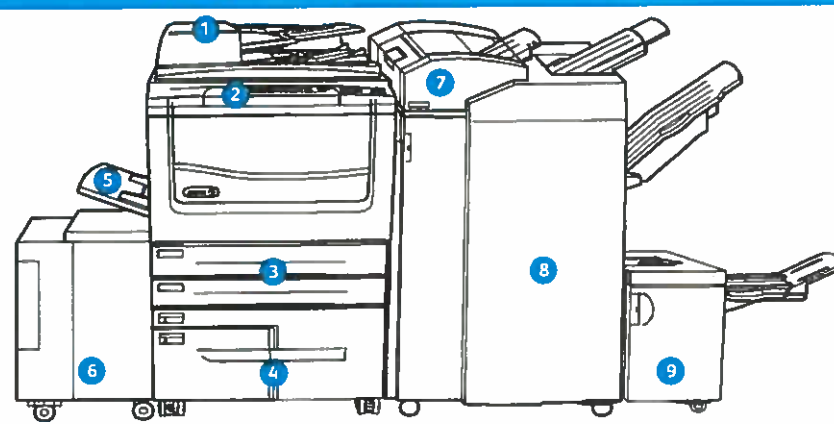


# Machine Overview

**Machine Overview**



- 1 Document Feeder and Document Glass
- 2 Control Panel
- 3 Paper Trays 1 and 2
- 4 Paper Tray 3 and 4
- 5 Bypass Tray
- 6 Tray 6 (optional)
- 7 Inserter tray 7 (optional)
- 8 High Volume Finisher (optional)
- 9 Tri-folder (optional)

**Features**

Depending on the configuration of your device, it is capable of the following:

- Copy
- 3D Card Copy
- One-Touch Scan
- Scan To...
- Workflow Scanning
- Fax
- Server Fax
- Internet Fax
- E-mail
- Print From...
- Xerox Online Support

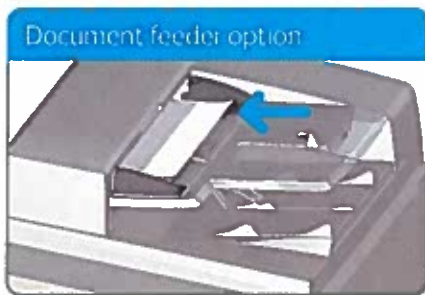
**Control panel**



- 1 Services Home
- 2 Services
- 3 Job Status
- 4 Machine Status
- 5 Touch Screen
- 6 Log In / Out
- 7 Numeric Keyboard
- 8 Help
- 9 Interrupt
- 10 Start
- 11 Clear all
- 12 Stop
- 13 Language
- 14 Energy Saver and power on / off.

**For more information**  
 Please refer to: user guides - available via  
<http://www.support.xerox.com>

# How to make a copy



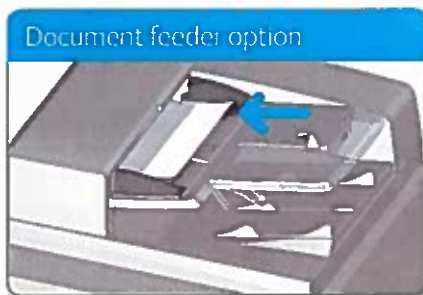
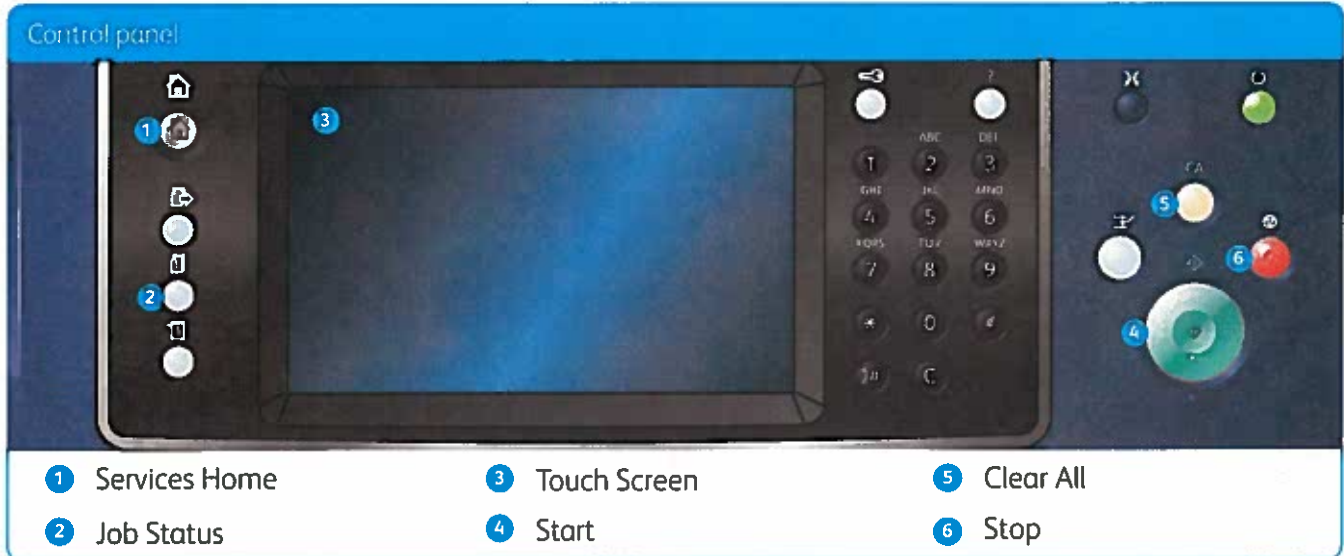
OR



1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents **OR** lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
2. Press the **Clear All (AC)** button to cancel any previous screen programming selections.
3. Press the **Services Home** button on the Control Panel.
4. Select the **Copy** button on the touch screen.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.
6. Select any options required.
7. Enter the number of prints required using the numeric keypad on the Control Panel.
8. Press the **Start** button on the Control Panel to scan the original.

**For more information**  
 Please refer to: user guides - available via  
<http://www.support.xerox.com>

# How to Send a Fax



OR

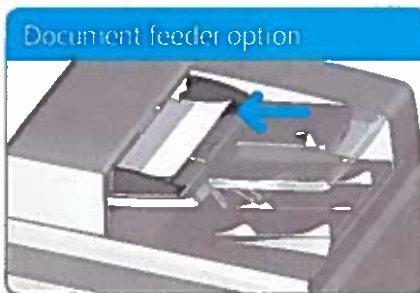
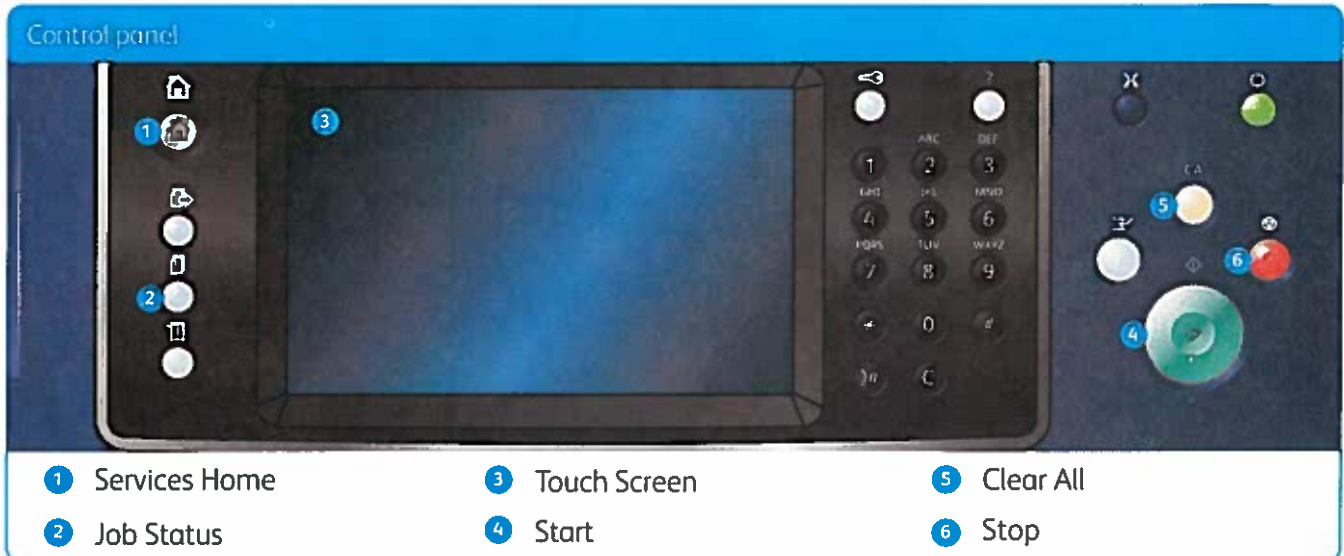


1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents **OR** lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
2. Press the **Clear All (AC)** button to cancel any previous screen programming selections.
3. Press the **Services Home** button on the Control Panel.
4. Select the **Fax** button on the touch screen.
5. If required, select the **Fax** tab. This is usually the active tab when the Fax service opens.
6. Select the **Enter Fax Number entry box** and use the numeric keypad, or the touch screen keypad to enter the recipient's fax number.
7. Select the **Add** button. If you want to send the document to more than one recipient enter the additional details, one recipient at a time, and select the **Add** button again until all the recipients have been added.
8. Select the **Close** button to save the information you entered.
9. Select any options required.
10. Press the **Start** button on the Control Panel to scan the original.

## For more information

Please refer to: user guides - available via  
<http://www.support.xerox.com>

# How to Send an E-mail



OR



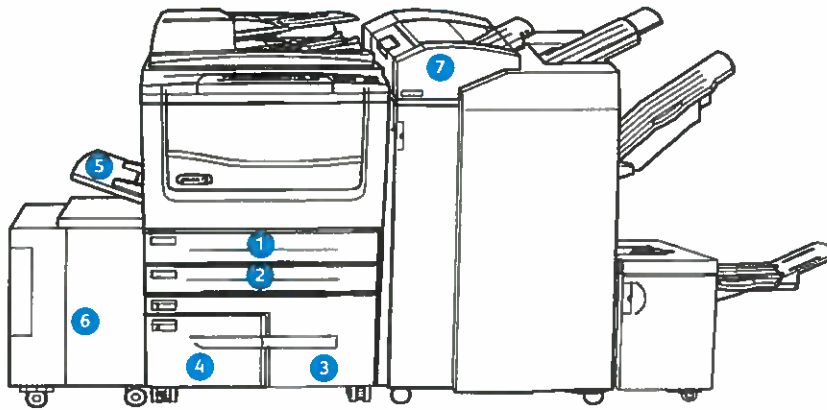
1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents **OR** lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
2. Press the **Clear All (AC)** button to cancel any previous screen programming selections.
3. Press the **Services** Home button on the Control Panel.
4. Select the **E-mail** button on the touch screen.
5. If required, select the **E-mail** tab. This is usually the active tab when the E-mail service opens.
6. Select the **New Recipient...** button.
7. Use the touch screen keyboard to enter the recipient's e-mail address.
8. Select the **Add** button.
9. Select the **Close** button to save the information you entered.
10. Select any options required.
11. Press the **Start** button on the Control Panel to scan the original.

## For more information

Please refer to: user guides - available via  
<http://www.support.xerox.com>

# How to Load Paper

## Machine Overview



- 1 Tray 1
- 2 Tray 2
- 3 Tray 3
- 4 Tray 4
- 5 Bypass Tray
- 6 Tray 6 (optional)
- 7 Inserter Tray (optional)

### Trays 1 and 2

1. Open the tray.
2. Place the media in the tray. Media must be positioned against the left side of the tray. Paper must not be loaded above the maximum fill line.
3. Make sure that the guides just touch the paper.
4. Close the paper tray.
5. If the tray is set to Dedicated this is the end of the loading process.
6. If the tray is set to Fully Adjustable the paper tray settings will be displayed on the screen. If the settings are correct select the **Confirm** button. If the settings are not correct change the settings as required.

### Bypass Tray

1. Make sure the tray is in the down position. For larger media, use the tray extension.
2. Place the media in the tray. Media must be positioned against the left side of the tray. Paper must not be loaded above the maximum fill line.
3. Make sure that the paper guides just touch the paper.
4. If the tray is set to Dedicated this is the end of the loading process.
5. If the tray is set to Fully Adjustable the paper tray settings will be displayed on the screen. If the settings are correct select the **Confirm** button. If the settings are not correct change the settings as required.

### Tray 6

1. Press the button to open the door.
2. Wait for the paper tray to lower.
3. Place the media in the tray. Media must be positioned against the left side of the tray. Paper must not be loaded above the maximum fill line.
4. Close the door.

### Tray 7 (Inserter)

1. Place the media in the correct orientation for the job. The labels on the top of Tray 7 (Inserter) provide instructions for input and output orientations.
2. Register the paper to the left edge of the tray. Paper must not be loaded above the maximum fill line.
3. Make sure that the guide just touches the paper.

### Trays 3 and 4

1. Open the tray.
2. Place the media in the tray. Media must be positioned against the left side of the tray. Paper must not be loaded above the maximum fill line.
3. Close the paper tray.

### For more information

Please refer to: user guides - available via  
<http://www.support.xerox.com>