) on page 132
- [Creating Scan Templates](#) on page 132
- [Deleting Scan Templates](#) on page 135
- [Managing Xerox Scan Utility Folder and Email Profiles](#) on page 136
- [Importing Scanned Files into an Application](#) on page 142

The Xerox Scan Utility (XSU) is a tool that allows you to scan images from the printer to your computer. Using XSU, you can create scan templates, preview images, copy images to a folder and copy images to email.

Note: You must install the scan drivers to use the Xerox Scan Utility. For more information, see the *System Administrator Guide*.

Scanning Using the Xerox Scan Utility

Load your original on the document glass or in the document feeder.

1. Press the **Services Home** button.
2. Select **Workflow Scanning**.
3. From All Templates, select Local Templates, and then select your default template from the list.

Note: Settings chosen using CentreWare IS can be overridden using the printer's control panel.

4. The **Document Management** screen is displayed on the control panel. If required, select **Enter Password for Folder**, and then enter your password using the keyboard on the printer's control panel. When the **Document Management** screen appears, select Done.
5. The **Workflow Scanning** screen appears. To change any of the scan settings, use the four tabs at the bottom of the control panel, **Output Color**, **2-Sided Scanning**, **Original Type** and **Scan Presets**, to select the desired options for the scan. For more information see [Setting Scan Options](#) on page 149.
6. Press the **Start** button. The **Job Progress** screen is displayed on the printer's touch screen. When the scan is complete, the printer's touch screen will redisplay the **Workflow Scanning** tab. Your file is stored in the folder on the destination computer's hard drive.
7. To ensure the security of your folder's contents, the password is required each time you scan to your folder if a password is required in the scan policies.
8. If scanning fails, a confirmation page will print. You can set how the printer manages confirmation pages.

Creating Scan Templates

This section includes:

- [Creating a Template with an Image View Setting](#) on page 133

- [Creating a Template to Scan Images Directly to a Folder](#) on page 133
- [Template File Formats and Names](#) on page 135
- [Creating Unique Image File Names](#) on page 135

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

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

Creating a Template with an Image View Setting

To create a new template or edit an existing template with the option to retain thumbnail images in XSU:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, and then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock, or Navigate to **Applications > Xerox > Xerox Scan Utility** and double-click on **Xerox Scan Utility**.
2. Select the **Scan Settings** tab, and then select the settings you want to use with the template: **Color**, or **Black and White**, **Original Size**, **Resolution**, **Original Type**, **File Format**, and **Sides to Scan**.
3. Select the **Preview image in Xerox Scan Utility** option to view the scanned image in both the **Scan to Email** and **Copy to Folder** tabs. From these tabs you can select the appropriate folder or email profile settings to use with your scanned images.
4. Select one of the following options:
 - To create a new template for the settings you selected: Enter the name for the new template in the **Saved Template Settings** field.
 - To edit an existing template with the settings you selected: Select a template from the list displayed in the **Saved Template Settings** drop-down list.
5. Edit the settings and click **Save** to save the settings for the template.
6. Spaces are not permitted in template names.

The template will now appear in the list of templates on the **Workflow Scanning** tab on the printer's control panel.

Creating a Template to Scan Images Directly to a Folder

To create a template that places scanned images in a specific folder destination:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon on the taskbar, and then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or

Programs if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

- **Macintosh:** Click the **Xerox Scan Utility** icon in the dock (or **Applications > Xerox > Xerox Scan Utility**).
2. Select the **Scan Settings** tab, and then select the settings you want to use with the template: **Color**, or **Black and White**, **Original Size**, **Resolution**, **Original Type**, **File Format**, and **Sides to Scan**.
 3. Select the **Send image directly to folder** option to send the scanned images directly to a designated folder without first viewing the images. Enter information in the following fields:
 - a. To create a unique file name for one or more of the scanned images in the thumbnail view, enter a file name in the **Base File Name** field.
 - b. Enter the folder path where you want to save the file in the **Save To** field, or click the **Browse** button to locate the folder.
 - c. Select one of the following options:
 - Leave the **Save a copy in Xerox Scan Utility** option checked. This enables thumbnail views of the scanned images to remain in the **Copy to Folder** and **Scan to Email** tabs. This is the default setting.
 - Remove the check mark in the **Save a copy in Xerox Scan Utility** option. This disables thumbnail views of the scanned images.
 4. Select one of the following options:
 - To create a new template for the settings you selected: Enter the name for the new template in the **Saved Template Settings** field.
 - To edit an existing template with the settings you selected: Select a template from the list displayed in the **Saved Template Settings** drop-down list.
 5. Click the **Save** button to save the settings for the new or revised template.

The template will now appear in the list of templates on the **Workflow Scanning** tab on the printer's control panel.

Template File Formats and Names

Unsupported file types:

- BMP
- GIF

Supported file types:

- JPEG
- Multi-page TIFF
- PDF
- PDF/A
- Single-page TIFF
- XPS

Single-page File Naming Format (JPEG and Single-page TIFF): DOC_xxx_yyyy-mm-dd_hh-mm-ss.JPG (or .tif) where xxx = sequence (page) number, etc.

Multi-page File Naming Format (Multi-page TIFF, PDF, PDF/A, XPS): DOC_yyy-mm-dd_hh-mm-ss.tif (or .pdf, or .xps).

Creating Unique Image File Names

When you assign a name to scanned images, the images display with the date and time each image was scanned appended to the name. See the following two examples:

- If you enter the name **report** as the new name for an image that was scanned at 1:45:15 PM on July 1, 2008, the new image name is: **report_2008-07-01_13.45.15.xxx**.
- If you enter the name **report** for several images that were scanned at varying times on July 1, 2008, the new names are: **report_2008-07-01_13.45.15.xxx**, **report_2008-07-01_13.45.25.xxx**, and **report_2008-07-01_13.47.32.xxx**. The date and time information is unique for all scanned images.

Deleting Scan Templates

To delete a scan template:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, and then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock (or **Applications > Xerox > Xerox Scan Utility**).
2. Select the **Scan Settings** tab.
3. Select the template you want to delete in the **Saved Template Settings** drop-down list.
4. Click the **Delete** button.

5. When prompted, confirm that you want to delete the template. The template will be deleted from the template list in Xerox Scan Utility and from the template list on the printer's control panel.

Managing Xerox Scan Utility Folder and Email Profiles

This section includes:

- [Creating or Editing Email Profiles](#) on page 136
- [Deleting Email Profiles](#) on page 137
- [Creating or Editing Folder Profiles](#) on page 137
- [Deleting Folder Profiles](#) on page 138

With the Xerox Scan Utility, you can create profiles to be reused when sending scanned images as email attachments or when copying scanned images to specific folders. Profiles eliminate the need for re-entering the same email or folder destination information.

Creating or Editing Email Profiles

To create or revise an email profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, and then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock (or **Applications > Xerox > Xerox Scan Utility**).
2. Select the **Scan to Email** tab.
3. Select one of the following options:
 - To create a new profile: Enter the name for the new profile in the **Email Profiles** field.
 - To edit an existing profile: Select a profile from the list displayed in the **Email Profiles** drop-down list.
4. To create a unique name for one or more of the scanned images in the thumbnail view:
 - a. Select the images, and then enter a file name in the **Base Attachment Name** field
 - b. Enter the appropriate information in the **To**, **CC**, **Subject**, and **Message** fields.
5. Click the **Save** button to save the settings for the new or revised profile.

Note: When you enter a name for images in the Base Attachment Name field, and save the profile, the file name is the name you entered and the unique date and time each image was scanned.

See also:

[Creating Unique Image File Names](#) on page 135

Deleting Email Profiles

To delete an email profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, and then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock (or **Applications > Xerox > Xerox Scan Utility**).
2. Select the **Scan to Email** tab.
3. Select the profile you want to delete in the **Email Profiles** drop-down list.
4. Click the **Delete** button.
5. When prompted, confirm that you want to delete the profile.

Creating or Editing Folder Profiles

To create or revise a folder profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, and then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock (or **Applications > Xerox > Xerox Scan Utility**).
2. Select the **Copy to Folder** tab.
3. Select one of the following options:
 - To create a new profile: Enter the name for the new profile in the **Folder Profiles** field.
 - To edit an existing profile: Select a profile from the list displayed in the **Folder Profiles** drop-down list.
4. To create a unique name for one or more of the scanned images in the thumbnail view:
 - a. Select the images, and then enter a file name in the **Base File Name** field.
 - b. Enter the folder path where you want to save the file in the **Save To** field, or click the **Browse** button to locate the folder.
5. Click the **Save** button to save the settings for a new or revised profile.
6. When you enter a new file name for images in the Base File Name field, and the profile is saved, the new file name displays the name you entered and the unique date and time each image was scanned.

See also:

[Creating Unique Image File Names](#) on page 135

Deleting Folder Profiles

To delete a folder profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, and then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock (or **Applications > Xerox > Xerox Scan Utility**).
2. Select the **Copy to Folder** tab.
3. Select the profile you want to delete in the **Folder Profiles** drop-down list.
4. Click the **Delete** button.
5. When prompted, confirm that you want to delete the profile.

Using the Scan to Email and Copy to Folder Tools

Use the **Scan to Email** or **Copy to Folder** tools in the Xerox Scan Utility to attach scanned images to a email messages (Microsoft Outlook or Apple Mail) or copy them to local or network folders.

This section includes:

- [Scan to Email Tab](#) on page 138
- [Using an Email Profile for Scanned Image Attachments](#) on page 138
- [Selecting New Email Settings to Send Scanned Image Attachments](#) on page 139
- [Copy to Folder Tab](#) on page 140
- [Using a Folder Profile When Copying Scanned Images to a Folder](#) on page 140
- [Selecting New Folder Settings When Copying Scanned Images to a Folder](#) on page 141
- [Deleting Image Files Using the Xerox Scan Utility](#) on page 141

Scan to Email Tab

When sending scanned images as attachments to email, you can use a saved email profile or manually enter one or more addresses, a subject and message text.

Using an Email Profile for Scanned Image Attachments

To send scanned images as attachments in an email using an email profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, and then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

- **Macintosh:** Click the **Xerox Scan Utility** icon in the dock (or **Applications > Xerox > Xerox Scan Utility**).
2. Select the **Scan to Email**.
 3. Select one or more images you want to send in an email.
 4. Select the profile you want to use from the **Email Profiles** drop-down list.
The fields for **Attachment Base Name**, **To**, **CC**, **Subject**, and **Message** display information that applies to the saved profile.
 5. If desired, enter a different name in the **Base Attachment Name** field and select new email settings. The Xerox Scan Utility adds the scan date and time information for each image to the end of the file name.
Note: For example, if you scan an image at 10:15:07 AM on April 27, 2008, select PDF as the file name extension, and then enter the new file name **report** in the **Base Attachment Name** field, the actual file name becomes: **report_2008-04-27_10.15.07.pdf**.
 6. Click the **Copy to Email** button to open your email application. The selected images are attached to the email.
 7. If desired, make additional changes to the email message, and then send the email.

Selecting New Email Settings to Send Scanned Image Attachments

To send scanned images as attachments in an email without using a profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, and then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock (or **Applications > Xerox > Xerox Scan Utility**).
2. Select the **Scan to Email** tab.
3. Select one or more images you want to send in an email.
4. Enter a name in the **Base Attachment Name** field. The Xerox Scan Utility appends the scan date and time information for each image to the end of the file name.
Note: For example, if you scan an image at 10:15:07 AM on April 27, 2008, select PDF as the file name extension, and then enter the new file name **report** in the **Base Attachment Name** field, the actual file name becomes: **report_2008-04-27_10.15.07.pdf**.
5. Enter the appropriate information in the **To**, **CC**, **Subject**, and **Message** fields.
6. Click the **Copy to Email** button to open your email application. The selected images are attached to the email message.
7. If desired, make additional changes to the email message, and then send the email.

Copy to Folder Tab

When copying scanned images to a folder, you can use a folder profile that has been saved with specific settings.

Using a Folder Profile When Copying Scanned Images to a Folder

You can create a folder profile to save folder destinations that you frequently use. To copy scanned images to a folder using a folder profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, and then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock (or **Applications > Xerox > Xerox Scan Utility**).
2. Select the **Copy to Folder** tab.
3. Select one or more images you want to copy.
4. Select the profile you want to use from the list displayed in the **Folder Profiles** field drop-down list.
5. If desired, enter a different name in the **Base File Name** field and select a new folder location. The Xerox Scan Utility appends the scan date and time information for each image to the end of the file name.

Note: For example, if you scan an image at 10:15:07 AM on April 27, 2008, select PDF as the file extension, and enter the new file name report in the **Base File Name** field, the actual file name becomes: **report_2008-04-27_10.15.07.pdf**.
6. Click the **Copy to Folder** button to copy the selected images to the folder.

Selecting New Folder Settings When Copying Scanned Images to a Folder

To copy scanned images to a folder without using a profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, and then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock (or **Applications > Xerox > Xerox Scan Utility**).
2. Select the **Copy to Folder** tab.
3. Select one or more images you want to copy to a folder.
4. Enter a name for the image in the **Base File Name** field. The Xerox Scan Utility appends the scan date and time information for each image to the end of the file name.

Note: For example, if you scan an image at 10:15:07 AM on April 27, 2008, select PDF as the file name extension, and enter the new file name **report** in the **Base File Name** field, the actual file name becomes: **report_2008-04-27_10.15.07.pdf**.
5. Enter the folder path where you want to save the file in the **Save To** field, or click the **Browse** button to locate the folder.
6. Click the Copy to Folder button to copy the selected images to the folder.

Deleting Image Files Using the Xerox Scan Utility

Scanned images displayed in the Xerox Scan Utility are stored on your computer's hard drive. To delete scanned images that are no longer needed using the Xerox Scan Utility:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, and then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock (or **Applications > Xerox > Xerox Scan Utility**).
2. Select the **Scan to Email** or **Copy to Folder** tab.
3. Select the images you want to delete.
4. Click the **Delete Scanned Image** button.

Importing Scanned Files into an Application

You can import images scanned to your computer from your printer into Windows or Macintosh applications on your computer.

This section includes:

- [Importing Scanned Images into a Windows Application \(TWAIN\)](#) on page 142
- [Using the WIA Image Manager in a Windows Application](#) on page 143
- [Using the Xerox Scan Utility in a Macintosh OS X Application \(TWAIN\)](#) on page 143

Importing Scanned Images into a Windows Application (TWAIN)

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

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

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

3. Select the image you want to import. Some applications allow you to import multiple images.
4. To select more than one image, hold down the **Ctrl** key on your keyboard as you select each image.
5. To import all of the images in the folder, select the **Edit** menu, and then select **Select All**.
6. Click the **Retrieve** button. A copy of the image is transferred to the location in your application. If you want to delete the images you selected, click the **Delete** button.

Note: For more information, click the **Help** menu to view online help.

Using the WIA Image Manager in a Windows Application

You can import images that you scanned from the printer to your computer into an application using the WIA Image Manager on Windows XP, Windows Vista and Windows Server 2003.

To import scanned images into an application:

1. Open the file in which you want to place the image.
2. Select the application's menu item to acquire the image. For example, if you are using Microsoft Word 2003 to place an image in a document:
 - a. Select **Insert**.
 - b. Select **Picture**.
 - c. Select **From Scanner or Camera**.
 - d. Select the scanner, and then click the **OK** button.
3. In the **Get Pictures from WIA Xerox** printer window, open the folder to view thumbnails of the images. The filename appears below each thumbnail.
4. To see details of an image file:
 - a. Select the image.
 - b. Click **View picture information**. The **Properties** dialog box displays information about the file size and the date and time that the image was scanned.
 - c. Click the **OK** button to close the dialog box.
 - d. Select the image you want to import. Some applications enable you to import multiple images.
5. To select more than one image, hold down the **Ctrl** key on your keyboard as you select each image.
6. To import all of the images in the folder, select the **Edit** menu, and then select **Select All**.
7. Click the **Get Pictures** button.

A copy of the image is transferred to the location selected in your application.

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

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

To import images into an application:

1. Open the file in which you want to place the image.
2. Select the application's menu item to acquire the image. For example, if you are using Microsoft Word 2004 for Mac to place an image in a document:
 - a. Select **Insert**.
 - b. Select **Picture**.
 - c. Select **From Scanner or Camera**.
 - d. Select the scanner, and then click the **Acquire** button.

The **Scan to Email** and **Copy to Folder** tabs on the Xerox Scan Utility display thumbnails of the images. Information about each image, including the template used, resolution, size of the image file, and the profile name and settings appears to the right of the thumbnail.

1. Select one or more images to import. Some applications allow you to select multiple images.

Scanning

2. To select more than one image, hold down the **Command** button on your keyboard as you select each image.
3. To import all the images in a folder, click the **Select All** check box.
4. Click the **Import** button. A copy of the image is transferred to the location selected in your application. If you want to delete the images you selected, click the **Delete** button.

Note: For more information, click the **Help** button.

Scan to File

Scan to File is a feature of Workflow Scanning. Documents you scan are sent to a document repository on a network server configured by your system administrator.

To Scan to File:

1. On the printer's control panel, press the **Services Home** button.
2. Select **Workflow Scanning**.
3. From **All Templates**, select **Network Templates** and then select the template created by your system administrator.
4. The template defines the scan settings as well as the destination of the image. To change any of the scan settings, use the four tabs at the bottom of the control panel, **Output Color**, **2-Sided Scanning**, **Original Type** and **Scan Presets**, to select the desired options for the scan. For more information see [Setting Scan Options](#) on page 149.
5. Place the document original in the document feeder or on the document glass, and then press the **Start** button.

Note: If Scan to File is not enabled, contact your system administrator. Additional templates can be created using CentreWare IS. For more information, see the *System Administrator Guide*.

Scan to E-mail

Scan to Email is a feature of Workflow Scanning. Scanned documents are sent as attachments to e-mails.

To send a scanned image to an email address:

1. On the printer's control panel, press the **Services Home** button.
2. Select the **E-Mail** icon.
3. To change the **From...** address, select **From...**

Note: The **From...** address was configured by your system administrator. You may or may not be able to change the **From...** address.

Input the email address using the keyboard on the touch screen and then select **Save**.

4. Select **New Recipient**.
You can enter the full email address using the keyboard on the screen or by getting the email address from the Address Book. Enter the name or part of the recipient, depending on how the address book is set up, and select **Search**.
5. Select **Add** to add the recipient to the list.
6. Repeat Steps 4-5 to add additional recipients to the list. When all recipients have been added to the list, select **Close**.
7. A default subject is provided for the email. To change the subject, select **Subject** and enter the new subject using the keyboard on the screen. When finished, select **Save**.
8. Place the document original in the document feeder or on the document glass, and then press the **Start** button.

To send a scanned image to an email address in the Address Book:

1. On the printer's control panel, press the **Services Home** button.
2. Select the **Email** icon, then touch **OK**.
3. Select **Address Book**.
4. Select **Public** in the Address Book's drop-down list.
5. Enter the name of the recipient of your e-mail.
6. Select **Search**.
7. The public address book searches for the name and displays a list. Select the name from the list.
8. Select the **To:** button.
9. Select **Close**.
10. Place a document to e-mail in the document handler and press the green start button.

Use the four tabs at the bottom of the control panel, **Output Color**, **2-Sided Scanning**, **Original Type** and **Scan Presets**, to select the desired options for the scan.

See also:

[Setting Scan Options](#) on page 149

Note: If Scan to E-mail is not enabled, contact your system administrator. For more information, see the *System Administrator Guide*.

Setting E-mail Options

You can override the template settings and change the following E-mail settings:

- File Name
- File Format
- Message
- Reply To

To change the File Name, Message or Reply to e-mail options:

1. On the printer's control panel, press the **Services Home** button.
2. Select **E-Mail**, then select the **E-mail Options** tab.
3. Select **File Name**, **Message**, or **Reply to**, then delete or modify the default text using the control panel keyboard, then select **Save**.

To change the file format:

1. On the printer's control panel, press the **Services Home** button.
2. Select **E-Mail**, then select the **E-mail Options** tab.
3. Select **File Format**, then select the desired file type using the buttons on the left of the printer's control panel, then select **Save**. Each file format is described when selected.

Scan to Home

The Scan to Home feature allows you to scan a document to your home directory. This feature must be enabled by your system administrator.

To use the Scan to Home feature:

1. On the printer's control panel, press the **Services Home** button.
2. From **All Templates**, select **Network Templates** and then select the template created by your system administrator.
3. The template defines the scan settings as well as the destination of the image. To change any of the scan settings, use the four tabs at the bottom of the control panel, **Output Color**, **2-Sided Scanning**, **Original Type** and **Scan Presets**, to select the desired options for the scan. For more information see [Setting Scan Options](#) on page 149.
4. Place the document original in the document feeder or on the document glass, and then press the **Start** button.

Note: If Scan to Home is not enabled, contact your system administrator. For more information, see the *System Administrator Guide*.

Setting Scan Options

The scanning features in your WorkCentre 6400 printer use templates that define the scan settings and destination for the image.

To change any of the scan settings, use the four tabs at the bottom of the control panel screen:

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

To change the scan settings:

1. On the printer's control panel, press the **Services Home** button.
2. Select **Workflow Scanning**, and then select from the four tabs at the bottom of the control panel screen and select the desired setting. Help is available for each setting by pressing the printer's **Help** button.

Setting	Use
Setting the Output Color	Override automatic detection; set to black & white, Grayscale or Color
Setting 1-sided or 2-sided originals	Use the document feeder to scan 2-sided originals. Select 2-sided scanning to scan both sides of the paper to produce a multi-page image. If your original cannot be fed through the document feeder, use the document glass to manually perform 2-sided scanning.
Setting the Original Type	Choose from: Photo & Text, Photo, Text, Map or Newspaper/Magazine
Setting the Scan Presets	Choose from: Sharing & Printing, Archival-Small File Size, OCR, High Quality Printing, Simple Scan

Advanced Scanning Options

The printer offers advanced options permitting precise control of the scanning process for critical applications. Many of these advanced settings override the automatic settings. They are selected using the printer's control panel.

Advanced Settings

Advanced settings allow you to control image options, image enhancements, scan resolution, files size and updating of templates.

Scanning

To use Advanced Settings:

1. On the printer's control panel, press the **Services Home** button.
2. Select **Workflow Scanning**, and then select the **Advanced Settings** tab. Then select the desired setting. Help is available for each setting by pressing the printer's **Help** button.

Setting	Use
Image Options	Choose: from lightness/darkness, sharpness or color saturation
Image Enhancement	Choose from: Background Suppression, or Contrast
Resolution	Choose from: 72 dpi to 600 dpi
Quality/File Size	Choose from: good image quality with small file size., higher image quality with larger file size, or highest image quality with largest file size.
Update Templates	Retrieves new or updated templates and removes outdated templates

Layout Adjustments

Layout adjustments provide additional settings for original orientation, original size and edge erase.

To use Layout Adjustment:

1. On the printer's control panel, press the **Services Home** button.
2. Select **Workflow Scanning**, and then select the **Layout Adjustment** tab. Then select the desired setting. Help is available for each settings by pressing the printer's **Help** button.

Setting	Use
Original Orientation	Choose from: Upright Images, Sideways Images, Portrait Originals or Landscape Originals
Original Size	Choose from: Auto Detect, Preset Scan Area, Custom Scan Area, Mixed Size Originals
Edge Erase	Choose from: Individual Edges, All Edges or Presets (None Selected, Hole Punch Erase, or Header/Footer Erase)

Filing Options

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

To use Filing Options:

1. On the printer's control panel, press the **Services Home** button.
2. Select **Workflow Scanning**, and then select the **Filing Options** tab. Then select the desired setting. Help is available for each settings by pressing the printer's **Help** button.

Setting	Use
File Name	Define a filename prefix.
File Format	Choose from: PDF (Image-only or searchable), PDF/A (Image-only or searchable), XPS, Multi-page TIFF, TIFF (1 file per page), or JPEG (1 file per page)
If File Already Exists	Choose from: Add Number to Name, Add Date and Time to Name, Add to TIFF/JPEG Folder, Overwrite Existing File, or Do Not Save
Document Management	Assign descriptive metadata to a scanned job
Add File Destinations	Define additional network locations as destinations for scanned documents

Note: Document Management and Add File Destinations can only be modified after Scan to File or Scan to Home has been set up. For more information see the *System Administrator Guide*.

Job Assembly

Job Assembly allows you to combine assorted sets of originals for assembly into a single print job.

To use Job Assembly:

1. On the printer's control panel, press the **Services Home** button.
2. Select **Workflow Scanning**, and then select the **Job Assembly** tab. Then select **Build Job**, and then select **On**. Help is available for Build Job by pressing the printer's **Help** button.

Scanning

Maintenance

8

This chapter includes:

- [Maintenance and Cleaning](#) on page 154
- [Ordering Supplies](#) on page 166
- [Calibrating the Scanner](#) on page 171
- [Moving the Printer](#) on page 173

Maintenance and Cleaning

This section includes:

- [General Precautions](#) on page 154
- [Locating the Serial Number](#) on page 155
- [Usage Counters](#) on page 155
- [Resetting Routine Maintenance Item Life Counters](#) on page 155
- [Cleaning the Printer](#) on page 156
- [Installing Staples](#) on page 168
- [Calibrating the Scanner](#) on page 171
- [Moving the Printer](#) on page 173

See also:

[Safety](#) on page 11

General Precautions

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

Warning: Internal parts of the printer may be hot. Use caution when doors and covers are open.

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

Caution: Do NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your printer.

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

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

Locating the Serial Number

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

The serial number is located on the printer frame. Open the printer's front door. The serial number is located in the upper left hand corner.

The serial number can also be found using the printer's control panel.

1. On the printer's control panel, press **Machine Status**.
2. The **Machine Information** tab displays by default. The serial number is displayed on the top left side of the control panel screen.

Usage Counters

The usage counters feature provides access to the printer's usage and billing information.

1. On the printer's control panel, press **Machine Status**.
2. Select the **Billing Information** tab and then select **Usage Counters**.

The usage counters list is displayed at the left of the control panel screen. The **Total Impressions** counter is always displayed at the top of the list.

Resetting Routine Maintenance Item Life Counters

When replacing some Routine Maintenance Items the printer's life counter must be reset.

1. Log in as the system administrator.
2. On the printer's control panel, press **Machine Status**.
3. Select the **Tools** tab.
4. In the list on the left side of the tab, select **Device Settings**.
5. In the list on the right side of the tab, select **General**, then select **Supply Counter Reset**.
6. Select the **Routine Maintenance Item** that was replaced from the list.
7. Select **Reset**.
8. In the pop-up window, select **Reset**.
9. Select **Close**.

Cleaning the Printer

- [Cleaning the Document Glass and Document Cover](#) on page 156
- [Cleaning the Exterior](#) on page 157
- [Cleaning the Media Feed Roller \(Tray 1\)](#) on page 158
- [Cleaning the Media Feed Roller \(Trays 2, 3, 4\)](#) on page 159
- [Cleaning the Duplex Feed Rollers](#) on page 161
- [Cleaning the Document Feeder Rollers and Pad](#) on page 160
- [Cleaning the Media Transfer Rollers for Tray 3 and Tray 4](#) on page 162
- [Cleaning the Laser Lenses](#) on page 164

Cleaning the Document Glass and Document Cover

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

Use a lint-free cloth to clean the glass area.

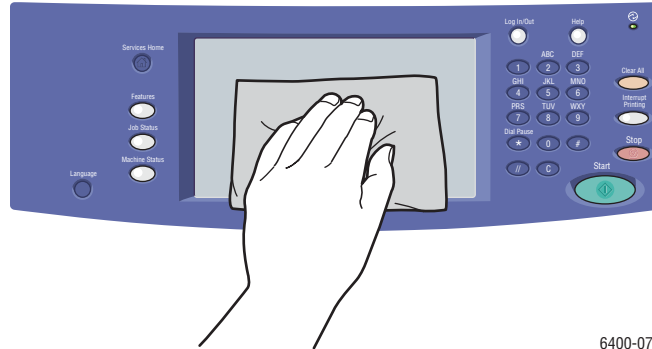


Use a lint-free cloth to clean the under side of the document cover and the document feeder.



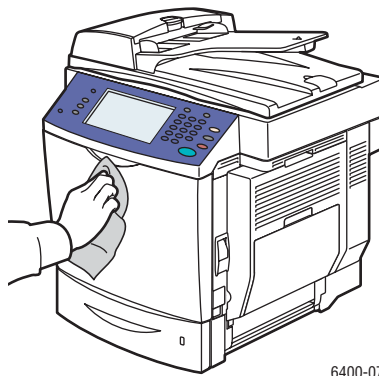
Cleaning the Exterior

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



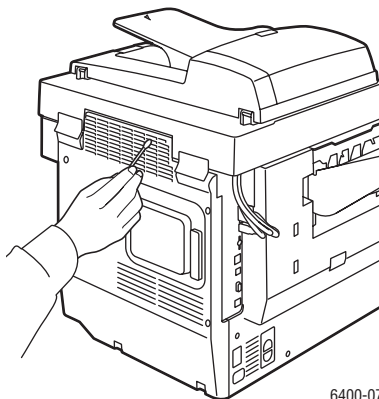
6400-072

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



6400-074

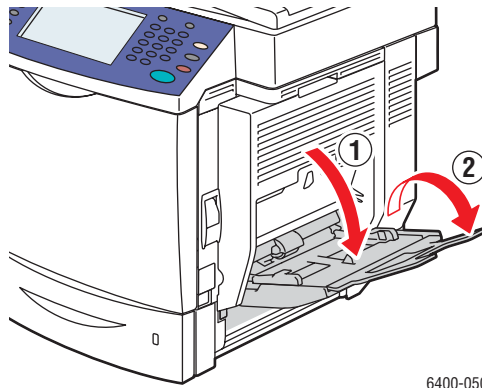
Keep the vents clear of dust and debris. Use a cotton swab to clean the vents.



6400-073

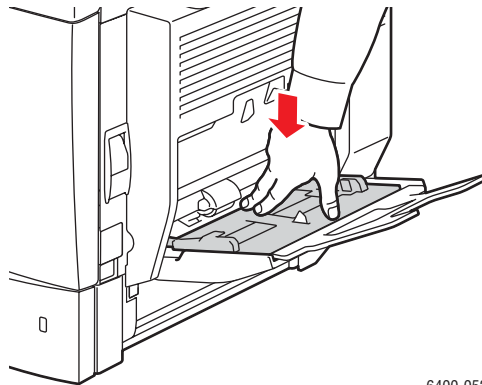
Cleaning the Media Feed Roller (Tray 1)

1. Open Tray 1.



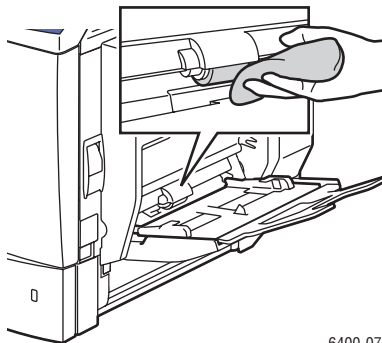
6400-050

2. Press down on the center of the paper lifting plate until the left and right locking tabs lock into place.



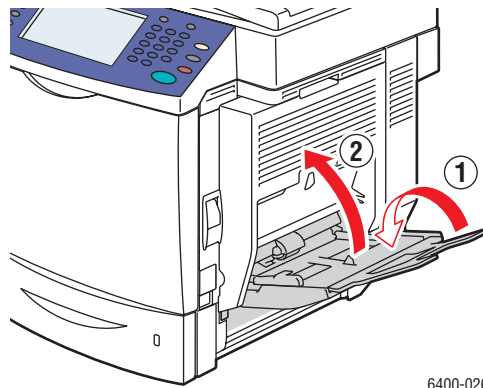
6400-052

3. Clean the media feed roller by wiping it with a soft, dry cloth.



6400-078

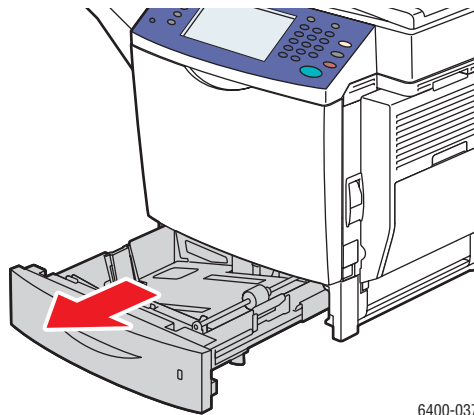
4. Close the tray.



6400-026

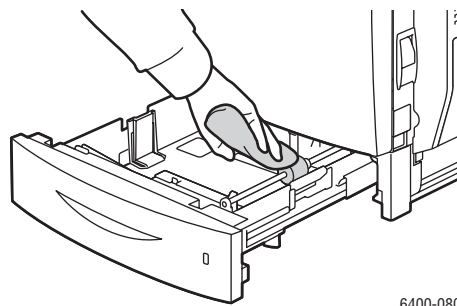
Cleaning the Media Feed Roller (Trays 2, 3, 4)

1. Pull out the tray.



6400-037

2. Clean the media feed roller by wiping it with a soft, dry cloth.



6400-080

Maintenance

3. Close the tray.

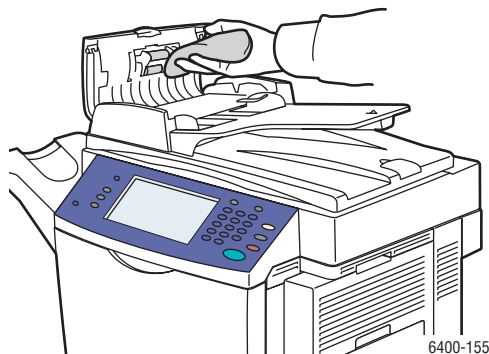


Cleaning the Document Feeder Rollers and Pad

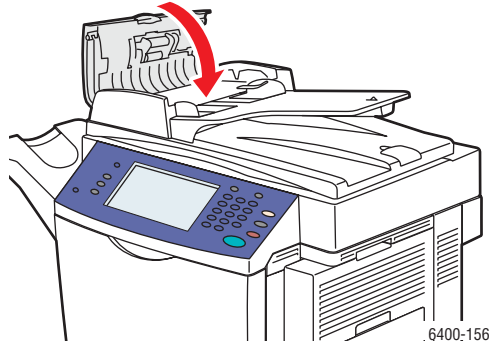
1. Open the document feeder cover.



2. Clean both feeder rollers and pad with a dry, lint-free cloth.

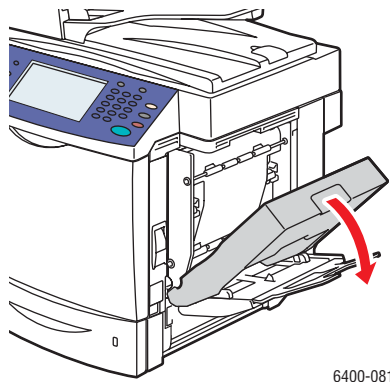


3. Close the document feeder cover.

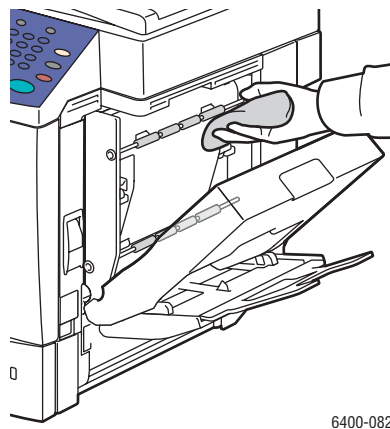


Cleaning the Duplex Feed Rollers

1. With Tray 1 open, open the duplex cover.

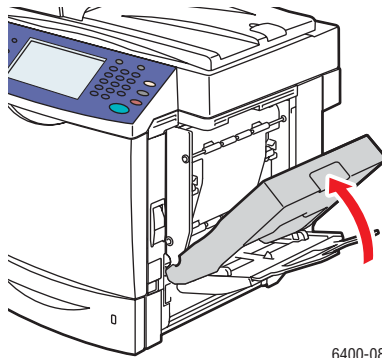


2. Clean the feed roller (four rollers on the top, four rollers on the bottom) by wiping them with a soft, dry cloth.



Maintenance

3. Close the duplex cover.

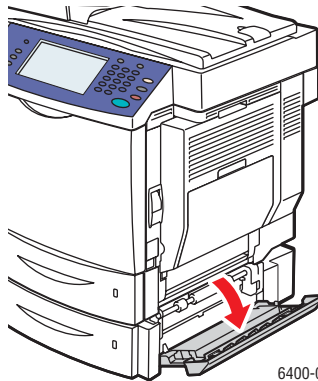


6400-083

Cleaning the Media Transfer Rollers for Tray 3 and Tray 4

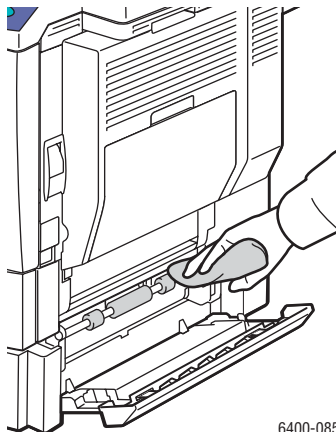
Note: Before opening the Tray 3 or Tray 4 right side door, fold up Tray 1.

1. Open the Tray 3 right side door or Tray 4 right side door.



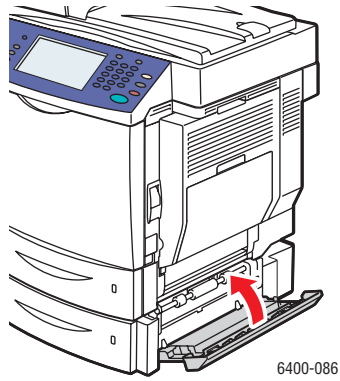
6400-084

2. Clean the three media transfer rollers by wiping them with a soft, dry cloth.



6400-085

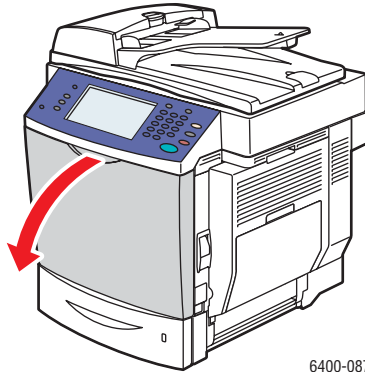
3. Close the right side cover of Tray 3 or Tray 4.



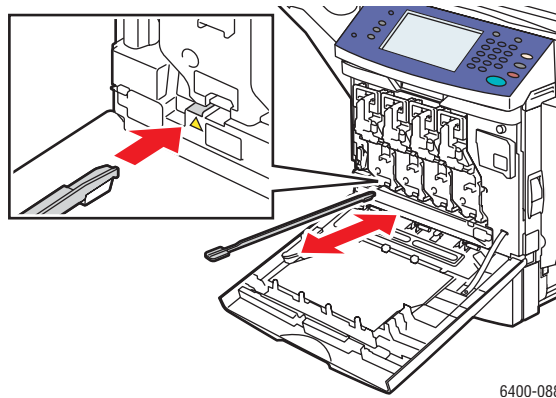
Cleaning the Laser Lenses

This printer is constructed with four laser lenses. Clean all lenses as described below. The laser lens cleaning tool should be attached to the inside of the front door.

1. Open the printer's front door.

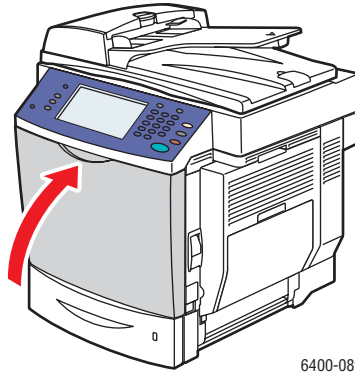


2. Remove the laser lens cleaning tool from its holder on the inside of the front door.
3. With the foam pad facing down, insert the laser lens cleaning tool into the cleaning port (identified with a color triangle label for each of the 4 colors) until it reaches the beginning of the handle.



4. Pull out the tool and then repeat two or three times. Repeat this process for each of the 4 lenses.
5. Return the laser lens cleaning tool to its holder on the inside of the front door. Storing the laser lens cleaning tool in the printer's front door keeps it from getting lost.

6. Close the front door.



6400-089

Ordering Supplies

This section includes:

- [Consumables](#) on page 166
- [Routine Maintenance Items](#) on page 166
- [Customer Replaceable Parts](#) on page 166
- [When to Order Supplies](#) on page 167
- [Recycling Supplies](#) on page 167

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

Consumables

Genuine Xerox Toner Cartridges (Cyan, Magenta, Yellow and Black)

- Standard capacity
- High capacity

Note: Each toner cartridge includes installation instructions on the box.

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

Routine Maintenance Items

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

The following items are routine maintenance items:

- Imaging Units
- Waste Cartridge
- Fuser
- Transfer Roller
- Transfer Belt
- Ozone Filter
- ADF Roller Kit

Customer Replaceable Parts

Customer replaceable parts are long life items that may require occasional replacement based on customer usage and print volumes.

- Tray 2 Feed Roller

- Lower Feed Unit Roller - Tray 3 and Tray 4 (option)

When to Order Supplies

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

Order supplies from your local reseller or from the Xerox Supplies website at www.xerox.com/office/WC6400supplies.

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

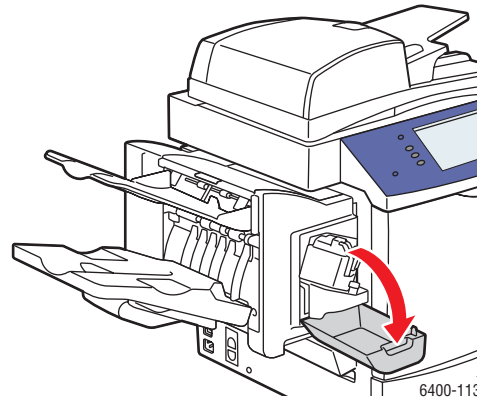
Recycling Supplies

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

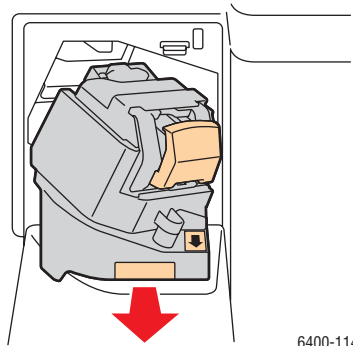
Installing Staples

When there are no more staples, the **Replace Staple Cartridge** message will appear on the printer's control panel. Replace the staple cartridge.

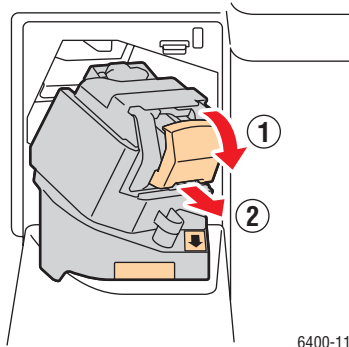
1. Open the finisher front door.



2. Extend the stapling assembly.
3. The stapling assembly cannot be removed from the printer.

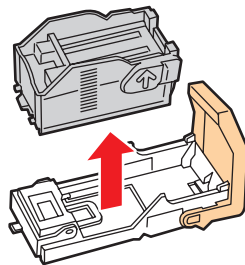


4. Pull out and remove the stapling unit.



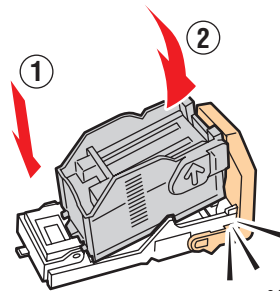
6400-115

5. Remove the staple cartridge. Discard or recycle it.



6400-166

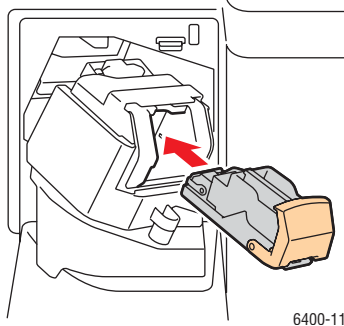
6. Insert the new staple cartridge.



6400-167

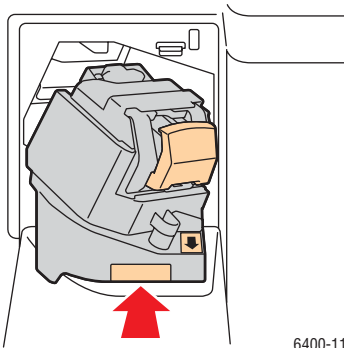
Maintenance

7. Replace the stapling unit.



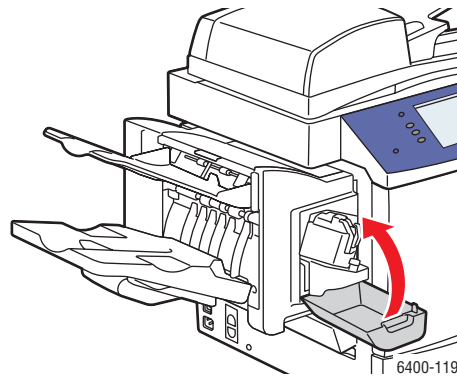
6400-117

8. Push the stapling assembly back into the printer.



6400-118

9. Close the finisher front door.



6400-119

Calibrating the Scanner

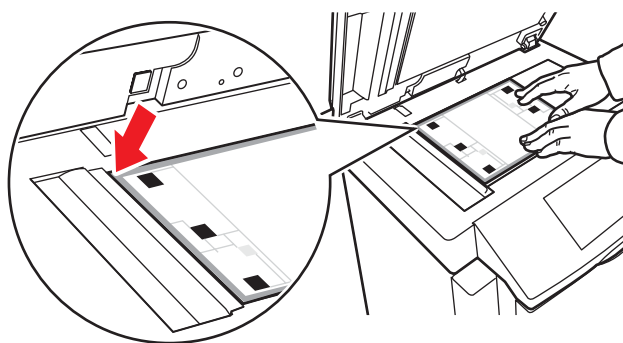
Calibrate the scanner after you replace the scanner or document feeder. When you calibrate the scanner, the printer scans the calibration page and adjusts the output quality of the front and back pages of 2-sided originals in relation to each other.

Note: You do not need to calibrate the scanner regularly. Only calibrate when you have replaced the scanner or the document feeder.

The scanner must be calibrated using the document glass and the document feeder.

To calibrate the scanner:

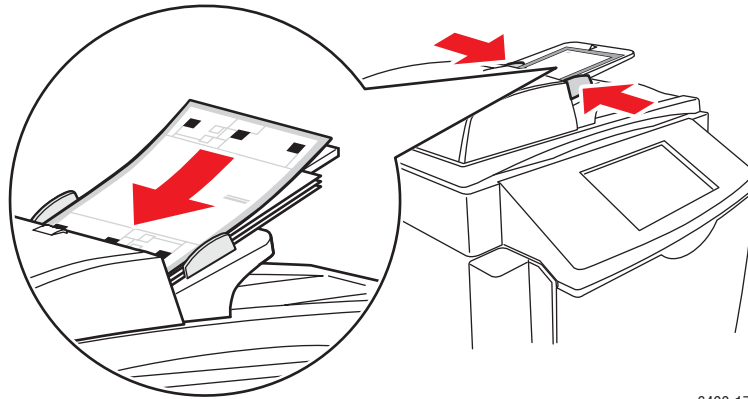
1. Start the calibration procedure from the printer's control panel.
2. Log in as a system administrator. Press the **Log In/Out** button (user name: admin, default password: 1111).
3. On the control panel, press the **Machine Status** button.
4. Select the **Tools** tab.
5. Select **Troubleshooting**, then **Calibration**.
6. Select **Document Glass Registration**.
7. Place the scanner calibration page on the document glass. The scanner calibration page is included with your replacement scanner or document feeder.



6400-173

8. Close the document feeder.
9. On the control panel, select **Start** to scan the calibration page.
10. Wait for the scan to be completed, and then select one of the following options:
 - If the control panel indicates **Success**, select **Close**, and continue with Step 11.
 - If the control panel indicates **Failure**, select **Close**, and repeat Steps 7–9.

11. Scanner calibration from the document glass is complete. The scanner must now be calibrated from the document feeder. Remove the scanner calibration page from the document glass, and place three blank sheets of paper (letter or A4 size) in the document feeder. Place the calibration page on top of the three sheets. Adjust the paper guides to fit against the calibration page.



6400-174

Note: The paper guides should be adjusted to fit against the paper. If the page is misaligned, the calibration procedure will fail.

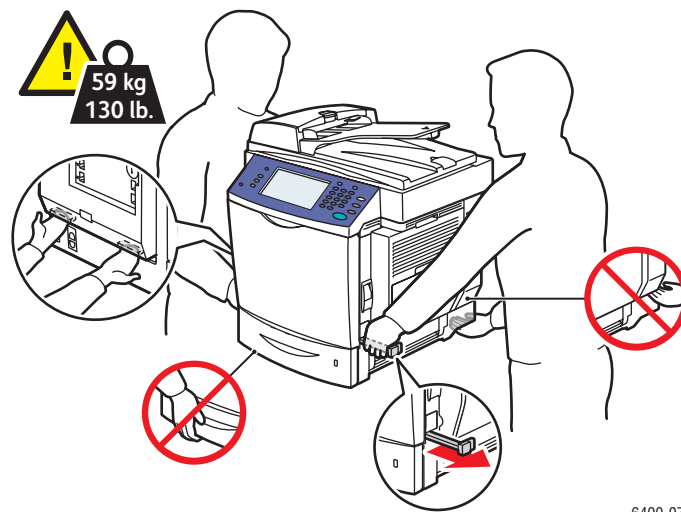
12. On the control panel, select **Document Feeder Registration**, then press the Start button to scan the calibration page.
13. Wait for the scan to be completed, then select one of the following options:
 - If the control panel indicates **Success**, select **Close**. The calibration procedure is complete.
 - If the control panel indicates **Failure**, select **Close**, then repeat Steps 12–13.

Note: When you are finished calibrating the scanner, please return the calibration page to Xerox with the defective scanner or document feeder.

For more information about calibrating the scanner, see the Online Support Assistant at www.xerox.com/office/WC6400support.

Moving the Printer

- Always turn the printer off and disconnect the power cord from the back of the printer.
- Make sure two people are available to lift the printer.
- When lifting the printer, grasp the areas as shown in the figure.
- Keep the printer level to avoid toner spillage.
- Failure to repackage the printer properly for shipment can result in damage to the printer not covered by the warranty, service agreement, or Total Satisfaction Guarantee.
- Damage to the printer caused by improper moving is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee.



Note: The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Troubleshooting

9

This chapter includes:

- [Control Panel Messages](#) on page 176
- [General Troubleshooting](#) on page 177
- [Paper Feed Problems](#) on page 181
- [Print-Quality Problems](#) on page 201
- [Copy and Scan Problems](#) on page 214
- [Fax Problems](#) on page 215
- [Getting Help](#) on page 219

See also:

Troubleshooting video tutorials at www.xerox.com/office/WC6400docs

Control Panel Messages

The control panel provides you with information and troubleshooting help. When an error or warning condition occurs, the control panel displays a message informing you of the problem. In many cases, the control panel also displays an animated graphic showing the location of the problem, such as the location of a paper jam.

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

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

1. Press the **Machine Status** button.
2. Select the **Faults** tab.
3. Select **Current Faults**, or **Fault History**.

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

1. Press the **Machine Status** button.
2. Select the **Tools** tab.
3. Select **Troubleshooting**.
4. Select **Support Pages**.
5. Select **System Status Page**.
6. Press **Print**.

General Troubleshooting

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

To reboot the printer:

1. Locate the ON/OFF switch on the lower left side of printer.
2. Turn the switch OFF, wait 2 minutes, and turn the switch back ON.

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

- [Printer Does not Turn On](#) on page 177
- [Printing Takes Too Long](#) on page 178
- [Product Resets or Turns Off Frequently](#) on page 178
- [Product Is Making Unusual Noises](#) on page 179
- [The Date and Time Are Incorrect](#) on page 179
- [Duplex Problems](#) on page 179
- [Scanner Error](#) on page 179
- [Front Door Will Not Close](#) on page 179
- [Right Side Door Will Not Close](#) on page 180

Printer Does not Turn On

Probable Causes	Solutions
The power cord is not correctly plugged into the outlet.	Turn off the printer, and plug the power cord securely into the outlet.
Something is wrong with the outlet connected to the printer.	Plug another electrical appliance into the outlet and see whether it operates properly. Try a different outlet.
The power switch is not correctly turned on.	Turn the power switch off, wait two minutes, then turn it back on.
The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in Electrical Specifications on page 224.

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

Printing Takes Too Long

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

Product Resets or Turns Off Frequently

Probable Causes	Solutions
The power cord is not correctly plugged into the outlet.	Turn off the printer, confirm that the power cord is correctly plugged into the printer and the outlet, and then turn on the printer.
A system error occurred.	Contact your local Xerox service representative with the fault information. Check the fault history. For more information see Control Panel Messages on page 219.

Product Is Making Unusual Noises

Probable Causes	Solutions
The printer is not level.	Place the printer on a flat, hard, level surface.
The tray is not installed correctly.	Open and close the tray you are printing from.
There is an obstruction or debris inside the printer.	Turn off the printer and remove the obstruction or debris. If you cannot remove it, contact Technical Support.

The Date and Time Are Incorrect

Probable Causes	Solutions
Did you set the correct date and time?	Ensure you have set the correct Date and Time on the control panel.

Duplex Problems

Probable Causes	Solutions
Media or settings are not correct.	Make sure that you are using correct media. For more information see Supported Media on page 41. Do not duplex custom-sized media, envelopes, labels, heavyweight stock, or transparencies. In the printer driver choose Print on Both Sides .

Scanner Error

Probable Causes	Solutions
Scanner is not communicating.	Turn off the printer, and check the scanner cable. Wait 2 minutes and turn the printer on again. If the problem is not resolved, contact your local Xerox service representative.

Front Door Will Not Close

Probable Causes	Solutions
One or more of the consumables are missing or installed incorrectly.	Check the toners, imaging units and waste cartridge for correct installation.

Right Side Door Will Not Close

Probable Causes	Solutions
The fuser is missing or the green levers on the fuser are not locked.	Make sure that the green levers on the fuser are in the locked position.
The transfer belt is not properly installed. One or both of the mounting screws is not tight.	Tighten the two mounting screws.

Paper Feed Problems

This section includes:

- [Clearing Paper Jams or Misfeeds on page 181](#)
- [Troubleshooting Paper Feed Problems on page 198](#)

Clearing Paper Jams or Misfeeds

This section includes:

- [Clearing Paper Jams or Misfeeds from Tray 1 on page 181](#)
- [Clearing Paper Jams or Misfeeds from Tray 2 on page 183](#)
- [Clearing Paper Jams or Misfeeds in Tray 3 or 4 on page 185](#)
- [Clearing Paper Jams in the Duplex Unit on page 186](#)
- [Clearing Paper Jams in the Fuser on page 187](#)
- [Clearing Paper Jams in the Document Feeder on page 190](#)
- [Clearing Paper Jams Behind the Right Side Door on page 191](#)
- [Clearing a Paper Jam Behind the Control Panel on page 192](#)
- [Clearing Paper Jams in the Finisher on page 193](#)
- [Clearing Jammed Staples on page 195](#)

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

Note: The image is not fixed on the media before the fusing process. Do not touch the printed surface of the media when removing it. Unfused toner may stick to your hands. Make sure not to spill any toner inside the printer.

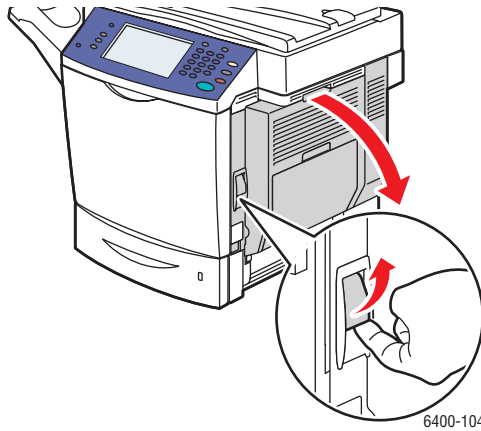
Warning: If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off. If toner gets on your skin, wash it off with cool water and a mild soap. If you get toner in your eyes, wash it out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

Clearing Paper Jams or Misfeeds from Tray 1

1. Remove the media from Tray 1.
2. Fold up Tray 1.

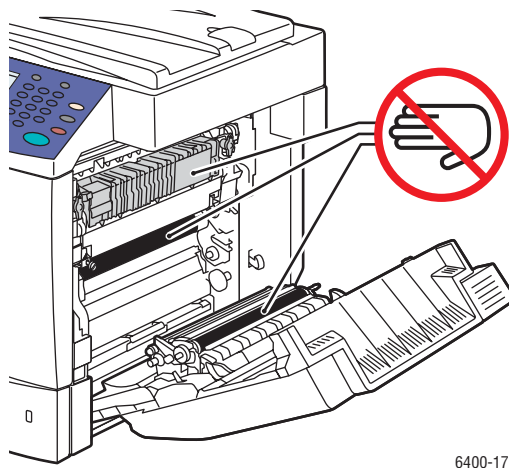
Troubleshooting

3. Pull the lever on the right side of the printer, and open the right side door.

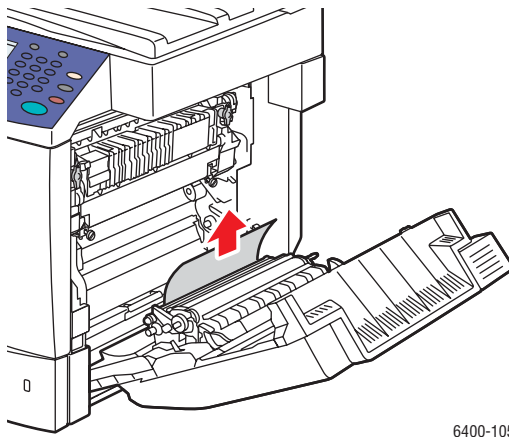


Warning: The area around the fuser may be hot. Use caution to avoid injury.

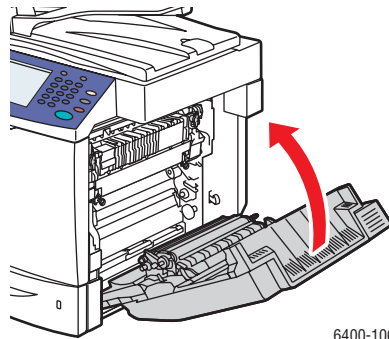
Note: Be careful to not touch the transfer belt or the transfer roller. Fingerprints on these surfaces may degrade print quality.



4. Carefully pull out the jammed media.



5. Close the right side door.



6400-106

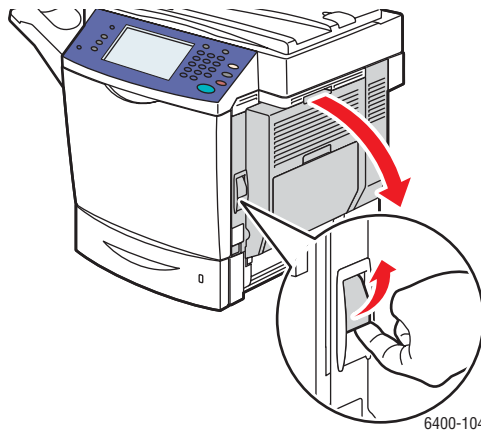
6. Open Tray 1 and reload the media.

Clearing Paper Jams or Misfeeds from Tray 2

1. Fold up Tray 1.

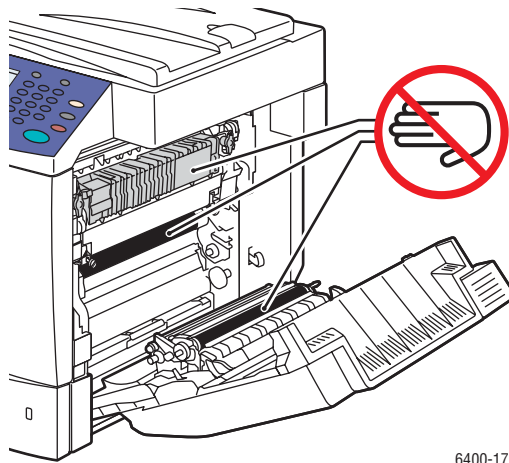
Troubleshooting

2. Pull the lever, and then open the right side door.

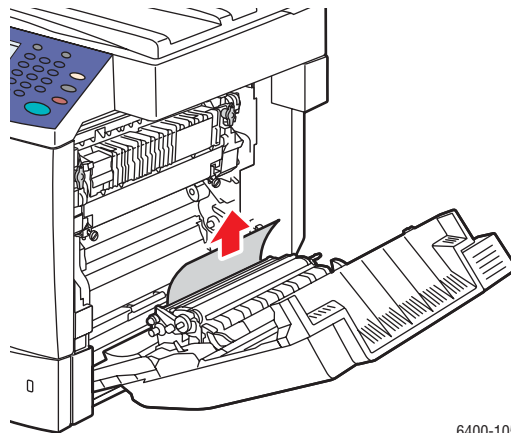


Warning: The area around the fuser may be hot. Use caution to avoid injury.

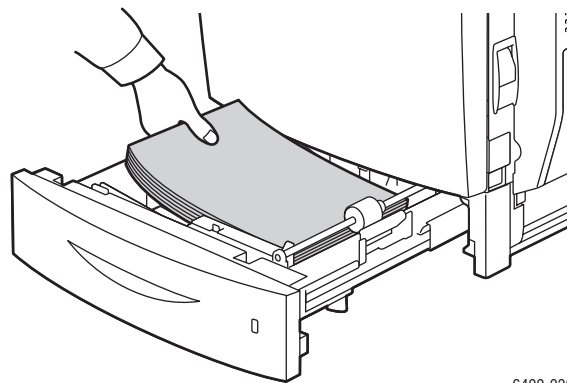
Note: Be careful to not touch the transfer belt or the transfer roller. Fingerprints on these surfaces may degrade print quality.



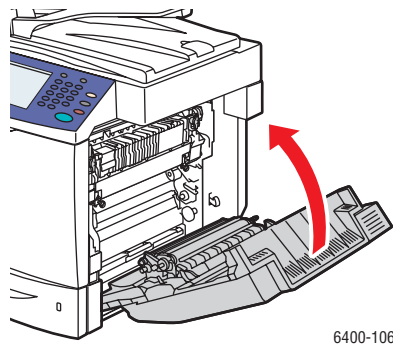
3. Remove misfed or damaged media.



4. Open Tray 2, and remove any jammed or misfed media.
5. Reload the media and close Tray 2.



6. Close the right side door.

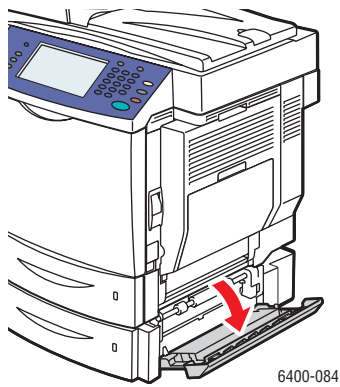


Clearing Paper Jams or Misfeeds in Tray 3 or 4

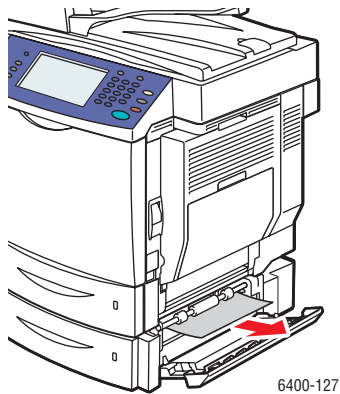
1. Fold up Tray 1.
2. Open the Tray 3 or Tray 4 right side door.

Troubleshooting

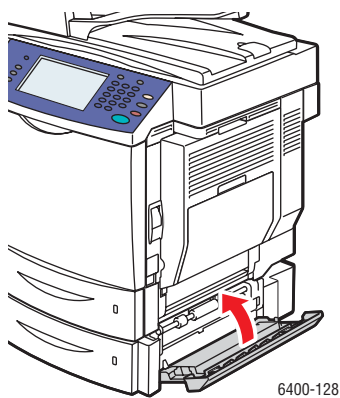
3. The following illustrations show a jam at Tray 3.



4. Flip open the inner guide, and carefully pull out the jammed media.



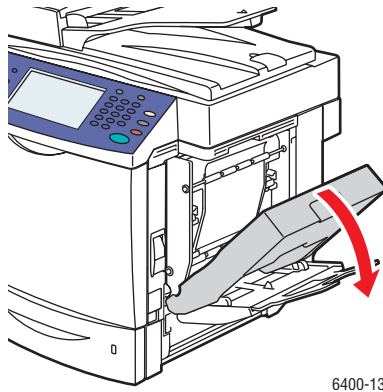
5. Open Tray 3 or 4. Remove misfed or damaged media, and close the tray.
6. Close the right side door.



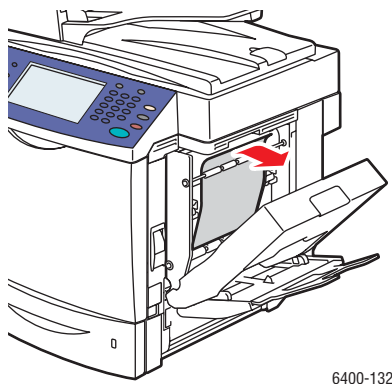
Clearing Paper Jams in the Duplex Unit

1. Open Tray 1.

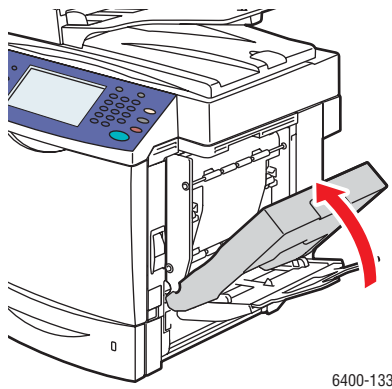
2. Open the duplex cover.



3. Carefully pull out the jammed media.



4. Close the duplex cover.



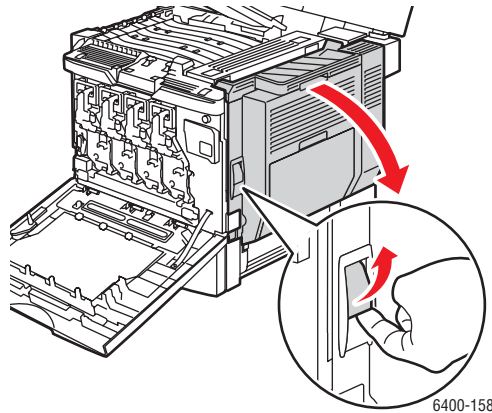
5. Close Tray 1.

Clearing Paper Jams in the Fuser

1. Fold up Tray 1.

Troubleshooting

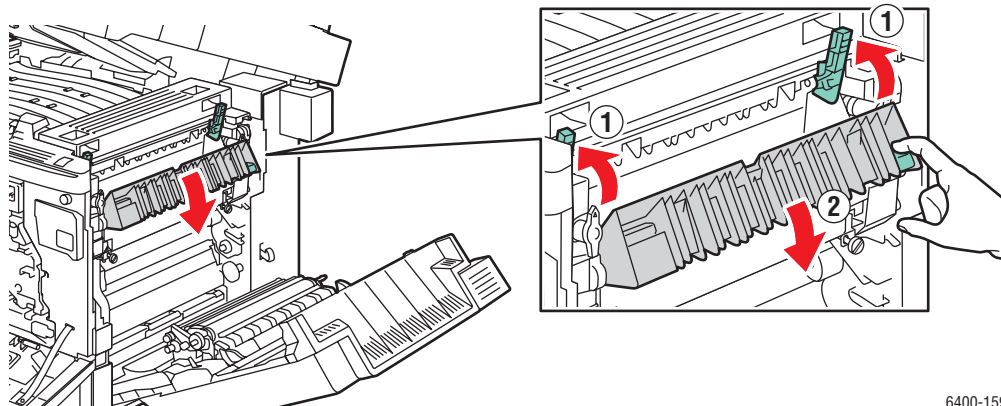
2. Pull the lever, and then open the right side door.
3. Open front door, and then raise the control panel.



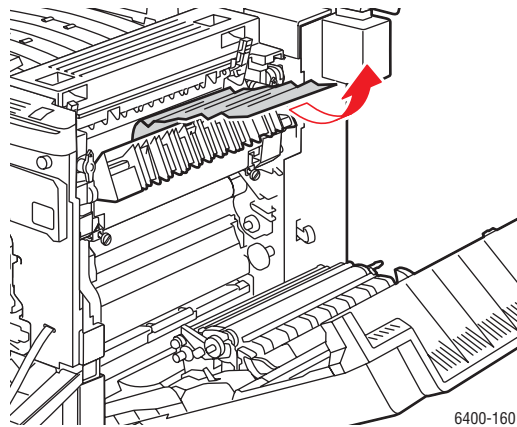
Warning: The area around the fuser may be hot. Use caution to avoid injury.

Note: Be careful to not touch the transfer belt or the transfer roller. Fingerprints on these surfaces may degrade print quality.

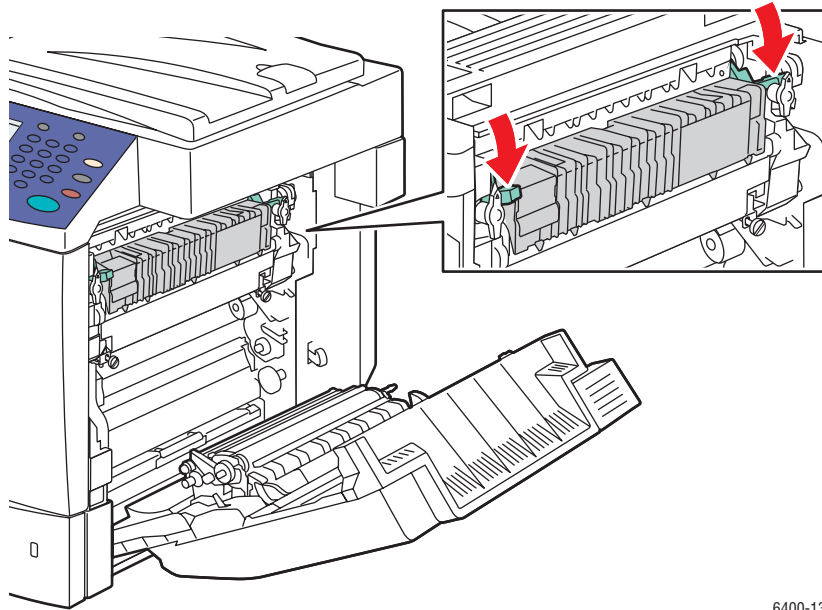
4. Push the green levers up, and open the fuser cover.



5. Carefully pull out the jammed media.



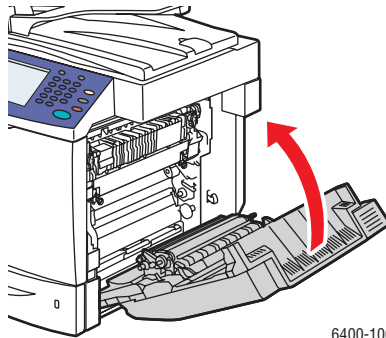
6. Lower the control panel and close the front door.
7. Push the green levers down.



6400-136

8. Close the right side door.

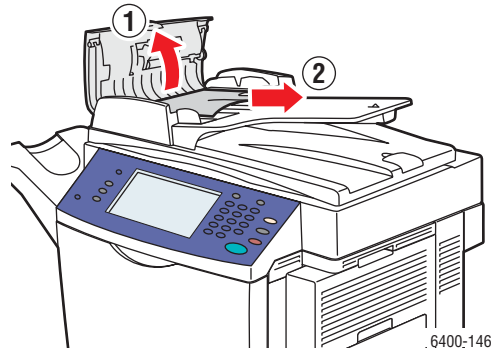
Note: The door will not close if the green levers are not pressed down.



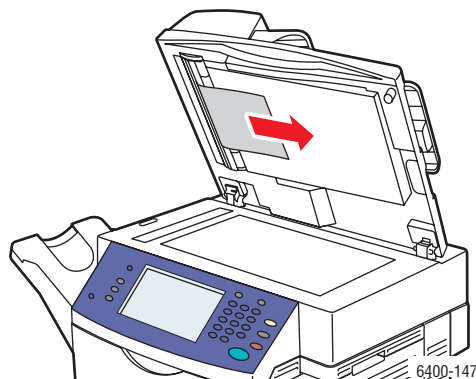
6400-106

Clearing Paper Jams in the Document Feeder

1. Open the jam access door on the top of the document feeder, lift the green tab, and carefully pull out the jammed media.
2. Remove the originals from the document feeder and the catch tray.



3. Close the jam access door on the document feeder.
4. Lift the document feeder.

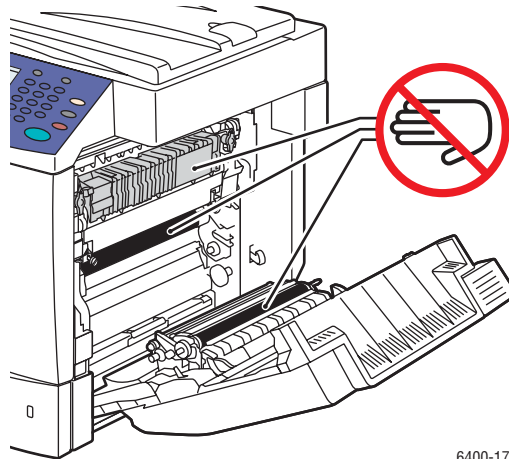


5. Remove any jammed media from under the document feeder or from the document glass.
6. Close the document feeder.
7. Reinsert originals in the document feeder.

Clearing Paper Jams Behind the Right Side Door

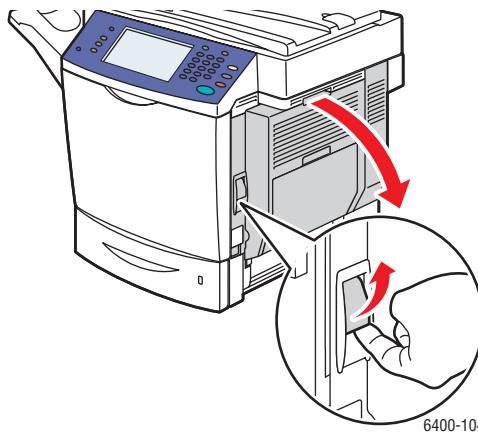
Warning: The area around the fuser may be hot. Use caution to avoid injury.

Note: Be careful to not touch the transfer belt or the transfer roller. Fingerprints on these surfaces may degrade print quality.



6400-171

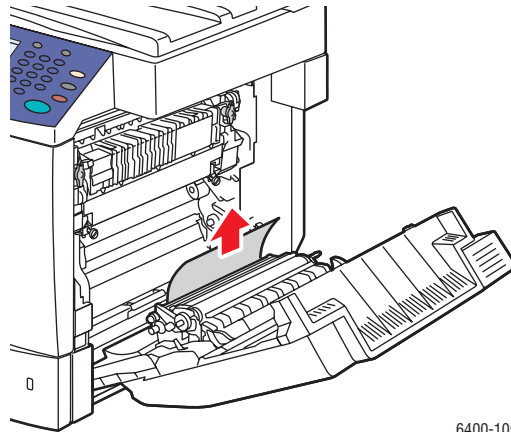
1. Fold up Tray 1.
2. Pull the lever on the right side of the printer, and open the right side door.



6400-104

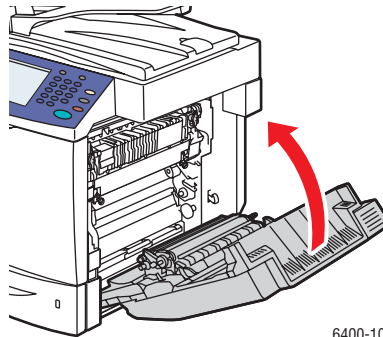
Troubleshooting

- Carefully remove the jammed media.



6400-105

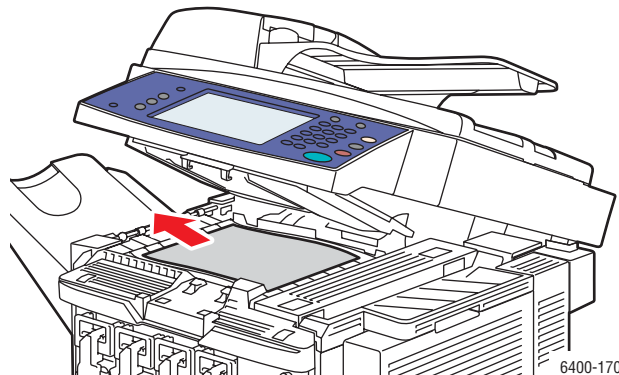
- Close the right side door.



6400-106

Clearing a Paper Jam Behind the Control Panel

- Open the front door and raise the control panel.
- Carefully remove any jammed media.



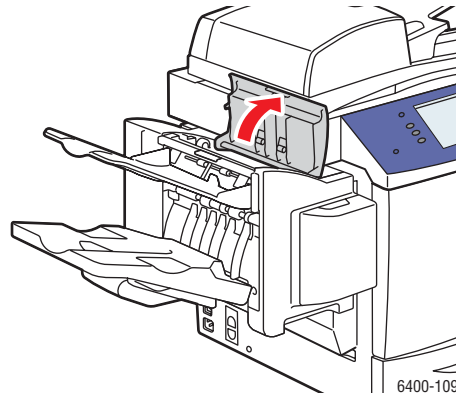
6400-170

- Lower the control panel and close the front door.

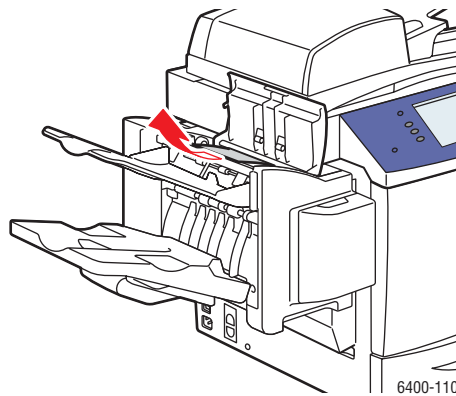
Clearing Paper Jams in the Finisher

Jam in Finisher Transport Area or Sub Tray

1. Open the finisher top cover.



2. Carefully pull out the jammed media.

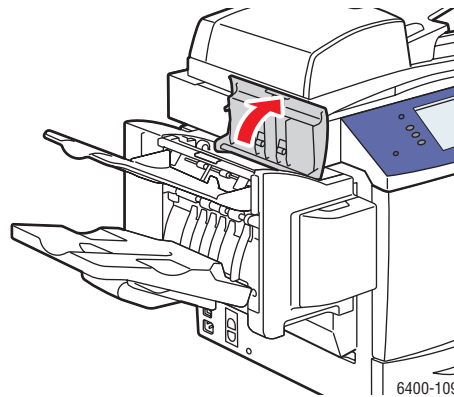


3. Close the finisher top cover.

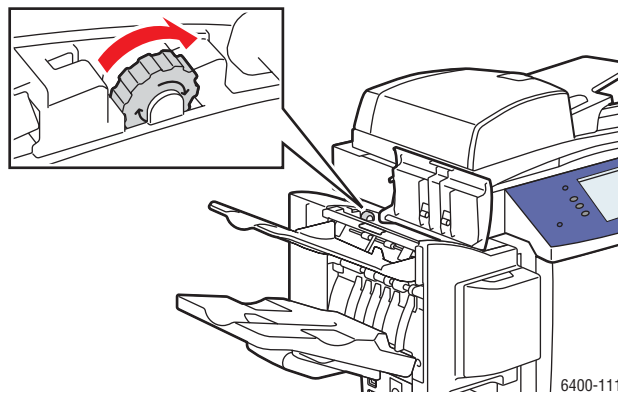
Jams at Finisher Main Tray

If the paper jam occurred in the center section of the finisher, follow the procedure described below:

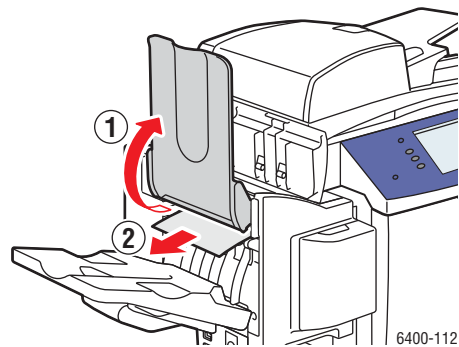
1. Open the finisher top cover.



2. Turn the knob inside **clockwise** to feed the paper into the main output tray.



3. When the media is in the main output tray, lift up the sub output tray, and then slowly pull out the media.

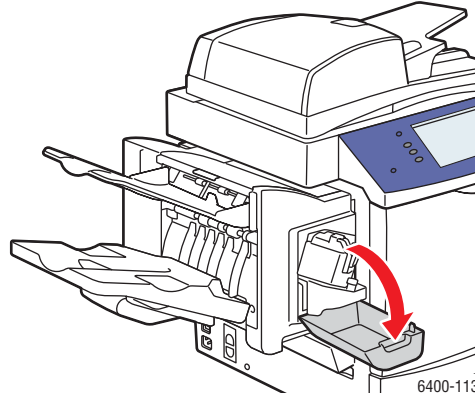


4. Close the finisher top cover.

Clearing Jammed Staples

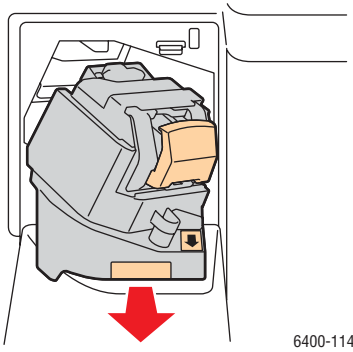
To clear jammed staples, follow the procedure described below:

1. Open the finisher front door.

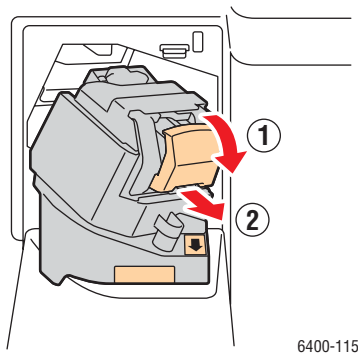


2. Extend the stapling assembly.

Note: The stapling assembly cannot be removed from the printer.

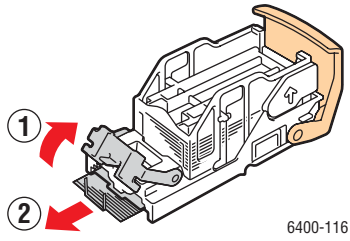


3. Pull out and remove the stapling unit.

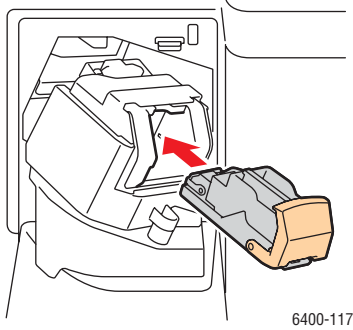


Troubleshooting

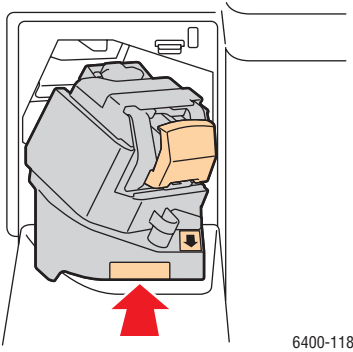
4. Push the guide for the staple cartridge up, and then remove any jammed staples.



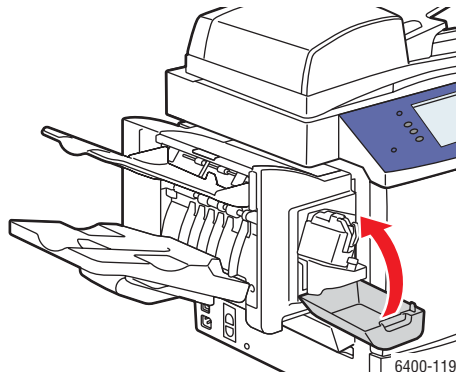
5. Return the guide to its original position, and then install the stapling unit.



6. Slide the stapling assembly back into the printer.



7. Close the finisher front door.



Minimizing Paper Jams

This section provides information to help you minimize paper jams.

Make sure to:

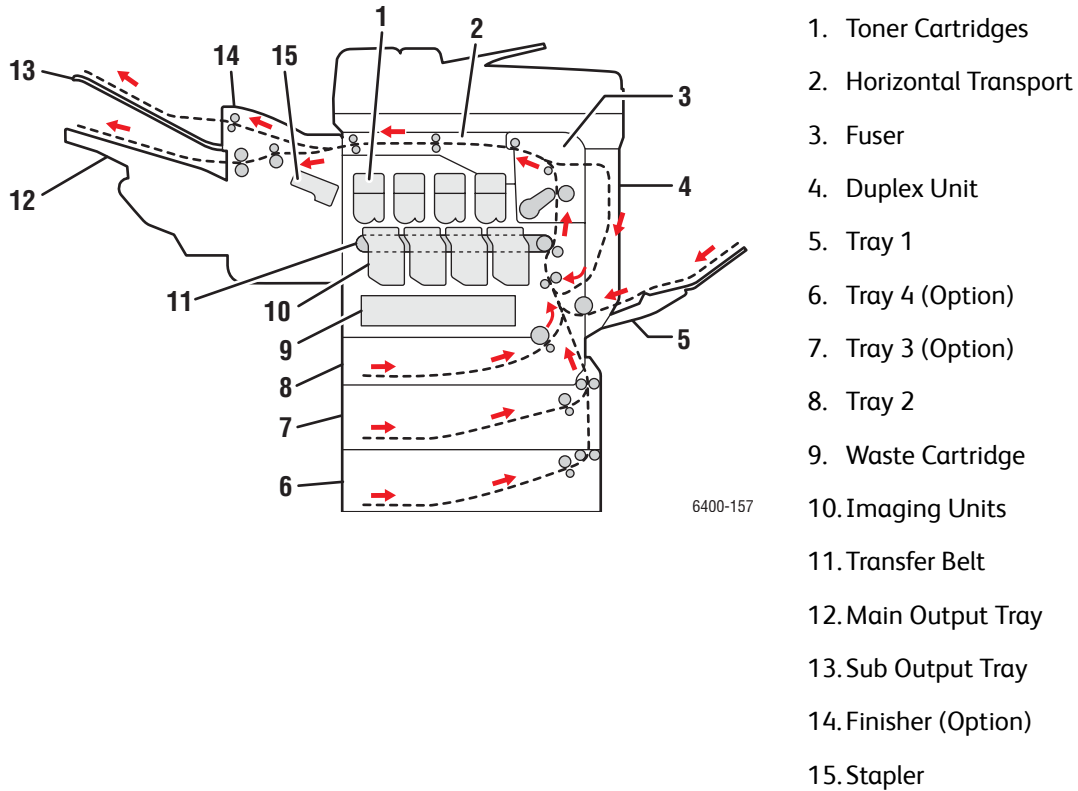
- Use only supported media. For more information see [Supported Media](#) on page 41.
- Set the tray settings to the loaded media size and type.
- Load the media flat, especially on the leading edge.
- Install the printer on a hard, flat, level surface.
- Store media in a dry location.
- Remove transparencies from the output bin immediately after printing to avoid static buildup.
- Adjust the media guides in all trays after inserting the media. A guide that is not properly adjusted can cause poor print quality, media misfeeds, skewed prints, and printer damage.

Avoid the following:

- Media that is specially designed for ink-jet printers with polyester coating.
- Media that is folded, wrinkled, or excessively curled.
- Fanning transparencies since this causes static.
- Loading more than one type/size/weight of media in a tray at the same time.
- Loading dog-eared (folded corners), stapled, or punched media in the document feeder.
- Overfilling the trays.
- Allowing the output tray to overfill.
- Allowing the output tray to fill with more than a few transparencies.

Understanding the Media Path

Understanding the printer's media path will help you locate media misfeeds.



Troubleshooting Paper Feed Problems

The printer is designed to function with minimal paper jams using Xerox supported media. Other media types may cause more frequent paper jams. If supported media is jamming frequently in one area, that area may need to be cleaned or repaired. This section contains help on the following problems:

- [The Printer Pulls Multiple Sheets Together](#) on page 199
- [Paper Jam Message Stays On](#) on page 199
- [Duplex Unit Jams](#) on page 199
- [Document Feeder Jams](#) on page 199
- [Media Misfeeds](#) on page 200

The Printer Pulls Multiple Sheets Together

Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper past fill line.
The front edges of the paper are not even.	Remove the media, align the front edges, and then reload it.
The media is moist from humidity.	Remove the media from the tray, and replace it with new dry media.
Too much static electricity is present.	Try a new ream of paper. Do not fan transparencies.

Paper Jam Message Stays On

Probable Causes	Solutions
Some paper remains jammed in the printer.	Recheck the media path and make sure that you have removed all of the jammed paper. For more information see Understanding the Media Path on page 198.

Duplex Unit Jams

Probable Causes	Solutions
Unsupported media (wrong size, thickness, type, etc.) is being used.	Use only Xerox-approved media. For more information see Supported Media on page 41. Recheck the media path inside the duplex unit and make sure that you have removed all of the jammed paper. Make sure that you have not mixed media types in the tray. Do not duplex envelopes, labels, transparencies, heavyweight stock, or gloss stock.

Document Feeder Jams

Probable Causes	Solutions
Unsupported media (wrong size, thickness, type, etc.).	Do not use media that is too thick. Use only Xerox-approved media. See Supported Media on page 41.

Probable Causes	Solutions
The documents loaded in the document feeder exceed the maximum capacity allowed.	Place fewer documents in the document feeder.
The document feeder guides are improperly adjusted.	Ensure the media guides fit snugly against the media loaded in the document feeder.

Media Misfeeds

Probable Causes	Solutions
The media is not correctly positioned in the tray.	Remove the misfed media and reposition the media properly in the tray. Ensure that the media guides in the tray are set correctly.
The number of sheets in the tray exceeds the maximum sheets allowed.	Remove the excess media and load media below the fill line.
The media guides are not correctly adjusted to the media size.	Adjust the media guides in the tray to match the size of the media.
Warped or wrinkled media is loaded in the tray.	Remove the media, smooth it out, and reload it. If it still misfeeds, do not use that media.
The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
Unsupported media (wrong size, thickness, type, etc.) is being used.	Custom-sized media, envelopes, labels, heavyweight stock, or transparencies are loaded in Tray 2, Tray 3 or Tray 4. Special media must be loaded in Tray 1 only. Use Xerox-approved media. See Supported Media on page 41.
The recommended transparency or label sheet is facing the wrong way in Tray 1.	Load the transparencies or label sheets according to the manufacturer's instructions.
Envelopes are facing the wrong way in Tray 1.	Load the envelopes in Tray 1 with the flaps facing up. If the flaps are on the long edge, load the envelopes with the flap toward the left of the printer with the flaps facing up.
The media feed roller is dirty.	Clean the media feed roller. For more details, see Maintenance and Cleaning on page 154.

Print-Quality Problems

This section includes:

- [Using Built-in Troubleshooting Tools](#) on page 201
- [Troubleshooting Print-Quality Problems](#) on page 203

Your WorkCentre 6400 printer is designed to produce consistently high-quality prints. If you observe print-quality problems, use the information on these pages to troubleshoot the problem. For more information, go online to Xerox Support & Drivers at www.xerox.com/office/WC6400support.

Caution: The Xerox warranty, service agreement, or Total Satisfaction Guarantee does not cover damage caused by using unsupported paper, transparencies, or other specialty media. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Note: To enhance print quality, toner/print cartridge(s) for many models of equipment have been designed to cease functioning at a predetermined point.

Note: Grayscale images printed with the composite black setting count as color pages, because color consumables are used. This is the default setting on most printers.

Using Built-in Troubleshooting Tools

Your printer contains the following built-in tools to help you diagnose print quality problems as well as adjust your printer's image quality.

- [Printing the Troubleshooting Print Quality Page](#) on page 201
- [Setting Color Calibration](#) on page 202
- [Calibrating the Paper Type](#) on page 202
- [Adjusting the Print Margins](#) on page 202
- [Calibrating the Image Quality](#) on page 202
- [Adjusting for High Altitude Locations](#) on page 202
- [Selecting Paper Type](#) on page 202

Printing the Troubleshooting Print Quality Page

Print this Information Page for more help.

1. Press the **Machine Status** button on the control panel.
2. Select the **Tools** tab, select **Troubleshooting** on the left, and select **Support Pages** from the list.
3. Select the **Troubleshooting Print Quality Page**, and select **Print**.

Setting Color Calibration

1. Press the **Machine Status** button on the control panel.
2. Select the **Tools** tab, select **Troubleshooting** on the left, and then select **Calibration** from the list.
3. From the menu, select **Color Calibration** and follow the instructions on the screen.

Calibrating the Paper Type

1. Press the **Machine Status** button on the control panel.
2. Select the **Tools** tab, select **Troubleshooting** on the left, and then select **Calibration** from the list.
3. From the menu, select **Calibrate Paper Type** and follow the instructions on the screen.

Adjusting the Print Margins

1. Press the **Machine Status** button on the control panel.
2. Select the **Tools** tab, select **Troubleshooting** on the left, and then select **Calibration** from the list.
3. From the menu, select **Image Position** and follow the instructions on the screen.

Calibrating the Image Quality

1. Press the **Machine Status** button on the control panel.
2. Select the **Tools** tab, select **Troubleshooting** on the left, and then select **Calibration** from the list.
3. From the menu, select **Image Quality Calibration** and follow the instructions on the screen.

Adjusting for High Altitude Locations

1. Press the **Log In/Out** button on the control panel.
2. Enter the user name **admin**.
3. Select **Next**.
4. Enter the default password **1111**.
5. Select **Enter**.
6. Press the **Machine Status** button.
7. Select the **Tools** tab, select **Troubleshooting** on the left, and then select **Calibration** from the list.
8. From the menu, select **Altitude Adjustment** and follow the instructions on the screen.

Selecting Paper Type

For information on supported paper type and weight:

1. Select **Machine Status** on the control panel.
2. Select **Machine Info**.
3. Select **Information Pages**, then select **Paper Tips Page**, and then press the **OK** button to print.

See also:

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

www.xerox.com/europaper Recommended Media List (Europe)

www.xerox.com/office/WC6400supplies to order Xerox printing media

Troubleshooting Print-Quality Problems

- [Nothing Prints or Black Spots Print on Page](#) on page 203
- [Entire Page Prints Black or Color](#) on page 204
- [Image Prints Too Light](#) on page 204
- [Image Prints Too Dark](#) on page 205
- [Image is Blurred or Stained](#) on page 206
- [Print Density is Uneven](#) on page 206
- [Print is Irregular or Mottled](#) on page 207
- [Ink Rubs Off After Printing](#) on page 208
- [Toner Smudges and Residual Images Print](#) on page 209
- [Toner Smudges Appear on the Back of the Page](#) on page 210
- [White or Black Areas Print in Regular Pattern](#) on page 211
- [Image Prints with Defects](#) on page 211
- [Lateral Lines or Bands Print on Image](#) on page 212
- [Colors Look Wrong](#) on page 212
- [Colors Do Not Register Properly](#) on page 213
- [Colors Reproduce Poorly](#) on page 213

Nothing Prints or Black Spots Print on Page

Probable Causes	Solutions
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.
The printer driver is not set correctly	Select the proper setting in the printer driver to switch from transparencies to plain paper.
The media is moist from humidity.	Adjust the humidity for media storage. Remove the moist media and replace it with new, dry media.
The media set in the printer driver mismatches the media loaded in the printer.	Load the correct media in the printer.
Several sheets are being fed at the same time.	Remove the media from the tray and check for static electricity. Fan plain paper or other media (but not transparencies), and replace it in the tray.

Probable Causes	Solutions
Media is not set properly in the tray(s).	Remove the media, tap it to straighten it out, return it into the tray, and realign the media guides.

Entire Page Prints Black or Color



Probable Causes	Solutions
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.
One or more of the toner cartridges may be defective.	Remove the toner cartridges and check each for damage. If one or more is damaged, replace it.

Image Prints Too Light



Probable Causes	Solutions
The copy density is too light.	Select a darker copy density.
The media is moist from humidity.	Remove the paper and try a fresh ream.
One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage.
Media type is set incorrectly.	When printing envelopes, labels, heavyweight stock, or transparencies, specify the appropriate media type in the printer driver.

Probable Causes	Solutions
Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Xerox-approved media. See Supported Media on page 41.
The grey dials on the fuser are set for envelope printing.	Rotate both grey dials on the fuser to the paper setting.
The printer needs to be calibrated.	Perform the color calibration procedure. For more information see Setting Color Calibration on page 202.

Image Prints Too Dark



Probable Causes	Solutions
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.
One or more of the toner cartridges may be defective.	Remove the toner cartridges and check each for damage. If one or more is damaged, replace it.
The printer needs to be calibrated.	Perform the color calibration procedure. For more information see Setting Color Calibration on page 202.

Image is Blurred or Stained



Probable Causes	Solutions
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.
One or more of the toner cartridges may be defective.	Remove the toner cartridges and check each for damage. If one or more is damaged, replace it.
The two grey dials on the fuser are adjusted for envelope printing.	Rotate both grey dials on the fuser to the paper setting.

Print Density is Uneven



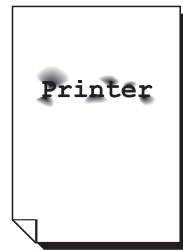
Probable Causes	Solutions
One or more of the toner cartridges may be defective or low.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.
The printer is not level.	Place the printer on a flat, hard, level surface.
The grey dials on the fuser are set for envelope printing.	Rotate both grey dials on the fuser to the paper setting.
Specialty paper in use.	Perform the “Calibrate Paper Type” calibration in the Tools/Calibration menu.

Print is Irregular or Mottled



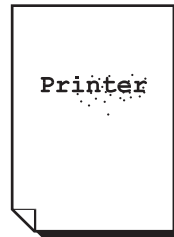
Probable Causes	Solutions
The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Xerox-approved media. See Supported Media on page 41.
One or more of the toner cartridges may be defective.	Remove the toner cartridges and check each for damage. If one or more is damaged, replace it.
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.
The two grey dials on the fuser are adjusted for envelope printing.	Rotate both grey dials on the fuser to the paper setting.

Ink Rubs Off After Printing



Probable Causes	Solutions
The two grey dials on the fuser are set to envelope printing.	Rotate both grey dials on the fuser to the paper setting.
The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Xerox-approved media. See Supported Media on page 41.
Media type is set incorrectly.	When printing envelopes, labels, heavyweight stock, or transparencies, specify the appropriate media type in the printer driver.

Toner Smudges and Residual Images Print



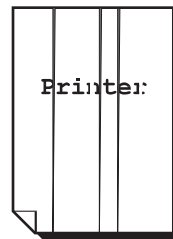
Probable Causes	Solutions
The two grey dials on the fuser are set for envelope printing.	Rotate both grey dials on the fuser to the paper setting.
Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Xerox-approved media. See Supported Media on page 41.
Media type is set incorrectly.	When printing envelopes, labels, heavyweight stock, or transparencies, specify the appropriate media type in the printer driver.
Laser lens is dirty.	Clean the laser lens. See Cleaning the Laser Lenses on page 164.

Toner Smudges Appear on the Back of the Page



Probable Causes	Solutions
The media transfer roller is dirty.	Check the transfer roller for toner accumulation. Replace if necessary.
The media path is dirty with toner.	Print several blank sheets and the excess toner should disappear.
Foreign material has entered the printer.	Check the transfer belt for foreign material or damage. Check the fuser for foreign material.
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.

White or Black Areas Print in Regular Pattern



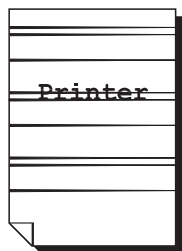
Probable Causes	Solutions
The laser lens is dirty.	Clean the laser lens.
Foreign Material in the paper path.	Inspect the paper path and remove any foreign material.
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.

Image Prints with Defects



Probable Causes	Solutions
A toner cartridge may be defective.	Remove the toner cartridge with the color causing the abnormal image. Replace it with a new toner cartridge.
The imaging unit may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.

Lateral Lines or Bands Print on Image



Probable Causes	Solutions
The printer is not level.	Place the printer on a flat, hard, level surface.
The media path is dirty with toner.	Print several blank sheets and the excess toner should disappear.
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.
The printer is not calibrated to operate at a high elevation location.	Perform the Altitude Adjustment procedure. For more information see Adjusting for High Altitude Locations on page 202.

Colors Look Wrong

Probable Causes	Solutions
The printer is not level.	Place the printer on a flat, hard, level surface.
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.
Incorrect driver settings.	Check the Color Matching settings in the printer driver or your application.
One or more of the toners may be low or empty.	Check the Control Panel for a Toner Status message. If necessary, replace the specified toner cartridge.
The printer is not correctly calibrated.	Perform the Image Quality calibration - Tools > Troubleshooting > Image Quality Calibration.

Colors Do Not Register Properly

Colors do not register correctly or colors are mixed with page-to-page variations.

Probable Causes	Solutions
The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
The printer is not correctly calibrated.	Perform the Image Quality calibration - Tools > Troubleshooting > Image Quality Calibration.

Colors Reproduce Poorly

The colors do not reproduce as expected or they have poor color density.

Probable Causes	Solutions
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.
Incorrect color matching settings.	Check the Color Matching settings in the printer driver or your application.
The printer is not correctly calibrated.	Perform the Image Quality calibration - Tools > Troubleshooting > Image Quality Calibration.

Copy and Scan Problems

When the copy or scan quality is poor, select the closest symptom from the following table to correct the problem.

If the copy quality does not improve after carrying out the appropriate action, contact Xerox Customer Support or your reseller.

Symptom	Solutions
Lines or streaks only present in copies made from the document feeder	There is debris on the document glass. When scanning, the paper from the document feeder passes over the debris creating lines or streaks. Clean all glass surfaces with a lint free cloth.
Spots present in copies taken from the document glass	There is debris on the document glass. When scanning, the debris creates a spot on the image. Clean all glass surfaces with a lint free cloth.
The reverse side of the original is showing on the copy or scan	Copy: Enable Automatically Suppressing Background Variations. Scan: Use the Advanced Settings Tab to enable Automatically Suppressing Background Variations.
Image is too light or dark	Copy: Use the Image Quality settings on the Copy menu. Scan: Use the Advanced Settings Tab.
Colors are off	Copy: Use the Image Quality settings on the Copy menu. Scan: Use the Advanced Settings Tab.

Fax Problems

If the fax cannot be sent or received correctly, refer to the following table, and then perform the indicated operation. If the fax still cannot be sent or received correctly, even after performing the described operations, contact your service representative.

This section includes:

- [Problems Sending Faxes](#) on page 216
- [Problems Receiving Faxes](#) on page 217
- [Printing the Protocol Report](#) on page 218

Problems Sending Faxes

Symptom	Cause	Solution
The document is not scanned.	The document is too thick, too thin, or too small.	Use the document glass to send the fax.
The document is scanned at an angle.	The document feeder guides are not adjusted to the width of the document.	Slide the document feeder guides to fit the width of the document.
The fax received by the recipient is blurry.	The document is incorrectly positioned.	Position the document correctly.
	The document glass is dirty.	Clean the document glass.
	The text in the document is written too faint.	Adjust the resolution.
	There may be a problem with the telephone connection.	Check the telephone line, and then try sending the fax again.
	There may be a problem with the caller's fax machine.	Make a copy to check that this printer is operating correctly, and then, if the copy was printed correctly, have the recipient check the condition of their fax machine.
The fax received by the recipient is blank.	The document was sent with the front side facing down (when the document feeder is used).	Load the document to be faxed facing up.
Fax was not transmitted.	The fax number may be wrong.	Check the fax number.
	The one-touch dial key or speed dial may be incorrectly programmed.	Check that the keys were correctly programmed.
	The telephone line may be incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the recipient's fax machine.	Contact the recipient.

Problems Receiving Faxes

Symptom	Cause	Solution
The received fax is blank.	There may be a problem with the telephone connection or with the caller's fax machine.	Check that the printer can make clean copies. If it can, have the caller send the fax again.
	The sender may have loaded the pages backward.	Contact the sender.
The Fax Machine answers the call, but will not accept incoming data.	Not enough memory	If the job contains several graphics, the printer might not have enough memory. The printer will not answer if memory is low. Remove stored documents and jobs and wait for the existing job to complete. This will increase available memory.
An image is reduced on a transmission.	The paper supply at the receiving fax may not match the original size sent.	Confirm the original size of the documents. Documents might be reduced based on the available paper supply at the receiving fax machine.
Faxes cannot be received automatically.	The printer is set to receive faxes manually.	Set the printer to automatic reception.
	The memory is full.	Load paper if it is empty, and then print the faxes stored in the memory.
	The telephone line is incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the sender's fax machine.	Make a copy to check that this printer is operating correctly, and then, if the copy was printed correctly, have the recipient check the condition of their fax machine.

Printing the Protocol Report

The Protocol Report provides information about the previous fax job as an aid in determining fax protocol problems.

To print the report:

1. Log in as a system administrator. Press the **Log In/Out** button (user name: admin, default password: 1111).
2. Press the **Machine Status** button.
3. Select the **Tools** tab, select **Service Settings**, select **Embedded Fax Settings**.
4. Select **Print Fax Reports**.
5. Select **Protocol Report**, and then press the **OK** button to print the report.

Getting Help

This section includes:

- [Control Panel Messages](#) on page 219
- [Fax and Scan Alerts](#) on page 219
- [Maintenance Assistant](#) on page 219
- [Online Support Assistant](#) on page 220
- [Helpful Weblinks](#) on page 220

Control Panel Messages

Xerox provides several automatic diagnostic tools to help you produce and maintain print quality.

The control panel provides you with information and troubleshooting help. When an error or warning condition occurs, the control panel displays a message informing you of the problem. In many cases, the control panel also displays an animated graphic showing the location of the problem, such as the location of a paper jam. Press the **Help** button, located to the right of the control panel, to view additional information about the message or menu displayed.

Fax and Scan Alerts

Alerts provide messages and instructions for helping the user solve problems that may arise when faxing or scanning. Alerts can be viewed through CentreWare IS or through the Xerox Support Centre utility. Alerts can also be viewed by selecting **More Status** in the print options (driver).

Note: Fax errors do not prevent scanning, copying, or printing activities.

Maintenance Assistant

Your printer includes a built-in diagnostic capability allowing you to send diagnostic information directly to Xerox. To use this capability, do the following:

1. At the printer, press the **Machine Status** button.
2. On the printer's control panel, under the Machine Information Tab, select **Maintenance Assistant**.
3. Select **Send Diagnostic Information**.

The diagnostic information will be sent to Xerox. This information can be used by the Xerox Call Center to help you solve the problem.

Online Support Assistant

The Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve your printer problems. You can find solutions for print quality, copy quality, media jams, software installation, and much more.

To access the Online Support Assistant, go to www.xerox.com/office/WC6400support.

Helpful Weblinks

Xerox provides several websites that offer additional help on your WorkCentre 6400 printer.

Resource	Link
Technical support information for your printer, includes online Technical Support, Recommended Media List, Online Support Assistant, driver downloads, documentation, video tutorials, and much more	www.xerox.com/office/WC6400support
Supplies for your printer	www.xerox.com/office/WC6400supplies
A resource for tools and information, such as interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Material Safety Data Sheets identify materials, and provide information on safely handling and storing hazardous materials	www.xerox.com/msds (U.S. and Canada) www.xerox.com/environment_europe (European Union)
Information about recycling supplies	www.xerox.com/environment (U.S. and Canada) www.xerox.com/environment_europe (European Union)

Product Specifications

10

This chapter includes:

- [Physical Specifications](#) on page 222
- [Environmental Specifications](#) on page 223
- [Electrical Specifications](#) on page 224
- [Performance Specifications](#) on page 225
- [Controller Specifications](#) on page 226

For media specifications and capacities, see [Supported Media](#) on page 41.

Physical Specifications

Base Unit

- Width: 812.4 mm (32.0 in.)
- Depth: 587.7 mm (23.1 in.)
- Height: 627.4 mm (24.7 in.)
- Weight: 59 kg (130 lb.)

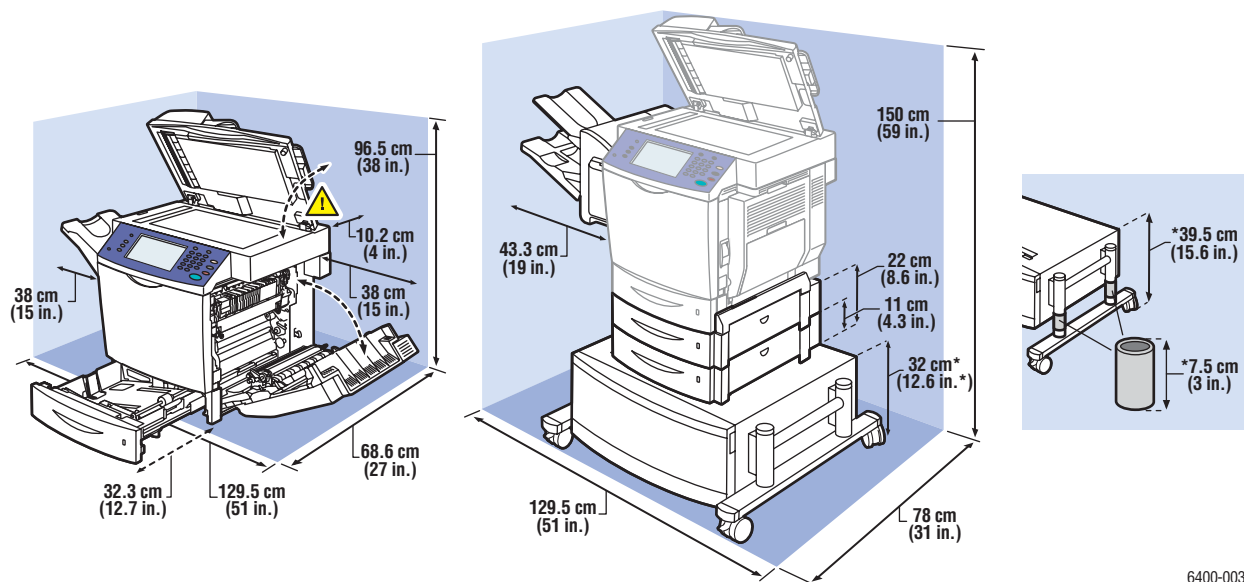
Optional Trays 3 and 4

- Width: 448.0 mm (17.6 in.)
- Depth: 520.7 mm (20.5 in.)
- Height: 109.9 mm (4.3 in.)
- Weight: 6.1 kg (13.4 lb.)

Optional Finisher

- Width: 478 mm (18.8 in.)
- Depth: 461 mm (18.1 in.)
- Height: 355.6 mm (14.0 in.)
- Weight: 9.8 kg (21.6 lb.)

Clearance Requirements



6400-003

Environmental Specifications

Temperature

- Storage: -20° to 40° C / -4° to 104° F
- Operating: 10° to 32° C / 50° to 90° F
- Optimum Performance: 15° to 25° C / 59° to 77° F

Relative Humidity

- Storage: 15 % to 85 % (non-condensing)
- Operating: 10 % to 95 % (non-condensing)
- Optimum Performance: 35 % and 70 % (non-condensing)

Electrical Specifications

- 110-120 VAC, 50-60 Hz
- 220-240 VAC, 50-60 Hz
- Inrush Current - maximum of 100A and 10ms (half cycle)
- ENERGY STAR qualified product

Performance Specifications

Resolution

Maximum Resolution: 2400 x 600 dpi

Print Speed

Color: 32 ppm (duplex: 19.4 ppm)

Monochrome: 37 ppm (duplex: 22.5 ppm)

Copy Speed

Color: 30 cpm (600 x 300 dpi)

Black and White: 35 cpm (600 x 300 dpi)

Scan Speed

Color: 30 ipm (600 x 300 dpi)

Black and White: 35 ipm (600 x 300 dpi)

Controller Specifications

Processor

- RISC CPU (800 MHz)

Memory

- 1 GB (DDR SDRAM)

Interfaces

- Ethernet 10/100/1000Base-TX
- Universal Serial Bus (USB 2.0)

Regulatory Information



This chapter includes:

- [Basic Regulations](#) on page 228
- [Copy Regulations](#) on page 230
- [Fax Regulations](#) on page 233
- [Material Safety Data Sheets](#) on page 237

Basic Regulations

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

United States (FCC Regulations)

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

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

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

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

Canada (Regulations)

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

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

European Union

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



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

- December 12, 2006: Low Voltage Directive 2006/95/EC
- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC

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

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

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

Ozone Release

During print operation, a small quantity of ozone is released. This amount is not large enough to harm anyone adversely. However, be sure the room where the product is being used has adequate ventilation, especially if you are printing a high volume of materials, or if the product is being used continuously over a long period.

Copy Regulations

United States

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

1. Obligations or Securities of the United States Government, such as:
 - Certificates of Indebtedness
 - National Bank Currency
 - Coupons from Bonds
 - Federal Reserve Bank Notes
 - Silver Certificates
 - Gold Certificates
 - United States Bonds
 - Treasury Notes
 - Federal Reserve Notes
 - Fractional Notes
 - Certificates of Deposit
 - Paper Money
 - Bonds and Obligations of certain agencies of the government, such as FHA, etc.
 - Bonds (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)
 - Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.
 - Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.
 - Postal Money Orders
 - Bills, Checks, or Draft of money drawn by or upon authorized officers of the United States.
 - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
5. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.

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

Exception: United States military discharge certificates may be photographed.

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

Reproducing the following is also prohibited in certain states:

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

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

Canada

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

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.

Regulatory Information

9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

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

Other Countries

- Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.
- Currency notes
- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

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

Fax Regulations

United States

Fax Send Header Requirements

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

In order to program this information into your machine, refer to customer documentation and follow the steps provided.

Data Coupler Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

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

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

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

- Facility Interface Code (FIC) = 02LS2

Regulatory Information

- Service Order Code (SOC) = 9.0Y

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

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

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

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

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

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

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

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

Canada

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

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

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

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

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

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

Europe

Radio Equipment & Telecommunications Terminal Equipment Directive

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

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

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

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

South Africa

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

New Zealand Telecom Warning Notice

1. The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

The equipment may not be capable of correct operation at the higher data speeds designated. 33.6 kbps and 56 kbps connections are likely to be restricted to lower bit rates when connected to some PSTN implementations. Telecom will accept no responsibility should difficulties arise in such circumstances.

2. Immediately disconnect this equipment should it become physically damaged, and arrange for its disposal or repair.
3. This modem shall not be used in any manner which could constitute a nuisance to other Telecom customers.
4. This device is equipped with pulse dialing, while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.
5. Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to 'bell tinkle' or noise and may also cause a false answer condition. Should such problems occur, the user should NOT contact the Telecom Faults Service.
6. The preferred method of dialing is to use DTMF tones, as this is faster than pulse (decadic) dialing and is readily available on almost all New Zealand telephone exchanges.
7. Warning Notice: No '111' or other calls can be made from this device during a mains power failure.
8. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.
9. Some parameters required for compliance with Telecom's Telepermit requirements are dependent on the equipment (PC) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom's Specifications:

For repeat calls to the same number:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.

For automatic calls to different numbers:

- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than 5 seconds between the end of one call attempt and the beginning of another.

10. For correct operation, total of the RN's of all devices connected to a single line at any time should not exceed 5.

Material Safety Data Sheets

For Material Safety Data information regarding your WorkCentre 6400 printer, go to:

North America: www.xerox.com/msds

European Union: www.xerox.com/environment_europe

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

Regulatory Information

Recycling and Disposal

B

This chapter includes recycling and disposal guidelines and information for:

- [All Countries](#) on page 240
- [European Union](#) on page 240
- [North America](#) on page 242
- [Other Countries](#) on page 242

Guidelines and Information

All Countries

If you are managing the disposal of your Xerox product, please note that the product contains lamp(s) with mercury, and may contain lead, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance website: www.eiae.org. Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

European Union

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

Domestic/Household Environment



Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional/Business Environment

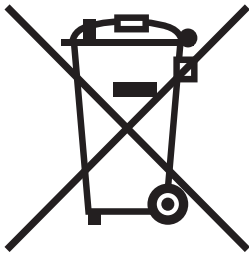


Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, please contact your local reseller or Xerox representative for end of life takeback information.

Information for Users on Collection and Disposal of Old Equipment and Used Batteries



These symbols on the products and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

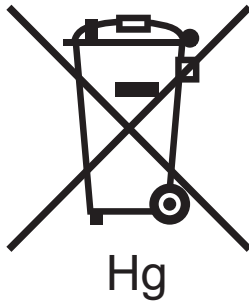
For Business Users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Information on disposal in other countries outside the European Union

These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.

Note for the Battery Symbol



This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

Removal

Batteries should only be replaced by a MANUFACTURER approved service facility.

North America

Xerox operates an equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment or for recycling and disposal information, contact your local authorities.

Other Countries

Please contact your local waste authorities and request disposal guidance.

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