

**Xerox ColorQube 8700 / 8900**  
Color Multifunction Printer  
Imprimante multifonction couleur



# Xerox® ColorQube® 8700 / 8900

## User Guide

## Guide d'utilisation

**Italiano** Guida per l'utente  
**Deutsch** Benutzerhandbuch  
**Español** Guía del usuario  
**Português** Guia do usuário  
**Nederlands** Gebruikershandleiding

**Svenska** Användarhandbok  
**Dansk** Betjeningsvejledning  
**Norsk** Brukerhåndbok  
**Suomi** Käyttöopas  
**Čeština** Uživatelská příručka

**Polski** Przewodnik użytkownika  
**Magyar** Felhasználói útmutató  
**Русский** Руководство пользователя  
**Türkçe** Kullanıcı Kılavuzu  
**Ελληνικά** Εγχειρίδιο χρήστη

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# Contents

1	Safety	11
	Electrical Safety .....	12
	General Guidelines.....	12
	Power Cord .....	13
	Telephone Line Cord.....	13
	Operational Safety .....	14
	Ozone Release .....	14
	Printer Location .....	14
	Operational Guidelines .....	15
	Printer Supplies .....	15
	Maintenance Safety .....	16
	Printer Symbols.....	17
	Environmental, Health, and Safety Contact Information .....	18
2	Features	19
	Parts of the Printer .....	20
	Left Front View.....	20
	Left Front View of the ColorQube 8700XF Color Multifunction Printer .....	21
	Right Rear View .....	22
	Control Panel .....	22
	Scanner with Document Feeder .....	24
	650-Sheet Finisher.....	24
	Information Pages .....	25
	Printing the Configuration Report .....	25
	Administration Features.....	26
	Accessing the Printer .....	26
	CentreWare Internet Services .....	28
	Finding the IP Address of the Printer .....	28
	Automatic Data Collection.....	29
	Billing and Usage Information .....	29
	More Information.....	30
	Xerox® Welcome Center.....	31
3	Installation and Setup	33
	Installation and Setup Overview.....	34
	Physically Connecting the Printer to the Network.....	34
	Turning On the Printer .....	34
	Initial Printer Setup .....	34
	Modifying General Settings .....	35
	Setting Energy Saver Mode.....	35

Managing Jobs .....	37
Managing Jobs at the Control Panel .....	37
Managing Jobs in CentreWare Internet Services .....	37
Managing Held Print Jobs.....	37
Managing Secure Print Jobs.....	38
Installing the Software .....	39
Operating System Requirements.....	39
Installing Drivers and Utilities for Windows .....	39
Installing Drivers and Utilities for Macintosh OS X Version 10.5 and Later .....	40
Installing Drivers and Utilities for UNIX and Linux.....	41
Other Drivers.....	42
<b>4 Paper and Media</b> .....	<b>43</b>
Supported Paper.....	44
Recommended Media .....	44
Ordering Paper .....	45
General Paper Loading Guidelines .....	45
Paper That Can Damage Your Printer.....	45
Paper Storage Guidelines.....	45
Supported Paper Types and Weights.....	46
Supported Standard Paper Sizes.....	47
Supported Paper Types and Weights for Automatic 2-Sided Printing .....	47
Supported Paper Sizes for Automatic 2-Sided Printing .....	48
Supported Custom Paper Sizes .....	48
Supported Envelope Sizes .....	48
Loading Paper .....	49
Loading Paper in Tray 1 .....	49
Loading Paper in a 525-Sheet Feeder .....	51
Configuring the 1800-Sheet High-Capacity Feeder .....	53
Loading Paper in the 1800-Sheet High-Capacity Feeder .....	56
Printing on Special Paper .....	58
Envelopes .....	58
Labels.....	63
Transparencies.....	65
<b>5 Printing</b> .....	<b>67</b>
Printing Overview .....	68
Selecting Printing Options.....	69
Print Driver Help .....	69
Windows Printing Options .....	70
Macintosh Printing Options .....	71

Printing Features.....	73
Printing on Both Sides of the Paper.....	73
Selecting Paper Options for Printing.....	74
Printing Multiple Pages to a Single Sheet (N-Up).....	74
Printing Booklets.....	74
Using Color Options.....	75
Printing Cover Pages.....	76
Printing Insert Pages.....	76
Printing Exception Pages.....	77
Scaling.....	77
Printing Watermarks.....	78
Printing Mirror Images.....	78
Creating and Saving Custom Paper Sizes.....	79
Selecting Job Completion Notification for Windows.....	79
Printing Special Job Types.....	79
Held Print Jobs.....	84
Print From.....	84
<b>6 Copying.....</b>	<b>87</b>
Basic Copying.....	88
Document Glass.....	88
Document Feeder.....	89
Selecting Copy Settings.....	90
Basic Settings.....	91
Image-Quality Settings.....	95
Layout Settings.....	98
Output Format Settings.....	101
ID Card Copying.....	109
Advanced Copying.....	113
<b>7 Scanning.....</b>	<b>115</b>
Basic Scanning.....	116
Document Glass.....	117
Document Feeder.....	117
Scanning to a Folder.....	118
Scanning to the Public Folder.....	118
Scanning to a Private Folder.....	119
Creating a Private Folder.....	119
Retrieving Scan Files.....	120
Scanning to Network File Repositories.....	121
Scanning to a Predefined Network File Repository.....	121
Adding a Scan Destination.....	122
Scanning to Your Home Directory.....	123

Setting Scan Options .....	124
Changing the Basic Scan Settings .....	124
Selecting Advanced Settings .....	125
Selecting Layout Adjustments .....	126
Selecting Filing Options .....	127
Building a Scan Job .....	128
Scanning to a USB Flash Drive .....	129
Scanning to an Email Address .....	130
Sending a Scanned Image to an Email Address .....	130
Setting Email Options .....	131
<b>8 Faxing</b> .....	<b>133</b>
Basic Faxing .....	134
Document Glass .....	135
Document Feeder .....	135
Sending an Embedded Fax .....	136
Selecting Fax Options .....	138
Sending a Server Fax .....	147
Selecting Server Fax Options .....	148
Sending an Internet Fax .....	151
Selecting Internet Fax Options .....	153
Sending a LAN Fax .....	157
Using the Address Book .....	158
Adding an Individual Entry .....	158
Adding a Group Entry .....	159
Editing or Deleting Speed Dial Entries .....	160
Using Chain Dial .....	160
<b>9 Maintenance</b> .....	<b>161</b>
General Precautions .....	162
Cleaning the Printer .....	163
Cleaning the Printer Exterior .....	163
Cleaning the Document Glass and Document Cover .....	164
Cleaning the Paper Release Blade .....	165
Cleaning Tray 1 Rollers .....	166
Cleaning Trays 2–5 Rollers .....	167
Cleaning the Exit Rollers .....	171
Routine Maintenance .....	172
Adding ColorQube Ink .....	172
Emptying the Waste Tray .....	174
Replacing Staple Cartridges .....	176
Billing and Usage Information .....	179

Ordering Supplies .....	180
Locating the Serial Number .....	180
Consumables .....	180
Routine Maintenance Items .....	180
Customer Replaceable Units .....	181
When to Order Supplies .....	181
Recycling Supplies .....	182
Moving the Printer .....	183
Precautions for Moving the Printer .....	183
Moving the Printer Within the Office .....	184
Preparing the Printer for Shipment .....	186
<b>10 Troubleshooting .....</b>	<b>189</b>
General Troubleshooting .....	190
Minimizing Ink Usage .....	190
Restarting the Printer .....	190
Printer Does Not Turn On .....	191
Printer Resets or Turns Off Frequently .....	192
Printing Takes Too Long .....	192
Document Prints From Wrong Tray .....	193
Document Fails to Print .....	193
Printer Makes Unusual Noises .....	193
Automatic 2-Sided Printing Problems .....	194
Date and Time are Incorrect .....	194
Scanner Errors .....	195
Jams .....	196
Clearing Paper Jams .....	197
Minimizing Paper Jams .....	208
Troubleshooting Paper Jams .....	210
Clearing Staple Jams .....	213
Print-Quality Problems .....	216
Controlling Print Quality .....	216
Troubleshooting Print-Quality Problems .....	218
Copy and Scan Problems .....	221
Fax Problems .....	222
Problems Sending Faxes .....	222
Problems Receiving Faxes .....	223
Getting Help .....	225
Control Panel Messages .....	225
Scan and Fax Alerts .....	226
Maintenance Assistant .....	226
Online Support Assistant .....	227
More Information .....	227

<b>A</b>	<b>Specifications</b>	<b>229</b>
	Printer Configurations and Options .....	230
	Standard Features .....	230
	Available Configurations.....	230
	Options and Upgrades .....	231
	Physical Specifications.....	232
	Standard Configurations.....	232
	Configuration with Finisher, 1800-Sheet High-Capacity Feeder, and Two Optional 525-Sheet Feeders .....	232
	Clearance Requirements .....	233
	Environmental Specifications.....	234
	Temperature .....	234
	Relative Humidity .....	234
	Elevation.....	234
	Electrical Specifications.....	235
	ENERGY STAR Qualified Product.....	235
	Performance Specifications .....	236
	Printing Resolution .....	236
	Print Speed .....	236
<b>B</b>	<b>Regulatory Information</b>	<b>237</b>
	Basic Regulations.....	238
	United States FCC Regulations.....	238
	Canada.....	238
	European Union Radio Interference.....	239
	European Union Lot 4 Imaging Equipment Agreement Environmental Information.....	239
	Germany.....	240
	Turkey RoHS Regulation.....	241
	Copy Regulations .....	242
	United States.....	242
	Canada.....	243
	Other Countries.....	244
	Fax Regulations .....	245
	United States.....	245
	Canada.....	246
	European Union.....	247
	New Zealand.....	247
	Material Safety Data Sheets .....	249
<b>C</b>	<b>Recycling and Disposal</b>	<b>251</b>
	All Countries.....	252
	North America.....	253



European Union.....	254
Domestic/Household Environment .....	254
Professional/Business Environment .....	254
Collection and Disposal of Equipment and Batteries.....	255
Battery Symbol Note .....	255
Battery Removal.....	255
Other Countries.....	256



# Safety

# 1

This chapter includes:

- Electrical Safety ..... 12
- Operational Safety ..... 14
- Maintenance Safety ..... 16
- Printer Symbols ..... 17
- Environmental, Health, and Safety Contact Information ..... 18

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 Xerox® printer.

# Electrical Safety

Please read the following instructions carefully before operating your printer. Refer to these instructions to ensure the continued safe operation of your printer.

Your Xerox® printer and supplies are designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

The safety and environment testing and performance of this product have been verified using Xerox® materials only.

**Note:** Unauthorized alterations, which can include the addition of new functions or connection of external devices, can affect the product certification. Please contact your Xerox representative for more information.

## General Guidelines



### **WARNINGS:**

- Do not push objects into slots or openings on the printer. Touching a voltage point or shorting out a part could result in fire or electrical shock.
- Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are instructed to do so. Turn off the printer 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 printer.
- The printer is exposed to water.
- The printer emits smoke, or the surface is unusually hot.
- The printer causes a circuit breaker, fuse, or other safety device to activate.

If any of these conditions occur, do the following:

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

## Power Cord

- Use the power cord supplied with your printer.
- Plug the power cord directly into a properly grounded electrical outlet. Ensure that each end of the cord is connected securely. 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 printer is grounded properly. Electrical products can be hazardous if misused.

- Only use an extension cord or power strip designed to handle the electrical current capacity of the printer.
- Verify that the printer is plugged into an outlet that is providing the correct voltage and power. Review the electrical specification of the printer with an electrician if necessary.
- Do not place the printer in an area where people can step on the power cord.
- Do not place objects on the power cord.
- Do not plug or unplug the power cord while the power switch is in the On position.
- If the power cord becomes frayed or worn, replace it.
- To avoid electrical shock and damage to the cord, grasp the plug when unplugging the power cord.

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

## Telephone Line Cord



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

# Operational Safety

Your printer 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 printer.

## Ozone Release

This printer produces ozone during normal operation. The amount of ozone produced is dependent on print volume. Ozone is heavier than air and is not produced in amounts large enough to harm anyone. Install the printer in a well-ventilated room.

For more information in North America, go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/environment](http://www.xerox.com/environment)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/environment](http://www.xerox.com/environment)

In other markets, contact your local Xerox representative or go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe)

## Printer Location

- Place the printer on a level, solid, non-vibrating surface with adequate strength to hold the weight of the printer. To find the weight for your printer configuration, see [Physical Specifications](#) on page 232.
- Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer.
- Place the printer in an area where there is adequate space for operation and servicing.
- Place the printer in a dust-free area.
- Do not store or operate the printer in an environment of extreme temperature or humidity.
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight.
- Do not place the printer where it is exposed directly to the cold air flow from an air conditioning system.
- Do not place the printer in locations susceptible to vibrations.
- For optimum performance, use the printer at the elevations specified in [Elevation](#) on page 234.

## Operational Guidelines

- Do not remove the paper source tray that you selected in either the print driver or control panel while the printer is printing.
- Do not open the doors when the printer is printing.
- Do not move the printer when it is printing.
- Keep hands, hair, neckties, and so on away from the exit and feed rollers.
- Covers, which require tools for removal, protect the hazard areas within the printer. Do not remove the protective covers.

## Printer Supplies

- Use the supplies designed for your printer. The use of unsuitable materials can cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the product, options, and supplies.
- Store all supplies in accordance with the instructions given on the package or container.
- Keep all supplies away from the reach of children.
- Never burn supplies.
- When handling supplies, avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble supplies, which can increase the risk of skin or eye contact.

## Maintenance Safety

- Do not attempt any maintenance procedure that is not described in the documentation supplied with your printer.
- Do not use aerosol cleaners. Clean with a dry lint-free cloth only.
- Do not burn any consumables or routine maintenance items.

For more information on the Xerox® supplies recycling program, go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/gwa](http://www.xerox.com/gwa)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/gwa](http://www.xerox.com/gwa)







See *also*:

[Cleaning the Printer](#) on page 163

[Moving the Printer](#) on page 183



## Printer Symbols

Symbol	Description
	Warning or Caution: Ignoring this warning could cause serious injury or even death. Ignoring this caution could cause injury or damage to the property.
	Oil from the cleaning kit can stain clothing and material. Do not tip the cleaning kit because oil can drip from the tray. Do not let the cleaning kit contact your clothing.
	Do not tip the printer. It can cause ink to spill.
	Do not touch the area of the printer marked with this symbol.
	After turning it off, wait 30 minutes for the printer to cool before moving or tilting it.
	Do not look into the scanner during operation.

## Environmental, Health, and Safety Contact Information

For product safety information in the United States and Canada, go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/environment](http://www.xerox.com/environment)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/environment](http://www.xerox.com/environment)

For product safety information in Europe, go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe)

# Features

# 2

This chapter includes:

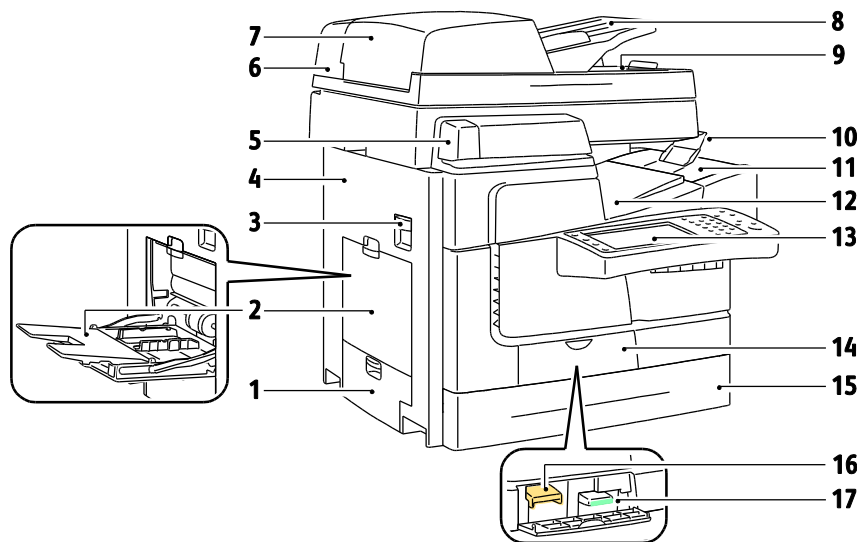
•	Parts of the Printer.....	20
•	Information Pages.....	25
•	Administration Features.....	26
•	More Information .....	30

# Parts of the Printer

This section includes:

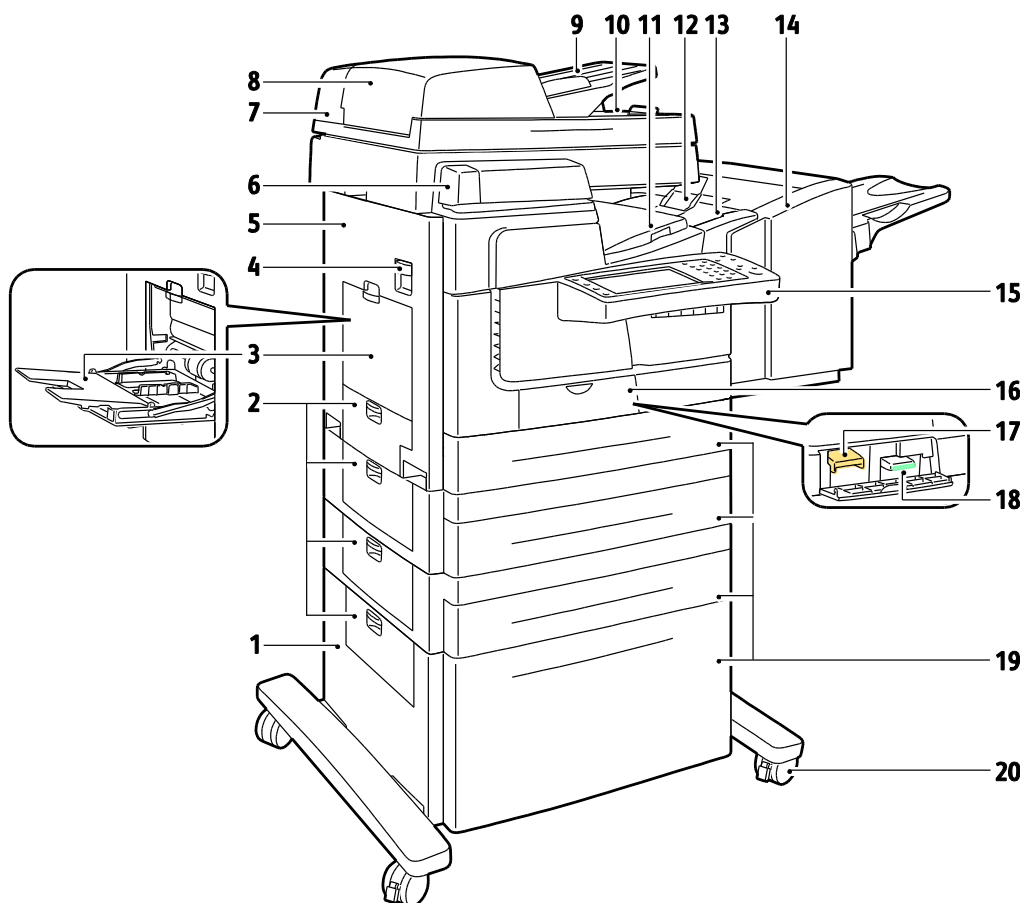
• Left Front View.....	20
• Left Front View of the ColorQube 8700XF Color Multifunction Printer .....	21
• Right Rear View.....	22
• Control Panel .....	22
• Scanner with Document Feeder .....	24
• 650-Sheet Finisher.....	24

## Left Front View



- |                                 |                            |
|---------------------------------|----------------------------|
| 1. Tray 2 Left Side Door        | 10. Output Tray Paper Stop |
| 2. Tray 1                       | 11. Ink Access Door        |
| 3. Top Left Side Door Release   | 12. Output Tray            |
| 4. Top Left Side Door           | 13. Control Panel          |
| 5. Convenience Stapler          | 14. Front Door             |
| 6. Scanner with Document Feeder | 15. Tray 2                 |
| 7. Document Feeder Top Cover    | 16. Cleaning Unit          |
| 8. Document Feeder Tray         | 17. Waste Tray             |
| 9. Document Feeder Output Tray  |                            |

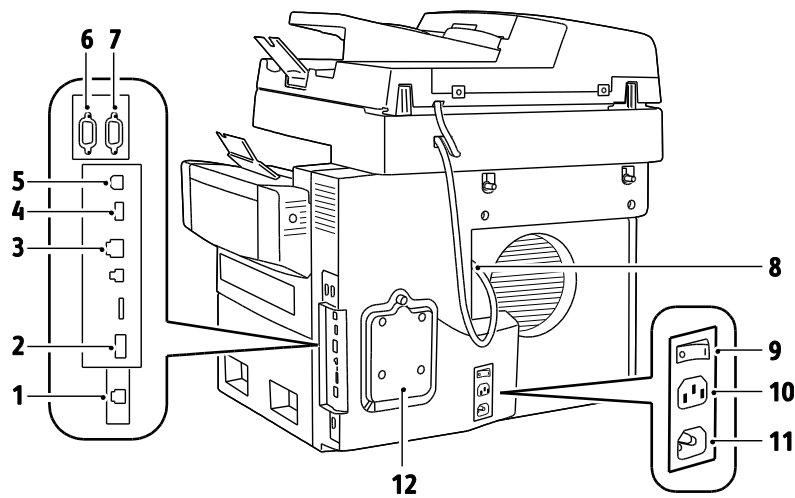
## Left Front View of the ColorQube 8700XF Color Multifunction Printer



1. 1800-Sheet High-Capacity Feeder
2. Left Side Doors
3. Tray 1
4. Top Left Side Door Release
5. Top Left Side Door
6. Convenience Stapler
7. Scanner with Document Feeder
8. Document Feeder Top Cover
9. Document Feeder Tray
10. Document Feeder Output Tray

11. Output Tray
12. Output Tray Paper Stop
13. Ink Access Door
14. 650-Sheet Finisher
15. Control Panel
16. Front Door
17. Cleaning Unit
18. Waste Tray
19. Trays 2–5
20. Locking Wheels

## Right Rear View

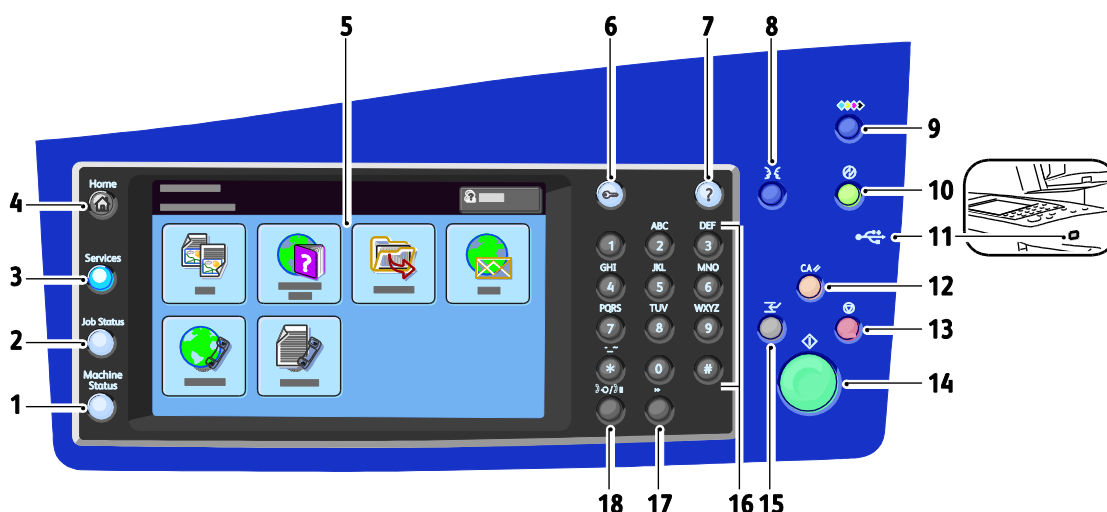


- |                             |                                  |
|-----------------------------|----------------------------------|
| 1. Fax Line Connector       | 7. Finisher Interface            |
| 2. Feature Card Slot        | 8. Scanner Port                  |
| 3. Ethernet Connection      | 9. Power Switch                  |
| 4. USB Memory Port          | 10. Power Connector for Finisher |
| 5. USB Port                 | 11. Power Connector for Printer  |
| 6. Foreign Device Interface | 12. Hard Drive Cover             |

## Control Panel

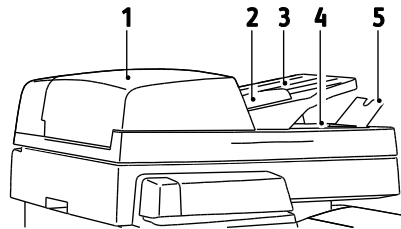
The control panel consists of the touch screen, USB port, and buttons you press to control the functions available on the printer. The control panel:

- Displays the current operating status of the printer.
- Provides access to copy, print, scan, and fax features.
- Provides access to information pages.
- Prompts you to load paper, replace supplies, and clear jams.
- Displays errors and warnings.
- Connects to a USB Flash drive for scan and print access.

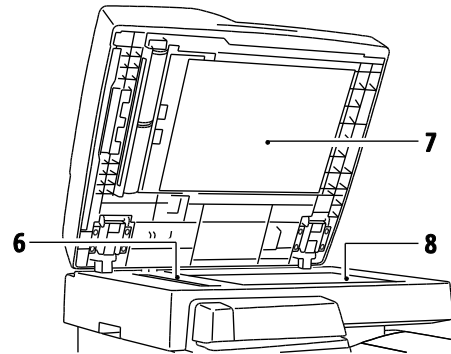


1. **Machine Status** displays printer status information on the touch screen.
2. **Job Status** displays lists of the active or completed jobs on the touch screen.
3. **Services** provides access to the options for the selected copy, scan, or fax function on the touch screen.
4. **Services Home** provides access to printer features, such as copy, scan, and fax.
5. **Touch Screen** displays information and provides access to printer functions.
6. **Log In/Out** provides access to password-protected features.
7. **Help (?)** displays information about the current selection.
8. **Language** changes the touch screen language and keyboard settings.
9. **Ink Access Door Release** turns on the release motor to open the ink access door.
10. **Power Saver** enters and exits low-power mode.
11. **USB Memory Port** provides USB Flash drive connection for use with Scan to USB and Print from USB functions.
12. **Clear All**, if pressed once, resets to the default settings and displays the first screen for the current selection. If pressed twice, Clear All resets all the features to their default settings.
13. **Stop** temporarily stops the current job. Follow the onscreen instructions to cancel or resume your job.
14. **Start** starts the selected copy, scan, fax, or Print From job, such as Print from USB.
15. **Interrupt Print** interrupts or resumes the current print, copy, or fax job.
16. **Alphanumeric Keypad** enters alphanumeric information.
17. **C (clear)** deletes numeric values or the last digit entered using the alphanumeric keys.
18. **Dial Pause** inserts a pause in a telephone number when transmitting a fax.

## Scanner with Document Feeder

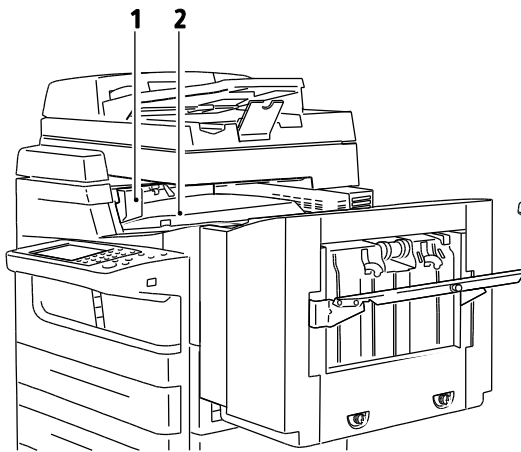


1. Document Feeder Top Cover
2. Document Feeder Width Guides
3. Document Feeder Tray
4. Document Feeder Output Tray
5. Output Tray Paper Stop



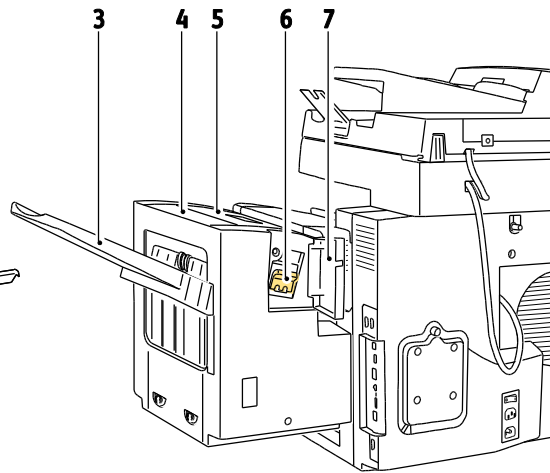
6. Constant Velocity Transport (CVT) Glass
7. Document Cover
8. Document Glass

## 650-Sheet Finisher



**Right Front View**

1. Finisher Transport Left Door
2. Finisher Transport Cover



**Left Rear View**

3. Finisher Output Tray
4. Exit Cover
5. Finisher Top Cover
6. Staple Cartridge
7. Finisher Stapler Door



## Information Pages

Your printer has a printable set of information pages stored on its internal hard drive. Information pages include configuration and font information, demonstration pages, and more.

1. At the printer control panel, press the **Machine Status** button.
2. On the Machine Information tab, touch **Information Pages**, then touch the desired information page.
3. Touch **Print**.

**Note:** Information pages can also be printed from CentreWare Internet Services.

### Printing the Configuration Report

1. At the printer control panel, press the **Machine Status** button.
2. On the Machine Information tab, touch **Information Pages > Configuration Report > Print**.
3. Touch **Close** after the report prints.

# Administration Features

This section includes:

• Accessing the Printer.....	26
• CentreWare Internet Services .....	28
• Finding the IP Address of the Printer .....	28
• Automatic Data Collection.....	29
• Billing and Usage Information .....	29

For details, see the *System Administrator Guide* for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700docs](http://www.xerox.com/office/CQ8700docs)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900docs](http://www.xerox.com/office/CQ8900docs)

## Accessing the Printer

To ensure that unauthorized users cannot access the printer, the system administrator can configure authentication and authorization. If the administrator configures authentication and authorization, you can be required to log in to access some or all of the features of the printer. If the administrator configures accounting, you must type an accounting code to access tracked features.

## Authentication

Authentication is the process of confirming your identity. When the system administrator enables authentication, the printer compares the information that you provide to another source of information, such as an LDAP directory. The information can be a user name and password, or the information stored on a magnetic or proximity ID card. If the information is valid, you are considered an authenticated user.

The system administrator can set permissions so that authentication is required when accessing features at the control panel, in CentreWare Internet Services, or in the print driver.

If the administrator configures local or network authentication, you identify yourself by typing your user name and password at the control panel or in CentreWare Internet Services. If the administrator configures card reader authentication, you identify yourself by swiping a magnetic or proximity card at the control panel and typing a passcode.

**Note:** The system administrator can allow you to type your user name and password when Smart Card authentication is the primary authentication method. If the administrator configures an alternative authentication method, and you misplace your card, you can still access the printer.

## Authorization

Authorization is the function of specifying the features that you are allowed to access, and the process of approving or disapproving your access. The system administrator can configure the printer to allow you to access to the printer, but restrict your access to certain features, tools, and services. For example, the printer can allow you access to copying but restrict your access to color printing. The system administrator can also control your access to features at specific times during the day. For example, the system administrator can restrict a group of users from printing during peak business hours. If you attempt to print using a restricted method or during a restricted time, the job does not print. Instead, the printer prints an error page and the job appears with an error message in the Job Status lists.

Where the system administrator stores the authorization information determines the authorization type.

- **Local** authorization stores the login information on the printer in the user Information Database.
- **Network** authorization stores the login information in an external database, such as an LDAP directory.

The system administrator sets authorization permissions. To set or edit user permissions for access to printer features, you must log in as the administrator.

## Accounting

Accounting monitors the print, copy, scan, and fax impressions produced and who produces them. Accounting associates your user name and account identification information with each document you print. Accounting data is collected and stored as jobs are submitted to the printer.

The system administrator must create user accounts and enable the accounting feature. When accounting is enabled, you must log in to the printer before accessing services. You must also provide your account details in the print driver before printing documents from a computer. The system administrator can set limits to restrict the total number of jobs by type that a user can produce. The administrator can also generate reports listing usage data for individual users and groups.

For details, see the *System Administrator Guide* for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700docs](http://www.xerox.com/office/CQ8700docs)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900docs](http://www.xerox.com/office/CQ8900docs)

## Logging In

Logging in is the process by which you identify yourself to the printer for authentication. When authentication is set, you must log in to gain access to the printer features.

### Logging In at the Control Panel

1. At the control panel, either press **Log In/Out** or touch **Guest**.
2. If an administrator has configured more than one authentication server, select your domain, realm, or tree.
  - a. Touch **Domain, Realm, or Tree**
  - b. From the list, touch your domain, realm, or tree.
  - c. Touch **Save**.

3. Type your user name, then touch **Next**.
4. Type your password, then touch **Next**.

### Logging In to CentreWare Internet Services

1. At your computer, open a Web browser, type the IP address of the printer in the address field, then press **Enter** or **Return**.

**Note:** If you do not know the IP address of your printer, see [Finding the IP Address of Your Printer](#) on page 29.

2. At the top of the page, next to the lock and key icon, click **Login**.
3. Type the User ID in the space provided.
4. Type the password in the space provided.
5. Click **Login**.

## CentreWare Internet Services

CentreWare Internet Services is the administration and configuration software installed on the embedded Web server in the printer. It allows you to configure and administer the printer from a Web browser.

CentreWare Internet Services requires:

- A TCP/IP connection between the printer and the network in Windows, Macintosh, UNIX, or Linux environments.
- TCP/IP and HTTP enabled in the printer.
- A network-connected computer with a Web browser that supports JavaScript.

For details, see the Help in CentreWare Internet Services or the *System Administrator Guide*.

### Accessing CentreWare Internet Services

At your computer, open a Web browser, type the IP address of the printer in the address field, then press **Enter** or **Return**.

## Finding the IP Address of the Printer

You can view the IP address of your printer on the control panel or on the Configuration Report.

### Finding the IP Address on the Control Panel

If Display Network Settings is set to Show IPv4 Address, the address appears in the top left corner of the touch screen display. To display the IPv4 Address on the control panel, do one of the following:

- To configure Display Network Settings using CentreWare Internet Services, click **Properties > Security > Display Network Settings > Show IPv4 Address > Apply**. For details, see the Help in CentreWare Internet Services.

- To configure Display Network Settings at the control panel, press the **Machine Status** button. Touch **Tools > Network Settings > Display Network Settings > Show IPv4 Address > Save**.

To view the IP address of the printer on the control panel:

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools > Network Settings > TCP/IP Settings**.
3. Record the IP addresses from the IPv4 and IPv6 areas on the display.

## Finding the IP Address on the Configuration Report

1. At the printer control panel, press the **Machine Status** button.
2. On the Machine Information tab, touch **Information Pages > Configuration Report > Print**.
3. Touch **Close**.
4. IPv4 and IPv6 address information is located in the Connectivity Protocols section of the Configuration Report under TCP/IPv4 and TCP/IPv6.

## Automatic Data Collection

This printer automatically collects data and transmits it to a secure offsite location. Xerox or a designated servicer uses this data to support and service the printer, or for billing, supplies replenishment, or product improvement. Automatically transmitted data can include product registration, meter read, supply level, printer configuration and settings, software version, and problem or fault code data. Xerox cannot read, view, or download the content of your documents residing on or passing through your printer or any of your information management systems.

To turn off automatic data collection:

On the Welcome page in CentreWare Internet Services, click the link in the note regarding automated services.

## Billing and Usage Information

Billing and printer usage information appears on the Billing Information screen. The impression counts shown are used for billing.

For details, see [Billing and Usage Information](#) on page 179.

## More Information

Resource	Location
<i>Installation Guide</i>	Packaged with the printer.
<i>Quick Use Guide</i>	Packaged with the printer.
<i>System Administrator Guide</i>	<ul style="list-style-type: none"> <li>ColorQube 8700 Color Multifunction Printer: <a href="http://www.xerox.com/office/CQ8700docs">www.xerox.com/office/CQ8700docs</a></li> <li>ColorQube 8900 Color Multifunction Printer: <a href="http://www.xerox.com/office/CQ8900docs">www.xerox.com/office/CQ8900docs</a></li> </ul>
Recommended Media List	United States: <ul style="list-style-type: none"> <li>ColorQube 8700 Color Multifunction Printer: <a href="http://www.xerox.com/paper">www.xerox.com/paper</a></li> <li>ColorQube 8900 Color Multifunction Printer: <a href="http://www.xerox.com/paper">www.xerox.com/paper</a></li> </ul> European Union: <ul style="list-style-type: none"> <li>ColorQube 8700 Color Multifunction Printer: <a href="http://www.xerox.com/europaper">www.xerox.com/europaper</a></li> <li>ColorQube 8900 Color Multifunction Printer: <a href="http://www.xerox.com/europaper">www.xerox.com/europaper</a></li> </ul>
Technical support information for your printer; including online technical support, Online Support Assistant, and driver downloads.	<ul style="list-style-type: none"> <li>ColorQube 8700 Color Multifunction Printer: <a href="http://www.xerox.com/office/CQ8700support">www.xerox.com/office/CQ8700support</a></li> <li>ColorQube 8900 Color Multifunction Printer: <a href="http://www.xerox.com/office/CQ8900support">www.xerox.com/office/CQ8900support</a></li> </ul>
Information Pages	Print from the control panel.
Information about menus or error messages	Press the control panel Help (?) button.
Order supplies for your printer	<ul style="list-style-type: none"> <li>ColorQube 8700 Color Multifunction Printer: <a href="http://www.xerox.com/office/CQ8700supplies">www.xerox.com/office/CQ8700supplies</a></li> <li>ColorQube 8900 Color Multifunction Printer: <a href="http://www.xerox.com/office/CQ8900supplies">www.xerox.com/office/CQ8900supplies</a></li> </ul>
A resource for tools and information, including interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs.	<a href="http://www.xerox.com/office/businessresourcecenter">www.xerox.com/office/businessresourcecenter</a>
Local sales and support center	<ul style="list-style-type: none"> <li>ColorQube 8700 Color Multifunction Printer: <a href="http://www.xerox.com/office/worldcontacts">www.xerox.com/office/worldcontacts</a></li> <li>ColorQube 8900 Color Multifunction Printer: <a href="http://www.xerox.com/office/worldcontacts">www.xerox.com/office/worldcontacts</a></li> </ul>
Printer registration	<ul style="list-style-type: none"> <li>ColorQube 8700 Color Multifunction Printer: <a href="http://www.xerox.com/office/register">www.xerox.com/office/register</a></li> <li>ColorQube 8900 Color Multifunction Printer: <a href="http://www.xerox.com/office/register">www.xerox.com/office/register</a></li> </ul>
Xerox® Direct online store	<a href="http://www.direct.xerox.com/">www.direct.xerox.com/</a>

## Xerox® Welcome Center

If you need assistance during or after printer installation, visit the Xerox® website for online solutions and support for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/worldcontacts](http://www.xerox.com/office/worldcontacts)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/worldcontacts](http://www.xerox.com/office/worldcontacts)

If you require further assistance, contact the Xerox® Welcome Center for the United States and Canada at 1-800-835-6100.

If a local Xerox representative telephone number was provided during printer installation, record the telephone number in the following space.

# \_\_\_\_\_

If you need additional help using your printer:

1. Refer to this user guide.
2. Contact the system administrator.
3. Visit our customer website for your printer model:
  - ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700support](http://www.xerox.com/office/CQ8700support)
  - ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900support](http://www.xerox.com/office/CQ8900support)

To assist you, the Welcome Center needs the following information:

- The nature of the problem.
- The serial number of the printer.
- The fault code.
- The name and location of your company.

## Locating the Serial Number

To contact Xerox for assistance, you need the printer serial number. The serial number is on the left side of the printer frame behind Tray 2. The serial number also appears on the control panel. Press the **Machine Status** button to view the serial number on the control panel.





# Installation and Setup

# 3

This chapter includes:

- [Installation and Setup Overview](#) ..... 34
- [Modifying General Settings](#) ..... 35
- [Managing Jobs](#)..... 37
- [Installing the Software](#) ..... 39

See also:

The *System Administrator Guide* for your printer model:

ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700docs](http://www.xerox.com/office/CQ8700docs)

ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900docs](http://www.xerox.com/office/CQ8900docs)

The *Installation Guide* is packaged with your printer.

# Installation and Setup Overview

Before printing, your computer and the printer must be plugged in, turned on, and connected. Configure the initial settings of the printer, then install the driver software and utilities on your computer.

You can connect to your printer directly from your computer using USB, or connect over a network using an Ethernet cable or wireless connection. Hardware and cabling requirements vary for the different connection methods. Routers, network hubs, network switches, modems, Ethernet cables, and USB cables are not included with your printer and must be purchased separately. Xerox recommends an Ethernet connection because it is typically faster than a USB connection, and it provides access to CentreWare Internet Services. It also provides access to email, workflow scanning, and server fax services.

If the *Software and Documentation disc* is not available, you can download the latest drivers for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700drivers](http://www.xerox.com/office/CQ8700drivers)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900drivers](http://www.xerox.com/office/CQ8900drivers)

## Physically Connecting the Printer to the Network

Use a Category 5 or better Ethernet cable to connect the printer to the network. An Ethernet network is used for one or more computers and supports many printers and systems simultaneously. An Ethernet connection provides direct access to printer settings using CentreWare Internet Services.

To connect the printer:

1. Connect the power cord to the printer, and plug the cord into an electrical outlet.
2. Connect one end of a Category 5 or better Ethernet cable to the Ethernet port on the printer. Connect the other end of the Ethernet cable to a correctly configured network port on a hub or router.
3. Turn on the printer.

## Turning On the Printer

The power switch is on the back of the printer above the power cord. Ensure that all of the other cables are connected, then turn on the printer.

## Initial Printer Setup

Ensure that the printer is set up before installing the printer software. Setup includes enabling the optional features and assigning an IP address for the Ethernet network connection. If the printer has not been turned on and configured previously, see the *System Administrator Guide* for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700docs](http://www.xerox.com/office/CQ8700docs)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900docs](http://www.xerox.com/office/CQ8900docs)

## Modifying General Settings

You can modify printer settings such as the language, date and time, units of measurement, display brightness, and startup page from the control panel.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Device Settings > General**, then touch the setting you want to change:
  - **Manual Wake-up Setting** allows you to turn the Wake-up Sensor on or off. It also allows you to set the sensitivity to wake the printer. When the sensitivity is high, you can wake the printer by pressing any button or touching the screen. When the sensitivity is low, you can wake the printer only by pressing Power Saver.
  - **Energy Saver** specifies when the printer goes into energy-saving mode.
  - **Date/Time** allows you to set the time zone, date, time, and display format.

**Note:** The date and time are set automatically through Network Time Protocol (NTP). To modify these settings, go to the Properties tab in CentreWare Internet Services and change the Date and Time Setup to **Manual (NTP Disabled)**.

- **Language/Keyboard** allows you to set the language and keyboard layout.
  - **Custom Keyboard Button** allows you to assign text to the custom key on the virtual keyboard.
3. Change settings as needed, then touch **Save**.
  4. To return to the main screen, touch **Home**.

## Setting Energy Saver Mode

You can set the time the printer spends idle in ready mode before the printer transitions to a lower power level.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Device Settings > General > Energy Saver**.
3. Touch an option:
  - **Intelligent Ready** causes the printer to wake and sleep based on previous usage patterns.
  - **Job Activated** causes the printer to wake when it detects activity.
  - **Scheduled** causes the printer to wake and sleep according to a schedule you specify.

If you selected Intelligent Ready or Job Activated, under Fast Resume, touch **On** to reduce the wake time. This option changes the default sleep and low-power timeout periods, and increases energy usage.

If you selected Scheduled as the Energy Saver Mode, to select the times at which you want the printer to wake or sleep, touch **Scheduled Settings**.

- a. Touch a day of the week in the list.
- b. To wake on activity, under Schedule Based On, touch **Activity**.

- c. To wake the printer at a certain time, touch **Time > Wake Up Time**, then select the time for the printer to wake up.
  - d. To set the printer to sleep at a certain time, touch **Time > Energy Saver Time**, then select the time for the printer to sleep.
4. Touch **Save**.

# Managing Jobs

## Managing Jobs at the Control Panel

From the control panel Job Status, you can view lists of active jobs, secure jobs, or completed jobs. You can delete, print, or view job progress or job details for a selected job.

From the Print From menu, you can view lists of saved jobs, jobs stored on a USB Flash drive, or jobs stored in printer folders. You can select and print jobs from any of the lists.

See also:

[Held Print Jobs](#) on page 84

[Secure Print](#) on page 80

[Saved Job](#) on page 82

[Sample Set](#) on page 80

[Delay Print](#) on page 81

[Print From](#) on page 84

## Managing Jobs in CentreWare Internet Services

You can view a list of active jobs and delete print jobs from the Active Jobs list in CentreWare Internet Services. You can also print, copy, move, or delete saved jobs. For details, see the Help in CentreWare Internet Services.

## Managing Held Print Jobs

If the system administrator has configured the Hold All Jobs feature, any job sent to the printer is held until you release it. To view held jobs, touch the **Held Print Jobs** or **My Held Print Jobs** tabs.

Unidentified jobs are jobs that are not associated with a user name. Unidentified jobs originate from a computer that does not require a user to log in. Examples are a job sent from a DOS or UNIX window using LPR, Port 9100, or from the Jobs tab in CentreWare Internet Services.

- To see a list of the unidentified jobs, touch the **Unidentified Print Jobs** tab.
- To release a held job, touch the job, then touch **Release**. To release all held jobs, touch **Release All Jobs**.

## Managing Secure Print Jobs

When you send a secure print job, the job is held until you release it by typing a passcode at the control panel. To view a list of secure print jobs, press the **Job Status** button, then touch **Secure Print Jobs**. For details, see [Secure Print](#) on page 80.

**Note:** Only the user that sent the job or the system administrator can delete a secure print job.

# Installing the Software

This section includes:

- Operating System Requirements ..... 39
- Installing Drivers and Utilities for Windows ..... 39
- Installing Drivers and Utilities for Macintosh OS X Version 10.5 and Later ..... 40
- Installing Drivers and Utilities for UNIX and Linux..... 41
- Other Drivers..... 42

Before installing driver software, verify that the printer is plugged in, turned on, connected correctly, and has a valid IP address. The IP address usually appears in the upper left corner of the control panel.

If the *Software and Documentation disc* is not available, you can download the latest drivers for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700drivers](http://www.xerox.com/office/CQ8700drivers)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900drivers](http://www.xerox.com/office/CQ8900drivers)

## Operating System Requirements

- Windows XP SP3 and later; Windows Server 2003 and later
- Macintosh OS X version 10.5 and later
- Novell Netware 5.0 and later
- UNIX and Linux: Your printer supports connection to various UNIX platforms through the network interface.

## Installing Drivers and Utilities for Windows

To access all the features of your printer, install the Xerox® print driver and the Xerox® scan driver.

To install the print and scan driver software:

1. Insert the *Software and Documentation disc* into the appropriate drive on your computer. The installer starts automatically.  
If the installer does not start automatically, navigate to the drive, and double-click the **Setup.exe** installer file.
2. To change the language, click **Language**.
3. Select your language, then click **OK**.
4. Click **Install Drivers** > **Install Print and Scan Drivers**.
5. To accept the license agreement, click **I Agree**.
6. From the list of discovered printers, select your printer, then click **Next**.

7. If your printer does not appear in the list of discovered printers, click **Extended Search**.
8. If your printer still does not appear in the list of discovered printers, and you know the IP address:
  - a. Click the **Network Printer** icon at the top of the window.
  - b. Enter the IP address or the DNS name of the printer.
  - c. Click **Search**.
  - d. From the list of discovered printers, select your printer, then click **Next**.
9. If the printer still does not appear in the list of discovered printers, and you do not know the IP address:
  - a. Click **Advanced Search**.
  - b. If you know the gateway address and subnet mask, click the top button and enter the addresses into the Gateway and Subnet Mask fields.
  - c. If you know the address of another printer on the same subnet, click the middle button and enter the address in the IP Address field.
  - d. Click **Search**.
  - e. From the list of discovered printers, select your printer, then click **Next**.

**Note:** When the printer appears in the Discovered Printers window, it displays the IP address. Record the IP address for future use.
10. Select the desired driver.
11. Click **Install**.

If the installer prompts you for the IP address, enter the IP address of the printer.

If the installer prompts you to restart your computer, click **Restart** to complete the installation of the drivers.
12. To complete the installation, click **Finish**.

## Installing Drivers and Utilities for Macintosh OS X Version 10.5 and Later

To access all the features of your printer, install the Xerox® print driver and the Xerox® scan driver.

To install the print and scan driver software:

1. Insert the *Software and Documentation disc* into the appropriate drive on your computer.
2. Open the **Mac** folder, then open the **Mac OS 10.5+Universal PS** folder.
3. Open Xerox® ColorQube 8700 CD.dmg or Xerox® ColorQube 8900 CD.dmg as needed for your printer.
4. To run ColorQube 8700 CD.pkg or ColorQube 8900 CD.pkg, double-click the appropriate file name.
5. When prompted, click **Continue**.
6. To accept the license agreement, click **I Agree**.
7. To accept the current installation location, click **Install**, or select another location for the installation files, then click **Install**.
8. Enter your password, then click **OK**.



9. From the list of discovered printers, select your printer, then click **Next**.  
If your printer does not appear in the list of discovered printers:
  - a. Click the **Network Printer Icon**.
  - b. Type the IP address of your printer, then click **Continue**.
  - c. Select your printer in the list of discovered printers, then click **Continue**.
10. To accept the print queue message, click **OK**.
11. Select or clear the **Set Printer as Default** and **Print a Test Page** check boxes.
12. Click **Continue**, then click **Close**.

**Note:** The printer is automatically added to the printer queue in Macintosh OS X version 10.5 and later.

To verify the installation of printer options with the print driver:

1. From the Apple menu, click **System Preferences > Print**.
2. Select the printer in the list, then click **Options and Supplies**.
3. Click **Driver**, then confirm that your printer is selected.
4. Confirm that all of the options installed on the printer appear correct.
5. If you change settings, click **Apply Changes**, close the window, and quit System Preferences.

## Installing Drivers and Utilities for UNIX and Linux

Xerox® Services for UNIX Systems is a two part installation process. It requires the installation of a Xerox® Services for UNIX Systems code package and a printer support package. The Xerox® Services for UNIX Systems code package must be installed before installing the printer support package.

**Note:** You must have root or superuser privileges to perform the UNIX print driver installation on your computer.

1. At the printer, do the following:
  - a. Verify that both the TCP/IP protocol and the proper connector are enabled.
  - b. On the printer control panel, for the IP address, do one of the following:
    - Allow the printer to set up a DHCP address.
    - Enter the IP address manually.
  - c. Print the Configuration Report and keep it for reference. For details, see [Configuration Report](#) on page 25.
2. At your computer, do the following:
  - a. Go to [www.xerox.com/office/CQ8700drivers](http://www.xerox.com/office/CQ8700drivers) or [www.xerox.com/office/CQ8900drivers](http://www.xerox.com/office/CQ8900drivers) as appropriate, and select your printer model.
  - b. From the Operating System menu, select **UNIX**, then click **Go**.
  - c. Select the **Xerox® Services for UNIX Systems** package for the correct operating system. Install this package before installing the printer support package.
  - d. To begin downloading, click the **Start** button.
  - e. Repeat steps a and b, then click the printer support package for use with the Xerox® Services for UNIX Systems package that you selected earlier.

- f. To begin downloading, click the **Start** button.
- g. In the notes below the driver package that you selected, click the **Installation Guide** link, then follow the installation instructions.

**Note:** To load Linux print drivers, perform the preceding procedures but select **Linux** as the operating system. Select **Xerox® Services for Linux Systems** driver or the **Linux CUPS Printing Package**. You can also use the CUPS driver included in the Linux package.

Supported Linux drivers are available for download for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700drivers](http://www.xerox.com/office/CQ8700drivers)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900drivers](http://www.xerox.com/office/CQ8900drivers)

For details about UNIX and Linux drivers, see the *System Administrator Guide* for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700docs](http://www.xerox.com/office/CQ8700docs)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900docs](http://www.xerox.com/office/CQ8900docs)

## Other Drivers

The Xerox® Global Print Driver works with any printer on your network, including printers made by other manufacturers. It configures itself for your printer upon installation.

The Xerox® Mobile Express Driver works with any printer available to your computer that supports standard PostScript. 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 print driver saves your settings.

These drivers are available for download for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700drivers](http://www.xerox.com/office/CQ8700drivers)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900drivers](http://www.xerox.com/office/CQ8900drivers)

# Paper and Media

# 4

This chapter includes:

- Supported Paper ..... 44
- Loading Paper ..... 49
- Printing on Special Paper ..... 58

# Supported Paper

This section includes:

• Recommended Media .....	44
• Ordering Paper .....	45
• General Paper Loading Guidelines .....	45
• Paper That Can Damage Your Printer .....	45
• Paper Storage Guidelines .....	45
• Supported Paper Types and Weights .....	46
• Supported Standard Paper Sizes .....	47
• Supported Paper Types and Weights for Automatic 2-Sided Printing .....	47
• Supported Paper Sizes for Automatic 2-Sided Printing .....	48
• Supported Custom Paper Sizes .....	48
• Supported Envelope Sizes .....	48

Your printer is designed to use various paper and other media types. To ensure the best print quality and to avoid jams, follow the guidelines in this section.

For best results, use Xerox® paper and media recommended for your printer.

## Recommended Media

A list of paper and media recommended for your printer is available at:

### North America

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/paper](http://www.xerox.com/paper)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/paper](http://www.xerox.com/paper)

### European Union

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/europaper](http://www.xerox.com/europaper)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/europaper](http://www.xerox.com/europaper)

See also:

Paper Tips Page, for details, see [Information Pages](#) on page 25.

## Ordering Paper

Order supplies from your local reseller or go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700supplies](http://www.xerox.com/office/CQ8700supplies)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900supplies](http://www.xerox.com/office/CQ8900supplies)

## General Paper Loading Guidelines

- Do not overfill the paper trays. Do not load paper above the maximum fill line in the tray.
- Adjust the paper guides to fit the paper size.
- Fan paper before loading it in the paper tray.
- If excessive jams occur, use paper or other approved media from a new package.
- Use only recommended Xerox® transparencies. Print quality could vary with other transparencies.
- Do not print on label media once a label has been removed from a sheet.
- Use only paper envelopes. Print envelopes 1-sided only.

## Paper That Can Damage Your Printer

Some paper and other media types can cause poor output quality, increased paper jams, or damage your printer. Do not use the following:

- Rough or porous paper
- 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



**CAUTION:** The Xerox® Warranty, Service Agreement, or Xerox® Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or special media. The Xerox® Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Contact your Xerox representative for details.

## Paper Storage Guidelines

Storing your paper and other media properly contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper is susceptible to damage from ultraviolet and visible light. Ultraviolet light, from the sun and fluorescent bulbs, is particularly damaging to paper.
- Reduce the exposure of paper to strong lights for long periods of time.

- 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 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. The paper wrapper protects the paper from moisture loss or gain.
- Some special 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.

## Supported Paper Types and Weights

Tray	Types and Weights
Tray 1	Plain (67–122 g/m <sup>2</sup> ) Hole Punched (67–122 g/m <sup>2</sup> ) Transparency Letterhead (67–122 g/m <sup>2</sup> ) Lightweight Cardstock (123–199 g/m <sup>2</sup> ) Cardstock (200–220 g/m <sup>2</sup> ) Recycled (67–122 g/m <sup>2</sup> ) Labels Pre-Printed (67–122 g/m <sup>2</sup> ) Lightweight (60–66 g/m <sup>2</sup> ) Custom
525-Sheet Feeder (Trays 2–5)	Plain (67–122 g/m <sup>2</sup> ) Hole Punched (67–122 g/m <sup>2</sup> ) Letterhead (67–122 g/m <sup>2</sup> ) Lightweight Cardstock (123–199 g/m <sup>2</sup> ) Cardstock (200–220 g/m <sup>2</sup> ) Recycled (67–122 g/m <sup>2</sup> ) Labels Pre-Printed (67–122 g/m <sup>2</sup> ) Lightweight (60–66 g/m <sup>2</sup> )
1800-Sheet High-Capacity Feeder	Plain (67–122 g/m <sup>2</sup> ) Hole Punched (67–122 g/m <sup>2</sup> ) Letterhead (67–122 g/m <sup>2</sup> ) Recycled (67–122 g/m <sup>2</sup> ) Pre-Printed (67–122 g/m <sup>2</sup> ) Lightweight (60–66 g/m <sup>2</sup> )

## Supported Standard Paper Sizes

Tray	European Standard Sizes	North American Standard Sizes
Tray 1	A4 (210 x 297 mm, 8.3 x 11.7 in.) A5 (148 x 210 mm, 5.8 x 8.3 in.) A6 (105 x 148 mm, 4.1 x 5.8 in.) B5 (176 x 250 mm, 6.9 x 9.8 in.) JIS B5 (182 x 257 mm, 7.2 x 10.1 in.)	Letter (216 x 279 mm, 8.5 x 11 in.) Legal (216 x 356 mm, 8.5 x 14 in.) 76 x 127 mm, 3 x 5 in. Executive (184 x 267 mm, 7.25 x 10.5 in.) Statement (140 x 216 mm, 5.5 x 8.5 in.) 216 x 330 mm, 8.5 x 13 in.
525-Sheet Feeder (Trays 2–5)	A4 (210 x 297 mm, 8.3 x 11.7 in.) A5 (148 x 210 mm, 5.8 x 8.3 in.) B5 (176 x 250 mm, 6.9 x 9.8 in.) JIS B5 (182 x 257 mm, 7.2 x 10.1 in.)	Letter (216 x 279 mm, 8.5 x 11 in.) Legal (216 x 356 mm, 8.5 x 14 in.) Executive (184 x 267 mm, 7.25 x 10.5 in.) Statement (140 x 216 mm, 5.5 x 8.5 in.) 216 x 330 mm, 8.5 x 13 in.
1800-Sheet High-Capacity Feeder	A4 (210 x 297 mm, 8.3 x 11.7 in.)	Letter (216 x 279 mm, 8.5 x 11 in.) Legal (216 x 356 mm, 8.5 x 14 in.)

## Supported Paper Types and Weights for Automatic 2-Sided Printing

Paper Types	Weights
Plain	67–122 g/m <sup>2</sup>
Hole Punched	67–122 g/m <sup>2</sup>
Letterhead	67–122 g/m <sup>2</sup>
Recycled	67–122 g/m <sup>2</sup>
Pre-Printed	67–122 g/m <sup>2</sup>
Lightweight	60–66 g/m <sup>2</sup>

**Notes:** The printer does not support the following paper for automatic 2-sided printing:

- Reloaded, which is paper previously printed or copied on laser or solid ink printers.
- Envelope
- Glossy Cardstock
- Paper heavier than 122 g/m<sup>2</sup>

## Supported Paper Sizes for Automatic 2-Sided Printing

European Standard Sizes	North American Standard Sizes
A4 (210 x 297 mm, 8.3 x 11.7 in.)	Letter (216 x 279 mm, 8.5 x 11 in.)
A5 (148 x 210 mm, 8.3 x 5.8 in.)	Legal (216 x 356 mm, 8.5 x 14 in.)
JIS B5 (182 x 257 mm, 7.2 x 10.1 in.)	Executive (184 x 267 mm, 7.25 x 10.5 in.)
B5 (176 x 250 mm, 6.9 x 9.8 in.)	216 x 330 mm, 8.5 x 13 in.
	Statement (140 x 216 mm, 5.5 x 8.5 in.)

In addition to the standard sizes, you can use the following custom-size paper for automatic 2-sided printing:

- Minimum size 139.7 x 210 mm (5.5 x 8.3 in.)
- Maximum size 216 x 356 mm (8.5 x 14 in.)

## Supported Custom Paper Sizes

Tray	Paper Sizes
Tray 1	Minimum: 76 x 127 mm, 3 x 5 in. Maximum: 216 x 356 mm, 8.5 x 14 in.

**Note:** Print custom-size paper from Tray 1 only.

## Supported Envelope Sizes

Tray	Envelope Sizes
Tray 1	DL envelope (110 x 220 mm, 4.33 x 8.66 in.) No. 10 envelope (241 x 105 mm, 4.1 x 9.5 in.) C5 envelope (162 x 229 mm, 6.4 x 9 in.) No. 5½ envelope (111 x 146 mm, 4.4 x 5.75 in.) Envelope 6 x 9 (152 x 228 mm, 6 x 9 in.) No. 6¾ envelope (92 x 165 mm, 3.6 x 6.5 in.) A7 envelope (133 x 184 mm, 5.25 x 7.25 in.) Monarch envelope (98 x 190 mm, 3.9 x 7.5 in.) Choukei 3 envelope (120 x 235 mm, 4.72 x 9.25 in.) Choukei 4 envelope (90 x 205 mm, 3.54 x 8.07 in.)
525-Sheet Feeder (Trays 2–5)	DL envelope (110 x 220 mm, 4.33 x 8.66 in.) No. 10 envelope (241 x 105 mm, 4.1 x 9.5 in.) C5 envelope (162 x 229 mm, 6.4 x 9 in.)



# Loading Paper

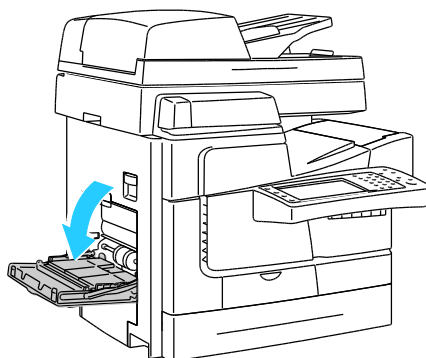
This section includes:

- Loading Paper in Tray 1..... 49
- Loading Paper in a 525-Sheet Feeder ..... 51
- Configuring the 1800-Sheet High-Capacity Feeder ..... 53
- Loading Paper in the 1800-Sheet High-Capacity Feeder ..... 56

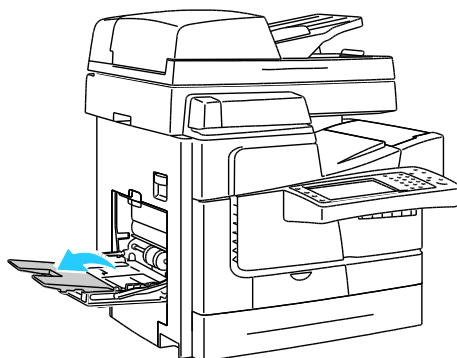
## Loading Paper in Tray 1

Tray 1 supports the widest variety of paper types. It is intended for small quantity jobs and jobs using special media. The tray extension provides support for larger paper.

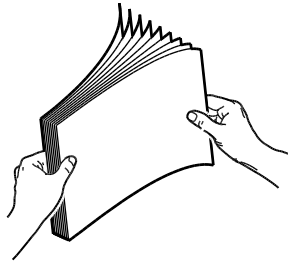
1. Open Tray 1 by rotating it outward.



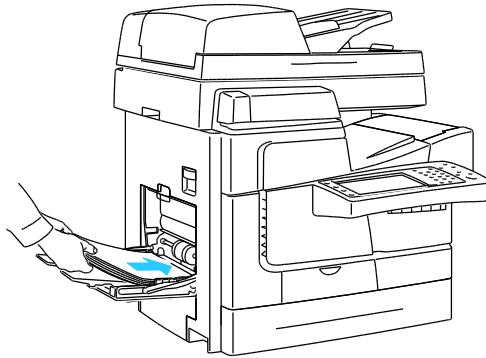
2. Open the tray extension by rotating it outward.



3. Fan paper before loading it in the paper tray.



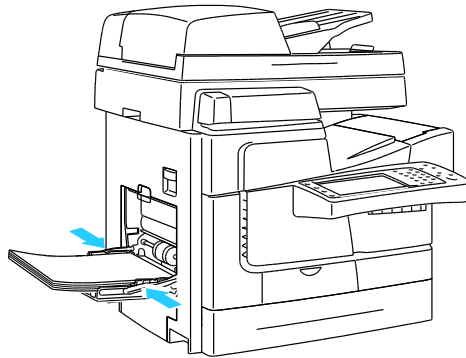
4. Insert the paper with the short edge first.



Notes:

- Load the printed sheet into the tray with the printed side face down.
- Load hole punched paper with the holes toward the back.
- Do not load paper above the maximum fill line. Overfilling the tray can cause the printer to jam.

5. Adjust the width guides until they touch the edges of the paper.

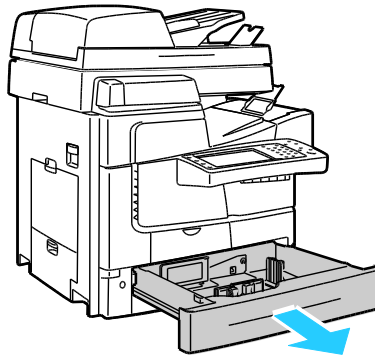


6. Verify that the paper is the correct size, type, and weight. If not, change the paper settings.
7. On the printer touch screen, touch **Confirm**.

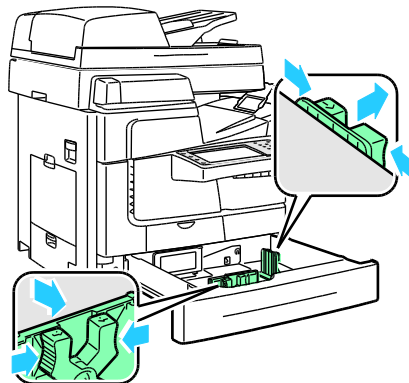


## Loading Paper in a 525-Sheet Feeder

1. Pull out the tray until it stops.

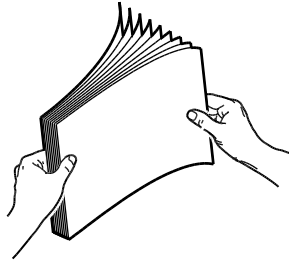


2. Move the length and width guides out:
  - a. Pinch the guide lever on each guide.
  - b. Slide the guides outward until they stop.
  - c. Release the levers.



3. Fan the edges of the paper before loading it into the paper trays. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

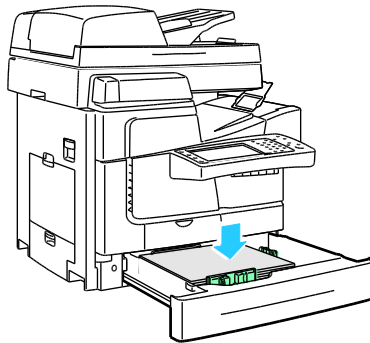
**Note:** To avoid paper jams and misfeeds, do not remove paper from its packaging until necessary.



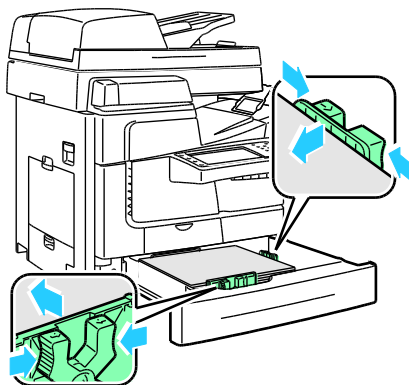
4. Load the paper with the short edge against the left side of the tray.

**Notes:**

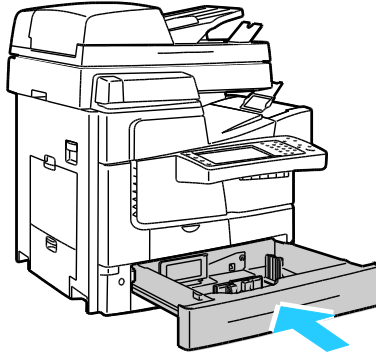
- Load paper into the tray with the print side face up.
- Load hole punched paper with the holes toward the back.
- Do not load paper above the maximum fill line. Overfilling can cause paper jams.



5. Adjust the paper guides in the tray to match the size of the paper.



6. Close the tray. A message appears on the control panel.



7. Verify that the paper is the correct size, type, and weight. If not, change the paper settings.
8. On the printer touch screen, touch **Confirm**.



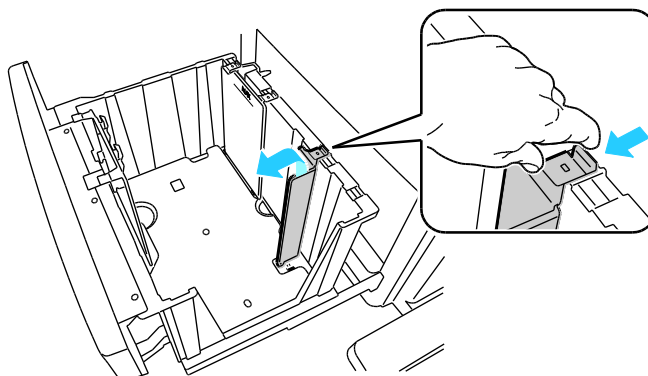
## Configuring the 1800-Sheet High-Capacity Feeder

The 1800-Sheet High-Capacity Feeder is a dedicated paper tray. It must be configured to support the paper in use. If the tray has not been used, it must be configured for the desired paper size. If you are changing the paper size, you must reconfigure the tray for the new paper size. For details on supported paper sizes, see [Supported Paper](#) on page 44.

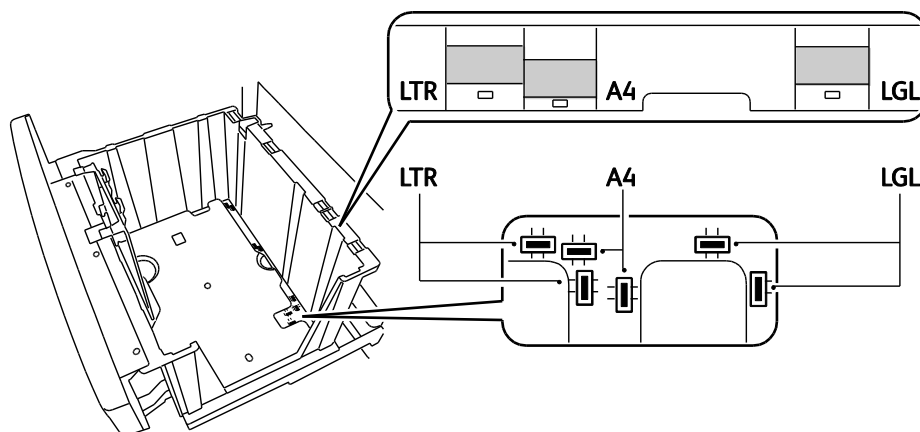
Before changing the drawer configuration, always compare the paper size to the configuration of the 1800-Sheet High-Capacity Feeder. If the paper size matches, no adjustment is needed.

1. Pull out the tray until it stops.
2. Remove the paper from the paper tray.

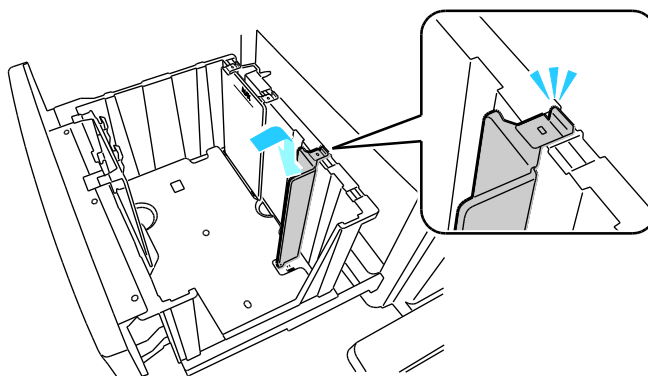
3. Move the paper length guide to the selected paper size.
  - a. To remove the paper length guide, pinch the tab at the top of the guide and lift it out of the tray.



- b. Align the tabs at the top and bottom of the guide with the corresponding slots at the top and in the bottom of the tray.

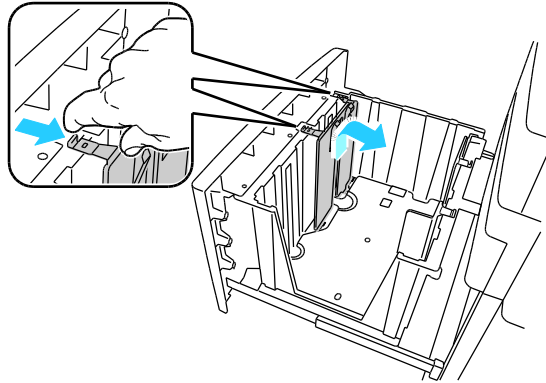


- c. Lower the tabs at the bottom of the guide into the slots in the bottom of the tray. Click the top tab into the slot at the top of the tray to lock it.

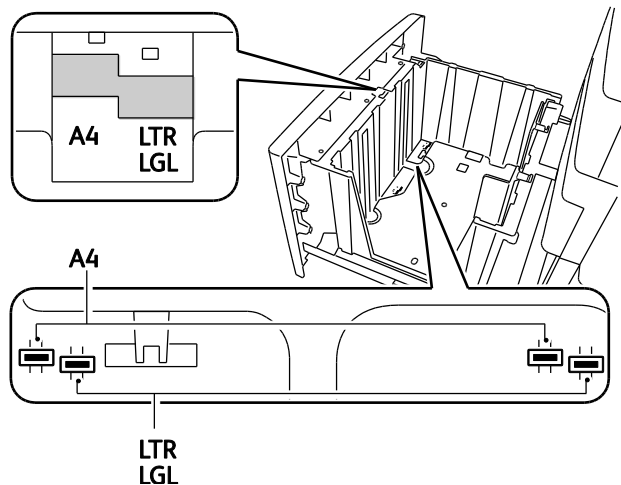


**Note:** Do not force the guide into place. If properly aligned, the top tab locks into the slot with light pressure.

4. Move the front paper width guide to the selected paper size.
  - a. To remove the guide, pinch the tabs at each end of the guide plate, then lift it from the tray.

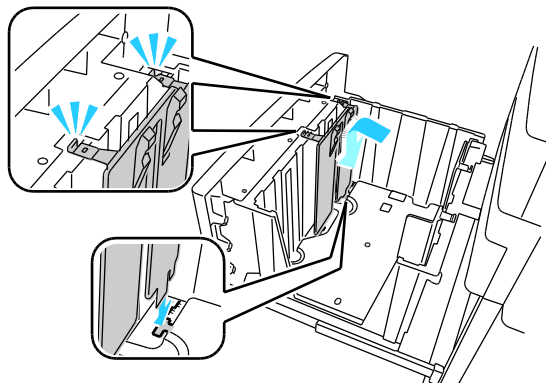


- b. Align the tabs at the top and bottom of the guide with the corresponding slots at the top and in the bottom of the tray.

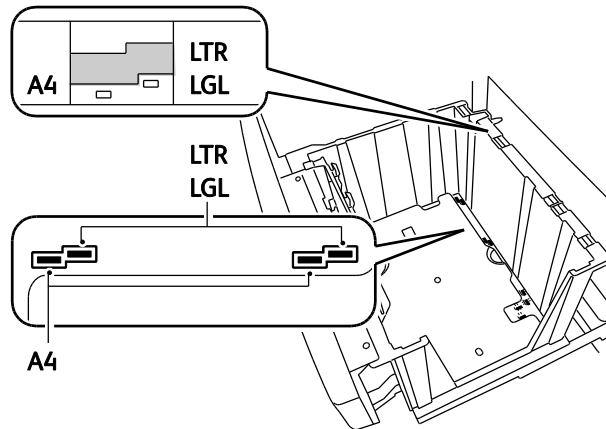


**Note:** To allow the plate to drop into place when aligning the front guide plate, the middle tab must be aligned properly.

- c. Lower the tabs at the bottom of the guide into the slots at the bottom of the tray. Click the top tab into the slot at the top of the tray to lock it.



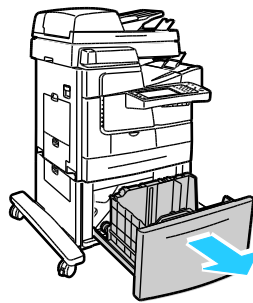
5. To move the rear paper width guide to the selected paper size, follow steps 4a–c.



## Loading Paper in the 1800-Sheet High-Capacity Feeder

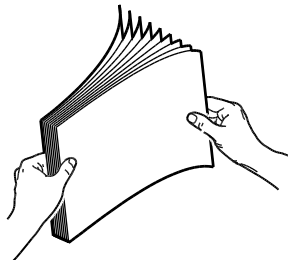
**Note:** Do not use glossy paper or labels in the 1800-Sheet High-Capacity Feeder.

1. Pull out the tray until it stops.



2. Fan the edges of the paper before loading it into the paper trays. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

**Note:** To avoid paper jams and misfeeds, do not remove paper from its packaging until necessary.

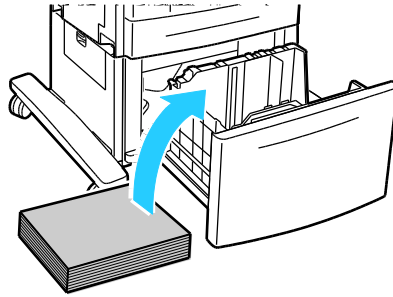




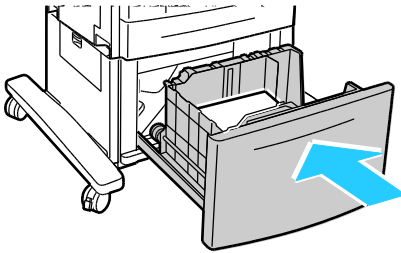
3. Load the paper with the short edge against the left side of the tray.

Notes:

- Load paper into the tray with the print side face down.
- Load hole punched paper with the holes toward the back.
- Do not load paper above the maximum fill line. Overfilling the tray can cause the printer to jam.



4. Close the tray.



# Printing on Special Paper

This section includes:

• Envelopes .....	58
• Labels.....	63
• Transparencies .....	65

A list of paper and media recommended for your printer is available at:

## North America

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/paper](http://www.xerox.com/paper)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/paper](http://www.xerox.com/paper)

## European Union

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/europaper](http://www.xerox.com/europaper)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/europaper](http://www.xerox.com/europaper)

See also:

Paper Tips Page, for details, see [Information Pages](#) on page 25.

Order supplies from your local reseller or go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700supplies](http://www.xerox.com/office/CQ8700supplies)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900supplies](http://www.xerox.com/office/CQ8900supplies)



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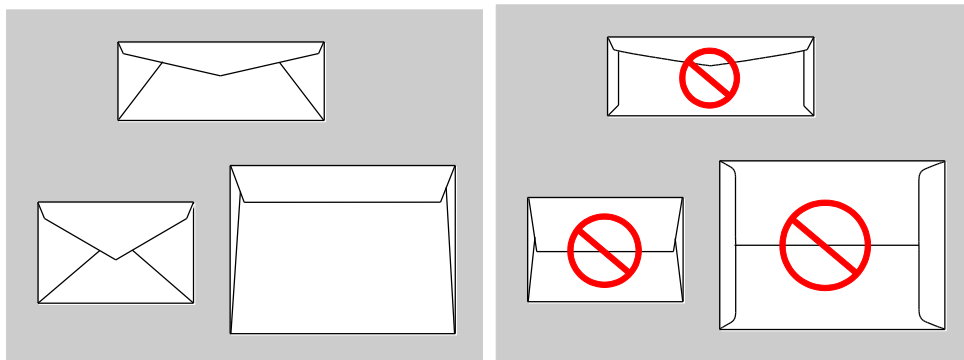
## Envelopes

Print envelopes only from Tray 1 or from a 525-Sheet Feeder. For details, see [Supported Envelope Sizes](#) on page 48.

## Guidelines for Printing Envelopes

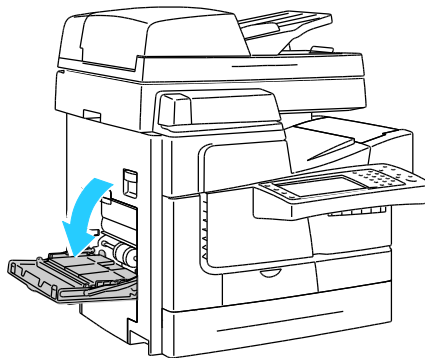
- Print quality depends on the quality and construction of the envelopes. Try another envelope brand if you do not get desired results.
- Maintain constant temperatures and relative humidity.

- 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.
- Remove air bubbles from the envelopes before loading them into the tray by setting a heavy book on top of them.
- In the print driver software, select Envelope as the paper type.
- Do not use padded envelopes. Use envelopes that lie flat on a surface.
- Do not use envelopes with heat activated glue.
- Do not use envelopes with press and seal flaps.
- Do not use envelopes with windows, metal clasps, side seams, or adhesives with release strips.
- Use envelopes with diagonal seams, not side seams.

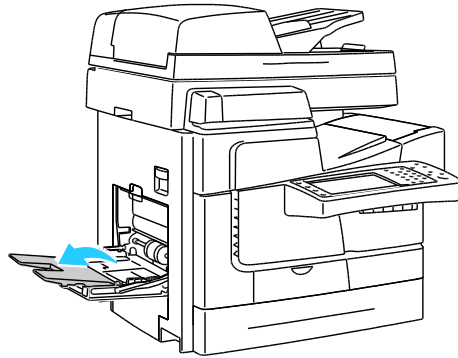


### Loading Envelopes in Tray 1

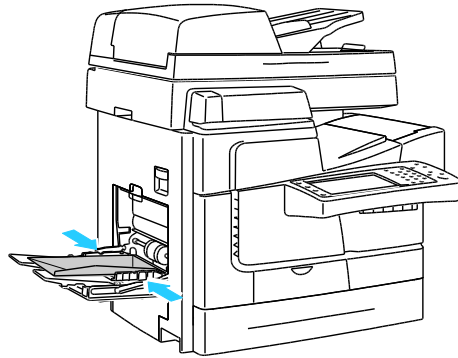
1. Open Tray 1 by rotating it outward.



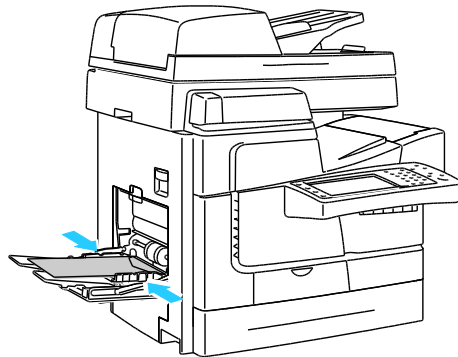
2. Open the tray extension by rotating it outward.



3. Insert up to 10 envelopes in the tray, align the stack, then adjust the guides until they are touching the edges of the stack.
  - Load side flap envelopes with the flaps closed, flaps up, and flaps toward the front of the printer.



- Load end flap envelopes with the flaps closed, flaps up, and flaps on the leading edge, going into the printer.

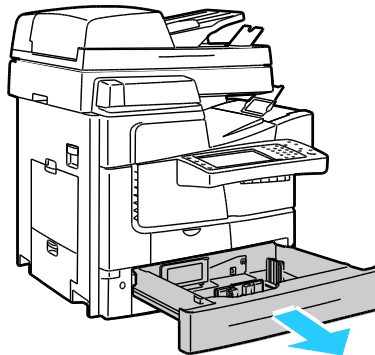


4. At the control panel, select the envelope size from the paper size list.
5. Verify that type is set to Envelope, then touch **Confirm**.

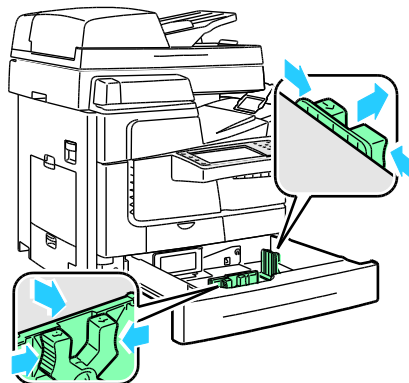


### Loading Envelopes in a 525-Sheet Feeder

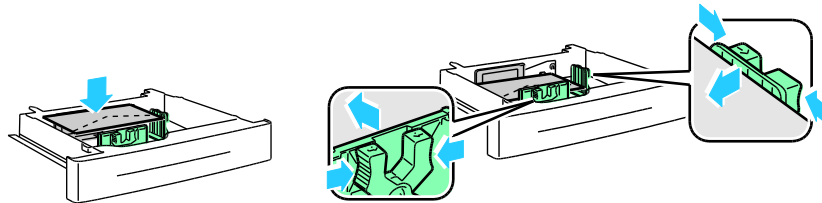
1. Pull out the tray until it stops.



2. Move the length and width guides out:
  - a. Pinch the guide lever on each guide.
  - b. Slide the guides outward until they stop.
  - c. Release the levers.

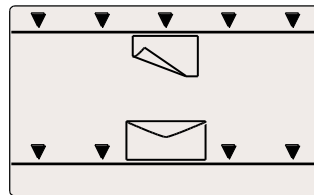


3. Load the envelopes into the tray, align the stack, then adjust the guides to touch the edges of the envelopes.

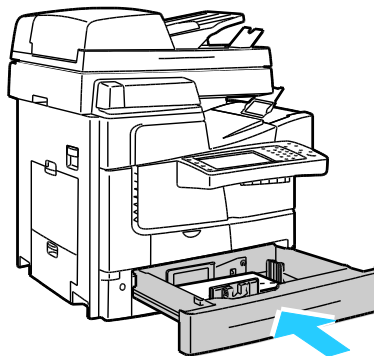


- Load side flap envelopes with the flaps closed, flaps down, and flaps toward the front of the tray.
- Load end flap envelopes with the flaps closed, flaps down, and flaps at the left side of the tray.

**Note:** Do not load envelopes above the bottom fill line. Overfilling the tray can cause the printer to jam.



4. Close the tray.



5. Verify the size, type, and color settings. Change the selection for any incorrect setting.
6. On the printer touch screen, touch **Confirm**.



## Labels

Print labels from Tray 1 or from a 525-Sheet Feeder.

### Guidelines for Printing Labels

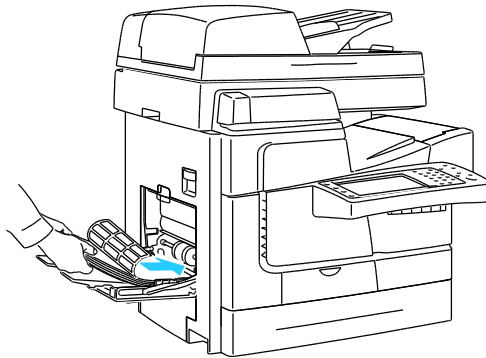
- Use labels designed for laser printing.
- Print only on one side of the sheet of labels.
- Use full sheet labels only.
- Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.
- Do not store labels in conditions of extreme heat or humidity. Storing them in extreme conditions can 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.
- Do not use vinyl labels.
- Do not feed a sheet of labels through the printer more than once.
- Do not use dry gum labels.



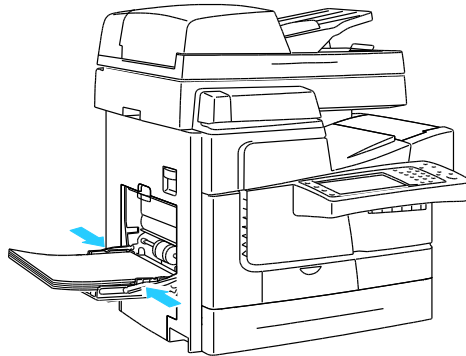
**CAUTION:** Do not use any sheet where labels are missing, curled, or pulled away from the backing sheet. It could damage the printer.

### Loading Labels in Tray 1

1. Remove all paper from the tray.
2. Load labels face down with the top of the sheet feeding into the printer.



3. Adjust the width guides until they touch the edges of the paper.



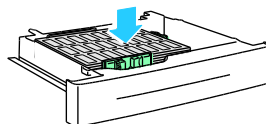
4. On the control panel, change the type to Label.
5. Verify the size, type, and color settings. Change the selection for any incorrect setting.
6. On the printer touch screen, touch **Confirm**.



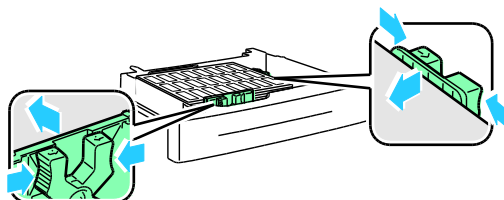
7. In the Printing Preferences of the print driver, on the Paper/Output tab, change the Paper Type setting.

### Loading Labels in a 525-Sheet Feeder

1. Remove all paper from the tray.
2. Load labels face up with the top of the sheet against the left side of the tray.

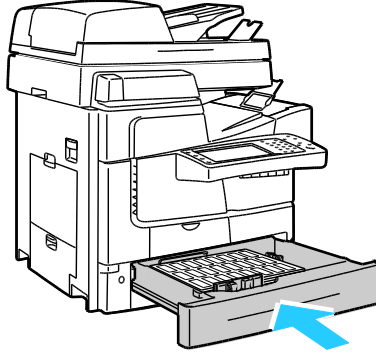


3. Adjust the width guides until they touch the edges of the paper.

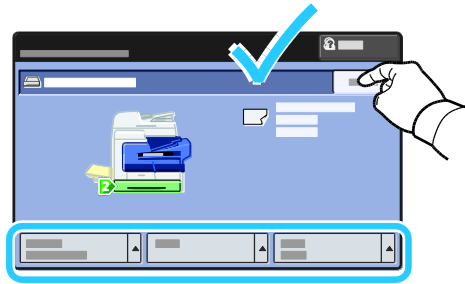




4. Close the tray.



5. On the control panel, change the type to Label.
6. Verify the size, type, and color settings. Change the selection for any incorrect setting.
7. On the printer touch screen, touch **Confirm**.



8. In the Printing Preferences of the print driver, on the Paper/Output tab, change the Paper Type setting.

## Transparencies

Use only Tray 1 for printing transparencies.

### Guidelines for Printing Transparencies

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



# Printing

# 5

This chapter includes:

- [Printing Overview](#) ..... 68
- [Selecting Printing Options](#) ..... 69
- [Printing Features](#) ..... 73

## Printing Overview

Before printing, your computer and the printer must be plugged in, turned on, and connected to an active network. Make sure that you have the correct print driver software installed on your computer. For details, see [Installing the Software](#) on page 39.

1. Select the appropriate paper.
2. Load paper in the appropriate tray. On the printer control panel, specify the size, color, and type.
3. Access the print settings in your software application. For most software applications, press **CTRL+P** for Windows, or **CMD+P** for Macintosh.
4. Select your printer from the list.
5. Access the print driver settings by selecting **Properties** or **Preferences** for Windows, or **Xerox® Features** for Macintosh. The title of the button can vary depending on your application.
6. Modify the print driver settings as necessary, then click **OK**.
7. Click **Print** to send the job to the printer.

See *also*:

[Loading Paper](#) on page 49

[Selecting Printing Options](#) on page 69

[Printing on Both Sides of the Paper](#) on page 73

[Printing on Special Paper](#) on page 58

# Selecting Printing Options

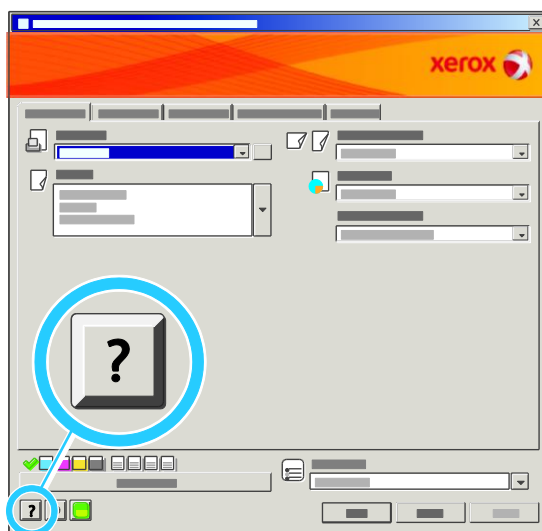
This section includes:

- [Print Driver Help](#)..... 69
- [Windows Printing Options](#) ..... 70
- [Macintosh Printing Options](#) ..... 71

Printing options, also called print driver software 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 that are set from Printers and Faxes Printing Preferences become the default setting. Printing options that are set from within the software application are temporary. The application and the computer do not save the settings after the application is closed.

## Print Driver Help

Xerox® print driver software Help information is available from the Printing Preferences window. Click the Help (?) button in the bottom left corner of the Printing Preferences window to see the Help.



Information about Printing Preferences appears in the Help window on two tabs:

- **Contents** provides a list of the tabs at the top and the areas at the bottom of the Printing Preferences window. Use the Contents tab to find explanations for each of the fields and areas in Printing Preferences.
- **Search** provides a field where you can enter the topic or function for which you need information.

## Windows Printing Options

### 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 on both sides of the paper for most jobs, specify 2-sided printing in Printing Preferences.

To select default printing options:

1. Navigate to the list of printers on your computer:
  - For Windows XP SP1 and later, click **Start > Settings > Printers and Faxes**.
  - For Windows Vista, click **Start > Control Panel > Hardware and Sound > Printers**.
  - For Windows Server 2003 and later, click **Start > Settings > Printers**.
  - For Windows 7, click **Start > Devices and Printers**.
2. In the list, right-click the icon for your printer and click **Printing Preferences**.
3. In the Printing Preferences window, click a tab, select the options, then click **OK** to save.

**Note:** For more information about Windows print driver options, click the Help button (?) in the Printing Preferences window.

### Selecting Printing Options for an Individual Job for Windows

To use special printing options for a particular job, change the Printing Preferences from the application 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 Enhanced in Printing Preferences before printing the job.

1. With the document open in your software application, access the print settings. For most software applications, click **File > Print** or press **CTRL+P** for Windows.
2. Select your printer and click the **Properties** or **Preferences** button to open the Printing Preferences window. The title of the button can vary depending on your application.
3. Click a tab in the Printing Preferences window, then make selections.
4. Click **OK** to save and close the Printing Preferences window.
5. Click **Print** to send the job to the printer.

### Selecting Finishing Options for Windows

If your printer has a finisher installed, you can select finishing options in the Printing Preferences of the print driver.

To select finishing options in the PostScript and PCL print drivers:

1. In the print driver, click the **Paper/Output** tab.

2. To select stapling options, click the arrow to the right of the Stapling field and select an option:
  - **None** stacks the print job without stapling the sets.
  - **1 Staple** puts a staple in the top left corner of each set.
3. To select the output tray, click the arrow to the right of the Output Destination field and select an option:
  - **Automatically Select** determines the output destination by the number of sets and the stapling option selected. Multiple sets or stapled sets are sent to the finisher output tray.
  - **Top Tray** selects the output tray on top of the printer.
  - **Stacker Tray** selects the finisher output tray.
4. Do one of the following:
  - To save the settings, click **Saved Settings** at the bottom of the Printing Preferences window, then click **Save As**.
  - To send the job to the printer, click **Print**.

## Saving a Set of Commonly Used Printing Options for Windows

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

To save a set of printing options:

1. With the document open in your application, click **File > Print**.
2. Select the printer, then click **Properties**. Click the tabs in the Printing Properties window and select the desired settings.
3. Click **Saved Settings** at the bottom of the Printing Properties window, then click **Save As**.
4. Type a name for the set of printing options, then click **OK** to save the set of options in the Saved Settings list.
5. Select the name from the list to print using these options.

## Macintosh Printing Options

### Selecting Printing Options for Macintosh

To use specific printing options, change the settings before sending the job to the printer.

1. With the document open in your application, click **File > Print**.
2. Select your printer from the list.
3. Select **Xerox® Features** from the Copies & Pages menu.
4. Select the desired printing options from the drop-down lists.
5. Click **Print** to send the job to the printer.

## Selecting Finishing Options for Macintosh

If your printer has a finisher installed, select finishing options in the Xerox® Features of the print driver.

To select finishing options in the Macintosh print driver:

1. In the print driver, click **Copies & Pages**, then select **Xerox® Features**.
2. To select stapling options, click the arrow to the right of the Stapling field and select an option:
  - **None** stacks the print job without stapling the sets.
  - **1 Staple** puts a staple in the top left corner of each set.
3. To select the output tray, click the arrow to the right of the Output Destination field and select an option:
  - **Automatically Select** determines the output destination by the number of sets and the stapling option selected. Multiple sets or stapled sets are sent to the finisher output tray.
  - **Top Tray** selects the output tray on top of the printer.
  - **Stacker Tray** selects the finisher output tray.
4. Do one of the following:
  - To save the settings, click **Saved Settings** at the bottom of the Printing Preferences window, then click **Save As**.
  - To send the job to the printer, click **Print**.

## Saving a Set of Commonly Used Printing Options for Macintosh

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

To save a set of printing options:

1. With the document open in your application, click **File > Print**.
2. Select your printer from the Printers list.
3. Select the desired printing options from the drop-down lists in the Print dialog box.
4. Click **Presets > Save As**.
5. Type a name for the printing options, then click **OK** to save the set of options in the Presets list.
6. To print using these options, select the name from the Presets list.



# Printing Features

This section includes:

• Printing on Both Sides of the Paper .....	73
• Selecting Paper Options for Printing.....	74
• Printing Multiple Pages to a Single Sheet (N-Up).....	74
• Printing Booklets .....	74
• Using Color Options .....	75
• Printing Cover Pages.....	76
• Printing Insert Pages.....	76
• Printing Exception Pages.....	77
• Scaling .....	77
• Printing Watermarks.....	78
• Printing Mirror Images.....	78
• Creating and Saving Custom Paper Sizes .....	79
• Selecting Job Completion Notification for Windows .....	79
• Printing Special Job Types.....	79
• Held Print Jobs.....	84
• Print From .....	84

## Printing on Both Sides of the Paper

### Paper Types for Automatic 2-Sided Printing

The printer can automatically print a 2-sided document on supported paper. Before printing a 2-sided document, verify that the paper type and weight are supported.

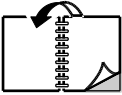



Paper weights from 60 g/m<sup>2</sup> through 122 g/m<sup>2</sup> can be used for automatic 2-sided printing. For details, see [Supported Paper Types and Weights for Automatic 2-Sided Printing](#) on page 47.

### Printing a 2-Sided Document

Options for Automatic 2-Sided Printing are specified in the print driver. The print driver uses the settings for portrait or landscape orientation from the application for printing the document.

## 2-Sided Page Layout Options

You can specify the page layout for 2-sided printing, which determines how the printed pages turn. These settings override the application page orientation settings.

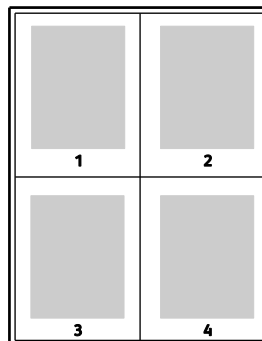
Portrait		Landscape	
			
Portrait 2-Sided Print	Portrait 2-Sided Print, Flip on Short Edge	Landscape 2-Sided Print	Landscape 2-Sided Print, Flip on Short Edge

## Selecting Paper Options for Printing

There are two ways to select the paper for your print job. You can let the printer select which paper to use based on the document size, paper type, and paper color you specify. You can also select a specific tray loaded with the desired paper.

## 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 1, 2, 4, 6, 9, or 16 pages per side by selecting Pages Per Sheet (N-Up) on the Layout/Watermark tab.

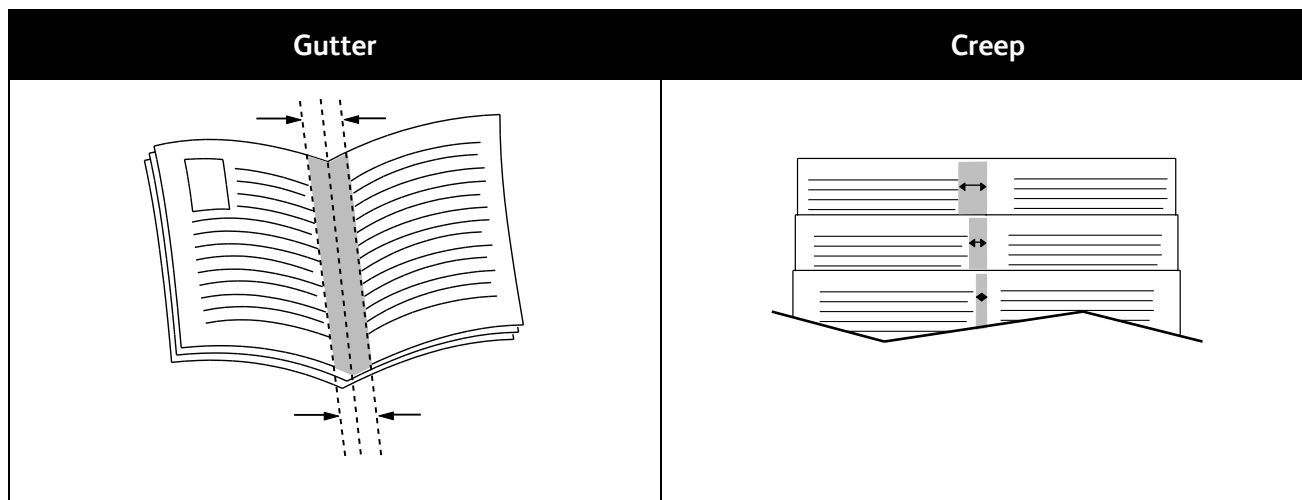


## Printing Booklets

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

When you print booklets using the Windows PostScript or Macintosh driver, you can specify the gutter and creep.

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



## Using Color Options

The Color Options control the way the printer uses color to produce your document. The Windows PostScript and the Macintosh drivers provide the widest range of color controls and corrections. Each system has three standard modes of color control for normal use and Custom Color Options for the more advanced users.

The three standard color modes are:

- **Automatic Color** applies the best color correction to text, graphics, and images. This setting is recommended.
- **Vivid Color** applies automatic color correction to make office colors more saturated.
- **Black and White** converts all color in the document to black and white or shades of gray.

Custom Color Options provide three ways of adjusting the colors for more specific color requirements. Click the Custom Color Options bar to open the Custom Color Options window:

- **Color By Words** provides a three step process for defining custom color correction. By making a selection from each of the three fields, you create a sentence for controlling the color characteristics of the document. You can create several sentences to more precisely control the color content of the document.

The sentence structure is made of three parts:

- **What Color to Change?** provides a drop-down list to select a color or range of colors to adjust, such as All Foliage-Green Colors.
- **How Much Change?** lets you select how much effect to make, such as A Lot More, to the selected color.

- **What Type of Change?** lets you select the type of change, such as Vivid, from the drop-down list.

As you create a Color By Words sentence, it appears in the window below the selection fields.

- **Color Correction** provides a list of commercial press, spot color, CIE, and gray image simulations from which you can select to match your document color.
- **Color Adjustments** provides a set of six sliders for adjusting the individual components of the selected colors. Use the sliders to adjust the lightness, contrast, saturation, cyan, magenta, and yellow components of the color.

## Printing Cover Pages

A cover page is the first or last page of a document. You can select paper sources for the cover pages that are different from the source used for the body of a document. For example, you can use your company letterhead for the first page of a document. You can also use heavyweight paper for the first and last pages of a report. You can use any applicable paper tray as the source for printing cover pages.

Select one of these options for printing cover pages:

- **No Covers** does not print cover pages. No cover pages are added to the 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** prints the front and back cover pages from the same tray.
- **Front and Back: Different** prints the front and back cover pages from different trays.

After making a selection for printing the cover pages, you can select the paper for the front and back covers by size, color, or type. You can also use blank or pre-printed paper, and you can print side one, side two, or both sides of the cover pages.

## Printing Insert Pages

You can add blank or pre-printed insert pages before page one of each document or after designated pages within a document. Adding an insert after designated pages within a document separates sections, or acts as a marker or placeholder. Make sure that you specify the paper to use for the insert pages.

- **Insert Options** provides the options to place an insert After Page X, where X is the specified page, or Before Page 1.
- **Insert Quantity** specifies the number of pages to insert at each location.
- **Page(s)** specifies a page or a range of pages after which you want an insert added. Separate individual pages or page ranges with commas. Specify pages within a range with a hyphen. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: **1, 6, 9-11**.
- **Paper** displays the default size, color, and type of paper selected in Use Job Settings for the insert pages. Use the down arrow to the right of the Paper field to select a different paper by size, color, or type.
- **Job Settings** displays the attributes of the paper selected for the print job, without the inserts.

## Printing Exception Pages

Exception pages have different settings from the rest of the pages in the job. You can specify differences such as page size, page type, and page color. You can also change the side of the paper on which to print as your job requires. A print job can contain multiple exceptions.

For example, your print job contains 30 pages. You want five pages to print on only one side of a special paper, and the remainder of the pages printed 2-sided on regular paper. You can use exception pages to print the job.

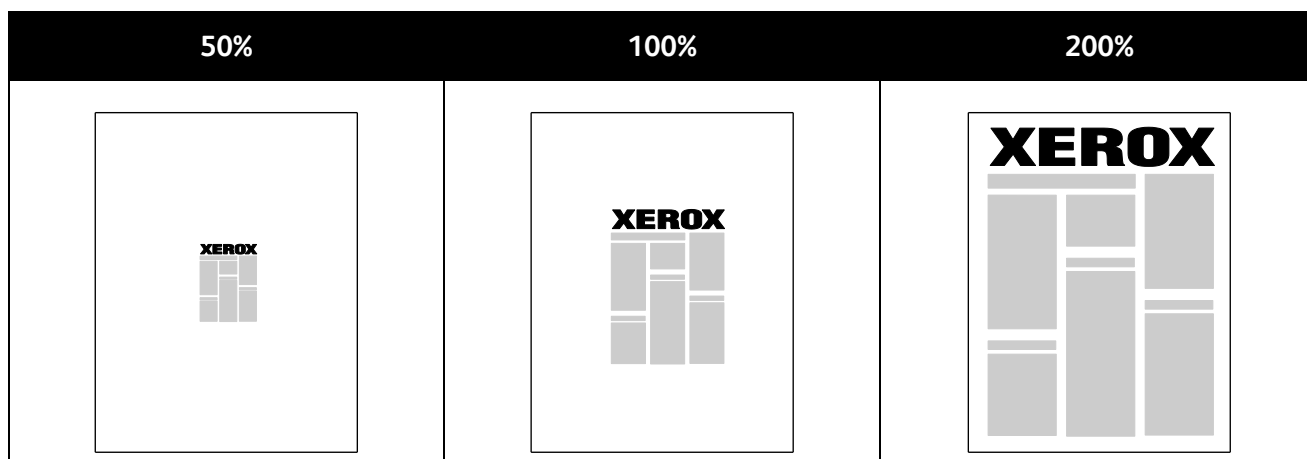
In the Add Exceptions window, you can set the characteristics of the exception pages and select the alternate paper source:

- **Page(s)** specifies the page or range of pages that use the exception page characteristics. Separate individual pages or page ranges with commas. Specify pages within a range with a hyphen. For example, to specify pages 1, 6, 9, 10, and 11, type **1,6,9-11**.
- **Paper** displays the default size, color, and type of paper selected in Use Job Settings. Click the **Down Arrow** to the right of the Paper field to select a different paper size, color, or type.
- **2-Sided Printing** allows you to select 2-sided printing options. Click the **Down Arrow** to select an option:
  - **1-Sided Print** prints the exception pages on one side only.
  - **2-Sided Print** prints the exception pages on both sides of the paper and flips the pages on the long edge. The job then can be bound on the long edge of the pages.
  - **2-Sided Print, Flip on Short Edge** prints the exception pages on both sides of the paper and flips the pages on the short edge. The job then can be bound on the short edge of the pages.
- **Job Settings** displays the attributes of the paper for the remainder of the job.

**Notes:** Some combinations of 2-sided printing with certain paper types and sizes can produce unexpected results.

## Scaling

You can reduce the image to as little as 25 % of its original size or enlarge it as much as 400 %. The default setting is 100 %.

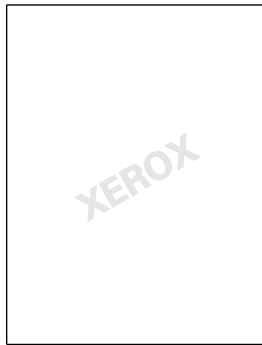


In Windows, the Scale Options are located in the print driver on the Paper/Output tab in the Paper field. Click the arrow at the right side of the Paper field and select Other Size to access the Scale Options:

- **No Scaling** does not increase or decrease the size of the image from the original.
- **Automatic Scaling** changes the print from one standard paper size to another standard paper size. The Original Document Size is scaled to fit on the selected output paper size shown in the Output Paper Size field.
- **Manual Scaling** changes the output print size by the percentage entered into the field under the graphic to the right of the Scale Options.

## Printing Watermarks

A watermark is special purpose text that can be printed across one or more pages. For example, you can add a word like Copy, Draft, or Confidential as a watermark instead of stamping it on a document before distribution.



Using the watermark options, you can do the following:

- Create a watermark or edit an existing watermark using the Watermark Editor:
  - **Name** allows you to give the new watermark a unique name.
  - **Options** enables you to use text, time stamps, or graphics for the watermark.
  - **Text** provides a field in which you enter the text to be printed as the watermark.
  - **Font** and **Color** determine the font, size, style, and color of the watermark.
  - **Angle** sets the degree of rotation applied to the text or graphics used for the watermark.
  - **Density** defines how faint or how prominent the watermark appears on the pages.
  - **Position** from center determines the position of the watermark on the page. The default position is in the center of the printed pages.
- Place a watermark on the first page or on every page in a document.
- Print a watermark in the foreground or background or blend it with the print job.

## Printing Mirror Images

If the PostScript driver is installed, you can print pages as a mirror image. Images mirror left to right when printed.

## Creating and Saving Custom Paper Sizes

You can print custom-size paper from Tray 1 only. Custom-size paper settings are saved in the print driver and are available for you to select in all your applications. For paper sizes that are supported for each tray, see [Supported Custom Paper Sizes](#) on page 44.

To create and save custom sizes for Windows:

1. Click the **Paper/Output** tab of the print driver.
2. Click the arrow at the right of the Paper field, then select **Other Size > Output Paper Size > New**.
3. In the New Custom Size window, enter the height and width of the new size, then select the units.
4. Enter a title for the new size in the Name field, then click **OK** to save.

To create and save custom sizes for Macintosh:

1. In the application, click **File > Page Setup**.
2. Click **Paper Sizes**, then select **Manage Paper Sizes**.
3. To add a new size, in the Manage Paper Sizes window, click the plus sign (+).
4. Double-click **Untitled** at the top of the window and type a name for the new custom size.
5. Enter the height and width of the new custom size.
6. Click the arrow to the right of the Non-Printable Area field and select the printer from the list. Or set the top, bottom, right, and left margins for User Defined margins.
7. To save the settings, click **OK**.

## Selecting Job Completion Notification for Windows

You can select to be notified when your job finishes printing. A message appears on 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 on a Windows computer printing to a network printer.

To select job completion notification:

1. In the print driver, click **More Status** at the bottom of any tab.
2. In the Status window, click **Notification**, then click the desired option.
3. Close the Status window.

## Printing Special Job Types

Special job types allow you to send a print job from your computer, then print it from the printer control panel. Select special job types in the Printing Preferences of the print driver.

## Secure Print

Secure print allows you to associate a 4–10 digit passcode with a print job when sending it to the printer. The job is held at the printer until you enter the passcode at the control panel.

When printing a series of secure print jobs, you can assign a default passcode in the Printing Preferences of the print driver. Then you can use the default passcode for all print jobs sent from that computer. If you must use a different passcode, you can override it in the application print driver.

### Sending a Secure Print Job

1. On the Paper/Output tab, from the Job Type list, select **Secure Print**.
2. In the Secure Print window, type a passcode in the Passcode field. You are required to enter this passcode when you print the job from the control panel.
3. In the Confirm Passcode field, type the passcode again.

#### Notes:

- If you do not supply a passcode, the printer assigns a passcode and displays it in the Passcode Required window. Use this passcode to print the document at the printer, or click **Cancel** and type your own passcode to use in the Secure Print window.
- The passcode is associated with your user name. After you set a passcode, it becomes the default passcode for any print job that requires a passcode on all Xerox® printers. You can reset the passcode at any time from any window that contains the passcode.

4. Click **OK**.
5. Verify that the paper is the correct size, type, and weight. If not, change the paper settings.

**Note:** You can select the paper for your print job using Select By Tray.

6. Select an option for 2-sided printing.
7. If your printer has a finisher installed, select a stapling option. The image next to Stapling displays the staple position.
8. Select a print-quality mode.
9. Select an output destination.
10. Click **Apply** and select another tab or click **OK**.

### Releasing a Secure Print

1. At the control panel, press the **Job Status** button.
2. Touch the **Secure Print** tab.
3. Touch the corresponding print job in the list, then touch **Release**.
4. Enter the passcode number that you assigned to the print job using the keypad.
5. To start printing, touch **Release Job**.



## Sample Set

The Sample Set job type allows you to print a sample copy of a multiple-copy job and hold the remaining copies at the printer. After you review the sample copy, you can select the job name from the printer control panel to print the additional copies.

### Sending a Sample Set Print Job

1. On the Paper/Output tab, from the Job Type list, select **Sample Set**.
2. Verify that the paper is the correct size, type, and weight. If not, change the paper settings.  
**Note:** You can select the paper for your print job using Select By Tray.
3. Select an option for 2-sided printing.
4. If your printer has a finisher installed, select a stapling option. The image next to Stapling displays the staple position.
5. Select a print-quality mode.
6. Select an output destination.
7. To send the job to the printer, in the Print window, select the number of copies to print and click **OK** or **Print**.  
A sample copy prints immediately. The sample copy is not counted as part of the print job.
8. After reviewing the copy, use the printer control panel to print or delete the remaining copies.  
**Note:** You can use Sample Set as a part of the Earth Smart settings. In Earth Smart settings, set Sample Set as your default Job Type.
9. To print the job, select it from the job list on the printer control panel.
10. Press **OK**.

### Releasing the Remainder of Prints After Printing a Sample Set

1. At the control panel, touch **Jobs**.
2. Touch the corresponding print job in the list.  
**Note:** The control panel displays Held: Sample Set next to the job name.
3. Touch **Release**.  
The remainder of the job prints, and the job is deleted from the printer hard drive.

## Delay Print

You can delay a print job for up to 24 hours from the original job submission time. Enter the time at which you would like the job to print. If the time you enter is earlier than the time that you submit the print job, it prints on the following day. The Delayed Print default time is midnight.

### Sending a Delay Print Job

1. On the Paper/Output tab, from the Job Type list, select **Delay Print**.
2. In the Delay Print window, select the **Tab** key to move from the hour section to the minutes section. To select the time to send the print job, click the Arrow buttons.
  - For a 12-hour time format, type the hour (1–12), minutes (00–59), then select A.M. or P.M. To toggle between A.M. and P.M., click the **Up Arrow** or **Down Arrow** buttons.
  - For a 24-hour time format, type the hour (1–23), and the minutes (00–59).

**Note:** The regional settings on your computer determine the time format.

3. Click **OK**.
4. Select other desired printing options and click **OK**.
5. Click **OK** or **Print**.

**Note:** To print the job after you send it but before the scheduled time, release the job at the printer control panel.

## Saved Job

Saved Job stores a public or private job in the printer and prints the job as requested at the printer control panel. This option is useful for documents that you print frequently. You can assign a passcode to a private job to prevent unauthorized printing.

To print saved jobs, see [Printing from Saved Jobs](#) on page 85.

### Sending a Public Saved Job

1. On the Paper/Output tab, from the Job Type list, select **Saved Job**.
2. In the Saved Job window, for Job Name, do one of the following:
  - Type a name for the job.
  - Click the arrow to the right of the field and select a name from the list.
  - Click the arrow to the right of the field and select **Use Document Name** to use the name of the document.

The print driver retains 10 names. When adding an 11th name, the name used least is automatically deleted from the list. To remove names from the list other than the selected name, select **Clear List**.

3. For Folder, do one of the following:
  - Type a name for the folder.
  - Click the arrow to the right of the field and select a name from the list.
  - Click the arrow to the right of the field and select **Default Public Folder** to use the default public folder.

4. Select **Public**.
5. Click **OK**.
6. Verify that the paper is the correct size, type, and weight. If not, change the paper settings.

**Note:** You can select the paper for your print job using Select By Tray.

7. Select an option for 2-sided printing.
8. If your printer has a finisher installed, select a stapling option. The image next to Stapling displays the staple position.
9. Select a print-quality mode.
10. Click **OK** or **Print**.
11. To print the job, select it from the job list on the printer control panel.
12. Press **OK**.

After the job is saved, you can print it as needed. For details, see [Printing from Saved Jobs](#) on page 85.

### Sending a Private Saved Job

1. On the Paper/Output tab, from the Job Type list, select **Saved Job**.
2. In the Saved Job window, for Job Name, do one of the following:
  - Type a name for the job.
  - Click the arrow to the right of the field and select a name from the list.
  - Click the arrow to the right of the field and select **Use Document Name** to use the name of the document.

**Note:** The print driver retains 10 names. When adding an 11th name, the name used least is automatically deleted from the list. To remove names from the list other than the selected name, select **Clear List**.

3. For Folder, do one of the following:
  - Type a name for the folder.
  - Click the arrow to the right of the field and select a name from the list.
  - Click the arrow to the right of the field and select **Default Public Folder** to use the default public folder.
4. To store your job at the printer, select **Private**.
5. In the Passcode field, type a passcode. The passcode is associated with your user name. After you set a passcode, it becomes the default passcode for any print job that requires a passcode on all Xerox® printers. You can reset the passcode at any time from any window that contains the passcode.

#### Notes:

- If you do not supply a passcode, the printer assigns a passcode and displays it in the Passcode Required window. Use this passcode to print the document at the printer, or click **Cancel** and type your own passcode to use in the Secure Print window.
- The passcode is associated with your user name. After you set a passcode, it becomes the default passcode for any print job that requires a passcode on all Xerox® printers. You can reset the passcode at any time from any window that contains the passcode.

6. Click **OK**.
7. Verify that the paper is the correct size, type, and weight. If not, change the paper settings.  
**Note:** You can select the paper for your print job using Select By Tray.
8. Select an option for 2-sided printing.
9. If your printer has a finisher installed, select a stapling option. The image next to Stapling displays the staple position.
10. Select a print-quality mode.
11. Click **OK**.
12. To print the job, select it from the job list on the printer control panel.
13. Press **OK**.  
After the job is saved, you can print it as needed. For details, see [Printing from Saved Jobs](#) on page 85.

## Held Print Jobs

Jobs can be held or paused for various reasons. For example, if the printer is out of paper, the job holds. If you send a sample job, the first copy of the job prints and the rest of the copies hold until you release them. If the system administrator has configured the Hold All Jobs feature, any job sent to the printer is held until you release it.

## Releasing Held Print Jobs

1. At the control panel, press the **Job Status** button.
2. Touch **Active Jobs**.
  - To determine why a job was held, touch the job, then touch **Job Details**.
  - To release a held job, touch the job, then touch **Release**. To release all held jobs, touch **Release All Jobs**.

## Print From

Print From allows printing of documents stored on the printer, on a computer on a network, or on a USB Flash drive.

## Printing from a USB Flash Drive

You can print .pdf, .tiff, .ps, and .xps files directly from a USB Flash drive. If USB ports are disabled, you cannot use a USB card reader for authentication, or print or update software from a USB Flash drive.

The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700docs](http://www.xerox.com/office/CQ8700docs)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900docs](http://www.xerox.com/office/CQ8900docs)

To print from a USB Flash drive:

1. Insert the USB Flash drive into the control panel USB port. The Print from USB window appears. The list at the bottom of the window displays the contents of the USB Flash drive.

**Note:** If the USB Flash drive is already in the USB memory port, touch **Print From > USB Drive**.

2. Use the arrows to the right of the list to scroll through the list and locate the printable file. If the print file is in a folder, touch the name to open the folder.
3. Touch the name of the printable file.
4. Select the number of copies and the paper size, color, and type for the print job.
5. Press the green **Start** button.  
To go back to the last screen, touch **Back**.  
To look for other folders and printable files, touch **Browse**.

## Printing from Saved Jobs

For details about sending saved jobs, see [Saved Jobs](#) on page 82.

To print from saved jobs:

1. At the control panel, touch **Print From**.
2. Select **Saved Jobs**, then touch the name of the folder containing the saved job.
3. Touch the name of the saved job you want to print, then select paper size, 2-sided printing, and finishing options.

**Note:** To print a private saved job, touch the name of the job, then enter the passcode.

4. Press the green **Start** button.  
After the job prints, to return to the list of saved jobs, touch **Browse**.  
To return to the list of folders, touch **Back**.

## Printing from Mailbox

Print from mailbox allows you to print a file that is stored in a folder on the printer hard drive.

To print from a mailbox:

1. At the control panel, touch **Print From**.
2. Select **Mailbox**, then touch the name the folder containing the document.
3. Touch the name of the document you want to print, then select the paper size, 2-sided printing, and finishing options.
4. Press the green **Start** button.  
After the job prints, to return to the list of documents in the mailbox, touch **Browse**.  
To return to the list of folders, touch **Back**.

## Printing from CentreWare Internet Services

You can print .pdf, .ps, .pcl, and .xps files directly from CentreWare Internet Services without having to open another application or the print driver. The files can be stored on a local computer hard drive, mass storage device, or network drive.

To print from CentreWare Internet Services:

1. At your computer, open a Web browser, type the IP address of the printer in the address field, then press **Enter** or **Return**.

**Note:** If you do not know the IP address of your printer, see [Finding the IP Address of Your Printer](#) on page 29.

2. In CentreWare Internet Services, click **Print**.  
The Job Submission page appears.
3. Type the name of the file in the File Name field, or click **Browse** to select the file from a local network or remote location.
4. Under Printing, select the desired options for the job.
5. Click **Submit Job** to print the document.

**Note:** To ensure that the job was sent to the queue, wait for the job submission confirmation message to appear before you close this page.

# Copying

# 6

This chapter includes:

- [Basic Copying .....](#) 88
- [Selecting Copy Settings.....](#) 90

## Basic Copying

1. To clear previous settings, press the yellow **Clear All** button on the control panel.
2. Load your original documents:
  - Use the document glass for single pages or paper that cannot be fed using the document feeder. Place the first page of the document face down, in the top left corner of the document glass.
  - Use the document feeder for multiple or single pages. Remove any staples and paper clips from the pages and place them face up in the document feeder.
3. Press the **Services Home** button, then touch **Copy**.
4. Use the alphanumeric keypad on the control panel to enter the number of copies. The number of copies appears in the upper right corner of the touch screen.

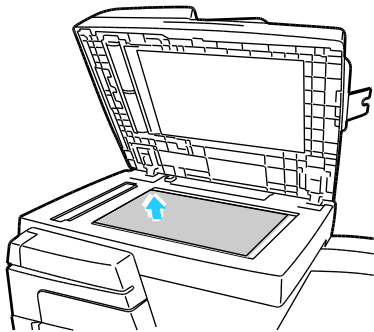
**Note:** To correct the number of copies entered using the alphanumeric keypad, press the **C** button, then re-enter the number.

5. Change the copy settings as needed. For details, see [Selecting Copy Settings](#) on page 90.
6. Press the green **Start** button.

### Notes:

- To pause or cancel a copy job, press the red **Stop** button on the control panel.
- To interrupt a copy job, press the **Interrupt** button on the control panel.
- On the touch screen, touch **Resume Scanning** to continue the job, or **Cancel Scanning** to cancel the job completely.

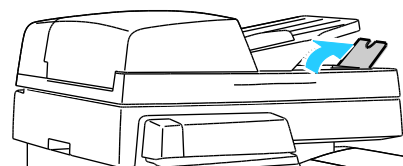
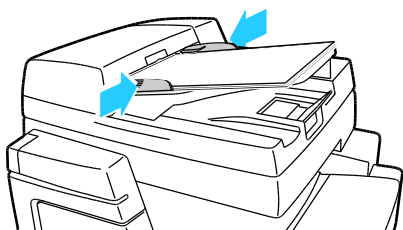
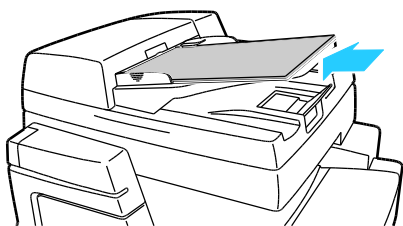
## Document Glass



- Lift the document feeder cover and place the first page face down in the upper left corner of the document glass.
- The original must be aligned to the matching paper size printed on the edge of the glass.
- The document glass automatically detects standard paper sizes.
- The document glass accepts paper sizes up to 210 x 297 mm (8.3 x 11.7 in.).



## Document Feeder



- Insert originals face up, with page one on top.
- Adjust the paper guides so they fit against the originals.
- The document feeder automatically detects standard paper sizes.
- The document feeder accepts paper sizes from A5 (148 x 210 mm, 5.8 x 8.3 in.) through Legal (216 x 356 mm, 8.5 x 14 in.).
- The document feeder accepts paper weights from 60–150 g/m<sup>2</sup>.
- The maximum document feeder capacity is approximately 50 sheets of 80 g/m<sup>2</sup> paper.
- For Legal (216 x 356 mm, 8.5 x 14 in.) documents, raise the output tray paper stop.

## Selecting Copy Settings

This section includes:

• Basic Settings .....	91
• Image-Quality Settings.....	95
• Layout Settings.....	98
• Output Format Settings.....	101
• ID Card Copying .....	109
• Advanced Copying.....	113

## Basic Settings

This section includes:

• Selecting Color or Black and White Copies.....	91
• Reducing or Enlarging the Image.....	92
• Selecting the Paper Tray .....	92
• Selecting 2-Sided Copy Options .....	92
• Selecting Collated Copies .....	93
• Selecting Uncollated Copies .....	93
• Stapling Copies .....	93

### Selecting Color or Black and White Copies

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

To select the output color:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Output Color, select one of the following:
  - **Auto Detect** detects the color content in the original document. If the original is a color document, the printer makes copies in full color. If the original is a black and white document, the printer makes copies in black only.
  - **Black & White** copies in black and white only. Colors in the original are converted to shades of gray.
3. For additional options, touch **More**, then select one of the following:
  - **Auto Detect** detects the color content in the original document. If the original is a color document, the printer makes copies in full color. If the original is a black and white document, the printer makes copies in black only.
  - **Black & White** copies in black and white only. Colors in the original are converted to shades of gray.
  - **Color** copies in full color output using all four printing colors (cyan, magenta, yellow, and black).
  - **Single Color** copies in shades of a single color. Under Colors, select a color. The sample page shows your color selection.
4. Touch **Save**.

## Reducing or Enlarging the Image

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

To reduce or enlarge the image:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Reduce/Enlarge, touch an option:
  - To reduce or enlarge the percentage incrementally, touch the arrows. You are ready to make copies.
  - To use the alphanumeric keypad to type a specific value, touch the current displayed value. You are ready to make copies.
3. Touch **More** for additional options.
  - a. To reduce or enlarge, touch an option:
    - **Proportional %** reduces or enlarges the image proportionally.
    - **Independent %** allows you to reduce or enlarge the width and length of the image by different percentages.
  - b. To select custom or preset values, touch an option:
    - **Proportional %** or **Independent %** allows you to specify exact values. Touch the arrows or touch the % field, then use the alphanumeric keypad to enter the value.
    - **Presets (X-Y%)** or **Presets (Y/X)** allows you to select from a list of preset values.
  - c. To center the image on the page, select the **Auto Center** check box.
4. Touch **Save**.

## Selecting the Paper Tray

Select a paper tray loaded with the desired paper to make copies on letterhead, colored paper, transparencies, or different paper sizes.

To select the tray to use for copies:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Paper Supply, touch the desired tray.
3. If the desired tray is not listed, select another tray:
  - a. Touch **More** for additional options.
  - b. Touch the desired tray.
  - c. Touch **Save**.

## Selecting 2-Sided Copy Options

Use the document feeder or the document glass to copy one or both sides of a 2-sided original.

To select 2-sided copy options:

1. Press the **Services Home** button, then touch **Copy**.

2. Under 2-Sided Copying, select one of the following:
  - **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. To rotate the second sides, touch **Rotate Side 2**.
  - **2->2 Sided** scans both sides of the originals and produces 2-sided copies. To rotate the second sides, touch **Rotate Side 2**.
  - **2->1 Sided** scans both sides of the originals and produces 1-sided copies.
3. Press the green **Start** button.
  - The document feeder automatically copies both sides of the 2-sided original.
  - A message appears on the control panel when it is time to place the next original on the document glass.

## Selecting Collated Copies

You can automatically collate multi-page copy jobs. For example, when making three 1-sided copies of a six-page document, the copies are printed in this order:

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

To select collated copies:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Copy Output, touch **Collated** if it is not already selected.

## Selecting Uncollated Copies

Uncollated copies print in the following order:

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

To select uncollated copies:

1. Press the **Services Home** button, then touch **Copy**.  
If your printer has a finisher, under Copy Output, touch **More**.
2. Under Collation, touch **Uncollated**.
3. Touch **Save**.

## Stapling Copies

If your printer has a finisher, it can staple your copies.

To select stapling:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Copy Output, select an option.
3. For additional stapling options, touch **More**.
4. Under Staple, select an option.

5. To change the orientation of the page, touch **Original Orientation**, then select an option.
6. Touch **Save**.

## Image-Quality Settings

This section includes:

- Specifying the Original Type ..... 95
- Adjusting Brightness, Sharpness, and Saturation ..... 95
- Automatically Suppressing Background Variation..... 96
- Adjusting the Contrast..... 96
- Selecting Color Effects ..... 96
- Adjusting the Color Balance ..... 97

### Specifying the Original Type

The printer 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. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Original Type**.
3. On the Original Type screen, select the appropriate settings:
  - On the left side of the screen, touch the content type of the original document.
  - If known, select how the original was produced.
4. Touch **Save**.

### Adjusting Brightness, Sharpness, and Saturation

You can lighten or darken copies and adjust the sharpness and saturation.

To adjust the image:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Image Options**.
3. On the Image Options screen, adjust the sliders up or down as necessary:
  - **Lighten/Darken** lightens or darkens the image.
  - **Sharpness** sharpens or softens the image.
  - **Saturation** makes the image colors more vivid or pastel.
4. Touch **Save**.

## Automatically Suppressing Background Variation

When scanning originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side. Use the Auto Suppression setting to reduce the sensitivity of the printer to variations in light background colors.

To change this setting:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. Under Background Suppression, touch **Auto Suppression**.
4. Touch **Save**.

## Adjusting the Contrast

Contrast is the relative difference between light and dark areas in an image.

To increase or reduce the contrast of the copies:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. On the Image Enhancement screen, adjust the contrast:
  - **Auto Contrast** allows the printer to set the contrast automatically.
  - **Manual Contrast** allows you to adjust the contrast manually. Move the Manual Contrast slider up or down to increase or decrease the contrast. The middle position on the slider, Normal, does not change the contrast.
4. Touch **Save**.

## Selecting Color Effects

If you have a color original, you can adjust the color of the copy using preset color effects. For example, you can adjust colors to be brighter or cooler.

To select a preset color effect:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Color Presets**.
3. On the Color Presets screen, touch the desired preset color effect. The sample images show how the colors are adjusted.
4. Touch **Save**.



## Adjusting the Color Balance

If you have a color original, you can adjust the balance of the printing colors between cyan, magenta, yellow, and black before printing your copy.

To adjust the color balance:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Color Balance**.
3. To adjust the density levels of all four colors:
  - a. On the Color Balance screen, touch **Basic Color**.
  - b. Move the sliders to adjust the level for each color.
4. To adjust the highlight, midtone, and shadow density levels by color:
  - a. On the Color Balance screen, touch **Advanced Color**.
  - b. Touch the color you want to adjust.
  - c. Move the sliders to adjust the levels for highlights, midtones, and shadows.
  - d. Repeat the previous two steps for additional colors.
5. Touch **Save**.

## Layout Settings

This section includes:

• Specifying the Orientation of the Original .....	98
• Specifying the Size of the Original .....	98
• Selecting Book Copying .....	99
• Shifting the Image .....	99
• Erasing the Edges of Copies.....	100
• Inverting the Image.....	100

### Specifying the Orientation of the Original

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

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Original Orientation**.
3. On the Original Orientation screen, touch the desired orientation:
  - **Upright Images** and **Sideways Images** refer to the direction the originals are loaded in the document feeder.
  - **Portrait Originals** and **Landscape Originals** refer to the images on the originals.

**Note:** If you are using the document glass, the orientation of the original is as seen before turning it over.

4. Touch **Save**.

### Specifying the Size of the Original

To scan the correct area of the original, specify the original size:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Original Size**.
3. On the Original Size screen, select one of the following:
  - **Auto Detect** allows the printer to determine the size of the original.
  - **Preset Scan Areas** specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
  - **Custom Scan Area** allows you to specify the height and width of the area to scan. Touch the **Height-Y** and **Width-X** arrows to specify the area.
  - **Mixed Size Originals** allows you to scan standard-size originals of varying sizes. Use the diagram on the screen to determine which original sizes can be mixed in the same job.
4. Touch **Save**.

## Selecting Book Copying

When copying a book, magazine, or other bound document, you can copy either the left or right page onto a single sheet of paper. You can copy both the left and right pages onto two sheets of paper, or as a single image on one sheet of paper.

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

To set up book copying:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Book Copying**.
3. On the Book Copying screen, select one of the following:
  - **Off** copies both pages of an open book as one image on a single sheet of paper.
  - **Both Pages** copies the left and the right pages of an open book onto two sheets of paper. If Binding Edge Erase is required, touch the arrows to erase up to 2 in.
  - **Left Page Only** copies only the left page of an open book on a single sheet of paper. If Binding Edge Erase is required, touch the arrows to erase up to 1 in.
  - **Right Page Only** to copy only the right page of an open book on a single sheet of paper. If Binding Edge Erase is required, touch the arrows to erase up to 1 in.
4. Touch **Save**.

## Shifting the Image

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

- **Document Feeder:** Position originals face up, long edge entering the feeder first.
- **Document Glass:** Position originals face down, in the back-left corner of the document glass, long edge to the left.

To change the placement of the image:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Image Shift**.
3. On the Image Shift screen, select one of the following:
  - **Auto Center** centers the image on the page.
  - **Margin Shift** allows you to specify the position of the image. Touch the **Up** or **Down** and **Left** or **Right** arrows to specify the amount of shift for Side 1. Touch the **Up** or **Down** and **Left** or **Right** arrows to specify the amount of shift for Side 2, or select **Mirror Side 1**.

**Note:** You can use preset values that were previously saved by the system administrator. Touch **Presets** in the lower left corner of the screen, and select a preset from the drop-down menu.

4. Touch **Save**.

## Erasing the Edges of Copies

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

To erase edges on copies:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Edge Erase**.
3. On the Edge Erase screen, select one of the following:
  - **All Edges** erases all four edges by the same amount. Touch the **All Edges** arrows to specify the amount to erase from the edges.
  - **Individual Edges** specifies different amounts for the edges. Touch **Side 1**, then touch the **Left**, **Right**, **Top**, and **Bottom** arrows to specify the amount to erase from each edge. Touch **Side 2**, then touch the **Left**, **Right**, **Top**, and **Bottom** arrows to specify the amount to erase from each edge, or touch **Mirror Side 1**.

**Note:** You can use preset values that were previously saved by the system administrator. Touch **Presets** in the lower left corner of the screen, and select a preset from the drop-down menu.

4. Touch **Save**.

## Inverting the Image

You can invert your original, as a mirror image or as a negative image. You can use one or both of these options.

To invert the image:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Invert Image**.
3. On the Invert Image screen, select the desired options:
  - **Mirror Image** reflects each image left to right on the page. The default setting is Normal Image.
  - **Negative Image** reverses the black and white values. The default setting is Positive Image.
4. Touch **Save**.

## Output Format Settings

This section includes:

• Creating a Booklet .....	101
• Including Covers .....	102
• Specifying Chapter Start Pagination .....	103
• Adding Inserts .....	103
• Specifying Exception Pages .....	104
• Adding Annotations .....	105
• Adding Transparency Separators .....	107
• Printing Multiple Pages per Side .....	107
• Repeating an Image .....	108

### Creating a Booklet

You can print copies in the form of a booklet. The original page images are reduced to print two images per side of each printed page. You can then fold and staple the pages manually, or automatically using the appropriate finisher.

**Note:** In this mode, the printer scans all of the originals before printing the copies.

To create a booklet:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Output Format** tab, then touch **Booklet Creation**.
3. On the Booklet Creation screen, touch **On**.
4. To select a paper tray:
  - a. Touch **Paper Supply**.
  - b. Touch the desired tray.
  - c. Touch **Save**.
5. To specify 2-sided originals:
  - a. Touch **Original Input**.
  - b. Touch **2 Sided Originals**.
6. Touch **Save**.

## Including Covers

You can print the first and last pages of your copy job on different paper, such as colored or heavyweight paper. The printer selects the paper from a different tray. 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. Press the **Services Home** button, then touch **Copy**.
2. Under Paper Supply, touch the tray containing the paper for the body pages of the job.

**Note:** If the paper supply is set to Auto Select, covers are unavailable.

3. Touch the **Output Format** tab, then touch **Special Pages**.
4. On the Special Pages screen, touch **Covers**.
5. Under Covers Options, select an option:
  - **Front & Back Same** includes front and back covers from the same tray.
  - **Front & Back Different** includes a front and a back cover from different trays.
  - **Front Cover Only** includes only a front cover.
  - **Back Cover Only** includes only a back cover.

**Note:** The Front & Back Different option includes two Printing Options menus.

6. Touch **Printing Options**.
7. From the drop-down menu that appears, select an option:
  - **Blank Cover** inserts a blank cover.
  - **Print on Side 1** prints on the front side of the cover.
  - **Print on Side 2** prints on the back side of the cover. To rotate the image on side 2 by 180 degrees, touch **Rotate Side 2**.
  - **Print on Both Sides** prints on both sides of the cover. To rotate the image on Side 2 by 180 degrees, touch **Rotate Side 2**.
8. Touch the tray containing cover paper.
9. Touch **Save**.
10. On the Covers screen, touch **Save**.
11. On the Special Pages screen, touch **Save**.

## Specifying Chapter Start Pagination

If you select 2-sided copies, you can set each chapter to start on the front or back of the page. If necessary, the printer leaves one side of the paper blank so that the chapter starts on the specified side of the paper.

To set the start side of particular pages:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Paper Supply, touch the tray containing the paper for the body pages of the job.

**Note:** If the paper supply is set to Auto Select, Chapter Starts is unavailable.

3. Touch the **Output Format** tab, then touch **Special Pages > Chapter Starts**.
4. On the Chapter Starts screen, touch the **Page Number** field, then use the alphanumeric keypad to enter the page number.
5. Under Start Chapter, select the appropriate page:
  - **On Right Page** specifies the front side of the paper.
  - **On Left Page** specifies the back side of the paper.
6. Touch **Add**. That page is added to the list on the right side of the screen.
7. Repeat the three previous steps to set other pages.
8. Touch **Close**. The page settings appear in the list on the right side of the screen.
9. Touch **Save**.

## Adding Inserts

You can insert blank pages or pre-printed sheets in specific locations in your copy job. You must specify the tray containing the inserts.

**Note:** The paper used for the inserts must have the same width as the paper used for the rest of the document. Inserts cannot be added if Booklet Creation is selected.

To add inserts:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Paper Supply, touch the tray containing the paper for the body pages of the job.

**Note:** If the paper supply is set to Auto Select, inserts cannot be added.

3. Touch the **Output Format** tab, then touch **Special Pages > Inserts**.
4. On the Inserts screen, touch the **After Page Number** field, then use the alphanumeric keypad to enter the page number.
5. Touch the **Insert Quantity** arrows to specify the number of sheets to insert at that location.
6. To specify the paper tray to use for the insert:
  - a. Touch **Paper Supply**.
  - b. Touch the desired tray.
  - c. Touch **Save**.

7. Touch **Add**. The insert appears in the list on the right side of the screen.
8. Repeat the three previous steps to add additional inserts.
9. Touch **Close**. The inserts appear in the list on the right side of the screen.

**Note:** To edit or delete an insert, touch the insert in the list, then touch an action in the drop-down menu.

10. Touch **Save**.

## Specifying Exception Pages

You can print exception pages in a copy job using paper from a different tray. The paper used for the exception pages must be the same size as the paper used for the rest of the document.

**Note:** You cannot add exception pages if the paper supply is set to Auto Select, or if Booklet Creation is selected.

To specify the exception pages:

1. Press the **Services Home** button, then touch **Copy**.

**Note:** If the paper supply is set to Auto Select, exception pages are unavailable.

2. Under Paper Supply, touch the tray containing the paper for the body pages of the job.
3. Touch the **Output Format** tab, then touch **Special Pages > Exceptions**.
4. On the Exceptions screen, touch the beginning **Page Number** field, then use the alphanumeric keypad to enter the starting value for the range of the exception pages.
5. Touch the ending **Page Number** field, then use the alphanumeric keypad to enter the ending value for the range of exception pages.

**Note:** To specify a single page as an exception, enter its number as the start and end of the range.

6. To specify the paper used for the exception pages:
  - a. Touch **Paper Supply**.
  - b. Touch the tray containing paper for the exception pages.
  - c. Touch **Save**.
7. Touch **Add**. The exception pages are added to the list on the right side of the screen.
8. Repeat the four previous steps to add additional exception pages.
9. Touch **Close**. The exception pages appear in the list on the right side of the screen.

**Note:** To edit or delete an exception page, touch the page in the list, then touch the desired operation in the drop-down menu.

10. Touch **Save**.



## Adding Annotations

You can automatically add annotations such as page numbers and the date to your copies.

### Notes:

- Annotations are not added to covers, tabs, inserts, or blank chapter start pages.
- Annotations cannot be added if Booklet Creation is selected.

To add annotations:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Output Format** tab, then touch **Annotations**.
3. To insert page numbers:
  - a. On the Annotation screen, touch **Page Numbers > On**.
  - b. Touch **Apply To**, and select one of the following:
    - **All Pages**
    - **All Pages Except First**
  - c. Touch the **Starting Page Number** field, then use the alphanumeric keypad to enter the page number.
  - d. Under Position, touch an arrow to position the page number in the header or footer. The sample page shows the location of the page number.
  - e. Touch **Save**.
  - f. To change the text formatting, touch **Format & Style**, choose the desired settings, then touch **Save**.
4. To insert a comment:
  - a. Touch **Comment > On**.
  - b. Touch **Apply To**, and select one of the following:
    - **All Pages**
    - **All Pages Except First**
    - **First Page Only**
  - c. Touch an existing comment in the list.

**Note:** To create a new comment, touch a blank row, use the touch screen keyboard to type the text, then touch **Save**.

  - d. Under Position, touch an arrow to position the selected comment in the header or footer. The sample page shows the location of the comment.
  - e. Touch **Save**.
  - f. To change the text formatting, touch **Format & Style**, choose the desired settings, then touch **Save**.

5. To insert the current date:
  - a. Touch **Date > On**.
  - b. Touch **Apply To**, and select one of the following:
    - **All Pages**
    - **All Pages Except First**
    - **First Page Only**
  - c. Under Format, select a format for the date.
  - d. Under Position, touch an arrow to position the date in the header or footer. The sample page shows the location of the date.
  - e. Touch **Save**.
  - f. To change the text formatting, touch **Format & Style**, choose the desired settings, then touch **Save**.
6. To insert a Bates Stamp:
  - a. Touch **Bates Stamp > On**.
  - b. Touch the **Starting Page Number** field, then use the alphanumeric keypad to enter the starting page number. Leading zeros can be included.
  - c. Touch **Apply To**, and select one of the following:
    - **All Pages**
    - **All Pages Except First**
  - d. Touch an existing prefix in the list.

**Note:** To create a new prefix, touch a blank row, use the touch screen keyboard to type up to eight characters, then touch **Save**.

  - e. Under Position, touch an arrow to position the Bates Stamp in the header or footer. The sample page shows the location of the Bates Stamp.
  - f. Touch **Save**.
  - g. To change the text formatting, touch **Format & Style**, choose the desired settings, then touch **Save**.
7. Touch **Save**.

## Adding Transparency Separators

You can add blank sheets of paper between each printed transparency. The size and orientation of the separators must be the same as the transparencies.

**Note:** Transparency separators cannot be added if the paper supply is set to Auto Select.

To add transparency separators:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Output Format** tab, then touch **Transparency Separators > On**.
3. Under Separator Supply, touch the tray containing the paper to use for the separators. If the tray containing the separator paper is not displayed, touch **More**, touch the desired tray, then touch **Save**.
4. Under Transparency Supply, touch the tray containing the transparencies. If the tray containing the transparencies is not displayed, touch **More**, touch the desired tray, then touch **Save**.
5. Touch **Save**.

## Printing Multiple Pages per Side

You can copy a single page and have it print multiple times onto one or both sides of the paper. The printer reduces the pages proportionally to fit.

To print multiple original pages on a side:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Output Format** tab, then touch **Page Layout > Pages per Side**.
3. Touch the number of original pages for each side of the paper. To specify a different number:
  - a. Touch **Specify Rows & Columns**.
  - b. Touch the **Rows** arrows to change the number of rows.
  - c. Touch the **Columns** arrows to change the number of columns.
  - d. Select the **Rotate** check box to rotate the page.

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

4. Touch **Original Orientation**, then touch one of the following:
  - **Portrait Originals**
  - **Landscape Originals**
5. Touch **Save**.

## Repeating an Image

You can make multiple copies of an original image on one or both sides of the paper. This is useful for duplicating a small image.

To repeat an image on a sheet of paper:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Output Format** tab, then touch **Page Layout > Repeat Image**.
3. Specify the number of images to print on the page:
  - **Preset** buttons repeat the image two, four, six, or nine times on each side of the paper.
  - **Specify Rows & Columns** allows you to determine the number of images. Touch the **Rows** or **Columns** field, then use the alphanumeric keypad to enter the number of rows and columns, or touch the arrows. Select the **Rotate** check box to rotate the paper.
  - **Auto Repeat** allows the printer to determine the maximum number of images that can fit on the currently selected paper size. Touch **Original Orientation**, and select **Upright Images** or **Sideways Images** from the drop-down menu. The sample page shows the image layout.
4. Touch **Save**.

## ID Card Copying

This section includes:

• Copying an ID Card.....	109
• Selecting Color or Black and White Copies.....	110
• Reducing or Enlarging the Image.....	110
• Selecting the Paper Tray .....	111
• Specifying the Original Type .....	111
• Lightening or Darkening ID Card Copies .....	111
• Automatically Suppressing Background Variation.....	112

### Copying an ID Card

You can copy both sides of an ID card or small document onto one side of paper. Each side is copied using the same location on the document glass. The printer stores both sides and prints them side by side on the paper.

To copy an ID card:

1. Press the **Services Home** button, then touch **ID Card Copy**.
2. Touch the **ID Card Copy** tab.
3. Verify the output color, paper supply, and reduce/enlarge settings. Change the settings as needed.
4. Touch the **Image Quality** tab.
5. Verify the original type, lighten/darken, and background suppression settings for side 1. Change the settings as needed.
6. Lift the document cover.
7. Place the ID card, or a document smaller than half the selected paper supply size, in the upper left corner of the document glass.
8. Press the green **Start** button.
9. Lift the document cover.
10. Turn over the document and position it in the upper left corner of the document glass.
11. Verify the original type, lighten/darken, and background suppression settings for side 2. Change the settings as needed.
12. Press the green **Start** button.
13. Lift the document cover and remove the ID card or document.

## Selecting Color or Black and White Copies

If the original document contains color, you can create color or black and white copies.

To select the output color:

1. Press the **Services Home** button, then touch **ID Card Copy**.
2. Touch the **ID Card Copy** tab.
3. Under Output Color, select an option:
  - **Auto Detect** detects the color content in the original document. If the original is a color document, the printer makes copies in full color. If the original is a black and white document, the printer makes copies in black only.
  - **Black & White** copies in black and white only. Colors in the original are converted to shades of gray.

## Reducing or Enlarging the Image

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

To reduce or enlarge the image:

1. Press the **Services Home** button, then touch **ID Card Copy**.
2. Touch the **ID Card Copy** tab.
3. Under Reduce/Enlarge, touch an option:
  - To reduce or enlarge the percentage incrementally, touch the arrows. You are ready to make copies.
  - To use the alphanumeric keypad to type a specific value, touch the current displayed value. Use the alphanumeric keypad on the control panel to enter the percentage. You are ready to make copies.
4. Touch **More** for additional options.
  - a. To reduce or enlarge, touch an option:
    - **Proportional %** reduces or enlarges the image proportionally.
    - **Independent %** allows you to reduce or enlarge the width and length of the image by different percentages.
  - b. To select custom or preset values, touch an option:
    - **Proportional %** or **Independent %** allows you to specify exact values. Touch the arrows or touch the % field, then use the alphanumeric keypad to enter the value.
    - **Presets (X-Y%)** or **Presets (Y/X)** allows you to select from a list of preset values.
  - c. Touch **Save**.

## Selecting the Paper Tray

Select a paper tray loaded with the desired paper to make copies on letterhead, colored paper, transparencies, or different paper sizes.

To select the tray to use for ID card copies:

1. Press the **Services Home** button, then touch **ID Card Copy**.
2. Touch the **ID Card Copy** tab.
3. Under Paper Supply, touch the desired tray.
4. If the desired tray is not listed, select another tray:
  - a. Touch **More** for additional options.
  - b. Touch the desired tray.
  - c. Touch **Save**.

## Specifying the Original Type

The printer 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. Press the **Services Home** button, then touch **ID Card Copy**.
2. Touch the **Image Quality** tab.
3. Under Original Type, select the appropriate settings:
  - Touch the content type of the original document.
  - If known, select how the original was produced.

## Lightening or Darkening ID Card Copies

You can lighten or darken the copy for each side. Use the slider to lighten or darken the output for the first side. After the first side is complete, use the slider again to lighten or darken the second side. Both sides of the original are printed side by side, each using different lighten or darken settings.

To adjust the image:

1. Press the **Services Home** button, then touch **ID Card Copy**.
2. Touch the **Image Quality** tab.
3. To lighten or darken the image for side 1, under Lighten/Darken, adjust the slider up or down.
4. Lift the document cover.
5. Place the ID card, or a document smaller than half the selected paper supply size, in the upper left corner of the document glass.
6. Press the green **Start** button.
7. Lift the document cover.
8. Turn over the document and position it in the upper left corner of the document glass.
9. To lighten or darken the image for side 2, adjust the slider up or down.

10. Press the green **Start** button.
11. Lift the document cover and remove the ID card or document.

### Automatically Suppressing Background Variation

When scanning originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side. Use the Auto Suppression setting to reduce the sensitivity of the printer to variations in light background colors.

To change this setting:

1. Press the **Services Home** button, then touch **ID Card Copy**.
2. Touch the **Image Quality** tab.
3. Under Background Suppression, touch **Auto Suppression**.



## Advanced Copying

This section includes:

- [Building a Copy Job.....](#) 113
- [Printing a Sample Copy .....](#) 114
- [Saving Copy Settings.....](#) 114
- [Retrieving Saved Copy Settings.....](#) 114

### Building a Copy Job

Use this feature to produce complex copy jobs that include a variety of originals requiring different copy settings. Each segment of the job can have different copy settings. Once all the segments are programmed, scanned, and temporarily stored in the printer, the copy job prints.

To build a copy job with multiple segments:

1. Press the **Services Home** button, then touch **Copy**.
2. Program and scan the first segment:
  - a. Load the originals for the first segment.
  - b. Select the required settings, such as layout adjustments, image quality, and so on.
  - c. Touch the **Job Assembly** tab, then touch **Build Job > On**.
  - d. Select or clear the **Display this window between segments** check box.
  - e. Select or clear the **Turn Build Job Off after Job is Submitted** check box.
  - f. Press the green **Start** button on the control panel.
3. Program and scan additional segments:
  - a. Load the originals for the next segment.
  - b. When the Build Job screen appears, touch **Program Next Segment**.
  - c. Using the appropriate tabs, select the required settings.
  - d. Press the green **Start** button to scan the originals for that segment.
4. Repeat the previous step for each remaining segment.
5. Touch the **Quantity for Final Job** field, and use the alphanumeric keypad to enter the number of copies.
6. In the upper right corner of the Build Job screen, touch **Print the Job**.

**Note:** If necessary, touch **Delete > Delete Job** to cancel the job.

## Printing a Sample Copy

You can print a test copy of a complex copy job, before printing multiple copies. This feature prints a single copy and holds the remaining copies. After you inspect the sample, you can print or cancel the remaining copies.

**Note:** The sample copy is not counted as part of the quantity selected. For example, if you select three copies, one sample copy prints, and three other copies are held until they are released for printing. The result is a total of four copies.

To print a sample copy of your copy job:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the desired copy settings.
3. Touch the **Job Assembly** tab, then touch **Sample Job > On**.
4. Touch **Save**.
5. On the control panel, press the green **Start** button. The sample copy is printed.
6. Print the remaining copies or delete the job:
  - To release and print the remaining copies of the job, touch **Release**.
  - If the sample copy is unsatisfactory, touch **Delete > Delete Job**.

## Saving Copy Settings

To use a particular combination of copy settings for future copy jobs, you can save the settings with a name and retrieve them for later use.

To save the current copy settings:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Job Assembly** tab, then touch **Save Current Settings**.
3. Using the touch screen keyboard, type a name for the saved settings.
4. Touch **Save**.

## Retrieving Saved Copy Settings

You can retrieve and use any previously saved copy settings for current jobs.

**Note:** To save the copy settings with a name, see [Saving Copy Settings](#) on page 114.

To retrieve saved settings:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Job Assembly** tab, then touch **Retrieve Saved Settings**.
3. Touch the desired saved setting.

**Note:** To delete a saved setting, touch the setting, then touch **Delete Settings**.

4. Touch **Load Settings**. The saved settings are loaded for the current copy job.

# Scanning

# 7

This chapter includes:

• Basic Scanning .....	116
• Scanning to a Folder .....	118
• Scanning to Network File Repositories.....	121
• Scanning to Your Home Directory .....	123
• Setting Scan Options .....	124
• Scanning to a USB Flash Drive.....	129
• Scanning to an Email Address.....	130

The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700docs](http://www.xerox.com/office/CQ8700docs)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900docs](http://www.xerox.com/office/CQ8900docs)

## Basic Scanning

The Scanning feature provides several methods for scanning and storing an original document. The scanning procedure using your printer differs from that of desktop scanners. The printer is connected typically to a network rather than a single computer, so you select a destination for the scanned image at the printer.

The printer supports the following scanning functions:

- Scan documents and store images on the printer hard drive.
- Scan original documents to a document repository on a network server.
- Scan original documents to an email address.
- Scan original documents to your home directory.
- Scan original documents to a USB Flash drive.
- Import scanned images into applications using TWAIN and WIA.

To scan an image:

1. On the control panel, press the yellow **Clear All** button to clear previous settings.
2. Load your original documents:
  - Use the document glass for single pages or paper that cannot be fed using the document feeder. Place the first page of the document face down, in the top left corner of the document glass.
  - Use the document feeder for multiple or single pages. Remove any staples and paper clips from the pages and place them face up in the document feeder.
3. Press the **Services Home** button, then touch **Workflow Scanning**.
4. Touch the **Down Arrow**, then select the template group from the menu.
5. Select a template from the list.
6. To change any of the scan settings, use the options at the bottom of the touch screen:
  - **Output Color**
  - **2-Sided Scanning**
  - **Original Type**
  - **Scan Presets**

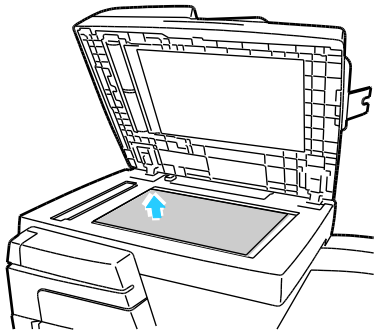
For details, see [Changing the Basic Scan Settings](#) on page 124.

7. Press the green **Start** button.

### Notes:

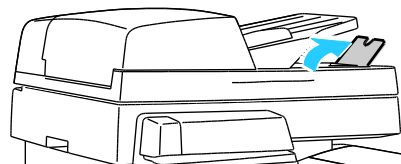
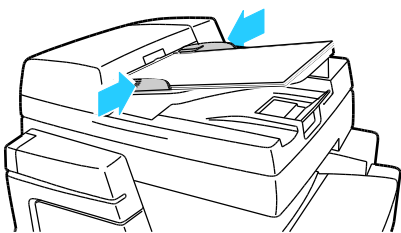
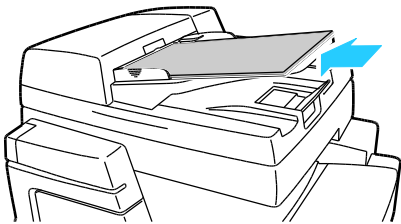
- The printer must be connected to a network to retrieve a scan file remotely.
- For details, see the Help in CentreWare Internet Services.
- Print, copy, and fax jobs can print while you are scanning original documents or downloading files from the printer hard drive.

## Document Glass



- Lift the document feeder cover and place the first page face down in the upper left corner of the document glass.
- The original must be aligned to the matching paper size printed on the edge of the glass.
- The document glass automatically detects standard paper sizes.
- The document glass accepts paper sizes up to 210 x 297 mm (8.3 x 11.7 in.).

## Document Feeder



- Insert originals face up, with page one on top.
- Adjust the paper guides so they fit against the originals.
- The document feeder automatically detects standard paper sizes.
- The document feeder accepts paper sizes from A5 (148 x 210 mm, 5.8 x 8.3 in.) through Legal (216 x 356 mm, 8.5 x 14 in.).
- The document feeder accepts paper weights from 60–150 g/m<sup>2</sup>.
- The maximum document feeder capacity is approximately 50 sheets of 80 g/m<sup>2</sup> paper.
- For Legal (216 x 356 mm, 8.5 x 14 in.) documents, raise the output tray paper stop.

# Scanning to a Folder

This section includes:

- [Scanning to the Public Folder](#).....118
- [Scanning to a Private Folder](#).....119
- [Creating a Private Folder](#).....119
- [Retrieving Scan Files](#) .....120

Scanning to a folder is the simplest scanning method. When you scan an image at the printer, the scan file is stored in a folder on the internal hard drive. You then use CentreWare Internet Services to retrieve the stored scan file to your computer.

The default settings create a 1-sided color portable document format (.pdf) file. You can change these settings using the printer control panel, or using CentreWare Internet Services at your computer. Control panel selections override the settings in CentreWare Internet Services.

## Scanning to the Public Folder

The printer provides a public folder to store scanned images. You do not need a password to scan images to the public folder, or to retrieve them. All users can view scanned documents in the public folder. You can also create a password-protected private folder. For details, see [Creating a Private Folder](#) on page 119.

To scan an image to the public folder:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Workflow Scanning**.
3. Touch the **Down** arrow, then select **All Templates** from the menu.
4. Select the **\_PUBLIC** folder from the list.
5. To change any of the scan settings, use the options at the bottom of the touch screen:
  - **Output Color**
  - **2-Sided Scanning**
  - **Original Type**
  - **Scan Presets**
 For details, see [Changing the Basic Scan Settings](#) on page 124.
6. For more options, touch the **Advanced Settings** tab. For details, see [Selecting Advanced Settings](#) on page 125.
7. Press the green **Start** button. The Job Progress screen appears, and the original is scanned. The file is stored on the printer hard drive.
8. Use CentreWare Internet Services to move the file to your computer. For details, see [Retrieving Scan Files](#) on page 120.

## Scanning to a Private Folder

The system administrator creates private folders on the printer. Private folders can require a password. You can use CentreWare Internet Services to create your own private folders. For details, see [Creating a Private Folder](#) on page 119.

To scan to a private folder:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Workflow Scanning**.
3. Touch the **Down** arrow, then select **All Templates** from the menu.
4. From the list, select the private folder.
5. If required, enter the password. On the Document Management screen, touch **Enter Password for Folder**, then use the touch screen keyboard.
6. Touch **Done**.
7. Touch **Save**.
8. Press the green **Start** button.

## Creating a Private Folder

For you to create a private folder, the scan policy to allow additional folders to be created must be enabled. The system administrator can create a private folder at any time.

To create a private folder with a password:

1. At your computer, open a Web browser, type the IP address of the printer in the address field, then press **Enter** or **Return**.

**Note:** If you do not know the IP address for your printer, see [Finding the IP Address of the Printer](#) on page 29.

2. Click the **Scan** tab.
3. In the Display section, select **Mailboxes**.
4. In the Scan to Mailbox section, click **Create Folder**.
5. Click the **Folder Name:** field, and type a name for the folder.
6. In the Folder Password field, type a password that adheres to the password rules.
7. In the Confirm Folder Password field, type the password again.
8. Click **Apply**.

Your private folder appears in the folder list in CentreWare Internet Services and on the printer touch screen under Local Templates. The contents are stored on the printer hard drive.

## Retrieving Scan Files

To retrieve your scanned images, use CentreWare Internet Services to copy the scan files from the printer to your computer.

To retrieve your scan files:

1. At your computer, open a Web browser, type the IP address of the printer in the address field, then press **Enter** or **Return**.

**Note:** If you do not know the IP address of your printer, see [Finding the IP Address of Your Printer](#) on page 29.

2. Click the **Scan** tab.
3. In the Display section, select **Mailboxes**.
4. In the Scan to Mailbox section, click the folder containing the scan.  
Your scan file appears in the Folder Contents window.

### Notes:

- For a password protected private folder, click the **Folder Password** field, type the password, then click **OK**.
  - If your image file does not appear, click **Update View**.
5. Under Action, select an option, then click **Go**.
    - **Download** saves a copy of the file to your computer. When prompted, click **Save**, then navigate to the location on your computer to save the file. Open the file or close the dialog box.
    - **Reprint** prints the file without saving a copy of the file to your computer.
    - **Delete** removes the file from the mailbox. When prompted, click **OK** to delete the file or **Cancel** to cancel the operation.



# Scanning to Network File Repositories

This section includes:

- [Scanning to a Predefined Network File Repository](#).....121
- [Adding a Scan Destination](#).....122

When using this feature, the images you scan are sent to a file repository on a network server. The system administrator configures the file repository settings.

Using CentreWare Internet Services, you can add your own scan destinations to templates.

## Scanning to a Predefined Network File Repository

To scan an image and send it to a predefined network file repository:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Workflow Scanning**.
3. Touch the **Down** arrow, then select **All Templates** from the drop-down menu.
4. Select the template created by the system administrator from the list. The template defines the scan settings as well as the destination of the image.
5. To change any of the scan settings, use the options at the bottom of the touch screen:
  - **Output Color**
  - **2-Sided Scanning**
  - **Original Type**
  - **Scan Presets**
 For details, see [Changing the Basic Scan Settings](#) on page 124.
6. Press the green **Start** button.

## Adding a Scan Destination

1. At your computer, open a Web browser, type the IP address of the printer in the address field, then press **Enter** or **Return**.
2. Click the **Scan** tab.
3. In the Display area, select **Templates**.
4. Under Template Operations, click **Create New Template**.
5. In the New Distribution Template area, under Add Destination to Template, click **Enter a Scan Destination**.
6. Click the **Friendly Name:** field, and create a name for the template.
7. Under Protocol, select an option.
8. Configure the destination IP address, port, document path, filing policy, and login credentials as needed.
9. Click **Add**. The template is stored on the printer hard drive.

# Scanning to Your Home Directory

The Scan to Home feature allows you to scan an image to your home directory.

**Note:** To use the Scan to Home function, you must log in with a valid user name and passcode. For details, see [Logging In](#) on page 27.

To scan an image to your home directory:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Workflow Scanning**.
3. Touch the **Down** arrow, then select **Scan to Home Templates** from the menu.
4. Select the template created by the system administrator from the list.
5. To change any of the scan settings, use the options at the bottom of the touch screen:
  - **Output Color**
  - **2-Sided Scanning**
  - **Original Type**
  - **Scan Presets**

For details, see [Changing the Basic Scan Settings](#) on page 124.

6. For more options, touch the **Advanced Settings** tab. For details, see [Selecting Advanced Settings](#) on page 125.
7. Press the green **Start** button.

# Setting Scan Options

This section includes:

- [Changing the Basic Scan Settings](#) ..... 124
- [Selecting Advanced Settings](#) ..... 125
- [Selecting Layout Adjustments](#) ..... 126
- [Selecting Filing Options](#) ..... 127
- [Building a Scan Job](#) ..... 128

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

## Changing the Basic Scan Settings

To change the basic scan settings:

1. Press the **Services Home** button, then touch **Workflow Scanning**.
2. Touch **Output Color** and select one of the following options:
  - **Auto Detect** detects the color content in the original image. If the original image is color, the printer scans in full color. If the original is a black and white document, the printer scans in black only.
  - **Black & White** scans in black and white only.
  - **Grayscale** detects and scans various shades of gray.
  - **Color** scans in full color.
3. Touch **2-Sided Scanning** and select one of the following options:
  - **1-Sided** scans only one side of the original image and produces 1-sided output files.
  - **2-Sided** scans both sides of the original image.
  - **2-Sided, Rotate Side 2** scans both sides of the original image, rotating the second side.
4. Touch **Original Type** and select one of the following options:
  - **Photo & Text**
  - **Photo**
  - **Text**
  - **Map**
  - **Newspaper/Magazine**

**Note:** The photo and text options allow you to specify the type of original, such as printed, photocopied, photograph, inkjet, or solid ink.

5. Touch **Scan Presets** and select one of the following options:
  - **Sharing & Printing** produces small file size and normal image quality.
  - **Archival - Small File Size** produces smallest file size and normal image quality.
  - **OCR** Optical Character Recognition (OCR) produces large file size and highest image quality.
  - **High Quality Printing** produces large file size and highest image quality.
  - **Simple Scan** produces large file size with minimal image processing and compression.

## Selecting Advanced Settings

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

To select advanced settings:

1. Press the **Services Home** button, then touch **Workflow Scanning**.
2. Touch the **Advanced Settings** tab.
3. To adjust brightness, sharpness, and saturation:
  - a. Touch **Image Options**.
  - b. On the Image Options screen, adjust the sliders up or down as necessary:
    - **Lighten/Darken** lightens or darkens the image.
    - **Sharpness** sharpens or softens the image.
    - **Saturation** makes the image colors more vivid or pastel.
  - c. Touch **Save**.
4. To suppress background variation:
  - a. Touch **Image Enhancement**.
  - b. Under Background Suppression, touch **Auto Suppression**.
  - c. Touch **Save**.
5. To adjust the contrast:
  - a. Touch **Image Enhancement**.
  - b. On the Image Enhancement screen, select one of the following:
    - **Auto Contrast** allows the printer to set the contrast automatically.
    - **Manual Contrast** allows you to adjust the contrast manually. Move the Manual Contrast slider up or down to increase or decrease the contrast. The middle position on the slider, Normal, does not change the contrast.
  - c. Touch **Save**.
6. To set the resolution:
  - a. Touch **Resolution**.
  - b. On the Resolution screen, select a resolution from 72 dpi through 600 dpi.
  - c. Touch **Save**.

7. To set the quality and file size:
  - a. Touch **Quality/File Size**.
  - b. On the Quality/File Size screen, use the slider to select a setting. The settings range from Normal Quality and Small File Size to Highest Quality and Largest File Size.
  - c. Touch **Save**.
8. To retrieve new templates and remove outdated ones:
  - a. Touch **Update Templates > Update Now**.
  - b. Touch **Confirm**.

## Selecting Layout Adjustments

Layout adjustments provide additional settings for the size and orientation of the original, and erasing the edges.

To select layout adjustments:

1. Press the **Services Home** button, then touch **Workflow Scanning**.
2. Touch the **Layout Adjustment** tab.
3. To specify the orientation of the original image:
  - a. Touch **Original Orientation**.
  - b. On the Original Orientation screen, select one of the following options:
    - **Upright Images** and **Sideways Images** refer to the direction the originals are loaded in the document feeder.
    - **Portrait Originals** and **Landscape Originals** refer to the images on the originals.
  - c. Touch **Save**.
4. To scan the correct area of the original image:
  - a. Touch **Original Size**.
  - b. On the Original Size screen, select one of the following options:
    - **Auto Detect** allows the printer to determine the size of the original.
    - **Preset Scan Areas** specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
    - **Custom Scan Area** allows you to specify the height and width of the area to scan. Touch the **Height-Y** and **Width-X** arrows to specify the area.
    - **Mixed Size Originals** allows you to scan standard-size originals of varying sizes. Use the diagram on the screen to determine which original sizes can be mixed in the same job.
  - c. Touch **Save**.

5. To specify the amount to erase from the edges of your image:
  - a. Touch **Edge Erase**.
  - b. On the Edge Erase screen, select one of the following options:
    - **All Edges** erases all four edges by the same amount. Touch the **All Edges** arrows to specify the amount to erase from the edges.
    - **Individual Edges** specifies different amounts for the edges. Touch **Side 1**, then touch the **Left**, **Right**, **Top**, and **Bottom** arrows to specify the amount to erase from each edge. Touch **Side 2**, then touch the **Left**, **Right**, **Top**, and **Bottom** arrows to specify the amount to erase from each edge, or touch **Mirror Side 1**.
  - c. Touch **Save**.

## Selecting Filing Options

Filing Options provide additional settings for naming images, selecting image formats, and selecting behavior when a file name exists.

To select filing options:

1. Press the **Services Home** button, then touch **Workflow Scanning**.
2. Touch the **Filing Options** tab.
3. To define a file name prefix:
  - a. Touch **File Name**.
  - b. Type a name for your image file using the touch screen keyboard.
  - c. Touch **Save**.
4. To select a file format:
  - a. Touch **File Format**.
  - b. On the File Format screen, select one of the following options:
    - **PDF**
    - **PDF/A**
    - **XPS**
    - **Multi-Page TIFF**
    - **TIFF (1 File per Page)**
    - **JPEG (1 File per Page)**
  - c. For PDF, PDF/A, or XPS, select one of the following options:
    - **Image Only**
    - **Searchable**
  - d. For the searchable option, touch **Document Language**, then select a language from the drop-down menu.
  - e. Touch **Save**.
5. To select the action to take if a file already exists:
  - a. Touch **If File Already Exists**.
  - b. On the If File Already Exists screen, select an option.
  - c. Touch **Save**.

6. To define additional network locations as destinations for scanned documents:
  - a. Touch **Add File Destinations**.
  - b. On the Add File Destinations screen, touch the desired destinations.
  - c. Touch **Save**.

**Note:** Document Management and Add File Destinations can be modified only after scanning to network file repositories or scanning to home are set up. For details, see the *System Administrator Guide* for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700docs](http://www.xerox.com/office/CQ8700docs)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900docs](http://www.xerox.com/office/CQ8900docs)

## Building a Scan Job

Use this feature to combine an assorted group of originals for assembly into a single scan job.

To build a scan job:

1. Press the **Services Home** button, then touch **Workflow Scanning**.
2. Touch the **Job Assembly** tab, then touch **Build Job > On**.
3. Select or clear the **Display this window between segments** check box.
4. Select or clear the **Turn Build Job Off after Job is Submitted** check box.
5. Program and scan the first segment:
  - a. Load the originals for the first segment.
  - b. Press the green **Start** button on the control panel.

**Note:** If a password is required, contact the system administrator.

6. Program and scan additional segments:
  - a. Load the originals for the next segment.
  - b. When the Build Job screen appears, touch **Program Next Segment**.
  - c. Press the green **Start** button to scan the originals for that segment.
7. Repeat the previous step for each remaining segment.

**Note:** At any time, you can touch **Delete Last Segment** or **Delete All Segments** to modify the job.

8. When all of the segments have been programmed and scanned, touch **Submit the Job**. The Job Progress screen appears, and the individual segments are scanned as a single job.
9. On the Job Progress screen, touch **Job Details** to view a summary of the job.

**Note:** If necessary, touch **Delete > Delete Job** to cancel the job.



## Scanning to a USB Flash Drive

1. Load the original on the document glass or in the document feeder.
2. Insert your USB Flash Drive in the USB port on the printer control panel.

**Note:** If the USB Flash drive is already in the USB memory port, press **Services Home**, then touch **Workflow Scanning > Scan to USB**.

3. On the USB Drive Detected screen, touch **Scan to USB**.
4. To change any of the scan settings, use the options at the bottom of the touch screen:
  - **Output Color**
  - **2-Sided Scanning**
  - **Original Type**
  - **Scan Presets**

For details, see [Changing the Basic Scan Settings](#) on page 124.

5. Press the green **Start** button.  
The Job Progress screen appears, and the original is scanned. The file is stored on your USB Flash drive.
6. Remove your USB Flash drive from the printer.

# Scanning to an Email Address

This section includes:

- [Sending a Scanned Image to an Email Address](#) .....130
- [Setting Email Options](#).....131

When using this feature, the images you scan are sent as email attachments.

## Sending a Scanned Image to an Email Address

To scan an image and send it to an email address:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **E-mail**.
3. To enter an email address:
  - a. Touch **New Recipient**.
  - b. Touch the **Down** arrow, then select **To:** or **Cc:** or **Bcc:** from the menu.
  - c. Touch the **Enter email address and select Add** field, then use the touch screen keyboard to type the email address.
  - d. Touch **Add**.
  - e. Use the touch screen keyboard to type additional email addresses.
  - f. When you are finished, touch **Close**.
4. To enter an email address from the network address book:
  - a. Touch **Address Book**.
  - b. Use the touch screen keyboard to type part of the name, then touch **Search**.
  - c. Select the desired name from the list, then touch **Add**.
5. To add a subject line:
  - a. Touch **Subject**, then use the touch screen keyboard to type the desired text.

**Note:** To modify the default subject that appears, touch **Clear Text** to clear the field, or use the **Left** and **Right** arrows to edit the text.

- b. Touch **Save**.
6. To change any of the scan settings, use the options at the bottom of the touch screen:
  - **Output Color**
  - **2-Sided Scanning**
  - **Original Type**
  - **Scan Presets**

For details, see [Changing the Basic Scan Settings](#) on page 124.

7. Press the green **Start** button.

## Setting Email Options

You can change the following email settings:

- File Name
- File Format
- Message
- Reply To

To change the email options:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **E-mail**.
3. To change any of the scan settings, use the options at the bottom of the touch screen:
  - **Output Color**
  - **2-Sided Scanning**
  - **Original Type**
  - **Scan Presets**

For details, see [Changing the Basic Scan Settings](#) on page 124.
4. Touch the **E-mail Options** tab.
5. Change the file name:
  - a. Touch **File Name**.
  - b. On the File Name screen, use the touch screen keyboard to delete or modify the default text.
  - c. Touch **Save**.
6. Change the file format:
  - a. Touch **File Format**.
  - b. On the File Format screen, select one of the following options:
    - **PDF**
    - **PDF/A**
    - **XPS**
    - **Multi-Page TIFF**
    - **TIFF (1 File per Page)**
    - **JPEG (1 File per Page)**
  - c. For PDF, PDF/A, or XPS, select one of the following options:
    - **Image Only**
    - **Searchable**
  - d. For the searchable option, touch **Document Language**, then select a language from the drop-down menu.
  - e. Touch **Save**.

7. Change the message:
  - a. Touch **Message**.
  - b. On the Message screen, use the touch screen keyboard to type a message to appear with the images.
  - c. Touch **Save**.
8. Change the Reply To address:
  - a. Touch **Reply To**.
  - b. On the Reply To screen, use the touch screen keyboard to type an email address.
  - c. Touch **Save**.
9. Press the green **Start** button.

# Faxing

# 8

This chapter includes:

- [Basic Faxing](#) ..... 134
- [Sending an Embedded Fax](#) ..... 136
- [Sending a Server Fax](#) ..... 147
- [Sending an Internet Fax](#) ..... 151
- [Sending a LAN Fax](#) ..... 157
- [Using the Address Book](#) ..... 158

The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700docs](http://www.xerox.com/office/CQ8700docs)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900docs](http://www.xerox.com/office/CQ8900docs)

## Basic Faxing

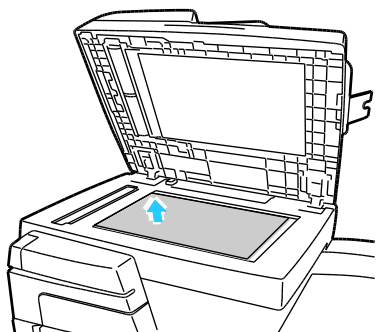
You can send a fax in one of four ways:

- **Embedded Fax** scans the document and sends it directly to a fax machine.
- **Server Fax** scans the document and sends it to a fax server, which transmits the document to a fax machine.
- **Internet Fax** scans the document and emails it to a recipient.
- **LAN Fax** sends the current print job as a fax. For details, see the print driver software.

To send a fax:

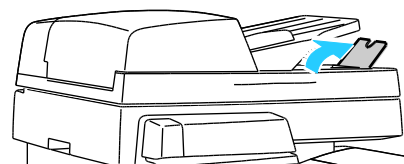
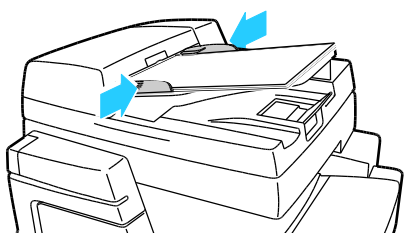
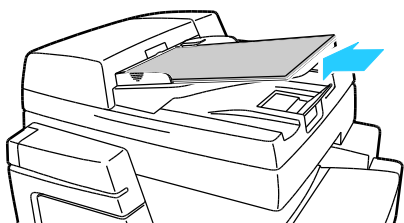
1. Load your original documents:
    - Use the document glass for single pages or paper that cannot be fed using the document feeder. Place the first page of the document face down, in the top left corner of the document glass.
    - Use the document feeder for multiple or single pages. Remove any staples and paper clips from the pages and place them face up in the document feeder.
  2. Press the **Services Home** button, then touch the appropriate fax.
  3. Address the fax using one or more of the available options:
    - The **Enter Number and Press Add** field allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then touch **Add**.
    - **Dialing Characters** allows you to insert characters such as a Dial Pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Save**.
- Note:** One or more dialing pauses can be required between the access number for an outside line and the fax number. When inserted, the dial pauses appear as commas in the fax number.
- **Address Book** allows you to access the printer address book.
  - **Speed Dial** allows you to access directories of group or individual fax telephone numbers.
4. On the Fax tab, adjust the available fax options as needed.
  5. Adjust additional fax options as needed. For details, see [Selecting Fax Options](#) on page 138, [Selecting Server Fax Options](#) on page 148, or [Selecting Internet Fax Options](#) on page 153.
  6. Press the green **Start** button. The printer scans the pages and transmits the document when all pages have been scanned.

## Document Glass



- Lift the document feeder cover and place the first page face down in the upper left corner of the document glass.
- The original must be aligned to the matching paper size printed on the edge of the glass.
- The document glass automatically detects standard paper sizes.
- The document glass accepts paper sizes up to 210 x 297 mm (8.3 x 11.7 in.).

## Document Feeder



- Insert originals face up, with page one on top.
- Adjust the paper guides so they fit against the originals.
- The document feeder automatically detects standard paper sizes.
- The document feeder accepts paper sizes from A5 (148 x 210 mm, 5.8 x 8.3 in.) through Legal (216 x 356 mm, 8.5 x 14 in.).
- The document feeder accepts paper weights from 60–150 g/m<sup>2</sup>.
- The maximum document feeder capacity is approximately 50 sheets of 80 g/m<sup>2</sup> paper.
- For Legal (216 x 356 mm, 8.5 x 14 in.) documents, raise the output tray paper stop.

## Sending an Embedded Fax

1. Load the original document in the document feeder or on the document glass.
2. Press the **Services Home** button, then touch **Fax**.
3. To address the fax, touch one or more of the following:
  - The **Enter Number and Press Add** field allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then touch **Add**.
  - **Dialing Characters** allows you to insert characters such as a dial pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Add**. Add more numbers, or touch **Close**.

**Note:** One or more dialing pauses can be required between the access number for an outside line and the fax number. When inserted, the dial pauses appear as commas in the fax number.

- **Address Book** allows you to select fax numbers from your Address Book. Touch the **Down** arrow, then select **Individual** or **Group** from the drop-down menu. Touch the **Up** or **Down** arrows to scroll through the list, touch the desired contact, then select **Add to Recipients** from the drop-down menu. Select and add more contacts, or touch **Close**.
  - The **Speed Dial** check box allows you to select recipients from your address book. Touch the **Enter Number and Press Add** field, then use the alphanumeric keypad to enter the three-digit speed dial number. Touch **Add**.
4. To include a cover sheet:
    - a. Touch **Cover Sheet > On**.
    - b. Touch the **To** field, use the touch screen keyboard to type the name of the recipient, then touch **Save**.
    - c. Touch the **From** field, use the touch screen keyboard to type the name of the sender, then touch **Save**.
    - d. To add a comment, do one of the following:
      - Touch an existing comment, then touch **Save**.
      - Touch an **<Available>** comment, touch **Edit**, use the touch screen keyboard to type the text, then touch **Save**.

### Notes:

- To delete an existing comment, touch the comment, then touch **Clear**. Touch **Clear** to confirm the action.
  - To edit an existing comment, touch the comment, then touch **Edit**. Use the touch screen keyboard to change the comment, then touch **Save**.
5. Adjust the fax scanning options if necessary:
    - a. Touch **2-sided Scanning** and select from the drop-down menu:
      - **1-Sided**
      - **2-Sided**
      - **2-Sided, Rotate Side 2**



- b. Touch **Original Type** and select from the drop-down menu:
    - **Photo & Text**
    - **Photo**
    - **Text**
  - c. Touch **Resolution** and select from the drop-down menu:
    - **Standard (200x100 dpi)**
    - **Fine (200 dpi)**
    - **Super Fine (600 dpi)**
6. If desired, select more options. For details, see [Selecting Fax Options](#) on page 138.
7. Press the green **Start** button. The printer scans the pages and transmits the document when all pages have been scanned.

## Selecting Fax Options

This section includes:

• Adjusting Brightness and Sharpness .....	138
• Automatically Suppressing Background Variation .....	139
• Adjusting the Contrast .....	139
• Specifying the Size of the Original .....	139
• Selecting Reducing or Splitting .....	140
• Setting Up Book Faxing .....	140
• Printing a Confirmation Report .....	140
• Selecting the Starting Rate .....	141
• Sending a Delayed Fax .....	141
• Sending Header Text .....	141
• Sending a Fax to a Remote Mailbox .....	142
• Storing a Fax in a Local Mailbox .....	142
• Printing Local Mailbox Documents .....	143
• Deleting Local Mailbox Documents .....	143
• Storing a Fax for Local or Remote Polling .....	143
• Printing or Deleting Stored Faxes .....	144
• Polling a Remote Fax .....	144
• Polling a Remote Mailbox .....	145
• Building a Fax Job .....	145

## Adjusting Brightness and Sharpness

You can lighten or darken the image, and adjust the sharpness.

To adjust the image:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Image Quality** tab, then touch **Image Options**.
3. On the Image Options screen, adjust the sliders up or down as necessary:
  - **Lighten/Darken** lightens or darkens the image.
  - **Sharpness** sharpens or softens the image.
4. Touch **Save**.

## Automatically Suppressing Background Variation

When scanning originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side. Use the Auto Suppression setting to reduce the sensitivity of the printer to variations in light background colors.

To select Auto Suppression:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. Under Background Suppression, touch **Auto Suppression**.
4. Touch **Save**.

## Adjusting the Contrast

Contrast is the relative difference between light and dark areas in an image.

To adjust the contrast:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. On the Image Enhancement screen, adjust the contrast:
  - **Manual Contrast** allows you to adjust the contrast manually. Under Manual Contrast, move the slider up or down to increase or decrease the contrast. The middle position on the slider, Normal, does not change the contrast.
  - **Auto Contrast** allows the printer to set the contrast automatically.
4. Touch **Save**.

## Specifying the Size of the Original

To ensure that you are scanning the correct area of the documents, specify the original size.

To specify the original size:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Layout Adjustment** tab, then touch **Original Size**.
3. On the Original Size screen, select one of the following:
  - **Auto Detect** allows the printer to determine the size of the original.
  - **Preset Scan Areas** specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
  - **Custom Scan Area** allows you to specify the height and width of the area to scan. Touch the **Height-Y** and **Width-X** arrows to specify the area.
  - **Mixed Size Originals** allows you to scan standard-size originals of varying sizes. Use the diagram on the screen to determine which original sizes can be mixed in the same job.
4. Touch **Save**.

## Selecting Reducing or Splitting

You can determine the method to use for handling images that are too large.

To select reducing or splitting:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Layout Adjustment** tab, then touch **Reduce/Split**.
3. Touch an option:
  - **Reduce to Fit** shrinks large documents to fit on smaller paper.
  - **Split Across Pages** continues a single image across several pages.
4. Touch **Save**.

## Setting Up Book Faxing

You can determine the method used for scanning images in a book.

To select book faxing:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Layout Adjustment** tab, then touch **Book Faxing**.
3. Touch an option:
  - **Off** is the default setting.
  - **Both Pages** scans both pages of the book. If necessary, touch the **Binding Edge Erase** arrows to set the amount to erase from the binding edge.
  - **Left Page Only** scans the left page of the book. If necessary, touch the **Binding Edge Erase** arrows to set the amount to erase from the binding edge.
  - **Right Page Only** scans the right page of the book. If necessary, touch the **Binding Edge Erase** arrows to set the amount to erase from the binding edge.
4. Touch **Save**.

## Printing a Confirmation Report

You can print a report that confirms when your faxes are sent or received. The report contains information on timeouts, busy signals, and retry failures.

To set up a confirmation report printing:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Confirmation Report**.
3. Touch an option:
  - **Always Print** generates a report for all fax jobs.
  - **Print on Error Only** only generates a report for fax jobs that fail to send.
4. Touch **Save**.

## Selecting the Starting Rate

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

To select the transmission speed for a fax:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Starting Rate**.
3. Touch an option:
  - **Super G3 (33.6 Kbps)**
  - **G3 (14.4 Kbps)**
  - **Forced (4800 bps)**
4. Touch **Save**.

**Note:** Some telephone networks can require the fax starting rate to be set to Forced (4800 bps). The slow data rate ensures more reliable transmission of data.

## Sending a Delayed Fax

You can set a time in the future for the printer to send your fax job. The time delay can be from 15 minutes to 24 hours from the current time.

**Note:** The printer must be set to the current time before you can use this feature.

To specify the time to send your fax:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Delay Send**.
3. Touch **Specified Time** and set the time:
  - a. Touch the **Hour** field and use the keypad or touch the arrows to set a number.
  - b. Touch the **Minute** field and use the keypad or touch the arrows to set a number.
  - c. If your printer is set to display the 12-hour clock, touch **AM** or **PM**.
4. Touch **Save**. The fax is sent at the specified time.

## Sending Header Text

The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700docs](http://www.xerox.com/office/CQ8700docs)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900docs](http://www.xerox.com/office/CQ8900docs)

To include the fax header text:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Send Header Text**.

3. Touch an option:
  - **Off** is the default setting.
  - **On** sends the header text with the fax.
4. Touch **Save**.

### Sending a Fax to a Remote Mailbox

1. Press the **Services Home** button, then touch **Server Fax**.
2. Touch the **Fax Options** tab, then touch **Mailboxes**.
3. Touch **Send to Remote Mailbox**.
4. To address the fax, select an option:
  - The **Fax Number** field allows you to enter a fax number. Use the alphanumeric keypad to enter the number, then touch **Add**.
  - **Dialing Characters** allows you to insert characters such as a Dial Pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Save**.
  - **Address Book** allows you to select fax numbers from your Fax Address Book. Touch the **Up** or **Down** arrows to scroll through the list, touch the desired contact, then select **Add to Recipients** from the drop-down menu. Select and add more contacts, or touch **Close**.
5. Touch the **Mailbox Number** field, then use the alphanumeric keypad to enter the mailbox number.
6. Touch the **Mailbox Passcode** field, then use the alphanumeric keypad to enter the four-digit mailbox passcode.
7. Touch **Save**.

### Storing a Fax in a Local Mailbox

The system administrator must create a mailbox before you can use this feature. For details, see the *System Administrator Guide* for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700docs](http://www.xerox.com/office/CQ8700docs)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900docs](http://www.xerox.com/office/CQ8900docs)

To store a fax in a local mailbox:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Mailboxes**.
3. Touch **Store to Local Mailbox**.
4. Touch the **Mailbox Number** field, then use the alphanumeric keypad to enter the mailbox number.
5. Touch the **Mailbox Passcode** field, then use the alphanumeric keypad to enter the four-digit mailbox passcode.
6. Touch **Save**.

## Printing Local Mailbox Documents

To use this feature, you must have documents stored in a mailbox. For details, see [Storing a Fax in a Local Mailbox](#) on page 142.

To print local mailbox documents:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Mailboxes**.
3. Touch **Print Local Mailbox Documents**.
4. Touch the **Mailbox Number** field, then use the alphanumeric keypad to enter the mailbox number.
5. Touch the **Mailbox Passcode** field, then use the alphanumeric keypad to enter the four-digit mailbox passcode.
6. Touch **Print All Documents**. The documents in the mailbox are printed.

## Deleting Local Mailbox Documents

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Mailboxes**.
3. Touch **Delete Local Mailbox Documents**.
4. Touch the **Mailbox Number** field, then use the alphanumeric keypad to enter the mailbox number.
5. Touch the **Mailbox Passcode** field, then use the alphanumeric keypad to enter the four-digit mailbox passcode.
6. Touch **Delete All Documents**.
7. To confirm, touch **Delete All**. All documents in the mailbox are deleted.

## Storing a Fax for Local or Remote Polling

Turn on Secure or Non-Secure Local Polling to make fax documents stored on one printer available for remote polling by other printers. When Secure Local Polling is on, you create a list of fax numbers that are allowed to access the stored faxes on the printer.

To store a fax:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Local Polling**.
3. Under Store for Local Polling, touch one of the following options:
  - **Non-Secure Polling** scans your originals and stores them as documents. Anyone with this fax number can access the documents.
  - **Secure Polling** scans your originals and stores them as documents. You specify the fax numbers that can access the documents.
4. For secure polling, touch one or more of the following to add fax numbers to the access list:
  - **Fax Number** field allows you to enter a fax number manually. Use the alphanumeric keyboard to enter the number, and touch **Add**.
  - **Address Book** allows you to add individual stored fax numbers to the list. Select a fax number, and select **Add to Recipients** from the drop-down menu. Touch **Close**.

- The **Allow all Address Book fax numbers access** check box adds all stored fax numbers to the list.

**Note:** To modify existing entries in the access list, touch the entry, then select **Edit**, **Remove**, or **Remove All** from the drop-down menu.

5. Touch **Save**.

## Printing or Deleting Stored Faxes

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Local Polling**.
3. Under Stored Local Documents, touch an option:
  - **Print All** prints all stored fax documents.
  - **Delete All** deletes all stored fax documents. Touch **Delete All** to confirm the action.

## Polling a Remote Fax

If remote polling is turned on, you can retrieve documents that were stored using local polling on another fax machine.

**Note:** If Local Polling is turned on, Remote Polling is not available. To turn off Local Polling, touch **Local Polling > Off > Save**.

To poll a remote fax:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Remote Polling**.
3. Touch **Poll a Remote Fax**.
4. Select one or more options for addressing the fax:
  - The **Enter Number and Press Add** field allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then touch **Add**.
  - The **Speed Dial** check box allows you to select recipients from your address book. Touch the **Enter Number and Press Add** field, then use the alphanumeric keypad to enter the three-digit speed dial number. Touch **Add**.
  - **Dialing Characters** allows you to insert characters such as a Dial Pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Save**.
  - **Address Book** allows you to select fax numbers from your Fax Address Book. Touch the **Up** or **Down** arrows to scroll through the list, touch the desired contact, then select **Add to Recipients** from the drop-down menu. Select and add more contacts, or touch **Close**.
5. To set a later time when you want your printer to retrieve faxes from other fax machines:
  - a. Touch **Delay Send**.
  - b. Touch **Specified Time** to set the time.
  - c. Touch **Save**.



6. Touch **Poll Now** to retrieve and print the faxes.

**Note:** Touch **Close** to cancel the operation.

## Polling a Remote Mailbox

If remote polling is turned on, you can retrieve documents that are stored in a fax mailbox on another fax machine.

**Note:** If Local Polling is turned on, Remote Polling is not available. To turn off Local Polling, touch **Local Polling > Off > Save**.

To poll a remote mailbox:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Remote Polling**.
3. Touch **Poll a Remote Mailbox**.
4. To specify the fax number you want to access, do one of the following:
  - The **Fax Number** field allows you to use the alphanumeric keypad to enter the number.
  - **Dialing Characters** allows you to insert characters such as a Dial Pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Save**.
  - **Address Book** allows you to select fax numbers from your Fax Address Book. Touch the **Up** or **Down** arrows to scroll through the list, touch the desired contact, then select **Add to Recipients** from the drop-down menu. Select and add more contacts, or touch **Close**.
5. Touch the **Mailbox Number** field, then use the alphanumeric keypad to enter the mailbox number.
6. Touch the **Mailbox Passcode** field, then use the alphanumeric keypad to enter the four-digit mailbox passcode.
7. Touch **Poll Now** to retrieve and print the faxes in the mailbox.

**Note:** Touch **Close** to cancel the operation.

## Building a Fax Job

Use this feature to fax an assorted group of originals, each with different settings. Each segment is programmed and scanned, and the images are stored temporarily in the printer. Once all segments have been stored, the individual segments are faxed as a single job.

To build a fax job:

1. Press the **Services Home** button, then touch the appropriate fax.
2. Address the fax using one or more of the available options:
  - The **Enter Number and Press Add** field allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then touch **Add**.
  - **Dialing Characters** allows you to insert characters such as a Dial Pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Save**.
  - **Address Book** allows you to access the printer address book.
  - **Speed Dial** allows you to access directories of group or individual fax telephone numbers.

3. Touch the **Job Assembly** tab, then touch **Build Job > On**.
4. Select or clear the **Display this window between segments** check box.
5. Select or clear the **Turn Build Job Off after Job is Submitted** check box.
6. Program and scan the first segment:
  - a. Load the originals for the first segment.
  - b. Select the required settings, such as layout adjustments, image quality, and so on.
  - c. Press the green **Start** button on the control panel.
7. Program and scan additional segments:
  - a. Load the originals for the next segment.
  - b. When the Build Job screen appears, touch **Program Next Segment**.
  - c. Using the appropriate tabs, select the required settings.
  - d. Press the green **Start** button to scan the originals for that segment.
8. Repeat the previous step for each remaining segment.

**Note:** At any time, you can touch **Delete Last Segment** or **Delete All Segments** to modify the job.
9. When all of the segments have been programmed and scanned, touch **Submit the Job**. The Job Progress screen appears, and the individual segments are faxed as a single job.
10. On the Job Progress screen, touch **Job Details** to view a summary of the job.

**Note:** If necessary, touch **Delete > Delete Job** to cancel the job.

## Sending a Server Fax

If a fax server is connected to the network, you can send a document to a fax machine without requiring a dedicated telephone line.

When using the Server Fax, a document is scanned and sent to a fax repository located on the network. The fax server then sends the fax over a telephone line to a fax machine.

The system administrator must enable the Server Fax service and configure a fax repository, or filing location, before you can use this feature.

To send a server fax:

1. Load the original document in the document feeder or on the document glass.
2. Press the **Services Home** button, then touch **Server Fax**.
3. To address the fax, touch one or more options:
  - The **Enter Number and Press Add** field allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then touch **Add**.
  - **Dialing Characters** allows you to insert characters such as a dial pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Add**. Add more numbers, or touch **Close**.
  - **Fax Directory** allows you to select fax numbers from your Fax Directory. Touch the **Up** or **Down** arrows to scroll through the list, touch the desired contact, then select **Add to Recipients** from the drop-down menu. Select and add more contacts, or touch **Close**.
4. Adjust the fax scanning options if necessary:
  - a. Touch **2-sided Scanning** and select from the drop-down menu:
    - **1-Sided**
    - **2-Sided**
    - **2-Sided, Rotate Side 2**
  - b. Touch **Original Type** and select from the drop-down menu:
    - **Photo & Text**
    - **Photo**
    - **Text**
  - c. Touch **Resolution** and select from the drop-down menu:
    - **Standard (200x100 dpi)**
    - **Fine (200 dpi)**
5. If desired, select more options. For details, see [Selecting Server Fax Options](#) on page 148.
6. Press the green **Start** button. The printer scans the pages and transmits the document when all pages have been scanned.

## Selecting Server Fax Options

This section includes:

• Adjusting Brightness.....	148
• Automatically Suppressing Background Variation.....	148
• Adjusting the Contrast.....	149
• Specifying the Orientation of the Original.....	149
• Specifying the Size of the Original.....	149
• Sending a Delayed Fax.....	150
• Building a Fax Job.....	150

### Adjusting Brightness

You can lighten or darken the image.

To adjust the image:

1. Press the **Services Home** button, then touch **Server Fax**.
2. Touch the **Image Quality** tab, then touch **Image Options**.
3. On the Image Options screen, adjust the **Lighten/Darken** slider up or down as necessary.
4. Touch **Save**.

### Automatically Suppressing Background Variation

When scanning originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side. Use the Auto Suppression setting to reduce the sensitivity of the printer to variations in light background colors.

To select Auto Suppression:

1. Press the **Services Home** button, then touch **Server Fax**.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. Under Background Suppression, touch **Auto Suppression**.
4. Touch **Save**.

## Adjusting the Contrast

Contrast is the relative difference between light and dark areas in an image.

To adjust the contrast:

1. Press the **Services Home** button, then touch **Server Fax**.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. On the Image Enhancement screen, adjust the contrast:
  - **Manual Contrast** allows you to adjust the contrast manually. Under Manual Contrast, move the slider up or down to increase or decrease the contrast. The middle position on the slider, Normal, does not change the contrast.
  - **Auto Contrast** allows the printer to set the contrast automatically.
4. Touch **Save**.

## Specifying the Orientation of the Original

1. Press the **Services Home** button, then touch **Server Fax**.
2. Touch the **Layout Adjustment** tab, then touch **Original Orientation**.
3. On the Original Orientation screen, touch the desired orientation:
  - **Upright Images** and **Sideways Images** refer to the direction the originals are loaded in the document feeder.
  - **Portrait Originals** and **Landscape Originals** refer to the images on the originals.

**Note:** If you are using the document glass, the orientation of the original is as seen before turning it over.

4. Touch **Save**.

## Specifying the Size of the Original

To ensure that you are scanning the correct area of the documents, specify the original size.

To specify the original size:

1. Press the **Services Home** button, then touch **Server Fax**.
2. Touch the **Layout Adjustment** tab, then touch **Original Size**.
3. On the Original Size screen, select one of the following:
  - **Auto Detect** allows the printer to determine the size of the original.
  - **Preset Scan Areas** specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
  - **Custom Scan Area** allows you to specify the height and width of the area to scan. Touch the **Height-Y** and **Width-X** arrows to specify the area.
  - **Mixed Size Originals** allows you to scan standard-size originals of varying sizes. Use the diagram on the screen to determine which original sizes can be mixed in the same job.
4. Touch **Save**.

## Sending a Delayed Fax

You can set a time in the future for the printer to send your fax job. The time delay can be from 15 minutes to 24 hours from the current time.

**Note:** The printer must be set to the current time before you can use this feature.

To specify the time to send your fax:

1. Press the **Services Home** button, then touch **Server Fax**.
2. Touch the **Fax Options** tab, then touch **Delay Send**.
3. Touch **Specified Time** and set the time:
  - a. Touch the **Hour** field and use the keypad or touch the arrows to set a number.
  - b. Touch the **Minute** field and use the keypad or touch the arrows to set a number.
  - c. If your printer is set to display the 12-hour clock, touch **AM** or **PM**.
4. Touch **Save**. The fax is sent at the specified time.

## Building a Fax Job

For details, see [Building a Fax Job](#) on page 145.

## Sending an Internet Fax

If an SMTP (email) server is connected to the network, a document can be sent to an email address. This feature eliminates the need for a dedicated telephone line and the associated service costs. When sending an Internet Fax, the document is scanned and sent to an email address.

To send an Internet fax:

1. Load the original on the document glass or in the document feeder.
2. Touch the **Services Home** button, then touch **Internet Fax**.
3. Address the fax:
  - a. Touch **New Recipient**.
  - b. Touch the **Down** arrow, then select **To:** or **Cc:** from the menu.
  - c. Touch the **Enter email address and select Add** field, then use the touch screen keyboard to type the email address.
  - d. Touch **Add**.
  - e. Use the touch screen keyboard to type additional email addresses.
  - f. When you are finished, touch **Close**.

4. To add a subject line:
  - a. Touch **Subject**, then use the touch screen keyboard to type the desired text.

**Note:** To modify the default subject that appears, touch **Clear Text** to clear the field, or use the **Left** and **Right** arrows to edit the text.

- b. Touch **Save**.
5. Adjust the Internet fax options if necessary:
  - a. Touch **Output Color** and select from the drop-down menu:
    - **Auto Detect**
    - **Black & White**
    - **Grayscale**
    - **Color**
  - b. Touch **2-sided Scanning** and select from the drop-down menu:
    - **1-Sided**
    - **2-Sided**
    - **2-Sided, Rotate Side 2**
  - c. Touch **Original Type** and select from the drop-down menu:
    - **Photo & Text**
    - **Photo**
    - **Text**
    - **Map**
    - **Newspaper/Magazine**

6. Adjust fax options if necessary.
7. Press the green **Start** button. The printer scans the pages and sends the document as an email attachment in .pdf or .tiff file format, when all pages have been scanned.



## Selecting Internet Fax Options

This section includes:

• Adjusting Brightness and Sharpness .....	153
• Automatically Suppressing Background Variation .....	153
• Adjusting the Contrast .....	154
• Specifying the Orientation of the Original .....	154
• Specifying the Size of the Original .....	154
• Setting the Resolution .....	155
• Setting the Quality and File Size .....	155
• Specifying a File Format .....	155
• Adding a Message .....	156
• Specifying a Reply To Address .....	156
• Printing an Acknowledgment Report .....	156
• Building a Fax Job .....	156

### Adjusting Brightness and Sharpness

You can lighten or darken the image, and adjust the sharpness.

To adjust the image:

1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Advanced Settings** tab, then touch **Image Options**.
3. On the Image Options screen, adjust the sliders up or down as necessary:
  - **Lighten/Darken** lightens or darkens the image.
  - **Sharpness** sharpens or softens the image.
4. Touch **Save**.

### Automatically Suppressing Background Variation

When scanning originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side. Use the Auto Suppression setting to reduce the sensitivity of the printer to variations in light background colors.

To select Auto Suppression:

1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Advanced Settings** tab, then touch **Image Enhancement**.
3. Under Background Suppression, touch **Auto Suppression**.
4. Touch **Save**.

## Adjusting the Contrast

Contrast is the relative difference between light and dark areas in an image.

To adjust the contrast:

1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Advanced Settings** tab, then touch **Image Enhancement**.
3. On the Image Enhancement screen, adjust the contrast:
  - **Manual Contrast** allows you to adjust the contrast manually. Move the slider up or down to increase or decrease the contrast. The middle position on the slider, Normal, does not change the contrast.
  - **Auto Contrast** allows the printer to set the contrast automatically.
4. Touch **Save**.

## Specifying the Orientation of the Original

1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Layout Adjustment** tab, then touch **Original Orientation**.
3. On the Original Orientation screen, touch the desired orientation:
  - **Upright Images** and **Sideways Images** refer to the direction the originals are loaded in the document feeder.
  - **Portrait Originals** and **Landscape Originals** refer to the images on the originals.

**Note:** If you are using the document glass, the orientation of the original is as seen before turning it over.

4. Touch **Save**.

## Specifying the Size of the Original

To ensure that you are scanning the correct area of the documents, specify the original size.

To specify the original size:

1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Layout Adjustment** tab, then touch **Original Size**.
3. On the Original Size screen, select one of the following:
  - **Auto Detect** allows the printer to determine the size of the original.
  - **Preset Scan Areas** specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
  - **Custom Scan Area** allows you to specify the height and width of the area to scan. Touch the **Height-Y** and **Width-X** arrows to specify the area.
  - **Mixed Size Originals** allows you to scan standard-size originals of varying sizes. Use the diagram on the screen to determine which original sizes can be mixed in the same job.
4. Touch **Save**.

## Setting the Resolution

1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Advanced Settings** tab, then touch **Resolution**.
3. On the Resolution screen, touch the desired resolution.
  - **72 dpi** produces acceptable image quality for onscreen viewing, and the smallest file size.
  - **100 dpi** produces good image quality for onscreen viewing, and small file size.
  - **150 dpi** produces good image quality for onscreen viewing, and small file size.
  - **200x100 dpi** produces good image quality, and moderate file size.
  - **200 dpi** produces good image quality, and moderate file size. This setting is the default.
  - **300 dpi** produces high image quality, and large file size.
  - **400 dpi** produces higher image quality, and larger file size.
  - **600 dpi** produces the highest image quality, and the largest file size.
4. Touch **Save**.

**Note:** Check with the system administrator to determine the largest file size that the email system allows.

## Setting the Quality and File Size

The Quality/File Size option lets you choose from three settings that balance the quality of the image and the size of the file. Higher quality images result in larger file sizes, which are not ideal for sharing and transmitting over the network.

To set the Internet fax quality and file size:

1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Advanced Settings** tab, then touch **Quality/File Size**.
3. On the Quality/File Size screen, use the slider to select a setting. The settings range from Normal Quality and Small File Size to Highest Quality and Largest File Size.
4. Touch **Save**.

## Specifying a File Format

1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Internet Fax Options** tab, then touch **File Format**.
3. On the File Format screen, select an option:
  - **Multi-Page TIFF** produces a multi-page Tagged Image File Format (.tiff).
  - **PDF** produces a Portable Document Format (.pdf).
  - **PDF/A** produces a Portable Document Format (.pdf) with embedded fonts.
4. Touch **Save**.

## Adding a Message

1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Internet Fax Options** tab, then touch **Message**.
3. Type a message using the touch screen keyboard.
4. Touch **Save**.

## Specifying a Reply To Address

1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Internet Fax Options** tab, then touch **Reply To**.
3. Type an email address using the touch screen keyboard.
4. Touch **Save**.

## Printing an Acknowledgment Report

If the status of each recipient is known, you can print a delivery status report. The printer waits for a delivery receipt from each recipient, then prints the report.

**Note:** The report could be delayed depending on the response time of the recipients.

To print an acknowledgment report:

1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Internet Fax Options** tab, then touch **Acknowledgment Report**.
3. Touch **Print Report**.
4. Touch **Save**.

## Building a Fax Job

For details, see [Building a Fax Job](#) on page 145.

## Sending a LAN Fax

Local Area Network (LAN) Fax allows you to send faxes from the print driver on your computer to a fax machine over a telephone line. The Fax window allows you to enter recipients, create a cover page with notes, and set options. Using the options you can select confirmation sheets, send speed, fax resolution, send time, and fax dialing options.

### Notes:

- When the Fax job type is selected, some features, such as Edge Enhancement, Thin Line Enhancement, and Black Enhancement, are turned off.
- Not all printer models support this feature.

To send a LAN fax:

1. With the desired document or graphic open in your application, open the Print dialog box. For most software applications, click **File > Print** or press **CTRL+P**.
2. Select your printer, then click **Properties** to open the print driver dialog box.
3. On the Paper/Output tab, from the Job Type list, select **Fax**.
4. Click **Recipients**.
5. Do one or more of the following:
  - Click the **Phonebook** button, select a phone book from the list, select a name from the upper list, then add it to the Fax Recipients. Repeat the procedure to add more names. Click **OK**.
  - Click the **Add Recipients** button, type the recipient name and fax number, add other information, then click **OK**. Add new recipients as needed.
6. To include a cover sheet, click **Cover Sheet**, then from the Cover Sheet Options list, select **Print a Cover Sheet**.
7. In the Cover Sheet Notes field, type notes that you want to appear on the cover sheet.
8. On the Options tab, select the options for this fax.
9. Click **OK**.
10. In the Printer Properties window, click **OK**.
11. In the Print window, click **OK**.

# Using the Address Book

This section includes:

• Adding an Individual Entry .....	158
• Adding a Group Entry .....	159
• Editing or Deleting Speed Dial Entries .....	160
• Using Chain Dial .....	160

## Adding an Individual Entry

A total of 1000 speed dial entries can be stored in the printer.

To store multiple recipients in one speed dial entry, store the recipients as a group entry. For details, see [Adding a Group](#) on page 159.

To add an individual speed dial entry:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch **Address Book**.
3. Touch the **Down** arrow, then touch **Individuals**.
4. Touch an available Speed Dial entry, using the scroll arrows if necessary.
5. Assign a name to the entry:
  - a. Touch the **Entry Name** field, then use the touch screen keyboard to type the name.
  - b. Touch **Save**.
6. Assign a fax number to the entry:
  - a. Touch the **Fax Number** field.
  - b. Use the alphanumeric keypad to enter the number:

**Note:** If the fax number requires characters such as a Dial Pause, touch **Dialing Characters** to enter the characters, then touch **Save**.

7. Set the starting rate:
  - a. Under Starting Rate, touch one of the following:
    - **Super G3**
    - **G3**
    - **Forced**
  - b. Touch the corresponding speed at the bottom of the screen.
  - c. Select a rate from the drop-down menu, using the **Up** and **Down** arrows to scroll if necessary.

8. To include a cover sheet:
  - a. Touch **Cover Sheet > On**.
  - b. Touch the **To** field, use the touch screen keyboard to type the name of the recipient, then touch **Save**.
  - c. Touch the **From** field, use the touch screen keyboard to type the name of the sender, then touch **Save**.
  - d. To add a comment, do one of the following:
    - Touch an existing comment, then touch **Save**.
    - Touch an **<Available>** comment, touch **Edit**, use the touch screen keyboard to type the text, then touch **Save**.

**Notes:**

- To delete an existing comment, touch the comment, then touch **Clear**. Touch **Clear** to confirm the action.
  - To edit an existing comment, touch the comment, then touch **Edit**. Use the touch screen keyboard to change the comment, then touch **Save**.
9. Touch **Save**.

## Adding a Group Entry

To send a fax to multiple individuals, create a group speed dial entry. Groups can include both previously stored individual and group entries.

**Note:** Individual entries must be set up before groups can be defined. For details, see [Adding an Individual Entry](#) on page 158.

To add a group speed dial entry:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch **Address Book**.
3. Touch the **Down** arrow, then touch **Groups**.
4. Touch an available Speed Dial entry, using the scroll arrows if necessary.
5. Assign a name to the entry:
  - a. Touch the **Group Name** field, then use the touch screen keyboard to type the name.
  - b. Touch **Save**.
6. Touch **Add Recipients**.
7. Touch the **Down** arrow, then touch **Individuals** to add individual speed dial entries, or touch **Groups** to add speed dial groups.
8. Touch the desired speed dial entry, then touch **Add to Group**.
9. When all entries have been added, touch **Save**.
10. Touch **Close**.

## Editing or Deleting Speed Dial Entries

To modify or delete existing speed dial entries:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch **Address Book**.
3. Touch the **Down** arrow, then touch **Individuals** or **Groups**.
4. Touch the desired Speed Dial entry, using the scroll arrows if necessary.
5. Touch one of the following:
  - **Edit Details** allows you to modify the properties of the speed dial entry. For details, see [Adding an Individual](#) on page 158 or [Adding a Group](#) on page 159. Touch **Save**.
  - **Clear Entry** removes the entry from the address book. Touch **Clear Entry** to confirm the action.
6. Touch **Close**.

## Using Chain Dial

Chain dial creates a single fax recipient telephone number by adding two or more numbers together. For example, an area code or extension number can be stored separately from the rest of the telephone number. Access chain dialing from the Address Book.

To create a chain dial number:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch **Address Book**.
3. Touch the **Down** arrow, then touch **Individuals**.
4. Touch **Chain Dial**.
5. To combine numbers with an existing speed dial entry, use any combination of the following:
  - a. Touch the **Recipient** field, then use the touch screen keypad to enter numbers.
  - b. Touch the desired speed dial entry from the list, using the scroll arrows if necessary. Touch **Add to Recipient**. The numbers are added together in the Recipient field.
6. Touch **Save**. The combined number appears as a single recipient in the Recipients list.
7. Touch **Close**. You can now send the fax.



# Maintenance

# 9

This chapter includes:

• General Precautions .....	162
• Cleaning the Printer .....	163
• Routine Maintenance .....	172
• Billing and Usage Information .....	179
• Ordering Supplies .....	180
• Moving the Printer .....	183

## General Precautions



**WARNING:** Parts of the printer are hot and need time to cool down before moving or packing the printer. To avoid personal injury or printer damage, wait 30 minutes for the ink to solidify and the printhead to cool down.



**CAUTION:** 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 as directed in this documentation.



**WARNING:** Keep all cleaning materials out of the reach of children.



**WARNING:** Do not use pressurized spray cleaning aids on or in the printer. Some pressurized sprays contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners increase the risk of fire and explosion.



**WARNING:** 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 described in the documentation supplied with your printer.



**WARNING:** Internal parts of the printer can be hot. Use caution when doors and covers are open.

To avoid damaging the printer, follow these guidelines:

- Do not place anything on top of the printer.
- Do not open covers and doors during printing.
- Do not tilt the printer while it is hot.
- Do not touch the electrical contacts or gears. Doing so could damage the printer and cause the print quality to deteriorate.
- Ensure any parts removed during cleaning are replaced before you plug in the printer.

# Cleaning the Printer

This section includes:

- [Cleaning the Printer Exterior](#) .....163
- [Cleaning the Document Glass and Document Cover](#) .....164
- [Cleaning the Paper Release Blade](#) .....165
- [Cleaning Tray 1 Rollers](#) .....166
- [Cleaning Trays 2–5 Rollers](#) .....167
- [Cleaning the Exit Rollers](#) .....171

## Cleaning the Printer Exterior

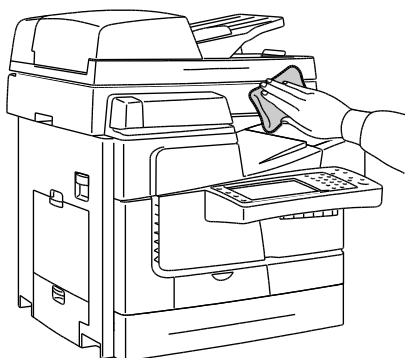
Regular cleaning keeps the touch screen and control panel free from dust and dirt.

To clean the printer exterior:

1. To remove fingerprints and smudges, clean the touch screen and control panel with a soft, lint-free cloth.



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

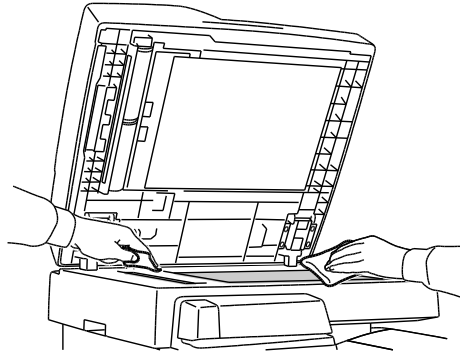


## Cleaning the Document Glass and Document Cover

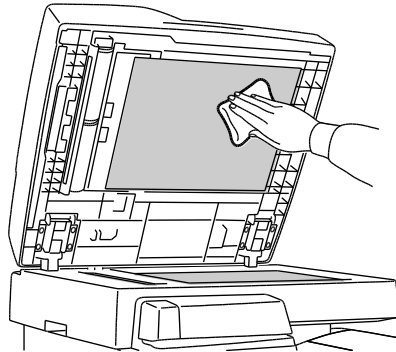
To ensure optimum scan and copy quality, clean the document glass regularly. Cleaning helps avoid output with streaks, smears, and other marks that transfer from the glass while scanning documents.

To clean the document glass and document cover:

1. Use a lint-free cloth lightly dampened with Xerox® Anti-Static or another suitable non-abrasive glass cleaner. Clean the document glass and the constant velocity transport (CVT) glass to its left.



2. Use a lint-free cloth and Xerox® Cleaning Fluid or Xerox® Film Remover to clean the underside of the document cover and the document feeder.

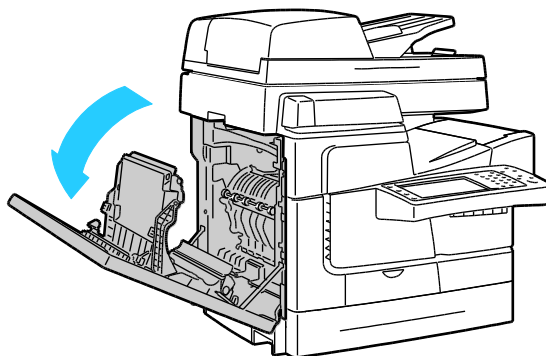


## Cleaning the Paper Release Blade

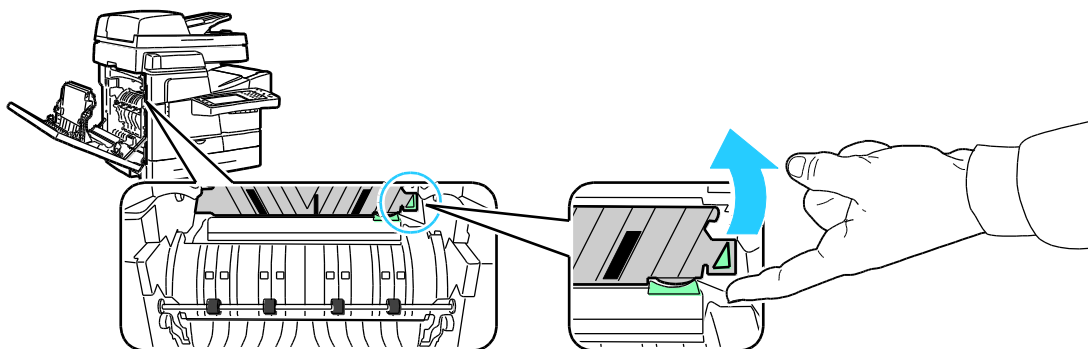
Cleaning the paper release blade removes ink residue, which can cause streaks, smears, and other marks on the printed page.

To clean the paper release blade:

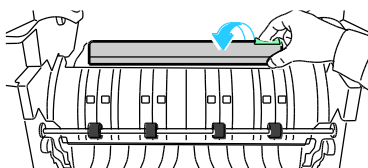
1. Open the top left side door.



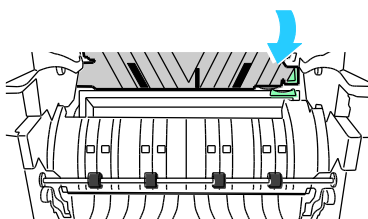
2. Lift the exit guide handle and hold it up while completing the next step.



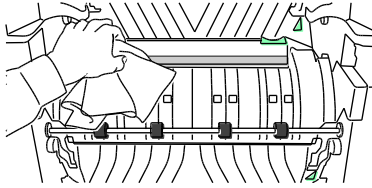
3. To rotate the paper guide to its raised position, lift the green handle.



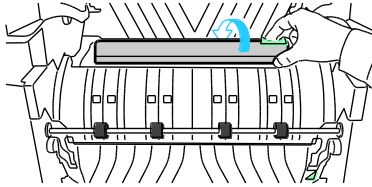
4. Release the exit guide.



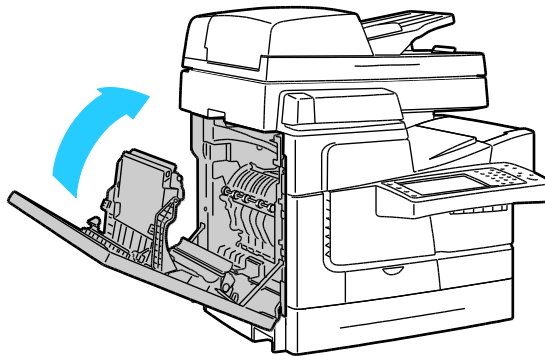
5. Locate the clear plastic strip on the paper guide. Wipe the entire length of the lower half, especially the side facing you, with a cloth pre-moistened in 90 % isopropyl alcohol.



6. Lower the paper guide to its original position.



7. Close the door.



## Cleaning Tray 1 Rollers

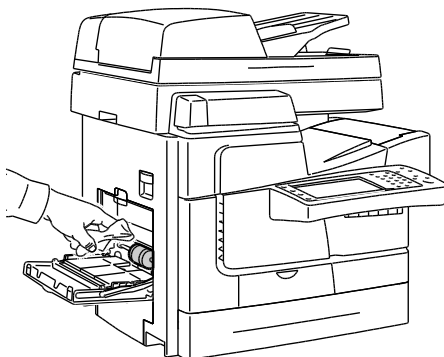
Periodically inspect the feed rollers in each of the installed trays, and clean them if paper dust or other residue is visible. Dirt on the feed rollers can cause paper jams or deteriorate print quality.

To clean Tray 1 rollers:

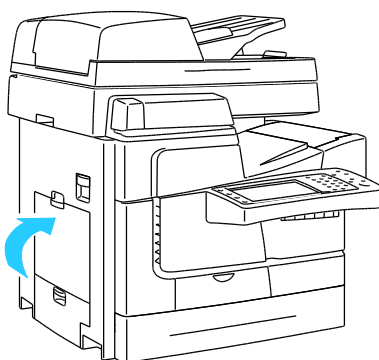
1. Open Tray 1.



2. Clean the gray pick roller using a clean, soft cloth.



3. Close the tray.



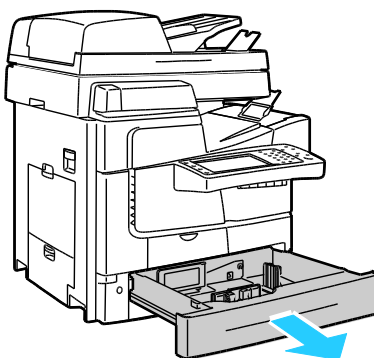
## Cleaning Trays 2–5 Rollers

Periodically inspect the feed rollers in each of the installed trays, and clean them if paper dust or other residue is visible. Dirt on the feed rollers can cause paper jams or deteriorate print quality.

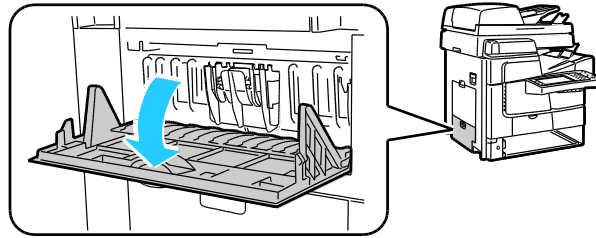
To clean Trays 2–5 rollers:

1. Open the paper tray, lift the front of the paper tray, and pull it completely out of the printer.

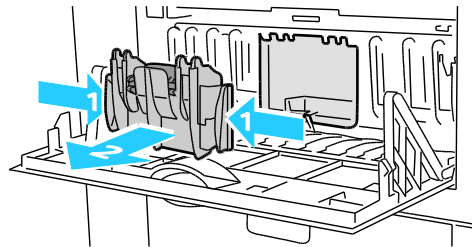
**Note:** Do not remove the high-capacity feeder tray because it extends far enough to provide the necessary access.



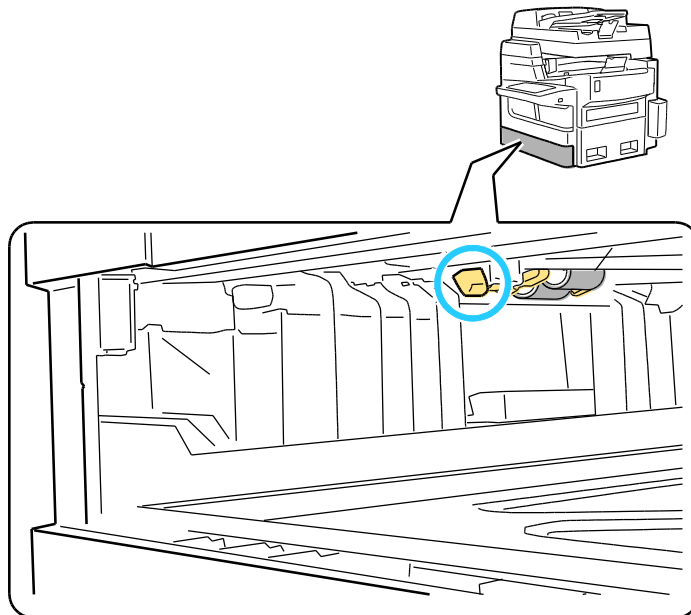
2. Remove the pick roller assembly.
  - a. Open the Tray 2 left side door.



- b. Remove the separator roller assembly by squeezing in the two outer tabs (1) and pulling it straight out (2).



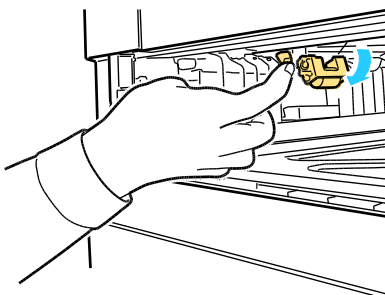
- c. Inside the printer, locate the orange release lever to the left of the gray pick roller assembly.



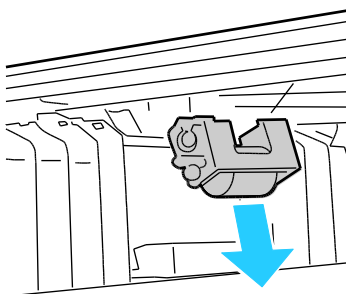


- d. Raise the release lever, which allows the roller assembly to swing down.

**Note:** Remember the position of the roller assembly for reinstallation.

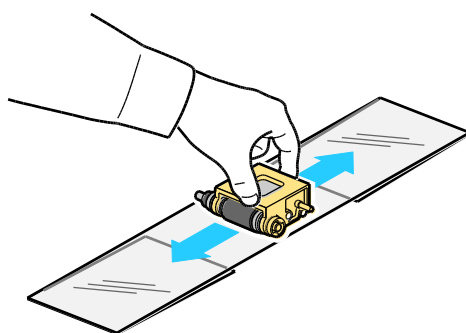


- e. Grasp and pull the pick roller assembly straight down to remove it from the printer.

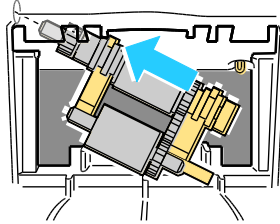


3. To clean the pick roller, lay a strip of clear packing tape on a table, sticky side up. Run the pick roller assembly along the length of the tape.

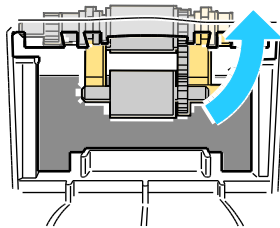
**Note:** Do not use masking tape or duct tape because they can leave residue on the roller.



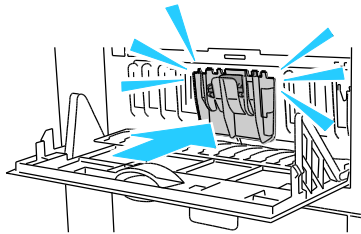
4. Reinstall the pick roller assembly.
  - a. Hold the pick roller assembly vertically so that it aligns with the spaces into which it fits.
  - b. Gently snap the assembly into the slots. The assembly hangs down in the same position it was in when you pulled it out of the printer in step 2d.



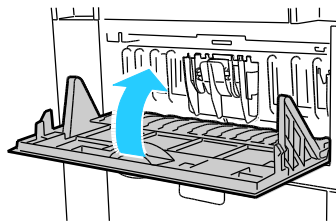
- c. Gently swing the pick roller assembly up until clicks in place.



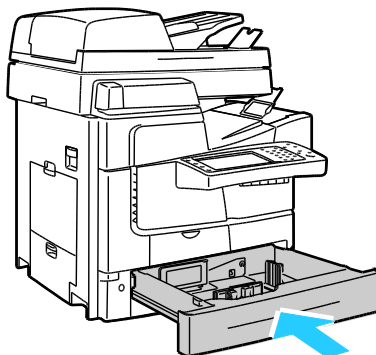
5. Reinstall the separator roller assembly. Squeeze in the two outer tabs and push the assembly straight into the opening until both ends click in place.



6. Close the door.



7. Reinstall Tray 2.



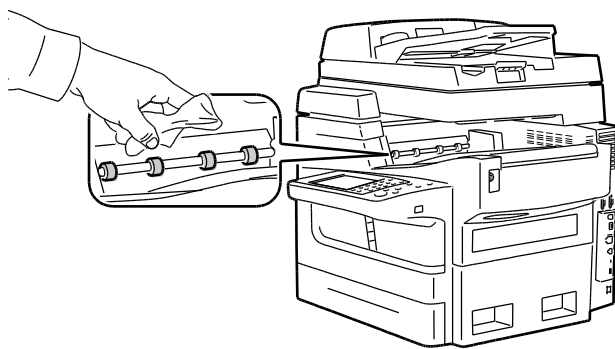
8. Repeat this procedure for any installed optional paper trays.

## Cleaning the Exit Rollers

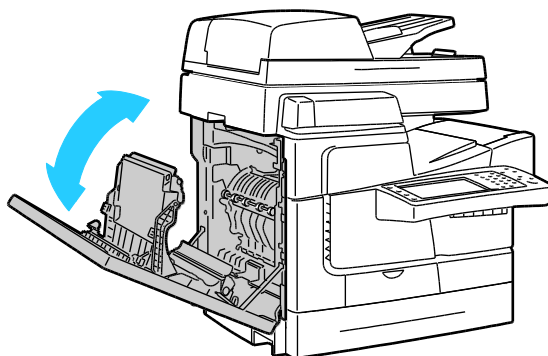
Ink on the exit rollers can leave marks on pages. When roller marks are visible on prints, clean the exit rollers.

To clean the exit rollers:

1. Clean one roller at a time by holding a soft, clean cloth against its gray surface.



2. Open and close the top left side door so that the exit roller turns against the cloth.



3. Repeat this procedure for the remaining three exit rollers.

# Routine Maintenance

This section includes:

- [Adding ColorQube Ink.....172](#)
- [Emptying the Waste Tray .....174](#)
- [Replacing Staple Cartridges.....176](#)

## Adding ColorQube Ink

When the ink is low, a warning message appears on the control panel. When the ink must be replaced, an error message appears on the control panel. You can add ink any time the printer is idle.

### Notes:

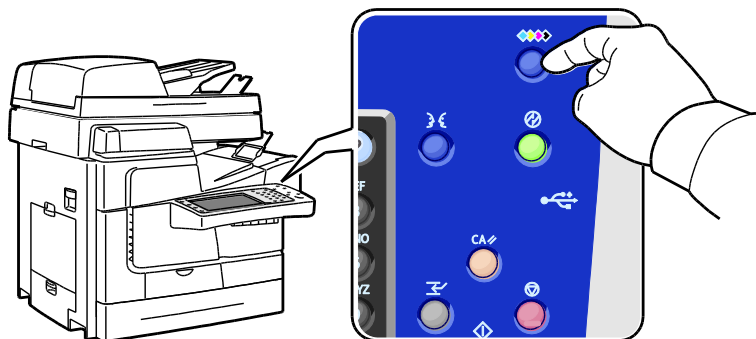
- Keep ink in its packaging until you are ready to use it.
- Identify the ink by number, color, and shape.
- Do not force the solid ink when inserting it into the printer.
- To avoid jams, never insert broken solid ink into the printer.

Order supplies from your channel partner, Xerox representative, or go to the Xerox Supplies website for your printer model:

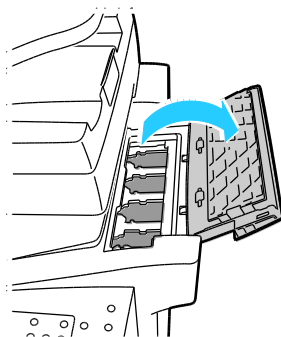
- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700supplies](http://www.xerox.com/office/CQ8700supplies)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900supplies](http://www.xerox.com/office/CQ8900supplies)

To add ColorQube ink:

1. Press the **Ink Access Door Release** button.



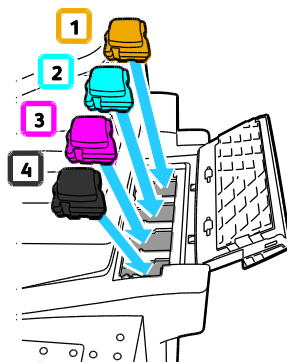
2. Open the ink access door.



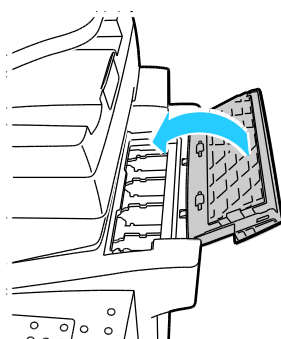
3. Place the solid ink into the opening of the appropriate ink loading bin. Do not force the solid ink into the bin. Each color is shaped uniquely to fit into the correct bin.



**CAUTION:** Use of ink other than Genuine Xerox® ColorQube solid ink can affect print quality and printer reliability. It is the only ink designed and manufactured under strict quality controls by Xerox for specific use with this printer.



4. Close the ink access door.

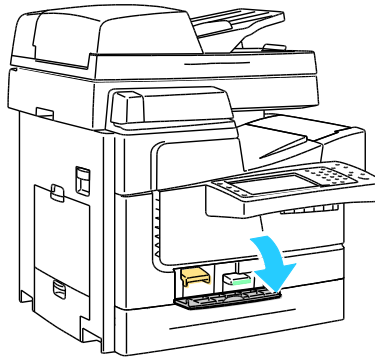


## Emptying the Waste Tray

When the waste tray is full, the control panel displays an Empty Waste Tray message.

To empty the waste tray:

1. Open the front door.



2. Remove the waste tray from the printer.



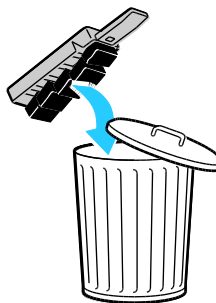
**WARNING:** The waste tray can be hot; handle it carefully.



3. Empty the waste tray in a waste container. Twist the waste tray slightly to dislodge the waste ink. The ink is non-toxic and can be discarded as normal office waste.



**CAUTION:** Do not attempt to reuse the waste ink in the printer; it can damage the printer. This damage is not covered under the printer warranty.



4. Insert the waste tray completely into the printer.

**Note:** The waste tray must be out of the printer for more than five seconds to clear the Empty Waste Tray message on the control panel.



5. Close the door.

## Replacing Staple Cartridges

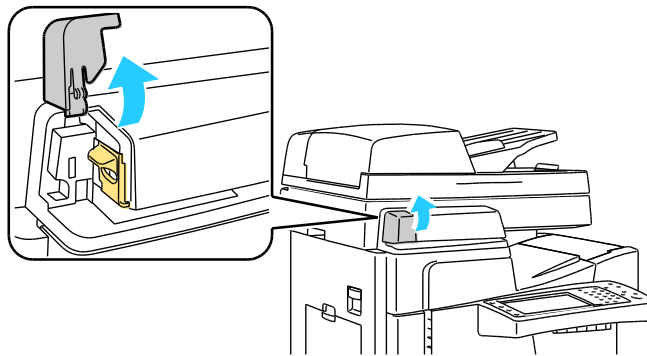
This section includes:

- [Replacing Staples in the Convenience Stapler](#).....176
- [Replacing Staples in the 650-Sheet Finisher](#) .....177

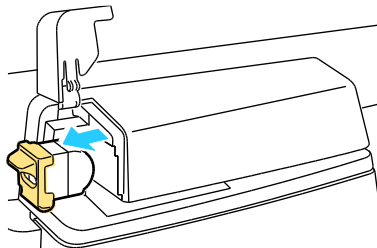
A message appears on the control panel when a staple cartridge is empty.

### Replacing Staples in the Convenience Stapler

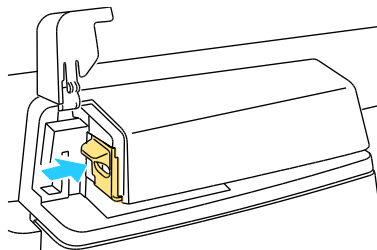
1. Open the convenience stapler door as shown.



2. Grip the staple cartridge by the orange handle and remove it by pulling it to the left.

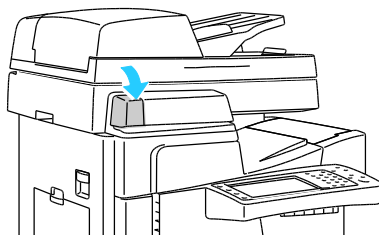


3. On the new staple cartridge, ensure that the staple strips on top of the stack are complete and flat. Remove any partial strips and any strips that are bent.
4. Grip the new staple cartridge by the orange handle and insert the cartridge into the stapler until it clicks.





5. Close the door.



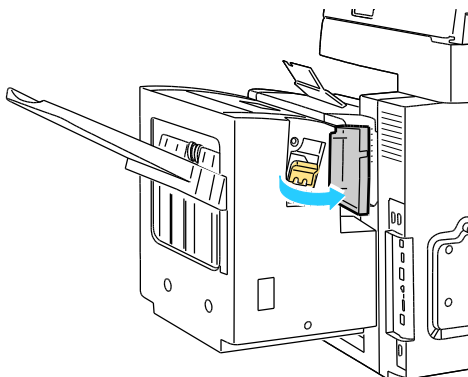
## Replacing Staples in the 650-Sheet Finisher

A staple cartridge has two parts: the orange handle cartridge and the staple refill in a case. Both parts are customer replaceable.

To replace the staples:

 **WARNING:** Do not perform this procedure while the printer is copying or printing.

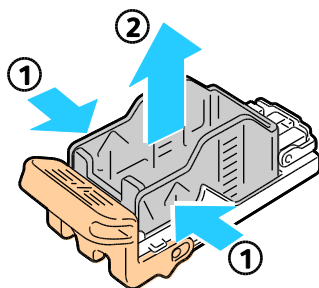
1. Open the finisher stapler door at the rear of the finisher as shown.



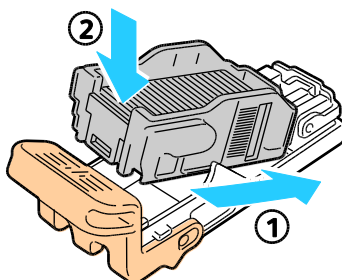
2. Grip the staple cartridge by the orange handle and pull it firmly toward you to remove it.



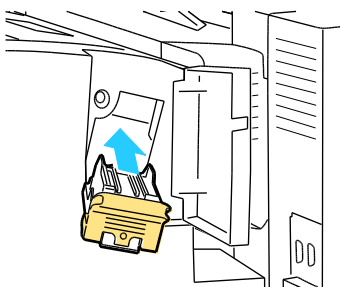
3. Pinch both sides of the staple case (1) and remove the staple case from the cartridge (2).



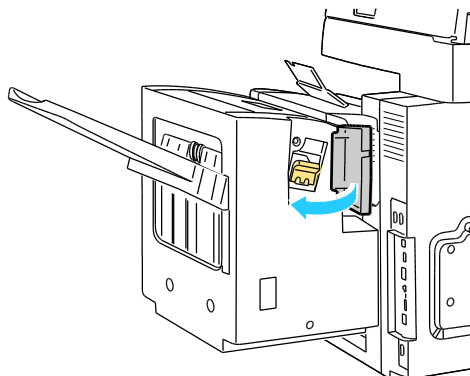
4. Insert the front side of the new staple case into the staple cartridge (1), then push the rear side into the cartridge (2).



5. Grip the new staple cartridge by the orange handle and insert the cartridge into the stapler until it clicks.



6. Close the door.



## Billing and Usage Information

Billing and printer usage information appears on the Billing Information screen. The impression counts shown are used for billing.

To view Billing and Usage information:

1. At the printer control panel, press the **Machine Status** button.
2. To view basic impression counts, touch the **Billing Information** tab:
  - **Black + Color Level 1 Impressions** shows the total number of pages with only black color, or up to 1.3 % combined coverage of cyan, magenta, or yellow. Xerox refers to this coverage as Useful Color.
  - **Color Level 2 Impressions** shows the total number of pages with greater than 1.3 % and up to 6 % combined coverage of cyan, magenta, and yellow. Xerox refers to this coverage as Everyday Color.
  - **Color Level 3 Impressions** shows the total number of pages with greater than 6 % combined coverage of cyan, magenta, and yellow. Xerox refers to this coverage as Expressive Color.
  - **Total Impressions** shows the total number of pages for all coverages and colors.

**Note:** A page is one side of a sheet of paper that can be printed on one or two sides. A sheet printed on two sides counts as two impressions.

3. To view detailed usage information, touch **Usage Counters**.
4. Touch **Impression Counters**, then select an option.
5. Touch **Close**.

# Ordering Supplies

This section includes:

• <a href="#">Locating the Serial Number</a> .....	180
• <a href="#">Consumables</a> .....	180
• <a href="#">Routine Maintenance Items</a> .....	180
• <a href="#">Customer Replaceable Units</a> .....	181
• <a href="#">When to Order Supplies</a> .....	181
• <a href="#">Recycling Supplies</a> .....	182

## Locating the Serial Number

To contact Xerox for assistance, you need the printer serial number. The serial number is on the left side of the printer frame behind Tray 2. The serial number also appears on the control panel. Press the **Machine Status** button to view the serial number on the control panel.

## Consumables

Consumables are printer supplies that get depleted during the operation of the printer. Consumable supplies for this printer are the Genuine Xerox® ColorQube solid ink in cyan, magenta, yellow, and black.

The ink shapes can vary by printer model. Ensure that you order the correct ink for your specific printer model.



**CAUTION:** Use of ink other than Genuine Xerox® ColorQube solid ink can affect print quality and printer reliability. It is the only ink designed and manufactured under strict quality controls by Xerox for specific use with this printer.

For details on adding ink, see [Adding ColorQube Ink](#) on page 172.

To save ink, leave the printer turned on at all times. For details, see [Minimizing Ink Usage](#) on page 190.

## Routine Maintenance Items

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

Routine maintenance items for this printer include the following:

- Convenience Staple Cartridge
- Finisher Staple Refill
- Finisher Staple Cartridge

- Cleaning Unit

**Note:** Standard and extended-capacity Cleaning Units include installation instructions.

See also:

[Replacing Staples in the Convenience Stapler](#) on page 176

[Replacing Staples in the Finisher](#) on page 177

## Customer Replaceable Units

Customer replaceable units (CRUs) are printer parts that can be replaced without need for technical service intervention. These parts have longer rated lives than routine maintenance items.

**Note:** Each customer replaceable unit includes installation instructions.

Customer Replaceable Units for this printer include the following:

- Feed Roller Kit includes the pick and separator roller for any paper tray, including the 1800-sheet high-capacity feeder.
- Tray 1 Separator Pad
- Document Feeder Roller and Separator Roller Kit
- Scanner with Document Feeder
- 650-Sheet Finisher

## When to Order Supplies

A warning appears on the control panel when supplies near their replacement time. Verify that you have replacements on hand. It is important to order supplies when the messages first appear to avoid interruptions to your printing. An error message appears on the control panel when supplies must be replaced.

To view information about the remaining life of supplies:

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Supplies** tab.

To print supplies information:

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Information Pages** tab.
3. Touch **Supplies Usage Page**.
4. Touch **Print**.

Order supplies from your channel partner, Xerox representative, or go to the Xerox® Supplies website for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700supplies](http://www.xerox.com/office/CQ8700supplies)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900supplies](http://www.xerox.com/office/CQ8900supplies)



**CAUTION:** Use of non-Xerox® supplies is not recommended. The Xerox® Warranty, Service Agreement, 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 could vary outside these areas. Please contact your Xerox representative for details.

## Recycling Supplies

For information on Xerox® supplies recycling programs, go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/gwa](http://www.xerox.com/gwa)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/gwa](http://www.xerox.com/gwa)

# Moving the Printer

This section includes:

- [Precautions for Moving the Printer](#) .....183
- [Moving the Printer Within the Office](#) .....184
- [Preparing the Printer for Shipment](#) .....186

## Precautions for Moving the Printer

To avoid injuring yourself or damaging the printer, follow these guidelines:

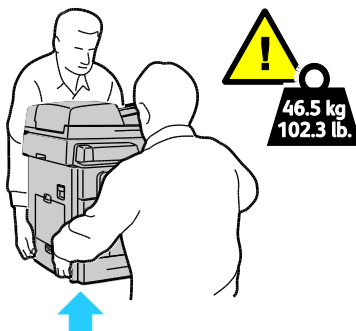


**WARNING:** Parts of the printer are hot and need time to cool down before moving or packing the printer. To avoid personal injury or printer damage, wait 30 minutes for the ink to solidify and the printhead to cool down. The Power Off to Move procedure requires that you remove the cleaning unit and waste tray.



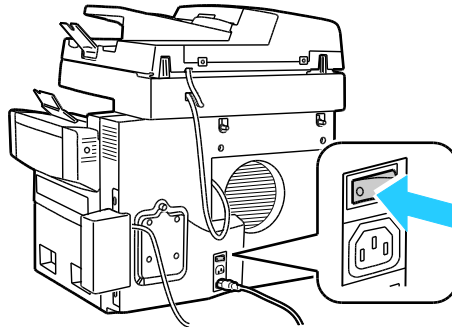
### CAUTIONS:

- Keep the printer level. Tilting the printer can cause the ink to spill inside.
- Always allow the printer to cool before it is moved to avoid ink spills that can damage the printer.
- Always turn off the printer using the power switch and wait for the power off sequence to finish. Then unplug all cables and cords. Never turn off the printer by pulling the power cord or using a power strip with a power switch.
- For best results, use the Power Off to Move procedure on the printer control panel. For details, see [Moving the Printer Within the Office](#) on page 184.
- Always use at least two people to lift the printer.
- When lifting the printer, grasp the areas as shown.




## Moving the Printer Within the Office


1. Close the printer doors.
2. Turn off the printer using the power switch on the back of the printer.

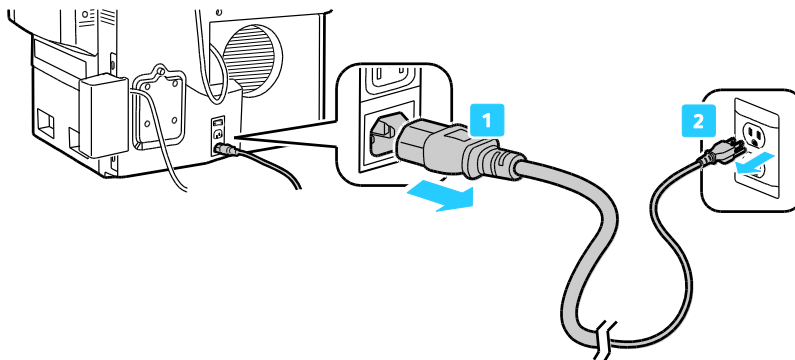


3. Within 60 seconds after turning off the printer, on the printer control panel select either **Standard Power Off** or **Power Off to Move**.
4. Wait for the printer to complete the cool-down period for the ink to solidify. The printer fans shut down when the printer is cool enough to move.

 **CAUTION:** If you do not select Standard Power Off or Power Off to Move, the ink takes longer to solidify because the fans do not spin. Wait at least 30 minutes for the printer to cool down completely before moving or packing it.

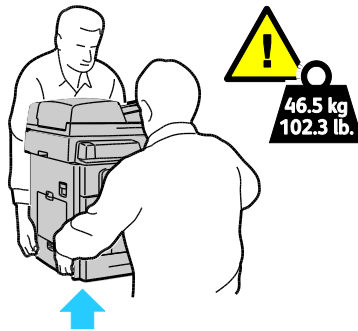
5. After the cool-down cycle is complete, unplug the printer.

 **CAUTION:** Do not unplug the printer until the cooling sequence completes and the printer turns off.





6. Use the hand holds on each side of the printer to lift it. Move the printer separately from any optional trays. Always use at least two people to lift the printer.



## Preparing the Printer for Shipment


This section includes:

- [Removing the Cleaning Unit and Waste Tray](#) .....186
- [Turning Off the Printer](#).....188
- [Packing the Printer for Shipment](#).....188

### Removing the Cleaning Unit and Waste Tray

Before turning off the printer, remove the cleaning unit and waste tray.

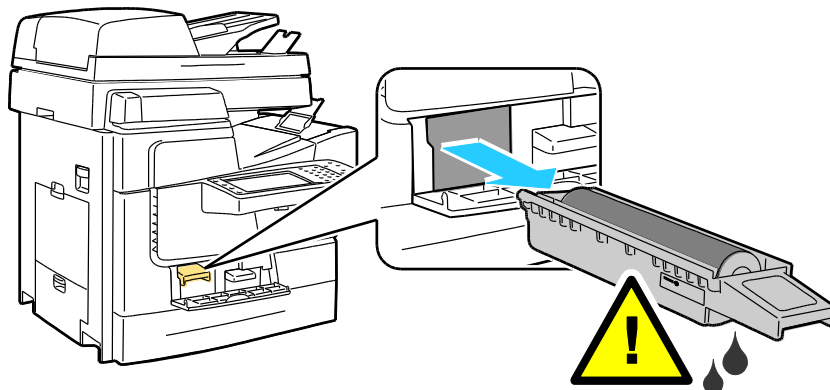
To remove the cleaning unit and waste tray:

 **CAUTION:** Shipping the printer with the cleaning unit and waste tray installed can damage the printer.

1. Open the front door.



2. Remove the cleaning unit and place it in a plastic bag for storage.

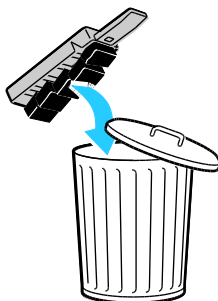


3. Remove the waste tray from the printer.

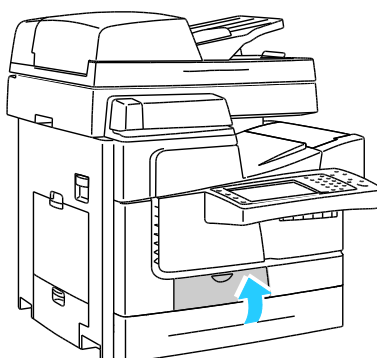


 **WARNING:** The waste tray can be hot; handle it carefully.

4. Empty the waste tray in a waste container. Twist the waste tray slightly to dislodge the waste ink. The ink is non-toxic and can be discarded as normal office waste. Place the tray in a plastic bag for storage.

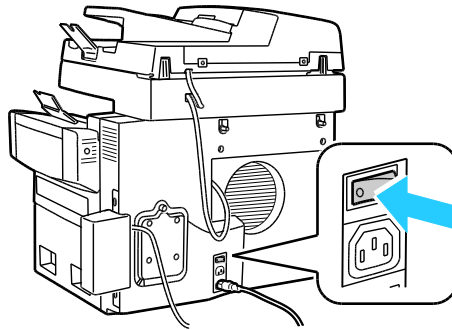


5. Close the front door.




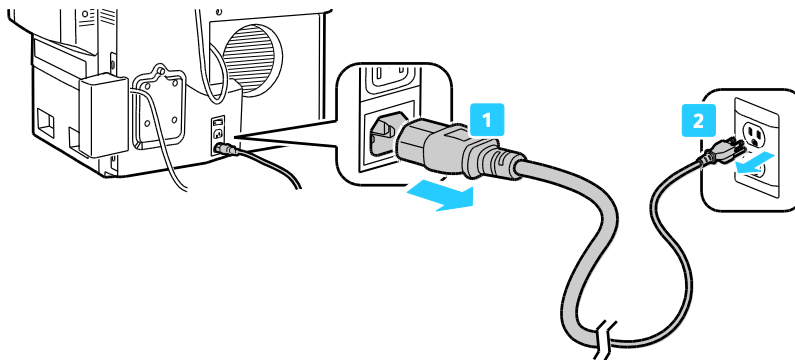
## Turning Off the Printer

1. Turn off the printer using the power switch on the back of the printer.



2. Within 60 seconds after turning off the printer, on the printer control panel select **Power Off to Move**.
3. Wait for the printer to complete the cool-down period for the ink to solidify. The printer fans shut down when the printer is cool enough to move.
4. After the cool-down cycle is complete, unplug the printer.


 **CAUTION:** Do not unplug the printer until the cooling sequence completes and the printer turns off.



## Packing the Printer for Shipment

Repack the printer and its options using the original packing material and boxes or a Xerox® Repackaging Kit. Additional instructions for repacking the printer are provided in the Repackaging Kit. To uninstall options, reverse the steps in the installation instructions. If you do not have all the original packaging, or are unable to repackage the printer, contact your local Xerox reseller, or go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700support](http://www.xerox.com/office/CQ8700support)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900support](http://www.xerox.com/office/CQ8900support)

 **CAUTION:** Failure to repackage the printer properly for shipment can result in damage not covered by the Xerox® Warranty, Service Agreement, or Total Satisfaction Guarantee. The Xerox® Warranty, Service Agreement, or Total Satisfaction Guarantee do not cover damage to the printer caused by improper moving.

# Troubleshooting

# 10

This chapter includes:

• General Troubleshooting.....	190
• Jams.....	196
• Print-Quality Problems .....	216
• Copy and Scan Problems.....	221
• Fax Problems.....	222
• Getting Help.....	225

# General Troubleshooting

This section includes:

- [Minimizing Ink Usage.....](#)190
- [Restarting the Printer .....](#)190
- [Printer Does Not Turn On.....](#)191
- [Printer Resets or Turns Off Frequently .....](#)192
- [Printing Takes Too Long .....](#)192
- [Document Prints From Wrong Tray .....](#)193
- [Document Fails to Print .....](#)193
- [Printer Makes Unusual Noises.....](#)193
- [Automatic 2-Sided Printing Problems .....](#)194
- [Date and Time are Incorrect .....](#)194
- [Scanner Errors.....](#)195

This section contains procedures to help you locate and resolve problems. Resolve some problems by simply restarting the printer.

## Minimizing Ink Usage

To save ink, leave the printer turned on at all times. For more information about minimizing ink usage, go to the Xerox Support website for your printer model:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700support](http://www.xerox.com/office/CQ8700support)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900support](http://www.xerox.com/office/CQ8900support)

## Restarting the Printer

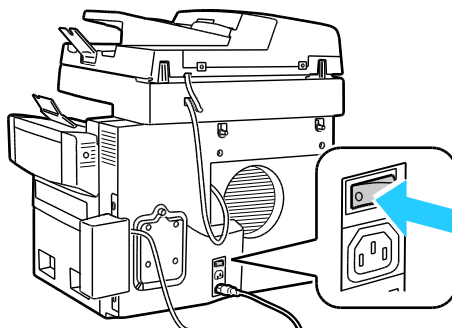
You can use Quick Restart or the power switch to restart the printer. Quick Restart is faster because it reinitializes the printer without turning it off.

To restart the printer using Quick Restart:

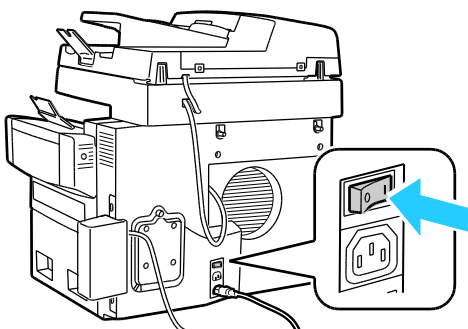
1. Close the printer doors.
2. If menus are visible on the control panel, press the **Power Saver** button. If the control panel is dark, press the **Power Saver** button twice.
3. Touch **Quick Restart > Restart**.
4. If the restart process does not begin within 30 seconds, restart the printer using the power switch.

To restart the printer using the power switch:

1. Close the printer doors.
2. Turn off the printer using the power switch on the back of the printer.



3. On the touch screen, touch **Standard Power Off**.
  - Wait 30 seconds after the printer turns off before proceeding to the next step.
  - If the printer does not turn off after two minutes, it is not able to complete a standard power off sequence. Disconnect the power cord, wait 30 seconds, and reconnect it.
4. Turn on the power switch.



If restarting the printer does not resolve the problem, see the table in this chapter that best describes the problem.

## Printer Does Not Turn On

Probable Causes	Solutions
The power switch is not turned on.	Turn on the switch.
The power cord is not correctly plugged into the outlet.	Turn off the printer power switch, and plug the power cord securely into the outlet.
Something is wrong with the outlet connected to the printer.	<ul style="list-style-type: none"> <li>• Plug another electrical appliance into the outlet and see if it operates properly.</li> <li>• Try a different outlet.</li> </ul>
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 the <a href="#">Electrical Specifications</a> on page 235.

## Printer Resets or Turns Off Frequently

Probable Causes	Solutions
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 the <a href="#">Electrical Specifications</a> on page 235.
The printer is plugged into an Uninterruptible Power Supply (UPS) or shared power strip.	<ul style="list-style-type: none"> <li>Do not use a UPS. Only use an extension cord, power strip, or surge protector designed to handle the electrical current capacity of the printer.</li> <li>If you plug the printer into a 20 amp surge protector, do not plug any other device into the surge protector.</li> <li>Do not plug the printer into the same outlet with other high-power devices, such as kitchen appliances.</li> </ul>
A network configuration problem exists.	Unplug the network cable. If the problem is resolved, contact your network administrator to reconfigure your network installation.
A system error occurred.	Contact your Xerox representative with the error code and message. Check the control panel fault history. For details, see <a href="#">Viewing Error Messages on the Control Panel</a> on page 226.

## Printing Takes Too Long

Probable Causes	Solutions
The printer is set to print on a paper type that requires slower printing.	Certain paper types, like heavyweight paper and transparencies, take more time to print. Ensure that the print driver and control panel are set to the proper paper type.
The printer is in Energy Saver mode.	Wait. It takes time for printing to start when the printer is coming out of Energy Saver mode.
The way the printer was installed on the network could be an issue.	<ul style="list-style-type: none"> <li>Determine if a print spooler or a computer sharing the printer is buffering all print jobs and then spooling them to the printer. Spooling can slow print speeds.</li> <li>To test the speed of the printer, print some information pages such as the Office Demo Page. If the page prints at the rated speed of the printer, you could have a network or printer installation issue. For additional help, contact the system administrator.</li> </ul>
The print-quality mode in the driver is set to Photo.	<ul style="list-style-type: none"> <li>Change the print-quality mode in the print driver to Standard.</li> <li>No action needed. Photo print-quality mode takes longer to print.</li> </ul>
The job is complex.	Wait. No action needed.



## Document Prints From Wrong Tray

Probable Causes	Solutions
Application and print driver have conflicting tray selections.	<ol style="list-style-type: none"> <li>1. Check the tray selected in the print driver.</li> <li>2. Go to the page setup or printer settings of the application from which you are printing.</li> <li>3. Set the paper source to match the tray selected in the print driver or set the paper source to Automatically Select.</li> </ol> <p><b>Note:</b> Set the paper source tray selection to Automatic to have the print driver select the tray.</p>

## Document Fails to Print

Probable Causes	Solutions
Selected tray has wrong paper size loaded.	<p>To view the Job Status for a failed print on the touch screen:</p> <ol style="list-style-type: none"> <li>1. Press the <b>Job Status</b> button, then touch the <b>Active Jobs</b> tab.</li> <li>2. Find the failed print job in the list.</li> <li>3. Note the status of the failed print job, such as Held: Resources Required.</li> <li>4. Touch to select the print job for more details, then touch <b>Job Details</b>.</li> <li>5. Note the Tray number listed under Resources and the Status of the selected tray.</li> <li>6. Load the proper size paper in the tray or select another tray.</li> </ol>
The way the printer was installed on the network could be an issue.	<ul style="list-style-type: none"> <li>• Determine if a print spooler or a computer sharing the printer is buffering all print jobs and then spooling them to the printer. Spooling can slow print speeds.</li> <li>• To test the printer, print some information pages such as the Office Demo Page. If the page prints, you could have a network or printer installation issue. For additional help, contact the system administrator.</li> </ul>
Application and print driver have conflicting tray selections.	For details, see <a href="#">Document Prints from Wrong Tray</a> on page 193.

## Printer Makes Unusual Noises

Probable Causes	Solutions
One of the paper trays is not installed correctly.	Open and close the paper tray from which you are printing.
Tray 1 roller is out of position.	To reset the roller position, open and close the top left side door.

Probable Causes	Solutions
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 your Xerox representative.

## Automatic 2-Sided Printing Problems

Probable Causes	Solutions
Unsupported or incorrect paper.	Ensure that you are using the correct paper. For details, see <a href="#">Supported Paper</a> on page 44. Do not use envelopes, labels, reloaded paper, or paper heavier than 122 g/m <sup>2</sup> for automatic 2-sided printing.  <b>Note:</b> Reloaded paper is paper previously printed or copied on laser or solid ink printers.
Incorrect setting.	In the print driver Properties, select <b>2-Sided Print</b> on the Paper/Output tab.

## Date and Time are Incorrect

The date and time are set automatically when the printer is connected to a network that has a Network Time Protocol (NTP) server. NTP is used to synchronize the internal clocks of computers over a network connection at system startup and every subsequent 24-hour period thereafter. This feature ensures that the internal clock of the printer stays synchronized with the NTP server you specify.

**Note:** To access this feature at the control panel, log in as an administrator.

Probable Causes	Solutions
The time zone, date, or time is set incorrectly.	<ol style="list-style-type: none"> <li>1. At the printer control panel, press the <b>Machine Status</b> button, then touch the <b>Tools</b> tab.</li> <li>2. Touch <b>Device Settings &gt; General &gt; Date &amp; Time</b>.</li> <li>3. To set the time zone, touch <b>Time Zone</b> and touch the arrows to adjust the time zone.</li> <li>4. To set the date, touch <b>Date</b>, select a format and set the date.</li> <li>5. To set the time, touch <b>Time</b> and set the time. Select <b>Display 24 hour clock</b> to use 24 hour format.</li> <li>6. Touch <b>Save</b>.</li> </ol>

## Scanner Errors

Probable Causes	Solutions
Scanner is not communicating.	<ol style="list-style-type: none"><li>1. Turn off the printer using the power switch on the back of the printer.</li><li>2. On the touch screen, touch <b>Standard Power Off</b>.</li><li>3. Wait for the printer to complete its power off sequence.</li><li>4. On the back of the printer, squeeze the two latches on the connector of the scanner cable, then remove the cable.</li><li>5. Reinsert the cable by pushing the connector until both latches click into place.</li><li>6. Turn on the power switch.</li></ol> <p>If the error persists, contact your Xerox representative.</p>

# Jams

This section includes:

- [Clearing Paper Jams.....197](#)
- [Minimizing Paper Jams.....208](#)
- [Troubleshooting Paper Jams .....210](#)
- [Clearing Staple Jams .....213](#)

# Clearing Paper Jams

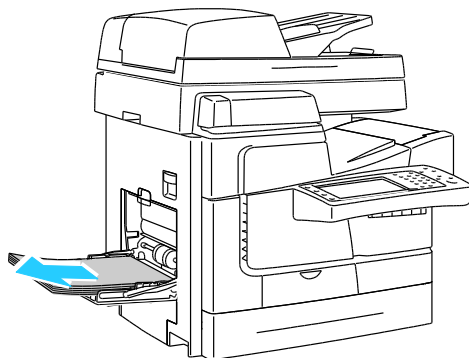
This section includes:

- Clearing Jams at the Top Left Side Door .....197
- Clearing Jams at Tray 1 .....199
- Clearing 525-Sheet Feeder Jams at Trays 2–5 .....201
- Clearing 1800-Sheet High-Capacity Feeder Jams.....202
- Clearing Jams in the Document Feeder .....203
- Clearing Jams at the Exit Area.....204
- Clearing Jams in the 650-Sheet Finisher.....205

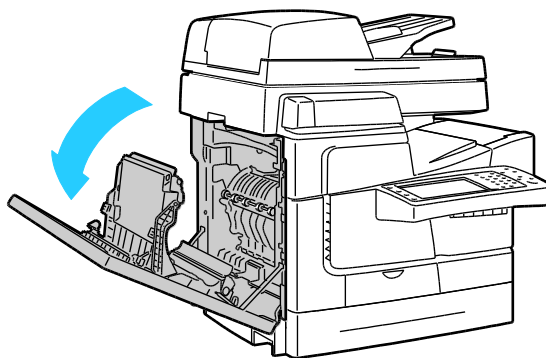
To avoid damage, always remove jammed paper carefully without tearing it. Try to remove the paper in the same direction it normally moves through the printer. Even a small piece of paper left in the printer can cause a jam. Do not reload paper that has jammed.

## Clearing Jams at the Top Left Side Door

1. Remove any paper from Tray 1.

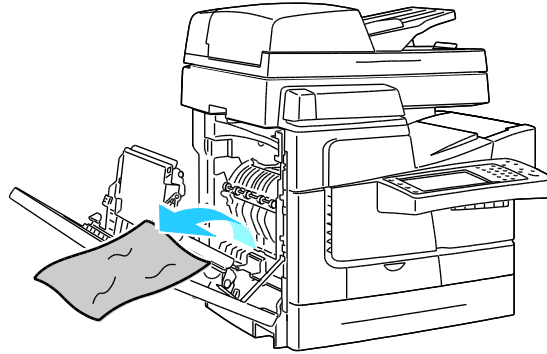


2. Open the top left side door.

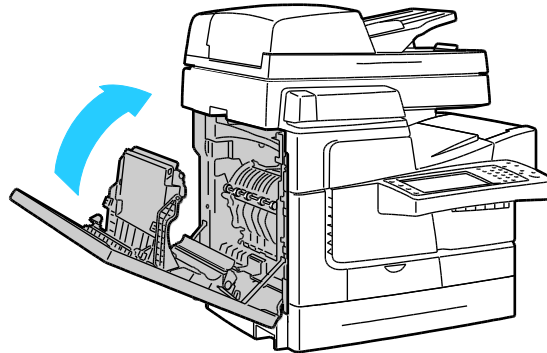


3. Remove the jammed paper.

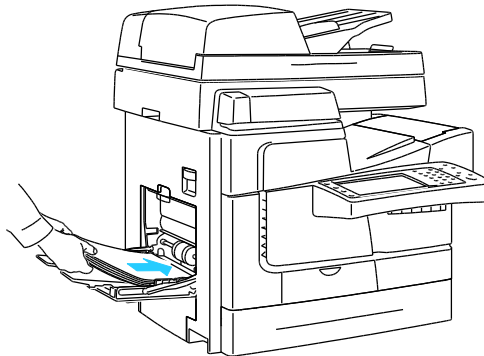
**Note:** To avoid damage, always remove jammed paper carefully without tearing it. Try to remove the paper in the same direction it normally moves through the printer. Even a small piece of paper left in the printer can cause a jam. Do not reload paper that has jammed.



4. Close the top left side door.

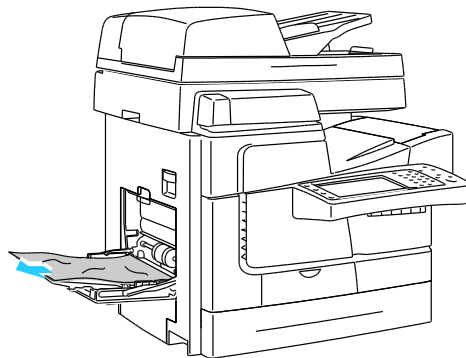


5. Replace the paper in the tray.

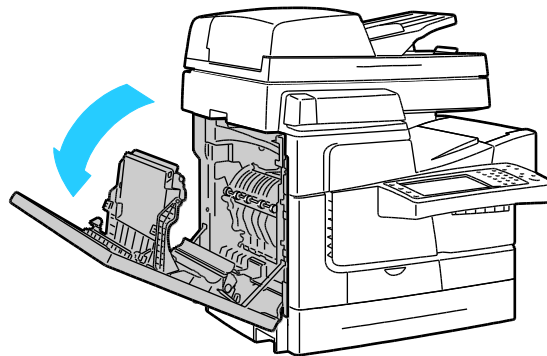


## Clearing Jams at Tray 1

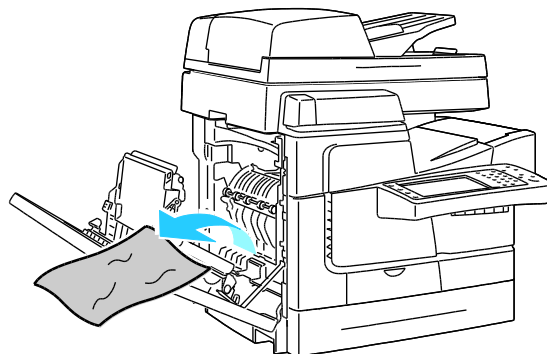
1. Remove any paper from Tray 1.



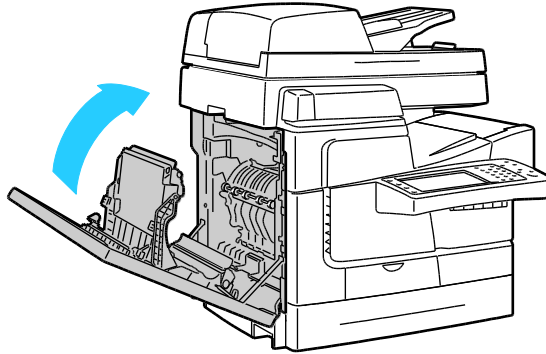
2. If you did not find jammed paper, push up the latch on the left side of the printer to open the top left side door.



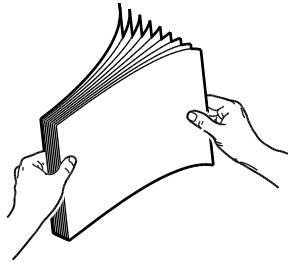
3. Remove any remaining pieces of paper.



4. Close the door.



5. Flex the sheets back and forth and fan them, then align the edges of the stack on a level surface. This procedure separates any sheets that are stuck together and reduces the possibility of jams.



6. Replace the paper in the tray.



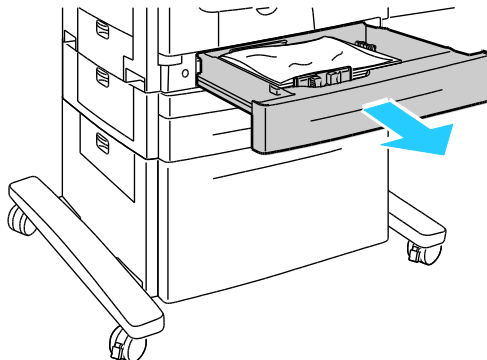
7. Verify that the paper is the correct size, type, and weight. If not, change the paper settings.
8. On the printer touch screen, touch **Confirm**.





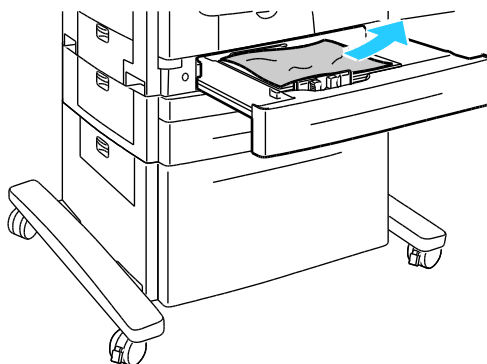
## Clearing 525-Sheet Feeder Jams at Trays 2–5

1. Before removing the paper tray from the printer, look at the jam message on the control panel. If another jam is shown, clear that jam first.
2. Pull out the tray until it stops.

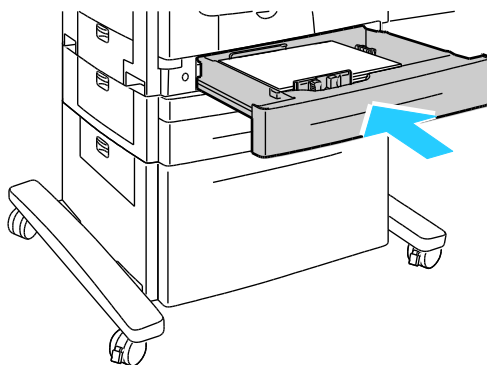


3. Ensure that the paper is an approved type, weight, and size for the tray. Print custom size paper only from Tray 1.
4. Remove any crumpled paper from the tray.

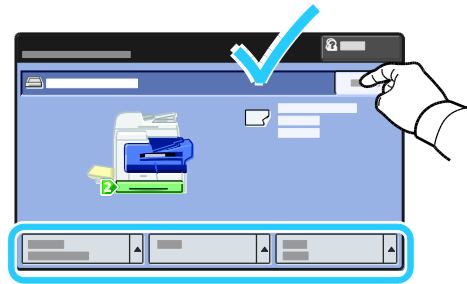
**Note:** If the paper is torn, remove all torn pieces from the printer.



5. Push the tray completely back into the printer.

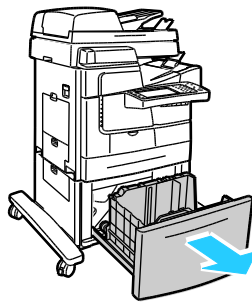


6. Verify that the paper is the correct size, type, and weight. If not, change the paper settings.
7. On the printer touch screen, touch **Confirm**.



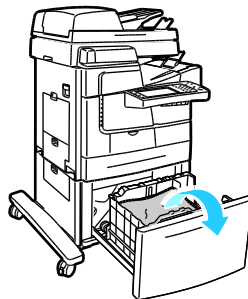
### Clearing 1800-Sheet High-Capacity Feeder Jams

1. Before removing the paper tray from the printer, look at the jam message on the control panel. If another jam is shown, clear that jam first.
2. Pull out the tray until it stops.

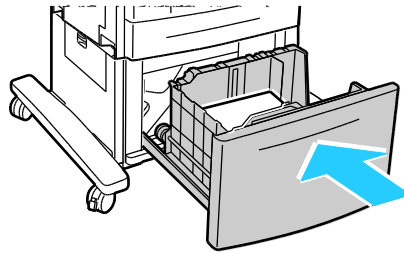


3. Ensure that the paper is an approved type, weight, and size for the tray. Print custom size paper only from Tray 1.
4. Remove any crumpled paper from the tray.

**Note:** If the paper is torn, remove all torn pieces from the printer.

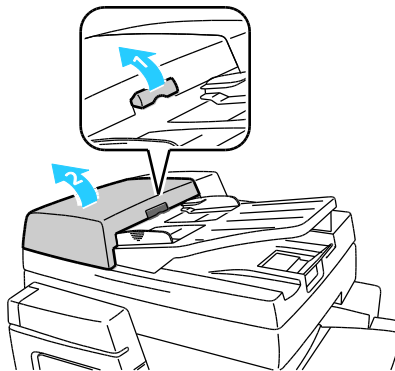


5. Push the tray completely back into the printer.

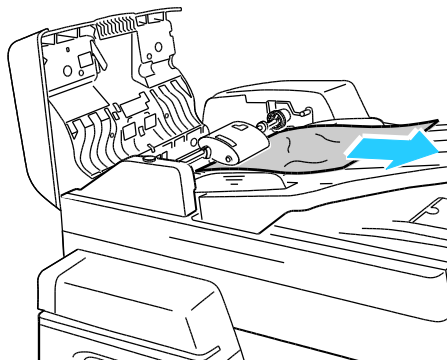


### Clearing Jams in the Document Feeder

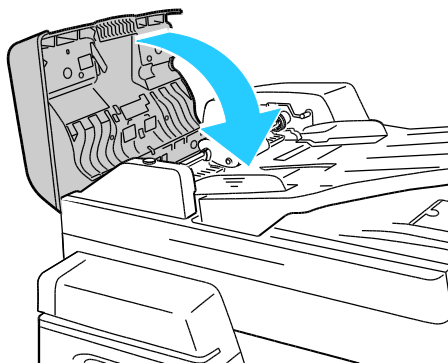
1. Lift the lever (1), then open the document feeder top cover (2).



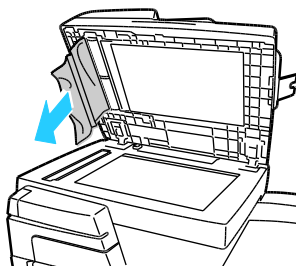
2. Pull the original straight out in the direction shown.



3. Close the cover.



4. If the original is not visible when the document feeder top cover is opened, lift the document cover and remove the original.



5. If the original is not wrinkled or torn, reload it into the document feeder, then follow the instructions on the touch screen.

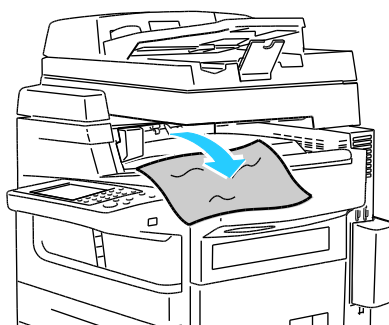
**Note:** After clearing a document feeder jam, reload the entire document, including the pages already scanned. The printer automatically skips the scanned pages and scans the remaining pages.



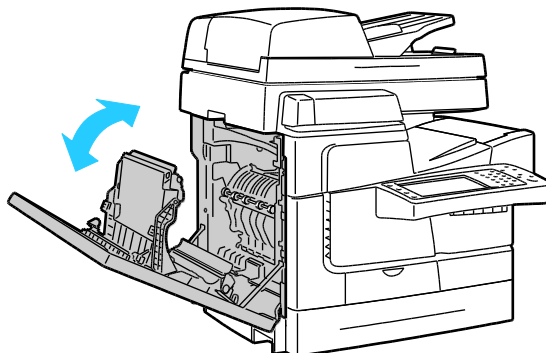
**CAUTION:** Torn, wrinkled, or folded originals can cause jams and damage the printer. To copy torn, wrinkled, or folded originals, use the document glass.

## Clearing Jams at the Exit Area

1. If the paper is visible at the output tray exit, remove the paper by pulling it in the direction shown.



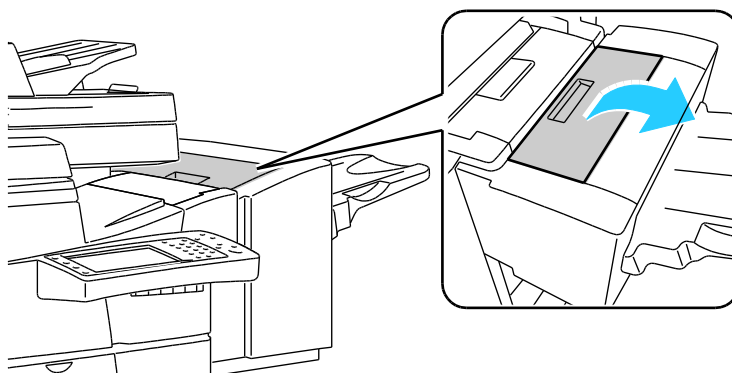
2. If another jam appears on the control panel, clear that jam.
3. If the jam at exit message has not cleared, open and close the top left side door to clear the error.



## Clearing Jams in the 650-Sheet Finisher

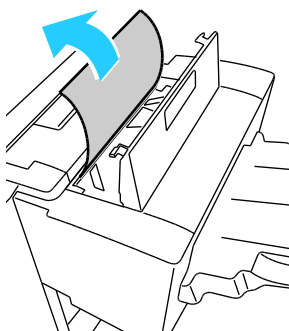
### Clearing Jams Under the Finisher Top Cover

1. Open the finisher top cover.

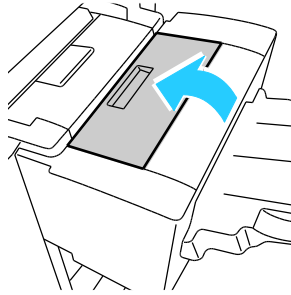


2. Remove the jammed paper.

**Note:** If the paper is torn, remove all torn pieces from the finisher.

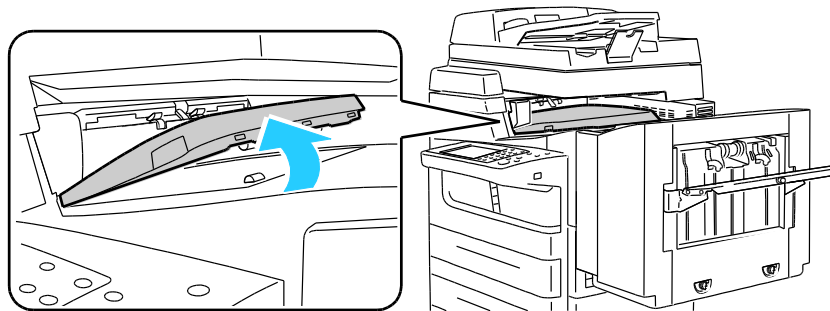


3. Close the finisher top cover.

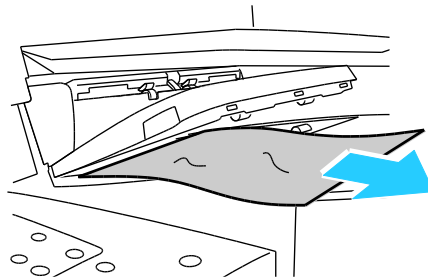


### Clearing Jams in the Finisher Transport

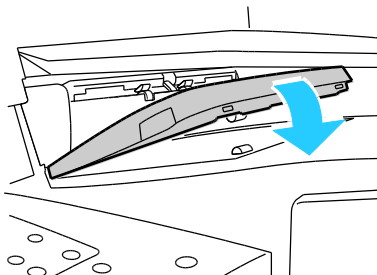
1. Grasp the handle and open the finisher transport cover.



2. Remove the jammed paper.

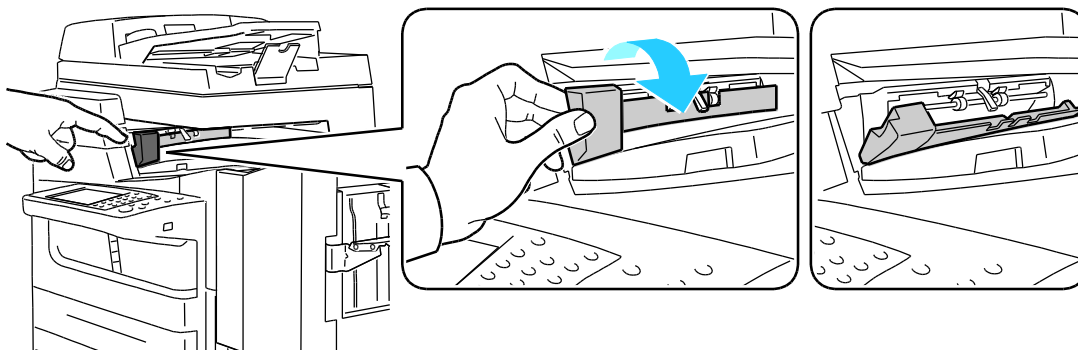


3. Close the finisher transport cover.

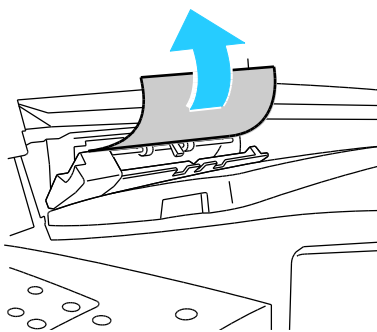


## Clearing Jams in the Finisher Transport Left Door

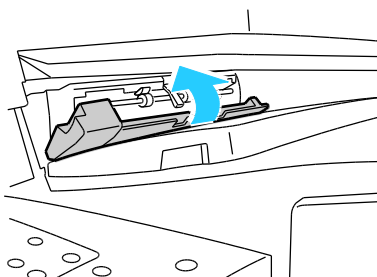
1. To open the finisher transport left door, pull out the handle.



2. Remove the jammed paper.

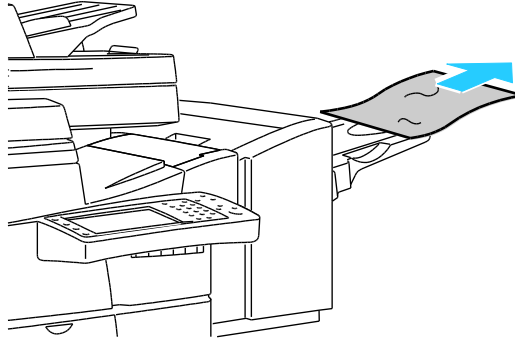


3. Close the finisher transport left door.

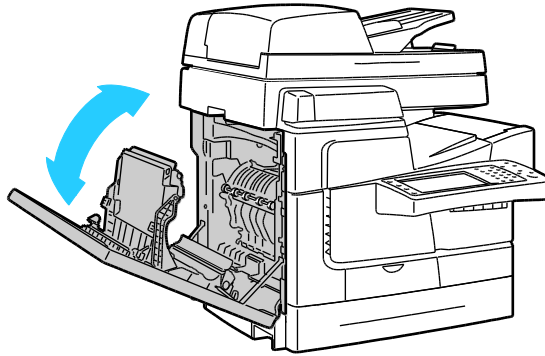


## Clearing Jams in the Finisher Output Tray

1. Remove the jammed paper.



2. If another jam appears on the control panel, clear that jam.
3. If the jam message has not cleared, open and close the top left side door to clear the error.



## Minimizing Paper Jams

The printer is designed to function with minimal paper jams using Xerox® supported paper. Other paper types can cause jams. If supported paper is jamming frequently in one area, clean that area of the paper path. To avoid damage, always remove jammed paper carefully without tearing it. Try to remove the paper in the same direction it normally moves through the printer. Even a small piece of paper left in the printer can cause a jam. Do not reload paper that has jammed.

The following can cause paper jams:

- Selecting the incorrect paper type in the print driver.
- Using damaged paper.
- Using unsupported paper.
- Loading paper incorrectly.
- Overfilling the tray.
- Adjusting the paper guides improperly.

Most jams can be prevented by following a simple set of rules:

- Use only supported paper. For details, see [Supported Paper](#) on page 44.
- Follow proper paper handling and loading techniques.



- Always use clean, undamaged paper.
- Avoid paper that is curled, torn, moist, creased, or folded.
- To separate the sheets before loading into the tray, fan the paper.
- Observe the paper tray fill line; never overfill the tray.
- Remove transparencies from the output tray immediately after printing.
- Adjust the paper guides in all trays after inserting the paper. A guide that is not properly adjusted can cause poor print quality, misfeeds, skewed prints, and printer damage.
- After loading the trays, select the correct paper type and size on the control panel.
- When printing, select the correct type and size in the print driver.
- Store paper in a dry location.
- Use only Xerox® paper and transparencies designed for the printer.

Avoid the following:

- Polyester coated paper that is designed specially for inkjet printers.
- Highly glossy or coated paper.
- Paper that is folded, wrinkled, or excessively curled.
- Fanning transparencies before loading in the paper tray.
- Loading more than one type, size, or weight of paper in a tray at the same time.
- Loading hole punched paper or paper with folded corners or staples in the document feeder.
- Overfilling the paper trays.
- Allowing the output tray to overfill.
- Allowing the output tray to fill with more than a few transparencies.

Refer to the control panel Paper and Media Information Pages for information on supported paper, or see [Supported Paper](#) on page 44.

## Troubleshooting Paper Jams

This section includes:

- [Multiple Sheets Pulled Together](#) .....210
- [Paper Misfeeds](#).....210
- [Jams in the Document Feeder](#) .....211
- [Paper Jam Message Stays On](#) .....211
- [2-Sided Printing Jams](#).....211

### Multiple Sheets Pulled Together

Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper past the fill line.
The edges of the paper are not even.	Remove the paper, align the edges, and then reload it.
The paper is moist from humidity.	Remove the moist paper and replace it with new, dry paper.
Too much static electricity is present.	<ul style="list-style-type: none"> <li>• Try a new ream of paper.</li> <li>• Do not fan transparencies before loading them in the paper tray.</li> </ul>
Unsupported or incorrect paper.	Use only Xerox <sup>®</sup> approved paper. For details, see <a href="#">Supported Paper</a> on page 44.
The relative humidity of the room is too high.	Feed paper one sheet at a time.

### Paper Misfeeds

Probable Causes	Solutions
The paper is not correctly positioned in the tray.	<ul style="list-style-type: none"> <li>• Remove the misfed sheet and reposition the remaining paper properly in the tray.</li> <li>• Adjust the paper guides to fit the paper size.</li> </ul>
The paper tray is too full.	Remove some of the paper. Do not load paper past the fill line.
The paper guides are not correctly adjusted to the paper size.	Adjust the paper guides in the tray to match the size of the paper.
The tray contains warped or wrinkled paper.	Remove the paper, smooth it out, and reload it. If it still misfeeds, do not use that paper.
The paper is moist from humidity.	Remove the moist paper and replace it with new, dry paper.
Using paper of the wrong size, thickness, or type.	Use only Xerox <sup>®</sup> approved paper. For details, see <a href="#">Supported Paper</a> on page 44.

Probable Causes	Solutions
The label sheet is facing the wrong way in the tray or labels have been removed from the sheet.	<ul style="list-style-type: none"> <li>• Load label sheets according to the instructions from the manufacturer.</li> <li>• Print only on one side of the sheet of labels.</li> <li>• Use full sheet labels only.</li> <li>• Load labels face down in Tray 1.</li> <li>• Load labels face up in any 525-sheet paper tray.</li> </ul>
Envelopes are loaded incorrectly in the paper tray.	Load the envelopes in the paper tray short-edge feed with the flaps closed. For details, see Envelopes in <a href="#">Printing on Special Paper</a> on page 58.

## Jams in the Document Feeder

Probable Causes	Solutions
Using paper of the wrong size, thickness, or type.	Use only Xerox <sup>®</sup> approved paper. For details, see <a href="#">Supported Paper</a> on page 44.
Making 2-sided copies using hole punched paper.	Make 1-sided copies when using hole punched paper in the document feeder. Use the document glass.
Using wrinkled or folded paper.	Use the document glass.
The documents loaded in the document feeder exceed the maximum capacity allowed.	Place fewer documents in the document feeder.
The document feeder width guides are not adjusted to fit the width of the document.	Adjust the paper guides so that they fit against the originals.

## 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.
One of the printer doors is open.	Check the doors on the printer. Close any door that is open.

## 2-Sided Printing Jams

Probable Causes	Solutions
Using paper of the wrong size, thickness, or type.	<ul style="list-style-type: none"> <li>• Use only Xerox<sup>®</sup> approved paper. For details, see <a href="#">Supported Paper</a> on page 44.</li> <li>• Do not use envelopes, labels, reloaded paper, or paper heavier than 122 g/m<sup>2</sup> for automatic 2-sided printing.</li> </ul>

Probable Causes	Solutions
Paper type is set incorrectly in the print driver.	<p>The following types of paper can be used for automatic 2-sided printing:</p> <ul style="list-style-type: none"> <li>• Plain</li> <li>• Recycled</li> <li>• Bond</li> <li>• Letterhead</li> <li>• Pre-Printed</li> </ul> <p>Ensure that the paper type is set correctly in the driver and the paper is loaded in the correct tray. For details, see <a href="#">Supported Paper Sizes and Weights for Automatic 2-Sided Printing</a> on page 48.</p>
Paper is loaded in the wrong tray.	The paper must be loaded in the correct tray. For details, see <a href="#">Supported Paper</a> on page 44.
Tray is loaded with mixed paper.	Load the tray with only one type and size of paper.

## Clearing Staple Jams

This section includes:

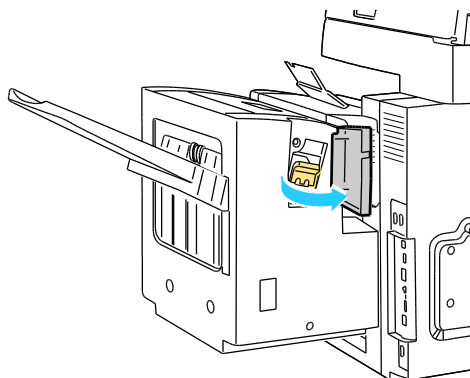
- [Clearing Staple Jams in the Convenience Stapler](#) .....213
- [Clearing Staple Jams in the 650-Sheet Finisher](#) .....213

### Clearing Staple Jams in the Convenience Stapler

If the convenience stapler jams, replace the staple cartridge. For details, see [Replacing Staples in the Convenience Stapler](#) on page 176.

### Clearing Staple Jams in the 650-Sheet Finisher

1. Open the finisher stapler door at the rear of the finisher as shown.

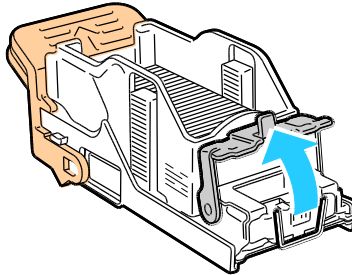


2. Grip the staple cartridge by the orange handle and pull it firmly toward you to remove it.



**Note:** A staple cartridge has two parts: the orange handle cartridge and the staple refill in a case. Both parts are customer replaceable. For details see [Replacing Staples in the 650-Sheet Finisher](#) on page 177.

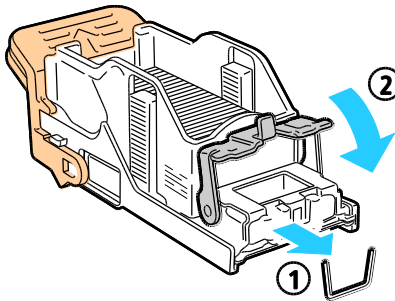
3. Pull the staple cartridge clamp firmly in the direction shown to open it.



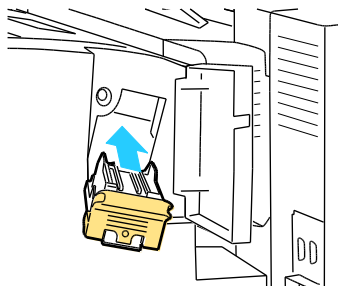
4. Remove the jammed staples (1), then push the clamp in the direction shown until it snaps into the locked position (2).



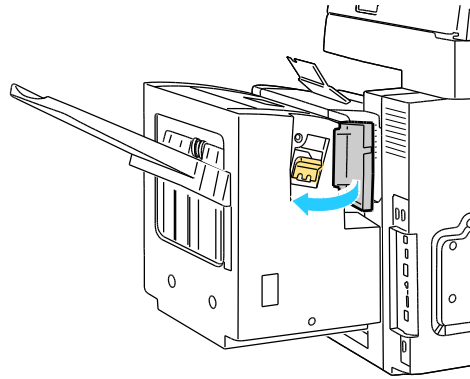
**WARNING:** The points of the jammed staples are sharp. Remove the jammed staples carefully.



5. Grip the staple cartridge by the orange handle and insert it into the stapler assembly. Push it in until it clicks.



6. Close the door.



# Print-Quality Problems

This section includes:

- [Controlling Print Quality](#) .....216
- [Troubleshooting Print-Quality Problems](#) .....218



**CAUTION:** The Xerox® Warranty, Service Agreement, or Xerox® Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or special media. The Xerox® Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Contact your Xerox representative for details.

## Controlling Print Quality

Various factors can affect the quality of the output of your printer. For consistent and optimum print quality, use paper designed for your printer, and correctly set the Print-Quality Mode and Color Adjustments. Follow the guidelines in this section to maintain optimum print quality from your printer.

### Paper and Media

Your printer is designed to use various paper and other media types. Follow the guidelines in this section for the best print quality and to avoid jams:

- Use only Xerox® approved paper. For details, see [Supported Paper](#) on page 44.
- Use only dry, undamaged paper.
- Some paper and other media types can cause poor output quality, increased paper jams, or damage your printer. For details, see [Paper That Can Damage Your Printer](#) on page 45.
- Ensure the paper type selected in your print driver matches the paper type on which you are printing.
- If you have the same size paper loaded in more than one tray, ensure that the proper tray is selected in the print driver.
- Store your paper and other media properly for optimum print quality. For details, see [Paper Storage Guidelines](#) on page 45.

### Print-Quality Modes

Select the correct print-quality setting for your print job from the print driver. For instructions on setting the print quality, see [Selecting Printing Options](#) on page 69. To control the print quality:

- Use the print-quality settings in the print driver to control print quality. If the print quality is not suitable, adjust the print-quality setting to an higher level.
- Use only Xerox® approved paper. For details, see [Supported Paper](#) on page 44.



## Color Corrections and Color Adjustments

Automatic Color is set at the factory for best printing results of mixed text, graphics, and images on a range of supported paper. For instructions on setting the Color Options, see [Using Color Options](#) on page 75.

## Troubleshooting Print-Quality Problems

This section includes:

- [Printing the Troubleshooting Print-Quality Pages](#).....218
- [Eliminating the Paper or Media as the Problem](#).....218
- [Isolating the Problem to the Printer or to the Application](#).....219
- [Troubleshooting Print-Quality Problems in the Application, Print Driver, or Print Server](#) .....219
- [Troubleshooting Print-Quality Problems in the Printer](#) .....220

Your printer is designed to produce consistently high-quality prints. If you observe print-quality problems, use the information in this section to troubleshoot the problem.

If the problem persists, go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700support](http://www.xerox.com/office/CQ8700support)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900support](http://www.xerox.com/office/CQ8900support)



**CAUTION:** The Xerox® Warranty, Service Agreement, or Xerox® Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or special media. The Xerox® Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Contact your Xerox representative for details.

### Printing the Troubleshooting Print-Quality Pages

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Troubleshooting > Support Pages**.
3. Touch **Troubleshooting Print Quality Page**, then touch **Print**.
4. Compare your print-quality problems to the examples on the pages.

### Eliminating the Paper or Media as the Problem

Damaged or unsupported paper or media can cause print-quality problems even when the printer, application, and print driver are working perfectly. Use the following guidelines to eliminate the paper as the source of the print-quality problem:

- Make sure that the printer supports the paper or media.
- Make sure that the printer is loaded with undamaged, dry paper.
- If the condition of the paper or media is in doubt, replace it with new paper or media.
- Make sure that you have the proper tray selected in the print driver and from the control panel.
- Make sure that you have the correct paper type selected in the print driver and in the control panel of the printer.

## Isolating the Problem to the Printer or to the Application

When you are sure that the paper is supported and in good condition, use the following steps to isolate the problem:

1. From the control panel of the printer, print the pages for Diagnosing Print Quality. For details, see [Printing the Troubleshooting Print Quality Pages](#) on page 218.
  - If the pages printed properly, the printer is working properly and the print-quality problem is an application, print driver, or print server problem.
  - If the pages still have print-quality problems, the problem is in the printer.
2. If the pages printed properly, see [Troubleshooting Print-Quality Problems in the Application, Print Driver, or Print Server](#) on page 219.
3. If the pages still had print-quality issues, or did not print, see [Troubleshooting Print-Quality Problems in the Printer](#) on page 220.

## Troubleshooting Print-Quality Problems in the Application, Print Driver, or Print Server

If the printer is printing properly from the control panel but you still have print-quality problems, the application, print driver, or print server could be the cause.

To isolate the problem:

1. Print a similar document from another application and look for the same print-quality problems.
  - If the document has the same print-quality problem, it is probably a print driver or print server problem. If the problem persists, go to step 2.
  - If the document printed without a print-quality problem, the application is probably the cause. Restart your printer, restart the application, then print the document again. If the problem persists, go to step 5. For more information, see [Restarting the Printer](#) on page 190.
2. Check the print driver used for the print job.
3. Click **Start > Settings > Printers and Faxes**.
4. Right-click on the name of the printer.
5. Select **Properties** from the drop-down list.
  - Ensure that the model name in the middle of the driver matches the model name of the printer.
  - If the names do not match, install the proper print driver for the printer.
6. If the print driver is correct, see [Selecting Printing Options](#) on page 69 to set the Print-Quality mode and Color Options.
  - Set the Print-Quality mode to Standard or Enhanced.
  - Set the Color Options to Automatic Color.
7. If the problem persists, delete then reinstall the print driver.
8. If the problem still persists, ensure that you are not printing through a print server. Try printing directly to the printer.

If the problem persists, go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700support](http://www.xerox.com/office/CQ8700support)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900support](http://www.xerox.com/office/CQ8900support)

## Troubleshooting Print-Quality Problems in the Printer

If you have print-quality problems when printing a Demo Page or the Configuration Report from the control panel, the problem is in the printer.

To isolate the problem:

1. At the control panel, print the Troubleshooting Print-Quality Pages. For details, see [Printing the Troubleshooting Print Quality Pages](#) on page 218.
2. If the prints are too light to see print details, ensure that the printer is loaded with undamaged, dry, supported paper.
3. Compare the print-quality problems in your document to each of the examples in the Troubleshooting Print-Quality Pages.

If you find a match in the Troubleshooting Print-Quality Pages, look in the Solutions column for the action to take to resolve the problem.

If the problem persists, go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700support](http://www.xerox.com/office/CQ8700support)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900support](http://www.xerox.com/office/CQ8900support)

## Copy and Scan Problems

Symptoms	Solutions
Print-quality problems when making a copy or scan.	<p>Determine if the problem is the document glass, CVT glass, or the printer, by making a copy using the document glass and the document feeder.</p> <ul style="list-style-type: none"> <li>If you observe the print-quality problem in the copies made from both sources, go to <a href="#">Troubleshooting Print-Quality Problems in the Printer</a> on page 220.</li> <li>If you observe the print-quality problem in one copy, the problem is with the document glass or the document feeder CVT glass. Use one of the following solutions to resolve the problem.</li> </ul>
Lines or streaks present in copies only made from the document feeder.	There is debris on the CVT glass. When scanning, the paper from the document feeder passes over the debris on the CVT glass, resulting in lines and 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.	Turn on Background Suppression.
Image is too light or too dark.	<ul style="list-style-type: none"> <li>If copying, use the Image-Quality settings to lighten, darken, or adjust contrast.</li> <li>If scanning, use the Advanced Settings tab to lighten, darken, or adjust contrast.</li> </ul>
Colors are inaccurate.	<ul style="list-style-type: none"> <li>If copying, use the Image-Quality settings to adjust color balance.</li> <li>If scanning, confirm that the correct Original Type is set.</li> </ul>

If the problem persists, go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700support](http://www.xerox.com/office/CQ8700support)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900support](http://www.xerox.com/office/CQ8900support)

# Fax Problems

This section includes:

- [Problems Sending Faxes](#).....222
- [Problems Receiving Faxes](#).....223

**Note:** If you cannot send and receive faxes, ensure that you are connected to an approved analog telephone line. The fax cannot send or receive when connected directly to a digital telephone line without the use of an analog filter. It can also require you to set the fax starting rate to Forced (4800 bps). For details, see [Selecting the Starting Rate](#) on page 141.

## Problems Sending Faxes

Symptoms	Probable Causes	Solutions
The document is not feeding properly through the document feeder.	The document is too thick, too thin, or too small.	Use the document glass.
The document is scanned at an angle.	The document feeder width guides are not adjusted to fit the width of the document.	Adjust the document feeder width guides so that they fit against the document.
The fax received by the recipient is blurry.	The document is positioned incorrectly.	Position the document correctly.
	The document glass is dirty.	Clean the document glass.
	The text in the document is too light.	Adjust the resolution. Adjust the contrast.
	There is a problem with the telephone connection.	Verify that the telephone line is working, then send the fax again.
	There is a problem with one of the fax machines.	Make a copy to verify that the printer can make clean copies and prints. If the copy prints correctly, have the recipient verify that their fax machine is operating correctly.
The fax received by the recipient is blank.	The document was loaded incorrectly.	<ul style="list-style-type: none"> <li>• If using the document feeder, place the original document face up.</li> <li>• If using the document glass, place the original document face down.</li> </ul>
Fax was not transmitted.	The fax number is wrong.	Verify the fax number.

Symptoms	Probable Causes	Solutions
	The telephone line is connected incorrectly.	Verify the telephone line connection. If the telephone line is disconnected, connect it.
	There is a problem with the fax machine of the recipient.	Contact the recipient.
	The fax feature is not installed or is not enabled.	Ensure that the fax feature is installed and enabled.
	Server Fax is enabled.	Ensure that Server Fax is disabled.
	An access number is required to connect to an outside line.	If the printer is connected to a PBX system, it could be necessary to enter a number to access the outside telephone line.
	The fax number needs a pause between the prefix for an outside line and the telephone number.	To insert a pause, press the <b>Dial Pause</b> button. A comma (,) appears in the corresponding location.

If the problem persists, go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700support](http://www.xerox.com/office/CQ8700support)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900support](http://www.xerox.com/office/CQ8900support)

## Problems Receiving Faxes

Symptoms	Probable Causes	Solutions
The fax received by the recipient is blank.	There is a problem with the telephone connection or with the fax machine of the sender.	Verify that the printer can make clean copies. If it can, have the sender fax the document again.
	The sender loaded the pages incorrectly.	Contact the sender.
The printer answers the call but does not print the fax.	The memory is full.	To increase available memory, delete stored jobs and wait for the existing jobs to complete.
The received fax size is reduced in size.	The paper supply in the printer does not match the document size sent.	Confirm the original size of the documents, then load the appropriate paper size in the printer.
Faxes are not received automatically.	The printer is set to receive faxes manually.	Set the printer to receive faxes automatically.
	The memory is full.	If the printer is out of paper, faxes and print jobs can deplete the printer of memory. Load paper and print the jobs stored in the memory.
	The telephone line is connected incorrectly.	Verify the telephone line connection. If the telephone line is disconnected, connect it.

Symptoms	Probable Causes	Solutions
	There is a problem with the fax machine of the sender.	Make a copy to verify that the printer can make clean copies and prints. If the copy prints correctly, have the recipient verify that their fax machine is operating correctly.

If the problem persists, go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700support](http://www.xerox.com/office/CQ8700support)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900support](http://www.xerox.com/office/CQ8900support)



# Getting Help

This section includes:

- [Control Panel Messages .....225](#)
- [Scan and Fax Alerts.....226](#)
- [Maintenance Assistant .....226](#)
- [Online Support Assistant.....227](#)
- [More Information .....227](#)

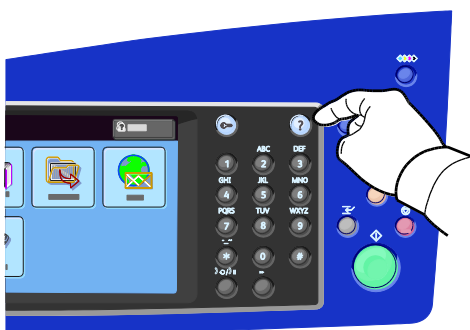
Xerox provides several automatic diagnostic utilities to help you maintain productivity and print quality.

## Control Panel Messages

The printer control panel provides information and troubleshooting help. When a fault 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. For many status and warning messages, the control panel Help provides additional information.

### Control Panel Help

To view additional information about items and selections that appear on the control panel, press **Help**. The Help button is labeled with a question mark (?).



The control panel menu items also have associated help text that describes the menu item.

## Scan and Fax Alerts

Alerts provide messages and instructions that help you solve problems when printing, faxing, or scanning. Alerts appear on the control panel touch screen, or you can view them through CentreWare Internet Services.

**Note:** Fax errors do not prevent scanning, copying, or printing.

## Viewing Job Status on the Control Panel

To see the status of a list of active jobs or completed jobs, press the **Job Status** button.

- Touch the **Active Jobs** tab to see the status of the active jobs that are printing.
- Touch the **Completed Jobs** tab to see the status of the last 20 jobs that were completed.

## Viewing Error Messages on the Control Panel

1. Press the **Machine Status** button, then touch the **Faults** tab.
2. Touch one of the buttons to view a list of alerts:
  - **Current Faults:** Current faults that affect the operation of the printer, such as a paper jam.
  - **Current Messages:** Alert messages regarding the current job status of the printer, such as an empty paper tray.
  - **Fault History:** The last 20 fault alerts.
    - **Fault Code:** The fault code for the error that affected printer operation.
    - **Date:** The date when the error occurred.
    - **Time:** The time of the day when the error occurred.
    - **Image Count:** The image count on the printer when the error occurred.
    - **Paper:** The paper that was used when the error occurred.

## Viewing Alerts in CentreWare Internet Services

See [Accessing CentreWare Internet Services](#) on page 28 to access the embedded Web server in the printer.

1. In CentreWare Internet Services, click **Status > Description & Alerts**.  
The Description and Alerts page appears.
2. Click **Refresh** to update the page.

## Maintenance Assistant

Your printer includes a built-in diagnostic capability allowing you to send diagnostic information directly to Xerox. Maintenance Assistant is a remote diagnostic tool that offers a fast way to resolve potential issues, receive assistance, and automate the troubleshooting or repair process.

Use Maintenance Assistant only when requested to do so by a Xerox representative.

## Online Support Assistant

Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve printer problems. You can find solutions for print-quality problems, paper jams, software installation problems, and more. Online Support Assistant offers the latest technical solutions and illustrated step-by-step operational tips.

To access the Online Support Assistant, go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/office/CQ8700support](http://www.xerox.com/office/CQ8700support)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/office/CQ8900support](http://www.xerox.com/office/CQ8900support)

## More Information

Resource	Location
<i>Installation Guide</i>	Packaged with the printer.
<i>Quick Use Guide</i>	Packaged with the printer.
<i>System Administrator Guide</i>	<ul style="list-style-type: none"> <li>• ColorQube 8700 Color Multifunction Printer: <a href="http://www.xerox.com/office/CQ8700docs">www.xerox.com/office/CQ8700docs</a></li> <li>• ColorQube 8900 Color Multifunction Printer: <a href="http://www.xerox.com/office/CQ8900docs">www.xerox.com/office/CQ8900docs</a></li> </ul>
Recommended Media List	United States: <ul style="list-style-type: none"> <li>• ColorQube 8700 Color Multifunction Printer: <a href="http://www.xerox.com/paper">www.xerox.com/paper</a></li> <li>• ColorQube 8900 Color Multifunction Printer: <a href="http://www.xerox.com/paper">www.xerox.com/paper</a></li> </ul> European Union: <ul style="list-style-type: none"> <li>• ColorQube 8700 Color Multifunction Printer: <a href="http://www.xerox.com/europaper">www.xerox.com/europaper</a></li> <li>• ColorQube 8900 Color Multifunction Printer: <a href="http://www.xerox.com/europaper">www.xerox.com/europaper</a></li> </ul>
Technical support information for your printer; including online technical support, Online Support Assistant, and driver downloads.	<ul style="list-style-type: none"> <li>• ColorQube 8700 Color Multifunction Printer: <a href="http://www.xerox.com/office/CQ8700support">www.xerox.com/office/CQ8700support</a></li> <li>• ColorQube 8900 Color Multifunction Printer: <a href="http://www.xerox.com/office/CQ8900support">www.xerox.com/office/CQ8900support</a></li> </ul>
Information Pages	Print from the control panel.
Information about menus or error messages	Press the control panel Help (?) button.
Order supplies for your printer	<ul style="list-style-type: none"> <li>• ColorQube 8700 Color Multifunction Printer: <a href="http://www.xerox.com/office/CQ8700supplies">www.xerox.com/office/CQ8700supplies</a></li> <li>• ColorQube 8900 Color Multifunction Printer: <a href="http://www.xerox.com/office/CQ8900supplies">www.xerox.com/office/CQ8900supplies</a></li> </ul>
A resource for tools and information, including interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs.	<a href="http://www.xerox.com/office/businessresourcecenter">www.xerox.com/office/businessresourcecenter</a>
Local sales and support center	<ul style="list-style-type: none"> <li>• ColorQube 8700 Color Multifunction Printer:</li> </ul>

Resource	Location
	<a href="http://www.xerox.com/office/worldcontacts">www.xerox.com/office/worldcontacts</a> <ul style="list-style-type: none"> <li>ColorQube 8900 Color Multifunction Printer: <a href="http://www.xerox.com/office/worldcontacts">www.xerox.com/office/worldcontacts</a></li> </ul>
Printer registration	<ul style="list-style-type: none"> <li>ColorQube 8700 Color Multifunction Printer: <a href="http://www.xerox.com/office/register">www.xerox.com/office/register</a></li> <li>ColorQube 8900 Color Multifunction Printer: <a href="http://www.xerox.com/office/register">www.xerox.com/office/register</a></li> </ul>
Xerox <sup>®</sup> Direct online store	<a href="http://www.direct.xerox.com/">www.direct.xerox.com/</a>

# Specifications



This appendix includes:

• Printer Configurations and Options .....	230
• Physical Specifications .....	232
• Environmental Specifications .....	234
• Electrical Specifications .....	235
• Performance Specifications .....	236

# Printer Configurations and Options

## Standard Features

The ColorQube 8700/8900 Color Multifunction Printer provides the following features:

- Copy, print, and scan
- Automatic 2-sided printing and copying
- Maximum copy speed of up to 44 pages per minute (ppm) for color or black and white
- 50-Sheet Document Feeder
- Color touch screen display on control panel
- Tray 1 with 100-sheet capacity
- Tray 2 with 525-sheet capacity
- Convenience Stapler
- Scan to USB and Print from USB mass storage devices
- PANTONE certified
- 1.33 GHz processor
- 1 GB RAM
- Internal 160 GB hard drive
- Secure Print
- Ethernet 10/100/1000Base-TX
- Universal Serial Bus (USB 2.0)
- PostScript and PCL fonts
- Embedded PDL support for PCL 5, PCL 6, Adobe PS3, PDF, and XPS
- Job Based Accounting
- Data Security

## Available Configurations

Model	Includes
ColorQube 8700S Multifunction Printer	Standard Features
ColorQube 8700X Multifunction Printer	<ul style="list-style-type: none"> <li>• Standard Features</li> <li>• Fax</li> <li>• Optical Character Recognition (OCR) Enabled Scan</li> </ul>
ColorQube 8900X Multifunction Printer	<ul style="list-style-type: none"> <li>• Standard Features</li> <li>• PagePack<sup>®</sup> Metered Ink</li> </ul>

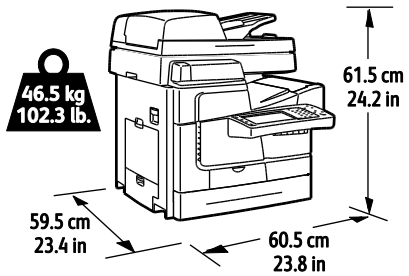
Model	Includes
ColorQube 8700XF Multifunction Printer	<ul style="list-style-type: none"> <li>• Standard Features</li> <li>• Fax</li> <li>• OCR Enabled Scan</li> <li>• 650-Sheet Finisher</li> <li>• 1800-Sheet High-Capacity Feeder</li> <li>• Two additional 525-Sheet Feeders</li> </ul>

## Options and Upgrades

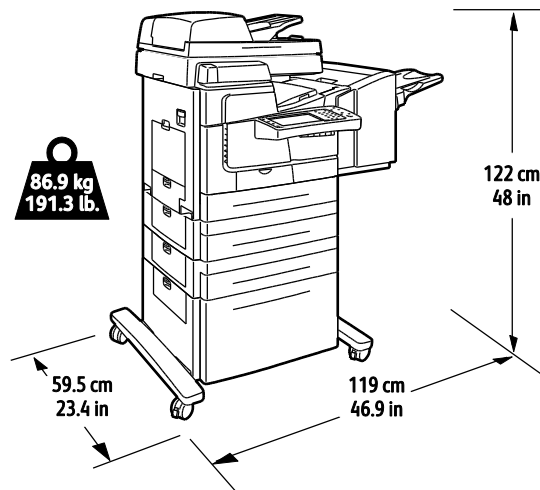
- 650-Sheet Finisher
- 525-Sheet Feeder; up to 3 additional, or 2 additional with an 1800-Sheet High-Capacity Feeder
- 1800-Sheet High-Capacity Feeder
- Storage Cart
- Foreign Device Interface
- Network Accounting
- Wireless Network Adapter
- Xerox Secure Access Unified ID System
- FreeFlow SMARTsend
- Xerox<sup>®</sup> Common Access Card Enablement Kit
- Xerox<sup>®</sup> Copier Assistant
- Unicode Print
- Single Line Fax Kit (Not available in North America)
- Scanning software solutions. For details, go to [www.xerox.com/office/software-solutions](http://www.xerox.com/office/software-solutions).

## Physical Specifications

### Standard Configurations



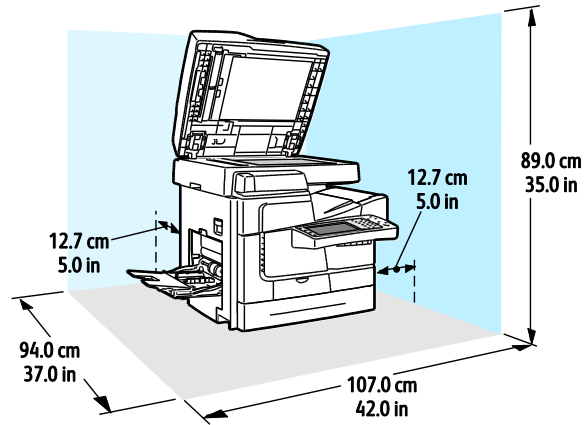
### Configuration with Finisher, 1800-Sheet High-Capacity Feeder, and Two Optional 525-Sheet Feeders



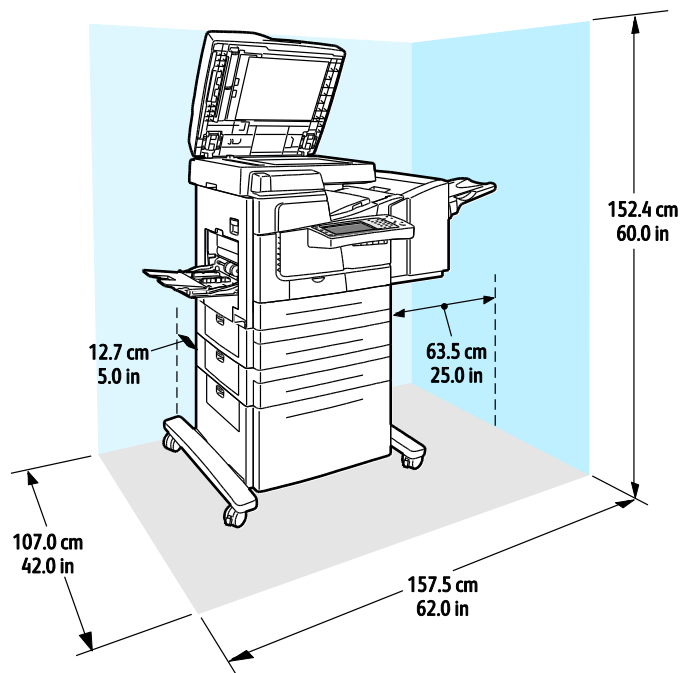


## Clearance Requirements

### Standard Configurations



### Configuration with Finisher, 1800-Sheet High-Capacity Feeder, and Two Optional 525-Sheet Feeders



# Environmental Specifications

## Temperature

10–32°C (50–90°F)

## Relative Humidity

Operating: 15 % to 85 % (non-condensing)

## Elevation

For optimum performance, use the printer at elevations below 3200 m (10,500 ft.).

## Electrical Specifications

Power Supply Voltage	Frequency	Current Required
90–140 VAC	47–63 Hz	12 A
180–264 VAC	47–63 Hz	6 A

### ENERGY STAR Qualified Product



The ColorQube 8700 Color Multifunction Printer and ColorQube 8900 Color Multifunction Printer are ENERGY STAR<sup>®</sup> qualified under the ENERGY STAR Program Requirements for Imaging Equipment.

The ENERGY STAR and ENERGY STAR mark are registered United States trademarks.

The ENERGY STAR Imaging Equipment Program is a team effort between United States, European Union, and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction printers, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain, and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox<sup>®</sup> ENERGY STAR equipment is preset at the factory to switch to Energy Saver Mode 1 after two minutes, and to Energy Saver Mode 2 after thirty minutes from the last copy or print. For details, see [Setting Energy Saver Mode](#) on page 35.

## Performance Specifications

### Printing Resolution

Maximum Resolution: 2400 FinePoint™

### Print Speed

Print Mode	Print Speed in ppm (1-sided / 2-sided)
Fast Color	44/31
Standard	30/25
Enhanced	19/18
High Resolution/Photo	6/6
PCL 400 x 600 Mode	20/18
PCL 600 x 600 Mode	11/11

# Regulatory Information

# B

This appendix includes:

- [Basic Regulations](#) .....238
- [Copy Regulations](#) .....242
- [Fax Regulations](#) .....245
- [Material Safety Data Sheets](#) .....249

## Basic Regulations

Xerox has tested this printer to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this printer 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 when the equipment is operated 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 receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications to this equipment not approved by Xerox can void the authority of the user to operate this equipment.

**Note:** To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

### Canada

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 Radio Interference



**CAUTION:** This is a Class A product. In a domestic environment, this product can cause radio interference in which case the user could be required to take adequate measures.



The CE mark applied to this product symbolizes a declaration of conformity by Xerox 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 Equipment & Telecommunications Terminal Equipment Directive 1999/5/EC

This printer, if used properly in accordance with the instructions, is not dangerous for the consumer or for the environment.

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this printer can be obtained from Xerox.

## European Union Lot 4 Imaging Equipment Agreement Environmental Information

### Environmental Information Providing Environmental Solutions and Reducing Cost

#### Introduction

The following information has been developed to assist users and has been issued in relation to the European Union (EU) Energy Related Products Directive, specifically the Lot 4 study on Imaging Equipment. This requires manufacturers to improve environmental performance of in scope products and supports the EU action plan on energy efficiency.

In scope products are Household and Office equipment that meet the following criteria.

- Standard monochrome format products with a maximum speed less than 66 A4 images per minute
- Standard color format products with a maximum speed less than 51 A4 images per minute

#### Environmental Benefits of Duplex Printing

Most Xerox® products have duplex printing, also known as 2-sided printing, capability. This enables you to print on both sides of the paper automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption. The Lot 4 Imaging Equipment agreement requires that on models greater than or equal to 40 ppm color or greater than or equal to 45 ppm monochrome the duplex function has been auto enabled, during the setup and driver installation. Some Xerox® models below these speed bands may also be enabled with 2-sided printing settings defaulted on at the time of install. Continuing to use the duplex function will reduce the environmental impact of your work. However, should you require simplex/1-sided printing, you may change the print settings in the print driver.

## Paper Types

This product can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN12281 or a similar quality standard. Lighter weight paper (60 g/m<sup>2</sup>), which contains less raw material and thus save resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

## ENERGY STAR

The ENERGY STAR program is a voluntary scheme to promote the development and purchase of energy efficient models, which help to reduce environmental impact. Details on the ENERGY STAR program and models qualified to ENERGY STAR can be found at the following website:

[www.energystar.gov/index.cfm?fuseaction=find\\_a\\_product.showProductGroup&pgw\\_code=IEQ](http://www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductGroup&pgw_code=IEQ).

## Power Consumption and Activation Time

The amount of electricity a product consumes depends on the way the device is used. This product is designed and configured to enable you to reduce your electricity costs. After the last print it switches to Ready Mode. In this mode it can print again immediately if required. If the product is not used for a period of time, the device switches to a Power Saver Mode. In these modes, only essential functions remain active in order to enable reduced product power consumption.

Upon exiting from Power Saver Mode, the first print will take slightly longer than in Ready Mode. This delay is the result of the system "waking up" from Power Saver mode and is typical of most imaging products on the market.

If you wish to set a longer Activation Time or would like to completely deactivate the Power Save Mode, please consider that this device may then only switch to a lower energy level after a longer period of time or not at all.

To learn more about Xerox participation in sustainability initiatives, please visit our website at:

[www.xerox.com/about-xerox/environment/enus.html](http://www.xerox.com/about-xerox/environment/enus.html).

## Germany

### Blendschutz

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

### Lärmemission

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.



## Importeur

Deutschland  
Xerox GmbH  
Hellersbergstraße 2-4  
41460 Neuss

## Turkey RoHS Regulation

In compliance with Article 7 (d), we hereby certify “it is in compliance with the EEE regulation.”

“EEE yönetmeliğine uygundur.”

# 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 and so on.
- Bonds. United States 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 Drafts 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.
- Adjusted Compensation Certificates for Veterans of the World Wars.

2. Obligations or Securities of any Foreign Government, Bank, or Corporation.
3. 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.
4. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
5. Passports. Foreign Passports may be photographed.
6. Immigration papers.
7. Draft Registration Cards.
8. 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.
9. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, and so on (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 preceding list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

For more information about these provisions contact the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

## Canada

Parliament, 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.

- Current bank notes or current paper money
- Obligations or securities of a government or bank
- Exchequer bill paper or revenue paper
- 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
- 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)

- 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
- 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
- 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
- Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner

This 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 checks
- 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.

For instructions on programming the Fax Send Header information, refer to the section of the *System Administrator Guide* on Setting Transmission Defaults.

### 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 connects to a compatible modular jack that is also compliant. See installation instructions for details.

You can safely connect the printer to the following standard USOC RJ-11C modular jack 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 can be connected to a telephone line. Excessive RENs on a telephone line could 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 can be connected to a line, as determined by the RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 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 could also have to quote the codes in the following list:

- Facility Interface Code (FIC) = 02LS2
- Service Order Code (SOC) = 9.0Y



**CAUTION:** 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 could temporarily discontinue service to the telephone line to which it is connected. If advance notice is not practical, the Telephone Company notifies you of the disconnection as soon as possible. If the Telephone Company interrupts your service, they can advise you of your right to file a complaint with the FCC if you believe that it is necessary.

The Telephone Company could change its facilities, equipment, operations, or procedures which could affect the operation of the equipment. If the Telephone Company changes something that affects the operation of the equipment, they should notify you in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this Xerox® equipment, please contact the appropriate service center for repair or warranty information. Contact information is contained in the Machine Status menu on the printer and in the back of the Troubleshooting section of the *User Guide*. If the equipment is causing harm to the telephone network, the Telephone Company may request you to disconnect the equipment until the problem is resolved.

Only a Xerox service representative or an authorized Xerox Service provider are authorized to make repairs to the printer. 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.

Your office could have 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 could disable alarm equipment, consult your Telephone Company or a qualified installer.

## Canada

This product meets the applicable Industry Canada technical specifications.

A representative designated by the supplier should coordinate repairs to certified equipment. Repairs or alterations made by the user to this device, or device malfunctions, could cause the telecommunications company to request you to disconnect the equipment.

For user protection, make sure that the printer is properly grounded. The electrical ground connections of the power utility, telephone lines, and internal metallic water pipe systems, if present, must be connected together. This precaution could be vital in rural areas.



**WARNING:** Do not attempt to make such connections yourself. Contact the appropriate electric inspection authority, or electrician, to make the ground connection.

The 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 could consist of any combination of devices. The only limitation to the number of devices is the requirement that the sum of the RENs of the devices does not exceed 5. For the Canadian REN value, please see the label on the equipment.

## European Union

### Radio Equipment and 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 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.

This product has been tested to and is compliant with ES 203 021-1, -2, -3, a specification for terminal equipment for use on analog-switched telephone networks in the European Economic Area. This product provides a user-adjustable setting of the country code. The country code should be set prior to connecting this product to the network. Refer to the customer documentation for the procedure for setting the country code.

**Note:** Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, we recommend that you set it to use DTMF signaling for more reliable and faster call setup. Modification of this product, connection to external control software, or connection to an external control apparatus not authorized by Xerox will invalidate its certification.

## New Zealand

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, it does not provide any sort of warranty, and it does not imply that any Telepermitted product is compatible with all Telecom network services. 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.

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 for difficulties that arise in such circumstances.

2. Immediately disconnect this equipment should it become physically damaged, then 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 cause a false answer condition. If you encounter such problems, do not contact the Telecom Faults Service.
6. DTMF tones dialing is the preferred method because it is faster than pulse (decadic) dialing and is readily available on almost all New Zealand telephone exchanges.



**WARNING:** No '111' or other calls can be made from this device during a mains power failure.

7. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.
8. Some parameters required for compliance with Telecom Telepermit requirements are dependent on the equipment (computer) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom 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 five seconds between the end of one call attempt and the beginning of another.

9. For correct operation, total of the RNs of all devices connected to a single line at any time should not exceed five.



# Material Safety Data Sheets

For Material Safety Data information for your printer, go to:

## North America

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/msds](http://www.xerox.com/msds)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/msds](http://www.xerox.com/msds)

## European Union

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe)



# Recycling and Disposal



This appendix includes:

- All Countries .....252
- North America.....253
- European Union.....254
- Other Countries.....256

## All Countries

If you are managing the disposal of your Xerox® product, please note that the printer may contain lead, mercury, 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. 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](http://www.dtsc.ca.gov/hazardouswaste/perchlorate).

## North America

Xerox operates an equipment take-back and reuse/recycle program. To determine if this Xerox® product is part of the program, contact your Xerox representative (1-800-ASK-XEROX).

For more information about Xerox® environmental programs, go to:

- ColorQube 8700 Color Multifunction Printer: [www.xerox.com/environment](http://www.xerox.com/environment)
- ColorQube 8900 Color Multifunction Printer: [www.xerox.com/environment](http://www.xerox.com/environment)

## 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 take-back information.

## Collection and Disposal of Equipment and 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.

### Business Users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

### Disposal Outside of 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.

### Battery Symbol Note



This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

### Battery Removal

Batteries should only be replaced by a MANUFACTURER-approved service facility.

## Other Countries

Please contact your local waste management authority to request disposal guidance.