3   Getting Started

This chapter contains step-by-step procedures to program the basic machine settings and set up the most commonly used facsimile features. To get you started quickly, basic steps to send, receive, and copy a document are also provided.

For additional setup functions, refer to the appropriate Advanced Features Guide chapter.

Printing a Menu Map

The Menu Map is a list of all machine features in a flow chart format. Refer to Advanced Features Guide.
To print the Menu Map:

1. Press:

    Menu

    △ (7)

    or
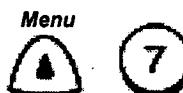
    Menu
    Map
    ⬭

2. The Menu Map prints, then the machine returns to the Standby mode.

Setting the Machine Language

The WorkCentre is capable of displaying and printing in various languages.

> **Note:** Available Languages may vary depending on your location. If not available, "Not Allowed Now" will display.

To change the machine language:

1. Press:

Menu

$\triangle$ (4) (1)

```
Language
01.Espanol
  02.English
    03.Portugues
      04.Francais
```
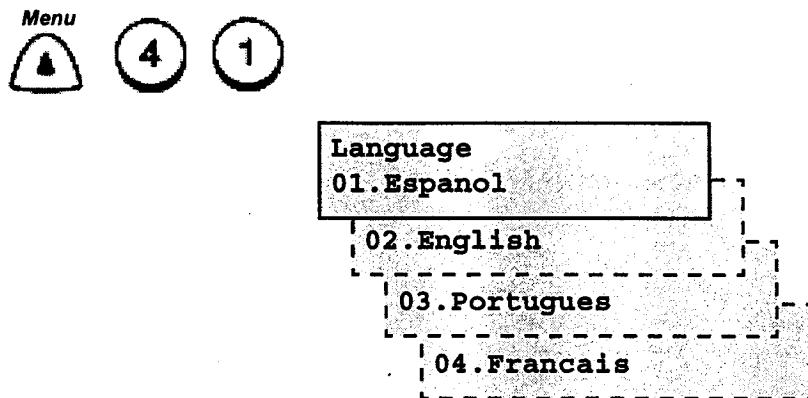
2. Use the Numeric Keypad to select the desired language, then press *Enter*.

   The menu selection screen redisplays. Press *Stop* to return to the Standby Mode.

Setting the Date and Time

The WorkCentre shows the date and time in the display when in the Standby Mode. The date and time information is used by the internal clock to start delayed jobs and record data on faxes and reports. In addition, you can program the WorkCentre to print the date and time on documents that you send and receive.

For more information on printing the date and time on your documents see "Setting the Send Header" and "Setting the Receive Footer" later in this chapter.

To set the Date & Time:

1. Press:

Menu

(▲) (4) (2)

```
Date
[01-31-2000]
```
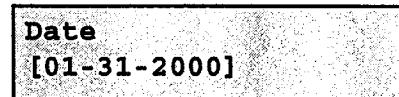
2. Using the Numeric Keypad and the arrow keys, enter the date, then press *Enter*
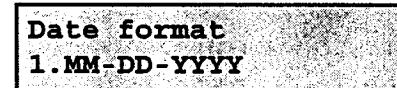
```
Date format
1.MM-DD-YYYY
  2.DD-MM-YYYY
    3.YYYY-MM-DD
```

3. Select the Date format.

   To display the date in the order of Month/Day/Year (4-digit), press (1).

   To display the date in the order of Day/Month/Year (4-digit), press (2).

   To display the date in the order of Year (4-digit)/Month/Day, press (3).

   ```
   Month format
   1.Numeric
     2.Name
   ```

4. Select the Month format.

   To display the Month number, press (1).

   To display the abbreviated Month name, press (2)

   ```
   Time format?
   1.24 hour
     2.12 hour
   ```

5. Select the Time format:

   To select 24 hour format, press (1).

   To select 12 hour format, press (2).

   ```
   Time
   [10:30 pm]
   ```
   or
   ```
   Time
   [22:30 pm]
   ```

6. Using the Numeric Keypad and arrow keys, enter the time, (if necessary, use the arrow key to set AM/PM), then press *Enter*.

   The menu selection screen redisplays. Press *Exit* or *Stop* to return to the standby mode.

Setting your Machine ID*

The Machine ID identifies your machine to the remote machine when they communicate. The Machine ID must identify the person or company that sends the documents and appear on each transmitted page.

> **Note:** For assistance entering alpha or Special Characters, refer to the Advanced Features Guide.

> **Note:** U.S. Regulations require that your fax transmittals include your name (business or individual), telephone number, date, and time.

To set your Machine ID:

1. Press:

Menu

▲ ④ ③

```
Name            (40 max)
[_              ]
```

2. Using the Numeric Keypad and the Character Code Table in Chapter 3, enter your identification name and press **Enter.**

```
Country code
1.Yes
 2.No
```

> **Note:** If 1 is selected, the "+" symbol is automatically displayed at the beginning of the fax telephone number indicating a Country Code can be entered. If 2 is selected, international communication can be entered manually when dialing.

* In some markets, this feature must be set by your Xerox service representative.

3. Select the Country Code option:

To enter a Country Code, press (1).

To skip entering a Country Code, press (2).

```
Fax number   (20 max)
[_                    ]
```

4. Using the Numeric Keypad, enter the machine telephone number then press **Enter.**

> **Note:** Press the **Right** arrow key to insert a space.

The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Setting the Dial Mode*

Your machine must be set to the dialing mode compatible with your telephone line requirements. The Dial Modes supported are tone and pulse. Pulse is sometimes referred to as rotary dial.

If your machine is connected to a PBX system, you may need to enter a number to access the outside telephone line.

To set the Dial Mode:

1. Press:

Menu

   ⚠ ⑤ ① ⓪ ⑨

   ```
   Dial mode
   1.Tone
   2.Pulse
   ```
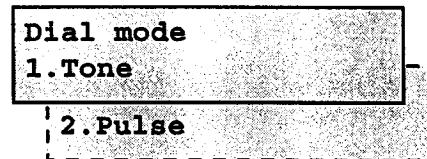
2. Select the Dial Mode.

   To select tone, press ①.

   To select pulse, press ②.

   ```
   Call number (10 max)
   [_              ]
   ```

3. Enter the number required to access an outside line, then press *Enter.* (If no number is required, press *Enter.*)

   The menu selection screen redisplays. Press *Exit* or *Stop* to return to the Standby Mode.

___

* This feature not allowed in all markets.

Setting the Send Header

With this feature enabled, your Send Header information is printed at the top of each page you send. When enabling the Send Header feature, you can specify where the header is to be printed "inside" or "outside" the document data area. If "Inside" is selected and sending data exists near the top edge of the paper, the header information and data may overlap. If "Outside" is selected, the header information is printed at the top of the page and the document is printed below to avoid overlapping.

The following information is printed on the Send Header:

*   Date
*   Start Time
*   Transmitting Station ID (department, name & telephone number)
*   Transmission Serial Number - The machine automatically assigns a three digit number. This number is used on confirmation reports or error reports.
*   Page Number/Total Number of Pages
*   Job or File Number

To enable the Send Header:

1. Press:

Menu

△ ⑤ ③ ⓪ ⑤

```
Send header
1.Inside
2.Outside
3.Off
```
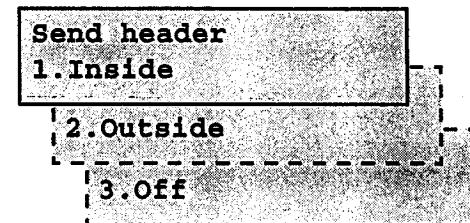
2. Select where you want the fax header to be printed.

    To print the header in the document area, press (1).

    To print the header above the document area, press (2).

    To not print a header, press (3).

    The menu selection screen redisplays. Press *Exit* or *Stop* to return to the Standby Mode.

Setting the Receive Footer

A Receive Footer option is available which enables the WorkCentre to print a receive footer on each received page.

The Receive Footer displays the following information:

*   Footer Message
*   Date
*   Start Time
*   Transmitting Station ID
*   Receiving Station ID
*   Page Number

To enable the Receive Footer:

1. Press:

    Menu
    (▲) (5) (4) (0) (7)

    ```
    Receive footer
    1.On
    ------------------
    | 2.Off          |
    ------------------
    ```
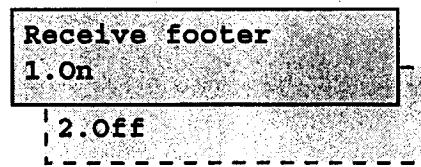
2. Select the Receive Footer option:

    To enable the Receive Footer, press (1).

    To disable the Receive Footer, press (2).

    The menu selection screen redisplays. Press *Exit* or *Stop* to return to the Standby Mode.

Loading Documents

The Document Support holds up to 30 documents for transmitting or copying. Refer to the following size specifications for the range of documents that can reliably scan through the machine. If a document does not meet these specifications, make a copy on a copier using an accepted paper size, then insert the copied image in the Document Tray.

Document Specifications

The following table lists the sizes, types, and quantities of paper that can be loaded into the Document Feeder for copying or faxing.

|	**Single Sheet**	**Multiple Sheets**
Max. Document Size	8.5 in. (W) x 14 in. (L) [216mm (W) x 356mm (L)]	Same as Single Sheet
Min. Document Size	5.8 in. (W) x 3.9 in. (L) [148mm (W) x 100mm (L)]	Same as Single Sheet
Effective Scanning Width	8.5 inches [216 mm]	8.5 in. (W) x 14 in. (L) [216mm (W) x 356mm (L)]
Max. capacity of the Document Feeder	N/A	30 sheets (Letter/A4 size, 20 lbs) 15 sheets (Legal size, 20 lbs)
Weight of Paper Stock	52.6 g/m^2 to 120 g/m^2 (14 lbs to 32 lbs)	60 g/m^2 to 100 g/m^2 (16 lbs to 28 lbs)

Avoid the following types of documents which can cause jams:
- Torn, wrinkled, curled, or folded sheets
- Sheets with punched holes
- Transparencies
- Sheets with paper notes attached
- Coated or shiny sheets
- Carbon or carbon backed sheets

To load documents:

Load the document face down in the document support. Adjust the document guide to fit the width of the document. Angle the stack to optimize feeding performance. To cancel a document in the ADF, press *Stop*.

Documents
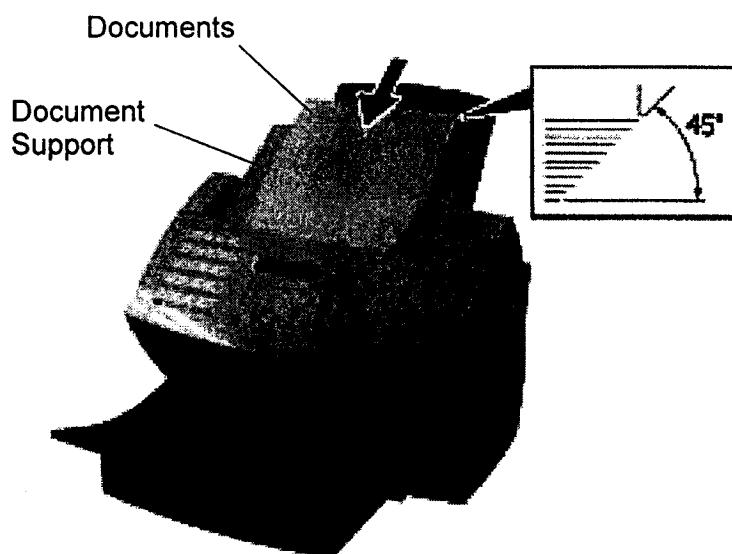
Document
Support

07

Selecting the Scan Resolution

The *Resolution* key selects the scan mode for copying, transmitting, or storing a document in memory. The scan resolution can be set to one of five settings based on the type of image you are scanning.

To select the Scan Resolution:

Press the *Resolution* key until the required resolution mode is indicated by the Resolution LED.

> **Note:** When the resolution LED is not illuminated, the Resolution setting is Standard.

The default resolution setting is standard only on the base machine. The machine returns to the default setting after each transaction.

Refer to the System Administrator's Guide for details about changing the default setting for resolution.

The following table describes the available resolution selections in the menu:

Resolution selection	Description
Standard	Use for sending normal text and graphics. Selected when the Resolution LED is off.
Fine	Use for documents with small characters (newspaper print, etc.).
Superfine	Use for documents containing very detailed print.

If you choose a resolution and the receiving machine does not have an equivalent, the WorkCentre chooses the next highest resolution compatible with the remote machine. If you do not know the remote machines resolution capability, it is recommended that you use the Direct Send mode when Superfine Photo is selected. In Direct Send mode, the WorkCentre determines the receive resolution prior to scanning the document. The document is then scanned at the compatible receiver resolution resulting in better print quality.

Selecting the Scan Contrast

To select the Scan Contrast:

Press the **Contrast** key until the required contrast mode is indicated by a Contrast LED

> **Note:** When a Contrast LED is not illuminated, the Contrast setting is Normal.

The Contrast setting adjusts the print darkness of the copy or transmitted document. The default contrast setting is normal on base machine. The machine returns to the default setting after each transmission.

Refer to the System Administrator's Guide for details about changing the default setting for contrast.

Contrast selection	Description
Normal	For documents printed with ordinary image density. Selected when the Contrast LED is off.
Lighten	For documents with dark print that need to be adjusted to print lighter.
Darken	For documents with light or faint print that need to be adjusted to print darker.

Quick Start

To Receive

The default answer mode is Auto answer. When the remote party calls to send you a document, your WorkCentre automatically receives and prints the document.

To Send

1. Load a document face down in the Document Tray.

2. Using the Numeric Keypad, enter the telephone number of the remote fax.

3. Press *Start*.

To Copy

1. Load a document face down in the Document Tray.

2. Press *Copy*.

3. Enter the number of copies.

4. Press *Start*.

To Print

From your PC application, please refer to the printer section in your Advanced Features Guide.

Phonebook Reports

Individual phonebook reports can be printed for Alphabet, Speed Dial, One Touch and Group stored in the WorkCentre. You can also print all four of the Phonebook Reports in a single operation.

> **Note:** Refer to the individual report printing procedures for the report contents tables.

To print all four Phonebook Reports:

1. Press:

Phonebook Report

```
Phonebook
1. All reports
   2. Speed dials
      3. One touch keys
         4. Groups
            5. Alphabetical
```
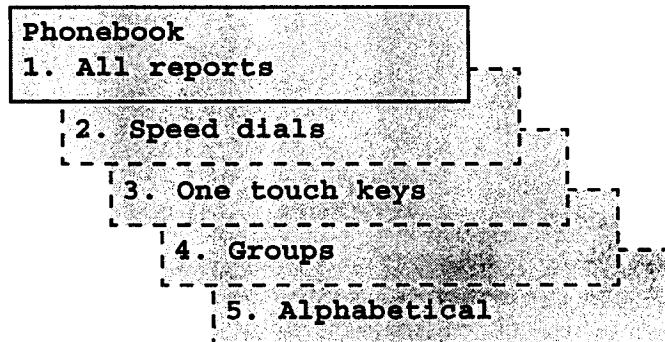
The Phonebook Report prints, then the machine returns to the Standby Mode.

Speed Dial Phonebook

The Speed Dial Phonebook Report prints a list of all Remote Station dialing numbers assigned to Speed Dial numbers.

The following information is printed on the Speed Dial Phonebook Report.

Item	Description
S.D. nbr	Speed Dial number.
Name	Remote ID.
Fax Number	The number of the remote unit ("◆" indicates an alternate number. SUB, SEP, PWD indicates a type of sub address).
Time	Delay Start time.
MON	Line monitoring On/Off status.
BPS	Communication speed (x 1000).
Report	Confirmation report On/Off status.

To print the Speed Dial Phonebook Report:

1. Press:

Phonebook Report ⊂⊃ ②

The Speed Dial Phonebook Report prints, then the machine returns to the Standby Mode.

One Touch Phonebook

The One Touch Phonebook Report prints a list of all Remote Station dialing numbers assigned to One Touch Keys.

The following information is printed on the One Touch Phonebook Report.

Item	Description
One Touch number	One Touch key number.
Name/ Operation	The remote name, or the Speed Dial or Group name assigned to a One Touch Key.
Speed Dial/ Group/ Fax number	Speed Dial/Group or Fax number assigned to a One Touch key ("◆" indicates an alternate number. SUB, SEP, or PWD indicates type of sub address).
Time	Delay Start time.
MON	Line monitoring On/Off status.
BPS	Communication speed (x 1000).
Report	Confirmation report On/Off status.

To print the One Touch Phonebook Report:

1. Press:

Phonebook
Report ③

The One Touch Phonebook Report prints, then the machine returns to the Standby Mode.

Group Phonebook

The Group Phonebook Report prints a list of all One Touch or Speed dial numbers registered as Group Numbers.

The following information is printed on the Group Phonebook Report.

Item	Description
Group number	Group number.
Name	Group name.
One Touch/ Speed Dial Number	One Touch or Speed Dial numbers assigned to the group. OT – One Touch Keys SD – Speed Dial numbers

To print the Group Phonebook Report:

1. Press:

Phonebook Report ⬭ ④

The Group Phonebook Report prints, then the machine returns to the Standby Mode.

For more information on other reports available, please refer to your Advanced Features Guide.

Alphabetical Phonebook

The Alphabetical Phonebook Reports prints a list of all Remote Station names assigned to Speed Dial numbers, One Touch Keys, and Groups in alphabetical order.

The following information is printed on the Alphabetical Phonebook Report.

Item	Description
Name	Names assigned to Speed Dial numbers, One Touch Keys, or Groups.
Location	Numbers of Speed Dial numbers, One Touch Keys, or Groups.
Fax Number	Fax numbers assigned to Speed Dial numbers, One Touch Keys, or Groups. ("◆" indicates an alternate number, SUB, SEP, PWD indicates a type of sub address).

To print the Alphabetical Phonebook Report:

1. Press:

Phonebook ⬭ (5)

The Alphabetical Phonebook Report: prints then the machine returns to the Standby Mode.