xerox
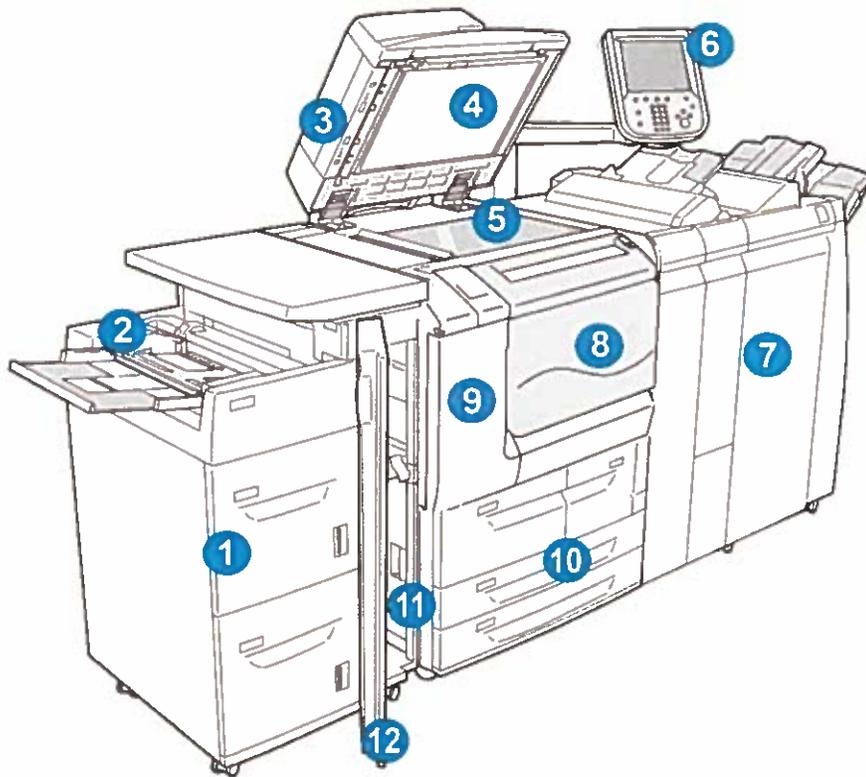
Xerox® D95/D110/D125/D136
Copier/Printer
User Guide

1

Product Overview

Machine Components

1 Optional High Capacity Feeder (HCF/Trays 6 and 7)

This optional feeding device adds an additional 2000 sheet capacity of letter-size (8.5 x 11 in.)/A4 media.

2 Bypass tray (Tray 5)

The Bypass tray, also called Tray 5, accommodates all types of stock in various size and weight ranges. The tray holds a maximum of 250 sheets of 20 lb./75 gsm bond paper. This tray is often used to load nonstandard paper, such as heavy stock or other special media, which cannot be loaded in trays 1-4.

3 Duplex Automatic Document Feeder (DADF)

The document feeder automatically feeds 1 and 2-sided original documents to the document glass for copying or scanning.

4 Document cover

Holds a document in place on the document glass.

5 Document glass

Place a document here in order to copy it.

6 User Interface (UI)

The User Interface (UI) consists of the control panel and the touch screen.

7 Optional Standard Finisher

This optional finishing device provides a wide range of finishing options including stapling and folding.

8 Front cover

Open this cover to clear paper jams and to replace the toner waste container.

9 Left cover

Open this cover to replace the toner cartridge.

10 Trays 1-4

Contains the media used for copy or print output.

11 Lower left cover

Open this cover to access the inside of the machine to remove jammed paper.

12 Front cover on optional HCF

Open this cover to access the bottom left cover of the machine to remove jammed paper.
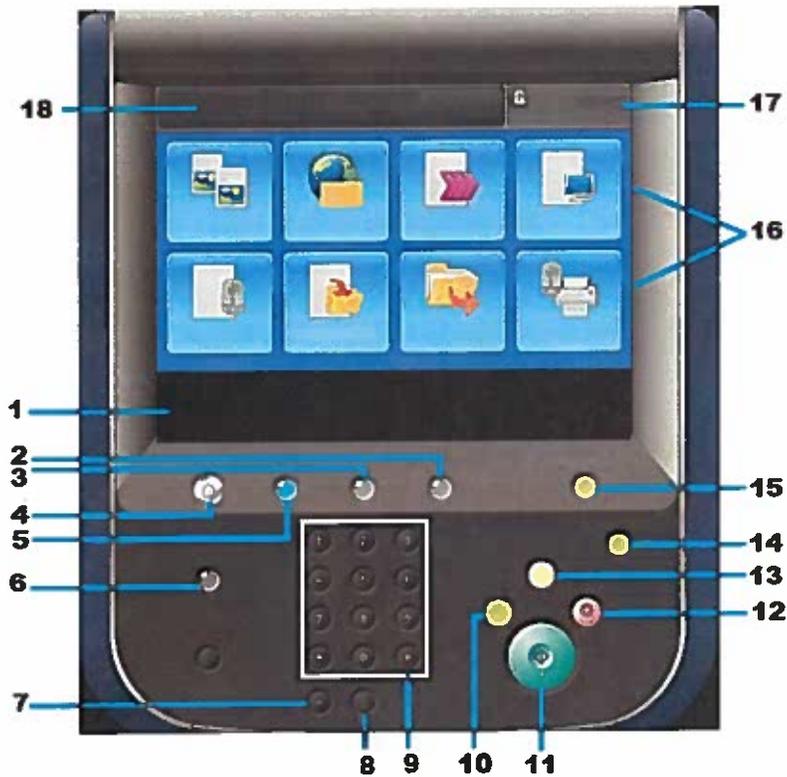
Document Feeder

Tips for using the Duplex Automatic Document Feeder (DADF):

- A maximum of 250 documents can be scanned at one time by using the document feeder.
- Mixed-size original documents can be used; however, the top left corners of the original documents must be aligned in the document handler.
- Remove any staples and paper clips from the documents before loading them in the document feeder.
- For best output, ensure that the documents are in good condition.

User Interface (UI)

The User Interface is the main area where options are selected, procedures are completed, and printer information can be viewed.

| Number	Component	Function
1	Touch Screen	Displays messages required for operation and buttons for features. You can directly touch the screen to instruct operations and to set features.
2	Machine Status	Use this button to check the machine status, meters, the status of the consumables, and to print reports.
3	Job Status	Use this button to check or cancel the current Job, to check or print stored Jobs, or to check completed Jobs.
4	Services Home	Press this button to display the main window, which is called Services Home. The Services Home window, by default, is where the UI displays the available service buttons such as Copy, E-Mail, Network Scanning, Store to Folder, and Send from Folder. The system administrator can change the Services Home window to display a specific feature (such as Copy); refer to the System Administration Guide for more information.
5	Services	This button lights when the main power is on.
6	Help	Displays the Help System
7	Dial Pause	Not used
8	C	Clear the last entry

Number	Component	Function
9	Key Pad	Used to enter alpha/numeric data
10	Interrupt button	Use this button to suspend a copy or print job in progress and have the machine stop to process another job. During the Interrupt mode, the Interrupt button lights. Pressing the Interrupt button again exits the Interrupt mode and resumes the suspended job.
11	Start	Use this button to perform certain functions, such as scanning a document.
12	Stop	Use this button to pause the current job or communication.
13	Clear All	Select this button to return all selections to the default values. The machine returns to the same state as when it is powered on.
14	Energy Saver button	When the machine is not being used for a while, it enters the Energy Saver mode to reduce power consumption. When the Energy Saver mode is active, the Energy Saver button lights. Press this button to exit the Energy Saver mode.
15	Log In/Log Out	This button lights when a user is logged in through the System Administration mode, the Authentication mode, or the Accounting mode. Press this button to display the User ID entry screen for entering the System Administration mode, the Authentication mode, or the Accounting mode. Also press this button to exit these modes.
16	Services buttons	Use these options to enter the various service windows to make feature selections. This is where you will find the Copy, Network Scanning, and Store to USB options among others.
17	Login field	This area displays the currently logged in user. Select this option to login as the System Administration, Authentication, or Accounting modes.
18	Message field	This area displays messages to the user.

Power Source

The machine is provided with the power switch and the main power switch.

Power On

After turning the power on, the machine takes approximately 3 minutes to warm up before you can start making copies.
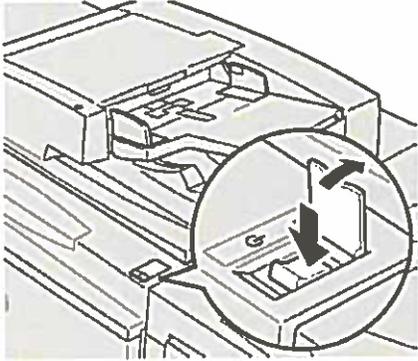
1. Open the cover.
2. Press the power switch to the On position.

   The Please wait... message indicates that the machine is warming up. The machine cannot be used while it is warming up.

Power Off

Before switching the power off, ensure all job processing, copy and printing is completed and ensure that the Data indicator is not lit up.

1. Press the power switch on top of the printer to the upright position (I). This will power off the printer.
2. To continue to power off the Main Power, ensure that the touch screen is blank and the Energy Saver button is not lit up.
3. Open the front cover.
4. Press the main power switch to the zero [0] position to switch the main power off. The Main Power indicator on the control panel will turn off.
5. Close the front cover.

Energy Saver

Note

The terms Power Saver and Energy Saver are used synonymously.

The Energy Saver feature has two modes:

- Low Power: After remaining inactive for a preset time period, the machine enters the Low Power mode.
- Sleep Mode: After entering Low Power and remaining inactive for another preset time period, the machine enters the Sleep mode.

Loading paper in trays 1 and 2

Note

A paper jam may occur if a tray is opened while it is being used to feed stock.

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load and align the edge of the paper against the LEFT edge of the tray.
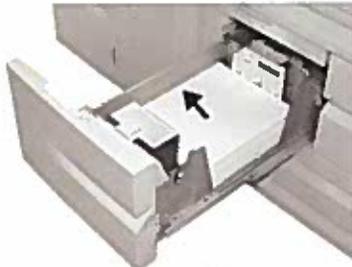
Paper must be loaded in the Long Edge Feed (LEF)/portrait direction.

6. Gently push in the tray until it comes to a stop.

   If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.

7. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.

   a) Make the desired selections for **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.

   b) If necessary, make the desired changes to paper curl and alignment adjustment.

      ### Note

      Refer to the System Administration Guide for detailed information on the paper curl and alignment adjustment options.

   c) Select **Save** until you are returned to the tray settings window.

8. Select **Confirm** to close the window.

Loading paper in trays 3 and 4

Note

A paper jam may occur if a tray is opened while it is being used to feed stock.

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load and align the edge of the paper against the LEFT edge of the tray.

Paper can be loaded either in the Long Edge Feed (LEF)/portrait or Short Edge Feed (SEF)/landscape direction.

6. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.

   Do not load materials above the MAX line located on the rear Edge Guide.

7. Gently push in the tray until it comes to a stop.

   If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.

8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.

   a) Make the desired selections for **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.

   b) If necessary, make the desired changes to paper curl and alignment adjustment.

   Note

   Refer to the System Administration Guide for detailed information on the paper curl and alignment adjustment options.
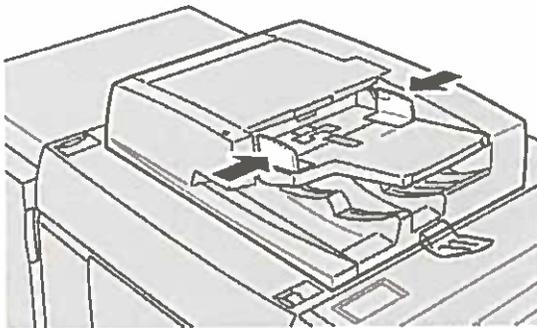
   c) Select **Save** until you are returned to the tray settings window.
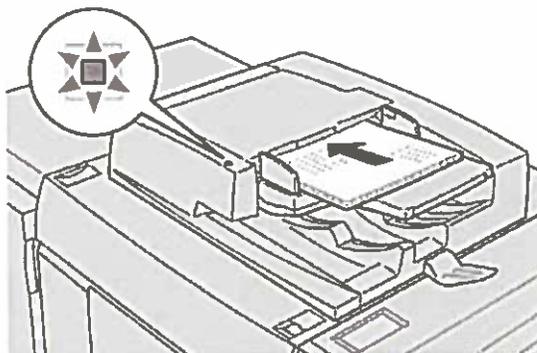
9. Select **Confirm** to close the window.

4

Copy

Basic copy using the document feeder

1. Adjust the movable document guides to their widest position.

2. Load the documents face up with the first page on top and with the headings toward the back or left of the machine.

   The confirmation indicator lights to show that the documents are loaded correctly.

3. Press the **Services Home** button.
4. Select **Copy** on the **Services Home** screen.
5. From the Copy screen, select the desired features/options.

Copy

- Reduce/Enlarge
- Paper Supply
- Copy Output
- 2-Sided Copying
- Original Type
- Lighten/Darken

The features displayed on the main Copy screen vary depending on how the main Copy screen is configured by the administrator.

6. Enter the quantity.
7. Press **Start**.

Basic copy using the document glass

1. Open the document feeder.

2. Place the document face down by aligning it as shown in the illustration.

3. Press the **Services Home** button.
4. Select **Copy** on the **Services Home** screen.
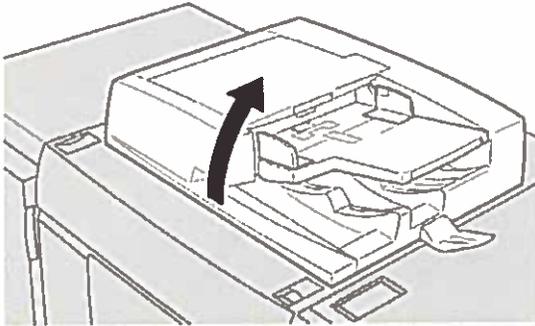5. From the Copy screen, select the desired features/options.

- Reduce/Enlarge
- Paper Supply
- Copy Output

- 2-Sided Copying
- Original Type
- Lighten/Darken

The features displayed on the main Copy screen vary depending on how the main Copy screen is configured by the administrator.
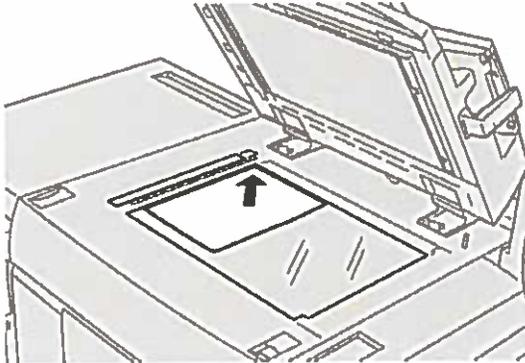
6. Enter the quantity.
7. Press **Start**.

Selecting copy options for a DFA finishing device

If your machine has an optional, third-party, Document Finishing Architecture (DFA) device attached, then this profile feature is available, and specific copy options may be selected for a job.

Prior to physically attaching the DFA device to the machine, device profiles are created. The profiles represent the characteristics of your finishing device.

Note

Refer to the third-party customer documentation for information on setting the profile values for the specific DFA device attached to the machine.

A profile for the job can be selected from either the print server, the print driver on your computer, or the machine's User Interface. Depending on the DFA device, a maximum of twelve profiles are available.

1. Place your original documents either in the document feeder or on the document glass.
2. Press the **Services Home** button.
3. Select **Copy** on the **Services Home** screen.
4. Select the **Output Format** tab.
   a) Select the DFA Finisher.

      The DFA Finisher Profile screen displays.

   b) From the displayed list, select the profile for the job.

      If the device is an e-binder, select the binding position.

   c) Select **Save**.
   d) Select the desired **Face Up/Down Output** option.
5. From the Copy screen, select the desired features/options.

   The features displayed on the main Copy screen vary depending on how the main Copy screen is configured by the administrator.

6. Enter the quantity.

Copy

7. Press Start.

If prompted on the UI, follow the instructions provided to correct any job submission errors. If there is a DFA problem, refer to your DFA documentation.

Copy tab

The Copy tab contains the following features:

- Reduce/Enlarge
- Paper Supply

Note

Depending on how the Copy tab is configured by the administrator, this tab may also contain the following the features:

- **Copy Output**
- **2 Sided Copying**
- **Image Shift**
- **Original Type**
- **Lighten/Darken**

Reduce/Enlarge

You can set the reduce or enlarge copy features on the Copy screen in the Reduce/Enlarge area.

1. Select the applicable reduce/enlarge ratio.
2. You can also set the Reduce/Enlarge ratio by using the up or down buttons. The ratio is displayed in the text box.

Paper Supply Screen

You can select a paper tray that does not appear on the Paper Supply area of the Copy screen.

1. Under the **Paper Supply** feature, select the desired paper.
2. From the Paper Supply area of the Copy screen, select **More...**
3. From the list displayed, select the tray that contains the applicable paper size and paper type.
4. Select **Save** to keep your changes.

2-Sided Copying (Making 2-Sided Copies)

Copies of 1-sided and 2-sided documents can be made on one side or both sides.

1. From the **Copy** screen, in the **2 Sided Copying** area, make the applicable selection from the displayed buttons.
2. If Side 2 is to be rotated (head-to-foot) select the **Rotate Side 2** check box.

Copy Output

Copy output can be defined by using the Copy Output button on the Copy screen.

1. From the Copy screen, select the **Copy Output** button.
2. From the **Hole Punch & More** screen select the applicable output features from the Hole Punch & More screen:

   - Paper Supply (The Paper Supply screen is displayed.)
   - Collation feature
   - Separator Tray
   - Staple (Available only when Collated is selected)
   - Hole Punch (Available only when Collated is selected)
   - Output/Offset Stacking

3. Select **Save** to save the changes.

Image Shift

Image shift features are defined by using the Image Shift button on the Copy tab screen.

1. From the **Copy** screen, select the **Image Shift** button.
2. Select the applicable image shift features from the Image Shift screen.
3. When Margin Shift is selected, set the image shift parameters, using the left/right (or) up/down buttons.
4. Select **Original Orientation...** and set and save the orientation.
5. You can elect to mirror the Side 1 settings to side 2 by selecting the **Mirror Side 1** check box.
6. Select **Save** to save the changes.

Original Type

The original-type specifications can be defined by using the Original Type button on the Copy tab screen.

1. From the **Copy** screen, select the **Original Type** button.
2. Select the applicable specifications for the original type.
3. Select **Save** to save the changes.

Lighten/Darken

You can adjust the copy density to one of seven levels from the Copy window, in the Lighten/Darken area.

The density is adjusted by selecting either the left or right buttons.

Image Quality

The Image Quality option contains the following features/options: Original Type, Image Options, and Background Suppression.

Original Type

The Original Type feature provides a convenient way to enhance the quality of your output based on the type of original images you are copying. Select the Original Type button on the Image Quality section, and select the desired option.

Select the **Original Type**.

- **Photo & Text**: Use this option if your original is from a magazine or other source that contains high quality photographs with text. This setting produces better pictures, but slightly reduces sharpness for text and line art.

- **Text**: Use this option if your original contains only text or line art. The result is sharper edges for the text and line art.

- **Photo**: This option is specifically designed to copy photographs or magazine pictures without any text or line drawings. This option prevents faint reproduction of colors.

- **Light Text**: Select this option for text that requires enhancement, such as handwritten pencil text.

- **Text on See-Through Paper**: Select this option to reduce blurs of tracing paper documents or to suppress background shadows of lightweight documents.

Image Options

Use the Image Options feature to make adjustments to the following options:

Select Image Options:

- **Lighten/Darken**: This option provides manual control to adjust the lightness or darkness of the scanned images. Select the Down scroll button to darken the scanned image from light originals such as pencil images. Select the Up scroll button to lighten the scanned image from dark originals such as half tones or originals with colored backgrounds.

- **Sharpness**: This option controls the balance between sharp text and moiré (patterns within the image). Move the slider control down (Soften) to produce an image with a smooth, uniform appearance (ideally suited for photographic scanned images). Move the slider control up (Sharpen) to produce an image with better quality text or line art.

Background Suppression

When Background Suppression is selected, the background color of documents such as newspapers and colored paper documents is erased on the copy.

Note

When Document Type is set to Photo, the Background Suppression feature is not functional.

1. From the Copy screen, select the **Image Quality** option.
2. Select **Background Suppression**.
3. Select **Off** (No Suppression) or **Auto Suppression**.
4. Select **Save** to save the changes.

Layout Adjustment

The Layout Adjustment section includes the following features: Book Copying, 2 Sided Book Copying, Original Size, Edge Erase, Image Shift, Image Rotation, Invert Image, and Original Orientation.

Book Copying

Bound originals (such as books) can be placed on the document glass to make 1-sided or 2-sided copies. The bound original should be placed face down and registered to the rear left corner of the document glass. Align the top of the bound original against the rear edge of the document glass.

Select a **Book Copying Option**:

- **Both Pages**: Copies both pages in page order.
- **Left Page Only**: Copies the left page only.
- **Right Page Only**: Copies the right page only.
- **Binding Edge Erase**: Erases the shadow from the center section of the document. You can set the binding erase width in the range from 0 to 50 mm in 1 mm increments.

2-Sided Book Copying

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

Note

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

1. Select **Copy** on the **Services Home** window, then select the **Layout Adjustment** tab.
2. Select **2-Sided Book Copying** and then select **On**.
3. To specify the copy start page and copy end page, select **Starting & Ending Page**.

    - **For Starting Page**: touch Left Page or Right Page.

    - **For Ending Page**: touch Left Page or Right Page.

4. To specify the **Binding Edge Erase** amount, the space between the image area and the binding, touch the plus or minus (+/−) buttons.
5. Select **Save**.

Original Size

1. On the **Services Home** window, select **Copy**, then select the **Layout Adjustment** tab.
2. Select **Original Size**.

    - The printer can pre-scan the first page of the originals to determine the area to copy. Select **Auto Detect**.

    - If the area to be copied matches a particular paper size, select **Manual Size Input**, then select the desired paper size. To view the entire list, select the scroll arrows.

    - If the original contains pages of different sizes, select **Mixed Size Originals**.

3. Select **Save**.

Edge Erase

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

1. Select **Copy** on the **Services Home** window, then select the **Layout Adjustment** tab.
2. Select **Edge Erase**.
3. To erase all the edges by the same amount:

    - Select **All Edges**.

    - Select the plus or minus (+/−) buttons.

4. To specify different amounts for the edges:

- Select **Individual Edges**.
- For each edge, select the plus or minus (+/−) buttons.
- If you selected **2-sided copies**: to specify the amount to erase from each edge on Side 2, touch the plus or minus (+/−) buttons, or select **Mirror Side 1**.

5. To cancel edge erase, select **Print to Edge**.
6. To specify the original's orientation as you place it in the document feeder or on the document glass, select **Original Orientation**, then select either **Upright Image** or **Sideways Image** (top to left), then select **Save**.
7. If preset values such as **Hole Punch Erase** or **Header/Footer Erase** were previously saved, you can select the preset in the lower-left corner of the window.
8. Select **Save**.

Image Shift

You can change the placement of the image on the copy page. This feature is useful if the image size is smaller than the page size. Originals must be positioned correctly for image shift to work correctly.

1. Select **Copy** on the **Services Home** window, then select the **Layout Adjustment** tab.
2. Select **Image Shift**.
3. To center the image on the page, select **Auto Center**.
4. To specify the position of the image:

   - Select **Margin Shift**.
   - To specify the amount of Up/Down and Left/Right shift for **Side 1**, select the plus or minus (+/−) buttons.
   - If you selected 2-sided copies: to specify the amount to erase from each edge on Side 2, touch the plus or minus (+/−) buttons, or touch **Mirror Side 1**.

5. To specify the original's orientation as you place it in the document feeder or on the document glass, select **Original Orientation**, then select either **Upright Image** or **Sideways Image** (top to left), then select **Save**.

   If preset values were previously saved, select the preset in the lower-left corner of the window.

6. Select **Save**.

Image Rotation

If the orientation of the paper currently loaded in the tray differs from that of the document that is loaded, the machine automatically rotates the document image to make copies with the document and paper orientations matched.

1. From the Copy tab screen, select the **Layout Adjustment** tab.
2. Select **Image Rotation...**
3. Select the applicable image rotation.
4. Select **Save** to save the changes.

Invert Image (Mirror Image/Negative Image)

Copies can be made with a negative image of the original, or with the left and right-side images of the document reversed.

1. From the **Copy** screen, select the **Layout Adjustment** tab.
2. Select **Invert Image**.
   The default is Normal Image, which does not mirror the images.
3. Select the **Mirror Image** and/or **Negative Image** option.
4. To create negative images, select **Negative Image**. The default is Positive Image, which does not print the image as a negative.
5. Select **Save** to save the changes.

   Note

   When Negative Image and Edge Erase are set simultaneously, the edge erase area turns to white.

Original Orientation

The document orientation needs to be set to indicate the top of the document.

1. From the **Copy** screen, select **Layout Adjustment**.
2. Select **Original Orientation**.
3. Select the orientation in accordance with the document that is loaded.
4. Select **Save** to save the changes.

   Note

   If the Original Orientation differs from the actual document orientation, the machine may mistakenly detect the wrong side as the head of the document.

Repeat Image

A document image can be copied on one sheet of paper repeatedly for a specified number of times.

1. On the **Services Home** screen, select **Copy**.
2. Select **Output Format**.
3. Select **Page Layout**.
4. Select **Repeat Image**.
5. Select the applicable **Repeat Image** option.
6. If Variable Repeat is required, select the correct image layout button and then set the number of columns and rows using the related buttons.
7. Select **Original Orientation**.
8. Set and save the original orientation features.
9. Select **Save** to keep your repeat-image changes.

Tip

When the copy ratio is set to Auto, the repeated copies of the image are reduced to fit on the selected paper. You can also specify how the repeated copies of the image are arranged.

Note

When making repeat copies at the same size as the document image, you can specify a number of repeats that will fit on the paper.

Output Format

The Output Format section contains features such as Booklet Creation, Secure Watermark, Transparency Options, as well as many other output formats.

Booklet Creation

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

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

1. Select **Copy** on the **Services Home**, then select the **Output Format** tab.
2. Select **Booklet Creation**, then select **Booklet Options On**.
3. Under **Original Input**, select **1-Sided Originals**, **2-Sided Originals** or **2-Sided Rotated Originals**.
4. If the Office Finisher LX with Booklet Maker option is installed, select **No Crease & Staple**, **Crease & Staple** or **Crease Only**.
5. You can add margins in the center binding area to compensate for the thickness of the booklet:

    - Select **Binding Shift**, then select the plus or minus (+/−) buttons to set the shift.
    - Select **Save**.

6. To add covers, select **Covers**, then select **Blank Cover, Print on Both** or **1-Sided Covers Print Outside**.

    - Select the tray loaded with cover paper and the tray loaded with main body paper and select **Save**.
    - To print the copy of the last original page on the back cover for Blank Cover and Print on Both, select **Last Page on Back Cover**, then select **Save**.

7. To print the copy of the last original page on the back cover for Blank Cover and Print on Both, select **Last Page on Back Cover**, then select **Save**.
8. To enter the number of sheets for each subset, select the plus or minus (+/−) buttons, then select **Save**.

9. Offset Stacking places each stack of printed pages slightly to the left or right of the previous stack for easier separation.

   a) Select **Output /Offset.**

   b) Select **Center Tray Upper** or **Center Tray Lower.** For automatic creasing, select **Right Middle Tray.**

   c) Select **Offset Stacking,** then select System **Default, No Offset, Offset Per Set** or **Offset Per Job,** then select **Save.**

10. Select **Save.**

Perfect Binding (optional)

Important

The Perfect Binder is available with the D110, D125, and D136 Copier/Printer. The copier/printer must use the integrated controller and not a separate print server.

Note

The Layout Adjustment options may be useful when the completed output is a perfect bound book.

When the optional Perfect Binding feature is **On,** the following options are available:

Covers

Choose one of three options:

- **Blank Cover:** Select this option either for blank covers (front and back) or when using preprinted covers.
- **Print on Both:** Select this option when printing on front and back covers and on both the inside and outside of the covers.
- **1 Sided Covers, Print on Outside:** Select this option to print only on the outside of the front and back covers.

Cover & Book Block Size/Paper Supply

This option allows you to set the size of both the Cover and the Book Block pages and to select from which tray the paper will be supplied.

- **Cover Size:** Select the paper size of the book cover from either the standard sizes (such as 11 x 17 in./A3) or set a custom size.
- **Book Block Size:** Select the paper size of the book block pages from the standard sizes (such as 11 x 17 in./A3) or set a custom size.
- **Paper Supply:** Select the tray to use for both the cover and book block pages; these will be two different trays (one for the cover and another for the book block pages).

Cut to Size

Select the trim amount to use for the printed and bound book; options include (refer to the UI screens to indicate the default trim amount for each option):

- **No Trim**: The book is not trimmed
- **Minor Trim**: 7 mm (0.275 in.) is removed from all three sides of the book
- **Standard Size**: Oversized stock is trimmed to 8.5 x 11 in. or A4
- **Custom Size**: Select the trim amounts in 0.1 mm (0.003 in.) increments, starting at 7 mm (0.275 in.) to 27 mm (1.062 in.) for the top and bottom, and 7 mm (0.275 in.) to 34 mm (1.338 in.) for the face.

Refer to the Perfect Binder chapter of the User Guide for specific trim and size recommendations for perfect bound books.

Fine Adjustment

Use this option to fine tune the adjustment to the cover and/or the book block pages; options include:

- **Adjust Trim Size**
- **Adjust Trim Position**
- **Trim Angle**
- **Adjust Cover Position**

Note

Refer to the UI screen information when using one of these options.

Add As/Edit Preset

This option allows you to add a new preset that contains specific perfect binding information for a frequently-run perfect-bound job. Once a new preset is added, it remains in the system's memory and is available for recall and reuse when required.

This option also allows you to edit or delete already-existing perfect bound presets.

Use Preset

As the name indicates, this option allows you to select a preexisting, perfect bound preset.

Selecting the Perfect Binding options

1. Press the **Services Home** button.
2. Select **Copy** on the **Services Home** screen.
3. From the **Copy** screen, select the **Output Format** tab.
   The Output Format screen displays.
4. Select **Perfect Binding**.
   The Perfect Binding screen displays.
5. Select **On**.

The Perfect Binding options are available now for selection.

6. Select the desired **Cover** option:

   a) Select the **Cover** button.

   b) Select one of the three Cover options: **Blank Cover, Print on Both,** or **1 Sided Covers, Print on Outside.**

   c) Select **Save.**

   The main Perfect Binding screen displays.

7. Select **Cover & Book Block/Paper Supply.**

8. Select **Cover Size.**

   a) Select the output size of the cover either from the **Standard Size** options or enter a **Custom Size.**

   b) Select **Save.**

   The Cover & Book Block/Paper Supply screen displays.

9. Select **Book Block Size.**

   a) Select the output size of the book block pages from the **Standard Size** options or enter a **Custom Size.**

   b) Select **Save.**

   The Cover & Book Block/Paper Supply screen displays.

10. Select **Paper Supply.**

    a) If using preprinted covers, select **Tray 9** for the cover paper supply.

    Ensure that the blank or preprinted cover stock is loaded into the Perfect Binder Tray 9.

    b) Select the desired tray for the book block pages.

    Ensure that the correct paper stock is loaded into the selected tray.

    c) Select **Save.**

    The Cover & Book Block/Paper Supply screen displays.

11. Select **Cut to Size.**

    a) Select the desired option: **No Trim, Minor Trim, Standard Size,** or **Custom Size.**

    b) Select **Save.**

    The Cover & Book Block/Paper Supply screen displays.

12. If necessary, select the desired **Fine Adjustment** options and select **Save.**

    The main Perfect Binding screen displays.

13. Select **Save.**

    The Output Format screen displays.

14. Select other copy options as applicable (such as **Original Orientation** or **2 Sided Copying**).

15. Enter the desired quantity.

16. Press **Start** to begin the perfect bound copy job.

17. Follow the instructions provided on the copier/printer UI to complete the perfect bound job.

Covers

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

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

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

Page Layout

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

1. Select **Copy** on the **Services Home** window, then select the **Output Format** tab.
2. Select **Page Layout** and then select **Multiple Pages per Side**.
3. To select the number of original pages for each sheet of paper, select **2 Pages**, **4 Pages** or **8 Pages**. For 4 Pages Up or 8 Pages Up, select the desired **Reading Order**.
4. To change the orientation of the copies, select **Original Orientation**, then select **Upright Images** or **Sideways Images**, then select **Save**.
5. To repeat the same image on a page, select **Repeat Image**.
   a) Select **2 Times**, **4 Times**, or **8 Times**.
   b) To automatically calculate the number of times to repeat vertically or horizontally (based on document size, paper size, and the enlarge/reduction ratio), select **Auto Repeat**.
   c) To specify the number of times to repeat the image vertically or horizontally, select **Variable Repeat**, then select the plus or minus (+/–) buttons. You can repeat an image between 1 to 23 times vertically (columns), and between 1 to 33 times horizontally (rows).
   d) To change the orientation of the copies, select **Original Orientation**, then select **Upright Images** or **Sideways Images**, then select **Save**.

Poster

This feature allows you to create a large poster by pasting the copies spread over multiple sheets together. Copied sheets are provided with a paste margin so that they can be pasted together. This paste margin is fixed to 0.4 inches (10 mm).

1. On the **Services Home** window, select **Copy**.
2. Select the **Output Format** option.
3. Select **Poster**.
4. Select **Output Size**, then touch the desired size of the poster.
5. To select the width and length enlargement percentages independently, select **Enlargement %**, then select the plus or minus (+/–) buttons. To set the width and length proportionally, select **Lock X–Y%**.
6. Select **Paper Supply** and set the applicable paper supply tray options.
7. Save the paper-supply options.
8. Select **Save** to keep your changes

Tip

Confirm that the orientation of the document and the Original Orientation setting of the Scan Options screen are the same.

Note

This feature is disabled when Collate is selected from the Holepunch & More screen (Copy tab, Copy Output button).

Annotations

You can add an annotation-stamp, date, page number, and Bates Stamp to the final copies that are not included on the original document.

1. On the **Services Home** screen, select **Copy**.
2. Select **Output Format** and then select **Annotations**.
3. To insert a comment:
    a) Select **Comment**, then select **On**.
    b) On the next screen, select the desired comment in the list of stored comments.
    c) To create a comment, select an <Available> comment, then select **Edit**. Using the touch screen keyboard, enter the new comment, then select **Save**.
    d) Select **Apply To**, then select **First Page Only**, **All Pages** or **All Pages Except First**, then select **Save**.
    e) To select the location of the comment on the page, select **Position**, then select the desired location.
    f) Select **Save** twice.
4. To insert the current date:
    a) Select **Date**, then select **On**.
    b) Select the format to use for the date.

5

Scan

Features for the Scanning device are explained in this section. There are various ways to scan a job as well as where the scanned output should reside when finished.

Simple Scanning

The simple scanning procedure involves loading documents, selecting features, scanning the job, and identifying where to store the scanned job.

Simple Scan Procedure

1. Load the documents.
2. From the **Services Home** window, select the applicable feature.
3. Press Start on the **Control Panel**. The print job will scan.

Loading Documents

The following two methods are available to load documents:

- **Document Feeder**: Single Sheet or Multiple Sheets
- **Document Glass**: Single sheet or Bound book

1. Determine which method you are going to use to load the document.
2. Remove any paper clips and staples before loading a document.
3. Adjust any document guides to match the size of the document loaded.
4. Load the documents face up for the Document Feeder, or place the document face down on the Document Glass.

Selecting Document Features

1. Place the document in either the Document Feeder or on the Document Glass.

2. Select the desired feature for the document.

- **Email**: Scans a document and sends the scanned data as an e-mail attachment after converting the data to TIFF, JPEG, PDF, DocuWorks, or XPS (XML Paper specification).
- **Network Scanning**: Scans a document using a job template created on CentreWare Internet Services. When Scan to Home is enabled and the Remote Access feature is available, the scanned data can be transferred to a different destination according to an authenticated user.
- **Scan to PC**: Scans a document and sends the scanned data to a network computer via the FTP or SMB protocol.
- **Store to Folder**: Scans a document and saves the scanned data in a folder on the machine.
- **Send from Folder**: Scans a document and temporarily saves the scanned data on the machine. The user is notified by e-mail of the URL to the location where the scanned data is stored. Then, the user can access the URL to retrieve the scanned data.
- **Store to USB**: Scans a document and saves the scanned data to a USB memory device (This is an optional feature).
- **Store to WSD**: You can scan documents set on the machine and save the scanned data from a computer. Also, you can save the scanned data to a computer on the network.

  (This is an optional feature)

Starting the Scan Job

1. Load the document into either the Document Feeder or onto the Document Glass.
2. Select the desired scanning method.
3. Select desired features from the Scan window.
4. On the Control Panel, select the **Start** button.
5. If more than one document needs to be scanned, or another page of a bound book, select **Next Original**, place the original to be scanned and select the **Start** button.
6. Continue until you are scanning the last original, select **Last Original** then select the **Start** button.
7. Select **Job Status** on the control panel to view the status of the scanned job.

Saving the Scanned Data

When you used the **Store to Folder** service, you can use the following methods to import the file stored in a folder of the machine to your computer:

- Import using an application: Use Network Scanner Driver.
- Import using Stored File Manager 3
- Import using CentreWare Internet Services
- Import using EasyOperator

Cancelling a Scan Job

Follow the procedure below to cancel a scan.

1. Either select **Stop** on the touch screen or press the **Stop** button on the Control Panel.
2. On the control panel, press **Cancel** to end scanning or **Start** to restart the scan.
3. Press the **Job Status** button on the control panel.
4. Select the job to cancel, and then press **Stop**.

Note

When a scan is cancelled, scan data already stored to the mailbox is deleted.

Preview Scanned Images of a Job

1. Scan the images and select job features.
2. While scanning, select **Preview** to preview the last page that was scanned.
3. From the drop-down menu, specify the view size by selecting **Whole Page** or **Enlarge View**, and set **Current Page**.
4. After the confirmation, select **Close** to close the preview screen.

Stopping the Scan Job

1. While a scan job is in process, Press either the **Stop** button on the control panel or select **Delete** on the touch screen.
2. Select **Delete**.
3. If Delete does not appear on the screen, press the **Job Status** button on the Control Panel.
4. Select the job to cancel and select **Delete**.

Scan Settings

1. While your scan job is scanning, you can change settings to that job by selecting **Next Original**.
2. Select **Change Settings**.
3. Select the appropriate section and make select features. The following features can be adjusted:

   - Color Scanning
   - 2 Sided Scanning
   - Original Type
   - Image Options (Lighten/Darken)
   - Image Enhancement
   - Resolution
   - Quality/File Size

- Shadow Suppression
- Original Orientation
- Original Size
- Edge Erase
- Book Scanning
- Reduce/Enlarge

4. After your changes are complete, select **Start**.

Scan Settings

The following settings can be set for scan jobs.

- Color Settings
- Original Type
- Resolution
- Lighten/Darken
- Original Orientation
- 2 Sided Scanning
- Original Size

Resolution

You can select preset resolution settings.
1. From the Advanced Settings tab, select **Resolution...**
2. Specify the image resolution.
3. Select **Save**.

Note
When File Format > MRC High Compression or OCR is set to On, only 200 dpi and 300 dpi are available.

Lighten/Darken

You can use the up/down buttons to adjust the density settings.

You can select the output type desired.

Original Orientation

The document orientation needs to be set to indicate the top of the document.
1. From the Copy tab screen, select the **Layout Adjustment** tab.
2. Select **Original Orientation...**
3. Select the orientation in accordance with the document that is loaded.
4. Select **Save** to save the changes.

Note

If the Original Orientation differs from the actual document orientation, the machine may mistakenly detect the wrong side as the head of the document.

Original Size

You can specify the size of the document when scanning standard and custom sized documents or when making copies at a size different from that of the currently loaded document.
1. From the Copy tab screen, select the **Layout Adjustment** option.
2. Select the **Original Size** button.
3. Select the actual size of the document from the options displayed.
4. If you select a Manual Size Input, specify values for the X and Y directions.
5. Select **Save** to save the changes.

Note

If the document size cannot be detected, a screen for inputting the document size is displayed.

E-mail

You can scan a document and send the scanned data as an e-mail attachment.
1. Select **E-mail** from the **Service Home** screen.
2. From the E-mail tab screen, select **New Recipient...** .

   - OR -

3. Select **Address book...** to search for and specify recipients in the address book.
4. If you wish to add the machine as a recipient, select **Add Me**.
5. If you wish to remove or change a recipient, select the applicable recipient and then select **Remove** or **Edit...** from the pop-up menu.
6. Select **Subject...** to enter and save the E-mail subject by using the keyboard screen.
7. Select **Message...** to enter and save the E-mail message by using the keyboard screen.
8. Set the various scan features.
9. As needed, select the **Advanced Settings** tab and set and save the advanced settings.

10. As needed, select the **Layout Adjustment** tab and set and save the layout adjustments.
11. Select, set and save the various options from the **Email Options** tab.
12. Press **Start** on the control panel.

   Note

   The Mail Delivery Notification (MDN) and Split Send features in the Output Format screen are only available when using the E-mail feature.

Address Book

1. From the **E-mail** option on the **Services Home** screen, select **Address Book**.
2. Select a Recipient from the address list. Search for an address if needed.

   - List all public entries: Displays the local address list.
   - Search Public: Searches recipients in the local address list.
   - Search Network: Searches recipients in the remote address list.

3. Specify the **To**, **CC**, or **BCC**.
4. Use the scroll-bar to navigate the Name list.
5. If needed, select **Details** to display the Details screen.
6. Select **Close**.

Adding E-mail Recipients:

1. From the E-mail tab, select **New Recipient...**
2. Enter the new recipient(s). You can select **+Add** to add another recipient.
3. Select **Close**.

Removing E-mail Recipients

1. From the E-mail tab, select the recipient to be deleted in the Recipient(s) list.
2. Select **Remove** from the menu.

Subject

You can enter the Subject containing up to 128 characters for the e-mail.
1. From the E-mail tab, select **Subject...**
2. Use the keyboard to enter the e-mail subject.
3. Select **Save**.

Message Contents

You can enter the Message contents containing up to 128 characters for the e-mail.
1. From the E-mail tab, select **Message...**
2. Use the keyboard to enter a brief message.

3. Select **Save**.

Preview Scanned Image

1. Select **Email** from the **Services Home** window.
2. On the **Email** window, select the **Preview** check box.
3. Preview the scanned images after the document is scanned.

Selecting an Output Color

You can set the output color to scan a document.

1. Select **Color Scanning** from the current scanning edit window.
2. Select a Color Option.

   - **Auto Detect**: The color of the document is determined automatically; the machine scans in full color when the document is colored; otherwise, scans in monochrome.

   - **Color**: Select this option to scan a color document.

   - **Black & White**: Scans a document in monochrome two tones. You can select the document type in Original Type.

   - **Grayscale**: Scans a document in grayscale. Adds shades to monochrome, creating intermediate tones that change gradually. Suited to documents containing gradations that cannot be reproduced with monochrome (2-color tone).

Scan Both Sides of a Document

You can scan a 1-sided or 2-sided document on one or both sides of paper. By setting the binding style, both sides are scanned in the same orientation.

1. Select **2 Sided Scanning** from the current scanning edit window.
2. Select an option.

   - **1 Sided**: Select this option to scan only one side of the document.

   - **2 Sided (Head to Head)**: Select this option when both sides of the 2-sided document are in the same orientation.

   - **2 Sided (Head to Toe)**: Select this option when both sides of the 2-sided document are in opposite orientations.

   - **More**: Displays the 2 Sided Scanning window.

3. If **More** is selected, the 2 Sided Scanning window opens. Select an option.

   - **1 Sided**: Select this option to scan only one side of the document.

   - **2 Sided**: Select this option to scan both sides of the document.

   - **Originals**: This option is displayed when 2 Sided is selected.

   - **Head to Head**: Select this option when both sides of the 2-sided document are in the same orientation.