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Xerox® VersaLink® C70XX Color Multifunction Printer User Guide

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Safety

This chapter contains:

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- Electrical Safety 13
- Operational Safety 15
- Maintenance Safety 17
- Printer Symbols 18
- Environmental, Health and Safety Contact Information 20

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.

Notices and Safety

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. For more information, contact your Xerox representative.

Electrical Safety

General Guidelines

WARNING:

- 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 electric 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. Power 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 emits unusual noise or odors.
- The printer causes a circuit breaker, fuse, or other safety device to activate.

If any of these conditions occur, do the following:

1. Power 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.

  WARNING: To avoid risk of fire or electrical shock, do not use extension cords, power strips, or power plugs for more than 90 days. When a permanent outlet receptacle cannot be installed, use only one factory-assembled extension cord of the appropriate gauge for each printer or multifunction printer. Always adhere to national and local building, fire, and electrical codes regarding length of cord, conductor size, grounding, and protection.

- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.
- 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.

Emergency Power Off

If any of the following conditions occur, power off the printer immediately and disconnect the power cord from the electrical outlet. Contact an authorized Xerox service representative to correct the problem if:

- The equipment emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the printer.
- The printer is exposed to water.
- Any part of the printer is damaged.

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.

Operational Guidelines

- Do not remove any trays when 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.
- Do not override any electrical or mechanical interlock devices.
- Do not attempt to remove paper that is jammed deeply inside the printer. Switch off the printer promptly and contact your local Xerox representative.

WARNING:

- The metallic surfaces in the fuser area are hot. Always use caution when removing paper jams from this area and avoid touching any metallic surfaces.
- To avoid a tip hazard, do not push or move the device with all the paper trays extended.

Ozone Release

This printer produces ozone during normal operation. The amount of ozone produced is dependent on copy 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 the United States and Canada, go to www.xerox.com/environment. In other markets, please contact your local Xerox representative or go to www.xerox.com/environment_europe.

Printer Location

- Place the printer on a level, solid, non-vibrating surface with adequate strength to hold its weight. To find the weight for your printer configuration, refer to Physical Specifications.
- 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 extremely hot, cold, or humid environment.
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.

- Do not place the printer where it is directly exposed 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.

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 consumables in accordance with the instructions given on the package or container.
- Keep all consumables away from the reach of children.
- Never throw toner, toner cartridges, drum cartridges, or waste cartridges into an open flame.
- When handling cartridges, for example toner and such, avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge, which can increase the risk of skin or eye contact.

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.

Maintenance Safety

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

WARNING: Do not use aerosol cleaners. Aerosol cleaners can cause explosions or fires when used on electromechanical equipment.

When installing the device in a hallway or similar restricted area, additional space requirements can apply. Ensure that you comply with all workspace safety regulations, building codes, and fire codes for your area.

Printer Symbols

Symbol	Description
	Warning: Indicates a serious hazard that can result in death or serious injury if not avoided.
	Hot Warning: Hot surface on or in the printer. Use caution to avoid personal injury.
	Warning: Moving parts. To avoid personal injury, use caution.
	Caution: Indicates a mandatory action to take in order to avoid damage to the property.
	Caution: To avoid damage to the property, be careful not to spill toner when handling the waste cartridge.
	Do not touch the part or area of the printer.
	Do not expose the drum cartridges to direct sunlight.
	Do not burn the toner cartridges.
	Do not burn the waste cartridge.
	Do not burn the drum cartridges.

Symbol	Description
	Do not use paper attached with staples or any form of binding clip.
	Do not use folded, creased, curled, or wrinkled paper.
	Do not use inkjet paper.
	Do not use transparencies or overhead projector sheets.
	Do not reload paper previously printed on or used.
	Do not copy money, revenue stamps, or postage stamps.

For details about all the printer symbols that appear on your printer, refer to the Printer Symbols guide at www.xerox.com/office/VLC70XXdocs.

Environmental, Health and Safety Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, contact:

- United States and Canada: 1-800-ASK-XEROX (1-800-275-9376)
- Europe: EHS-Europe@xerox.com

For product safety information in the United States and Canada, go to www.xerox.com/environment.

For product safety information in Europe, go to www.xerox.com/environment_europe.

2

Getting Started

This chapter contains:

- Parts of the Printer 22
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- Accessing the Printer 37
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- Information Pages 39
- The Embedded Web Server 41
- Installation and Setup 44
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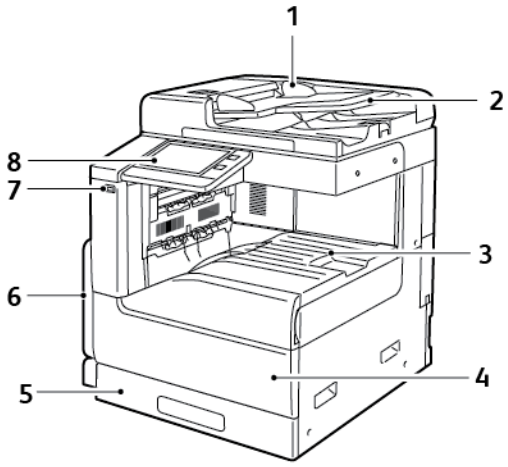
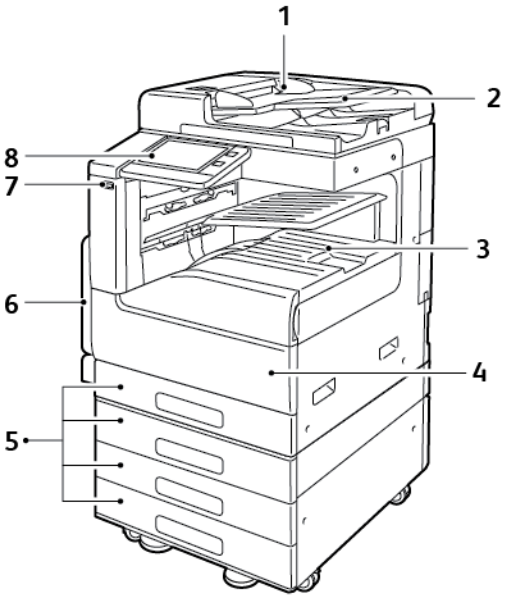
- Installing the Software 55
- More Information 58

Parts of the Printer

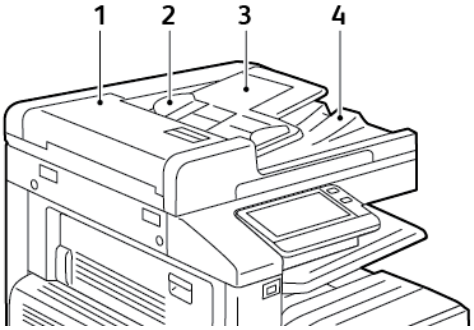
Front View





1. Document Guides
2. Document Feeder Input Tray
3. Paper Output, shown with and without the optional Center Top Tray
4. Front Door
5. Paper Trays: Configurations vary from 1 to 4 trays
6. Bypass Tray
7. USB Port
8. Control Panel

Duplex Automatic Document Feeder



1. Document Feeder Cover
2. Paper Guides
3. Duplex Automatic Document Feeder Input Tray
4. Document Output Tray

Document Glass Guidelines

The document glass accommodates original size documents up to 332 x 437 mm (13.1 x 17.2 in.). Use the document glass rather than the duplex automatic document feeder to copy or scan the following types of original documents:

- Paper with paper clips or staples attached
- Paper with wrinkles, curls, folds, tears, or notches
- Coated or carbonless paper or items other than paper, such as cloth or metal
- Envelopes
- Books

Duplex Automatic Document Feeder Guidelines

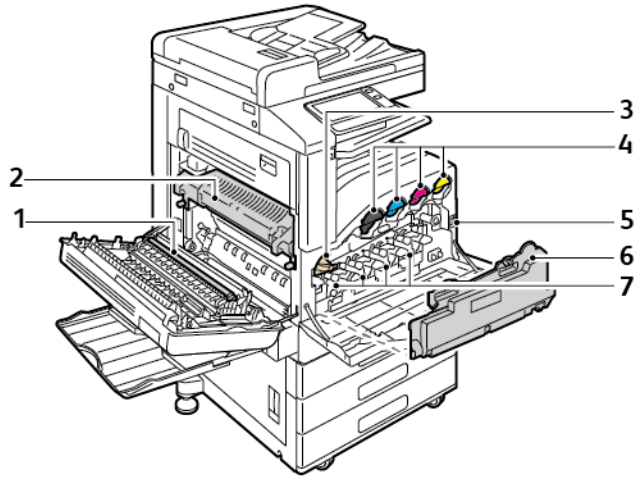
The Duplex Automatic Document Feeder accommodates the following original-size documents:

- Width: 125–297 mm (4.9–11.7 in.)
- Length: 85–431 mm (3.3–17 in.)
- Weight: 38–128 g/m²

Follow these guidelines when loading original documents into the duplex automatic document feeder:

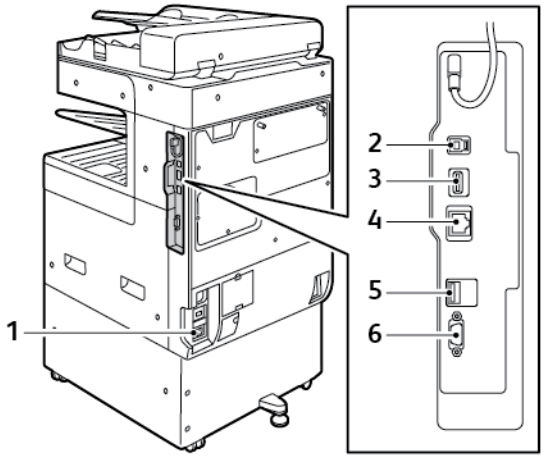
- Load original documents face up so that the top of the document enters the feeder first.
- Place only loose sheets of undamaged paper in the duplex automatic document feeder.
- Adjust the paper guides so that they fit against the original documents.
- Insert paper in the duplex automatic document feeder only when ink on the paper is dry.
- Do not load original documents above the MAX fill line.

Internal Parts



1. Transfer Roll
2. Fuser
3. IBT Belt Release
4. Toner Cartridges
5. Power Switch
6. Waste Cartridge
7. Drum Cartridges

Rear View

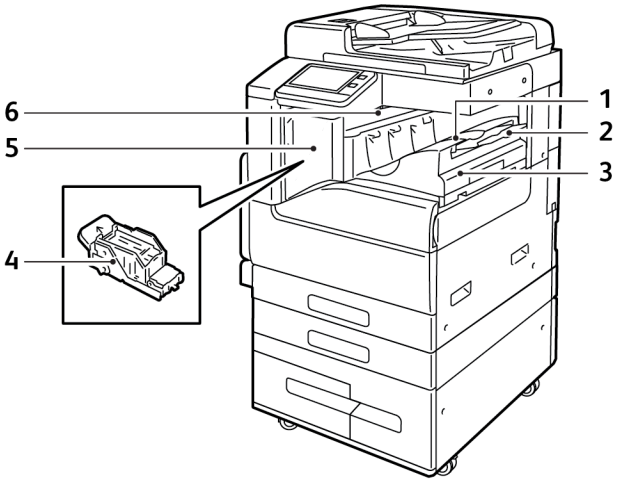


1. Power Connection
2. USB Host Port
3. USB Device Port
4. Wi-Fi Connectivity Port
5. Ethernet Port
6. Foreign Device Interface

Finishing Options

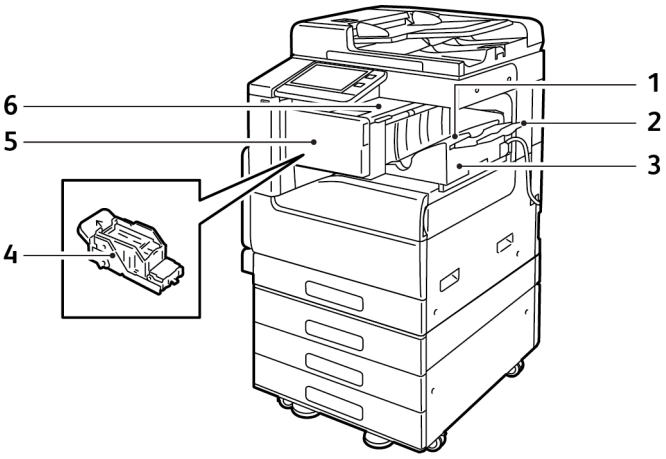
There are four optional finishers: the Integrated Office Finisher 9NX, the Integrated Office Finisher 2FA, the Office Finisher, and the Office Finisher LX. Both integrated office finishers offer similar functions, but the procedures that you use to open the front covers differ. Similar differences apply to both office finishers. When you use this manual, use the procedures for the finisher installed on your printer.

Integrated Office Finisher 9NX



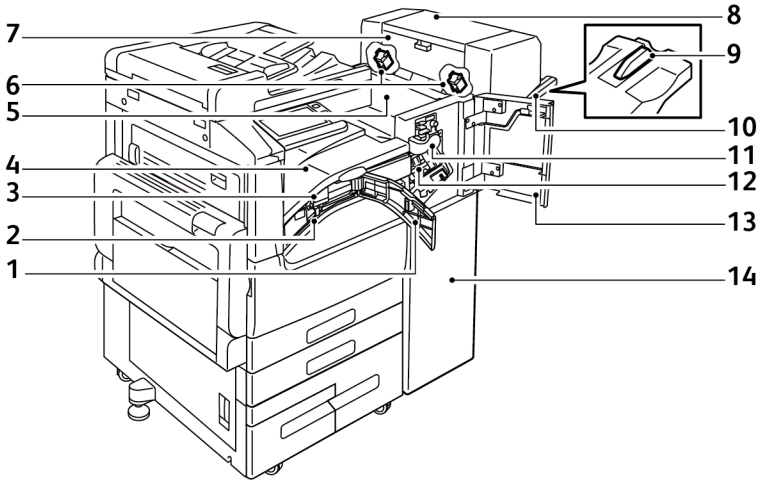
1. Finisher Tray
2. Finisher Tray Extension
3. Integrated Office Finisher
4. Staple Cartridge
5. Finisher Front Cover
6. Finisher Top Cover

Integrated Office Finisher 2FA



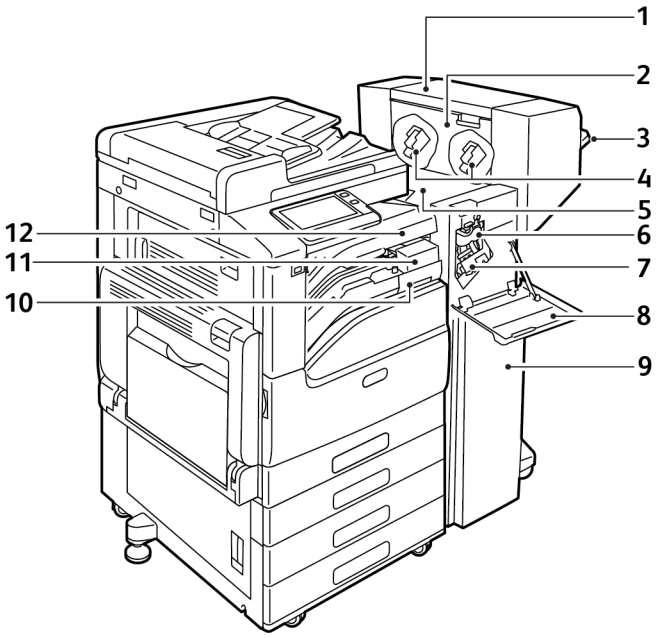
1. Finisher Tray
2. Finisher Tray Extension
3. Integrated Office Finisher
4. Staple Cartridge
5. Finisher Front Cover
6. Finisher Top Cover

Office Finisher LX



1. Front Transport Cover
2. Hole-Punch Waste Container (optional)
3. Hole-Punch Unit (optional)
4. Horizontal Transport Unit, Center Catch Tray
5. Finisher Top Cover
6. Booklet Maker Staple Cartridge (optional)
7. Booklet Maker Side Cover (optional)
8. Booklet Maker (optional)
9. Right Tray Attachment
10. Right Tray
11. Creaser Unit (optional)
12. Staple Cartridge
13. Finisher Front Cover
14. Office Finisher LX

Office Finisher

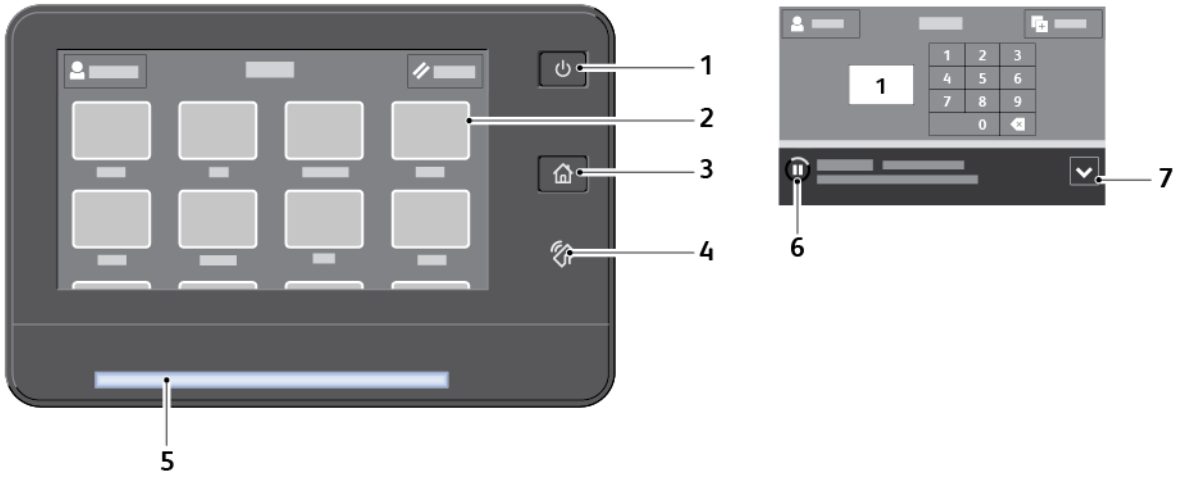


1. Booklet Maker (optional)
2. Booklet Maker Side Cover (optional)
3. Right Tray
4. Booklet Maker Staple Cartridge (optional)
5. Finisher Top Cover
6. Creaser Unit (optional)
7. Staple Cartridge
8. Finisher Front Cover
9. Office Finisher
10. Hole Punch Waste Container (optional)
11. Hole Punch Unit (optional)
12. Horizontal Transport Cover, Center Catch Tray

Control Panel

The control panel consists of a touch screen 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 print, copy, and scan features.
- Provides access to reference materials.
- Provides access to Tools and Setup menus.
- Prompts you to load paper, replace supplies, and clear jams.
- Displays errors and warnings.
- Provides the Power/Wake button used for powering on or off the printer. This button also supports the power-saver modes, and blinks to indicate the power status of the printer.



Item	Name	Description
1	Power/Wake Button	This button serves several power-related functions. When the printer is powered off, this button powers on the printer. When the printer is powered on, pressing this button displays a menu on the control panel. From this menu, you can choose to enter Sleep mode, restart, or power off the printer. When the printer is powered on, but in a low-power mode or Sleep mode, pressing this button wakes the printer. When the printer is powered on, holding this button for 10-seconds turns off the printer. This button blinks to indicate the power status of the printer. When the light blinks slowly, the printer is in low-power mode or Sleep mode. When the light blinks rapidly, the printer is powering down, or exiting a low-power mode.
2	Touch Screen Display	The screen displays information and provides access to printer functions.
3	Home Button	This button provides access to the Home menu for access to printer features, such as copy, scan, and fax.
4	NFC Area (Optional)	Near Field Communication (NFC), is a technology that enables devices to communicate when they are within 10 cm (4 in.) of each other. Use the NFC area to obtain a network interface or to establish a TCP/IP connection between your device and the printer. **Note:** The indicator is visible when NFC is activated.
5	Status LED	This light blinks blue or amber to indicate printer status. **Blue** Blinks blue once to acknowledge a successful Authentication request. Blinks blue once slowly for a copy or print job initiated at the control panel. Blinks blue twice slowly for fax or print job received from the network. Blinks blue rapidly while the printer is powering up, or to signal detection of a Wi-Fi Direct connection request. **Amber** Blinks amber to indicate an error condition or warning that requires your attention. For example, an out of toner condition, a paper jam, or out of paper for the current job.

Item	Name	Description
		It also blinks amber to indicate a system error, which typically is associated with an error code.
6	Notification Banner	Notifications and messages are displayed in a pop-up banner below the apps area. To view the full notification, touch the center of the banner. After you have reviewed the information, touch **X** to close.
7	Pause Icon	When a job is being scanned or processed, a Pause icon appears in the notification banner area. To pause the current job, touch the Pause icon. The job pauses with the option to resume or delete the job.

Power Options

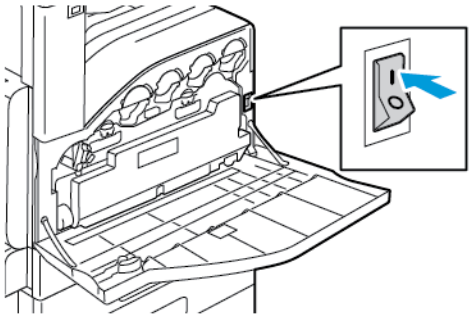
The **Power/Wake** button is a single multifunction button on the control panel.

- When used in conjunction with the main power switch, the **Power/Wake** button powers on the printer.
- If the printer is already powered on, the **Power/Wake** button can be used to:
  - Restart the printer
  - Enter or exit sleep mode
  - Enter or exit low-power mode
- The **Power/Wake** button also flashes when the printer is in low-power mode.

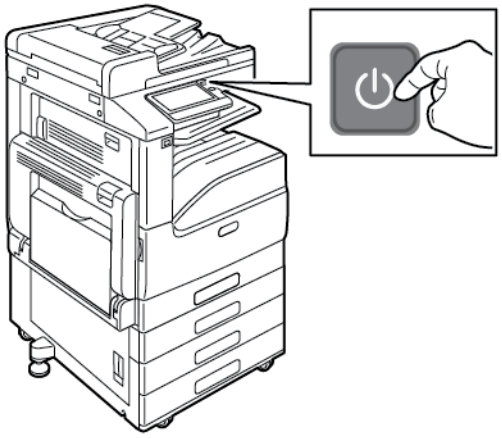
Powering On the Printer

To power on the printer:

1. To power on the printer, open the front door, and press the power switch to the **On** position.



2. At the printer control panel, press the **Power/Wake** button.

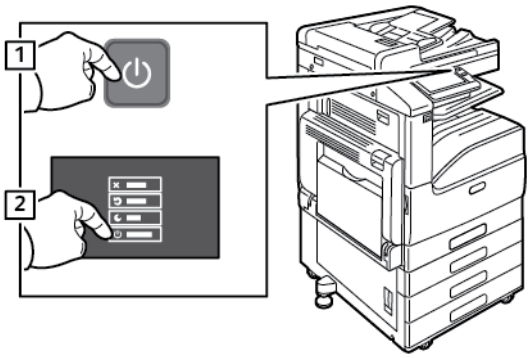


Caution: Do not unplug the power cord while the printer powers up.

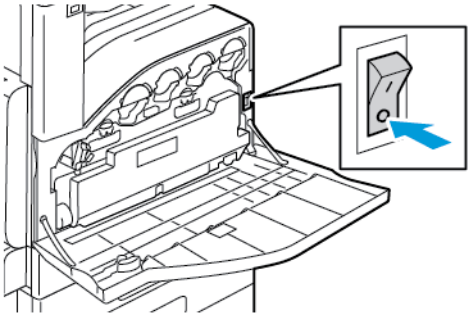
Powering Off the Printer

To power off the printer:

1. At the printer control panel, press the **Power/Wake** button, then touch **Power Off**.



2. Open the front door, then press the power switch off.



Caution: Do not unplug the power cord while the printer powers down.

Entering and Exiting Sleep Mode and Low-Power Mode

After the printer is powered on but is in Sleep Mode or Low-Power Mode:

- The touch screen appears blank and unresponsive.
- The printer exits Low-Power mode or Sleep mode automatically when it receives data from a connected device.

To wake the printer manually, press the **Power/Wake** button.

Power Saver

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

There are two levels of power-saver mode.

- **Low-Power Timeout**: The printer shifts from Ready mode to Low-Power mode to reduce standby power consumption.
- **Sleep Timeout**: The printer shifts from Low-Power mode to Sleep mode for a greater reduction in power consumption.

Accessing the Printer

Logging In

Logging in is the process by which you identify yourself to the printer for authentication. If authentication is set, to access printer features, you log in with your user credentials.

Logging In at the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Log In**.
3. Type the User Name using the keypad, then touch **Enter**.
4. If prompted, enter the password, then touch **Enter**.

   Note: For more information on logging in as system administrator, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

5. Touch **OK**.

   Note: To access each password-protected service, enter the User Name and password.

Convenience Authentication

When Convenience Authorization is enabled, users swipe a pre-programmed identification card through a Proximity Card Reader at the control panel. To use this method, purchase and install a USB card reader and an authentication server that supports the Xerox® Convenience Authentication API.

Smart Card

When a Common Access Card system is installed on your Xerox device, access to the printer requires the use of a Smart Card. There are several models of card readers that are compatible with your device. To access the printer, insert the pre-programmed identification card into the reader, or place your card on the reader. If extra security credentials are required, enter the login information at the control panel.

For more information about configuring a Common Access Card system on your device, refer to the *Xerox® VersaLink® Common Access Card System Configuration Guide* at www.xerox.com/office/VLC70XXdocs.

Introduction to Apps

Xerox Apps are a gateway to the features and functions of your device. Standard Apps are already installed on the device and appear on the Home screen. Some Apps are installed as standard, but hidden the first time you use the device.

When you log in, the Apps configured for your personal account appear on the control panel.

You can download more Apps for your device from the Xerox® App Gallery. For more information, refer to Xerox® App Gallery.

Information Pages

Your printer has a set of information pages that you can print. These pages include configuration and font information, demonstration pages, and more.

The following Information Pages are available:

Name	Name	Description
	Configuration Report	The Configuration Report provides printer information including installed options, network settings, port setup, tray information, and more.
	Billing Summary Report	The Billing Summary Report provides information about the device and a detailed listing of the billing meters and sheet counts.
	Supplies Usage Report	The Supplies Usage Report provides coverage information and part numbers for reordering supplies.
	PostScript Font List	The PostScript Font List provides a printout of all PostScript fonts that are available on the printer.
	PCL Font List	The PCL Font List provides a printout of all PCL fonts that are available on the printer.
	Demonstration Print	Demonstration Print provides a demonstration of the current print quality.
	Startup Page	The Startup Page provides basic printer configuration and network information.
	Job History Report	The printer retains information on previous print jobs, including the date, time, job type, document name, output color, paper size, number of pages, and results. The status of a maximum of 200 jobs prints on the Job History Report.

Printing Information Pages

1. At the printer control panel, press the **Home** button.
2. Touch **Device→About→Information Pages**.
3. To print an information page, touch the needed page.
4. To return to the Home screen, press the **Home** button.

Configuration Report

The Configuration Report provides product information including installed options, network settings, port setup, tray information, and more.

Printing the Configuration Report

1. At the printer control panel, press the **Home** button.
2. Touch **Device→About→Information Pages**.
3. Touch **Configuration Report**.
4. To return to the Home screen, press the **Home** button.

The Embedded Web Server

The Embedded Web Server is the administration and configuration software that is installed in the printer. It allows you to configure and administer the printer from a Web browser.

The Embedded Web Server 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.

Accessing the Embedded Web Server

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

Finding the IP Address of Your Printer

To install the print driver for a network-connected printer, it is often necessary to know the IP address of your printer. Also, the IP address is used to access the settings of your printer through the Embedded Web Server. You can view the IP address of your printer on the control panel or on the Configuration Report.

Note: To view the TCP/IP address on the control panel, wait until the printer has been on for 2 minutes. If the TCP/IP address is 0.0.0.0, or begins with 169, it indicates a network connectivity issue. However, if Wi-Fi is set as the primary Ethernet connection, 0.0.0.0 is displayed as the IP address for the printer.

Viewing the IP Printer Address on the Control Panel

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

1. At the printer control panel, press the **Home** button.
2. Touch **Device→About**.
3. Record the IP address from the display.
4. To return to the Home screen, press the **Home** button.

Obtaining the Printer IP Address from the Configuration Report

To obtain the printer IP address from the Configuration Report:

1. At the printer control panel, press the **Home** button.
2. Touch **Device→About→Information Pages**.
3. Touch **Configuration Report**.

   The IP address appears in the Connectivity section of the Configuration Report for IPv4 or IPv6.
4. To return to the Home screen, press the **Home** button.

Certificates for the Embedded Web Server

Your device includes a self-signed HTTPS certificate. The device generates the certificate automatically during device installation. The HTTPS certificate is used to encrypt communications between your computer and the Xerox device.

Note:

- The Embedded Web Server page for your Xerox device can display an error message that the security certificate is not trusted. This configuration does not lessen the security of the communications between your computer and the Xerox device.
- To eliminate the connection warning in your Web browser, you can replace the self-signed certificate with a signed certificate from a Certificate Authority. For information on obtaining a certificate from a Certificate Authority, contact your Internet Service Provider.

For information on obtaining, installing, and enabling certificates, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

Downloading the Configuration Report from the Embedded Web Server

From the Embedded Web Server, you can download and save a copy of the Configuration Report to your computer hard drive. Use Configuration Reports from multiple devices to compare software versions, configurations, and compliance information.

To download a copy of the Configuration Report from the Embedded Web Server:

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

   Note: For details about obtaining the IP address of your printer, refer to Finding the IP Address of Your Printer.

2. To download the Configuration Report scroll to the bottom of the page, then, in the Quick Links section, click **Download Configuration Report**.

   Note: If this feature does not appear, log in as a system administrator.

   The document is saved automatically as an XML file in the default download location on your computer hard drive. To open the Configuration Report, use an XML viewer.

Using the Remote Control Panel Feature

The Remote Control Panel feature in the Embedded Web Server allows you to access the printer control panel remotely from a Web browser.

Note: To access the Remote Control Panel, first enable the feature. For details, contact your system administrator or refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

To access the Remote Control Panel feature:

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

   Note: For details about obtaining the IP address of your printer, refer to Finding the IP Address of Your Printer.

2. In the Quick Links area, click **Remote Control Panel**.

   Note: If the Remote Control Panel option is not displayed or fails to load, contact your system administrator.

3. To restrict other users from accessing the device control panel when you are connected remotely to the device, click the **Lock Device Control Panel** option.

   Note: If a local user attempts to access the control panel while the device control panel is locked, the control panel does not respond. A message appears on the control panel, confirming that the control panel is locked and the device is being controlled remotely.

4. To enable remote access to the device control panel, click **Request Session**. The remote control panel sends a request to the local control panel.
   - If the local control panel is inactive, the remote control panel session is activated automatically.
   - If a local user is active on the device, a Remote Session Request message appears on the local control panel. The local user chooses to accept or deny the request. If the request is accepted, the remote control panel session is activated. If the request is denied, a Request Denied message appears in the Embedded Web Server.

   Note: If the system administrator requests a remote session, if the request is denied, an option to override the local session is displayed.

Installation and Setup

For reference:

- *Installation Guide* packaged with your printer
- Online Support Assistant at www.xerox.com/office/VLC70XXdocs

Installation and Setup Overview

Before you print, ensure that your computer and the printer are plugged in, powered on, and connected. Configure the initial settings of the printer, then install the print driver software and utilities on your computer.

You can connect to your printer directly from your computer using USB, or connect to a network using an Ethernet cable or wireless connection. Hardware and cabling requirements vary for the different connection methods. Routers, network hubs and 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 the Embedded Web Server.

For more information, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

Selecting a Location for the Printer

1. Select a dust-free area with temperatures from 10-32°C (50-90°F), and relative humidity 10-85%.

   Note: Sudden temperature fluctuations can affect print quality. Rapid heating of a cold room can cause condensation inside the printer, directly interfering with image transfer.

2. Place the printer on a level, solid, non-vibrating surface with adequate strength to hold the weight of the printer. The printer must be horizontal with all four feet in solid contact with the surface. To find the weight for your printer configuration, refer to Weights and Dimensions. Select a location with adequate clearance to access supplies and to provide proper ventilation. To find the clearance requirements for your printer, refer to Total Space Requirements.
3. After positioning the printer, connect it to the power source and computer or network.

Connecting the Printer

Selecting a Connection Method

You can connect the printer to your computer using a USB cable, Ethernet cable, or wireless connection. The method that you select depends on how your computer is connected to the network. A USB connection is a direct connection and is the easiest to set up. An Ethernet connection is used to connect to a network. If you are using a network connection, it is important to understand how your computer is connected to the network.

Note: 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.

- **USB**: If you connect the printer to one computer and do not have a network, use a USB connection. A USB connection offers fast data speeds, but typically not as fast as a network connection.

  Note: To access the Embedded Web Server, a network connection is required.

- **Network**: If your computer is connected to an office network or home network, use an Ethernet cable to connect the printer to the network. You cannot connect the printer directly to the computer. A connection through a router or network switch is required. An Ethernet network can be used for one or more computers and supports many printers and systems simultaneously. An Ethernet connection is typically faster than USB and allows you direct access to the settings of the printer using the Embedded Web Server.
- **Wireless Network**: If your environment includes a wireless router or wireless access point, you can connect the printer to the network with a wireless connection. A wireless network connection provides the same access and services as a wired connection provides. A wireless network connection is typically faster than USB and allows direct access to the settings of the printer using the Embedded Web Server.
- **Telephone**: To send and receive faxes, the multifunction printer must be connected to a dedicated telephone line.

Connecting to a Computer Using USB

- Windows 7, Windows 8.1, Windows Server 2008, Windows 10, Windows Server 2008 R2, and Windows Server 2012.
- Macintosh OS X version 10.10 and later.
- UNIX and Linux: Your printer supports connection to various UNIX platforms through the network interface.

To connect the printer to the computer using a USB cable:

1. Connect the **B** end of a standard A/B USB 2.0 or USB 3.0 cable to the USB Port on the back of the printer.
2. Connect the **A** end of the USB cable to the USB port on the computer.
3. If the Windows Found New Hardware Wizard appears, cancel it.
4. Install the print driver.

For more information, refer to Installing the Software.

Connecting to a Wired Network

1. Ensure that the printer is powered off.
2. Attach a Category 5 or better Ethernet cable from the printer to the network or router socket. Use an Ethernet switch or router, and two or more Ethernet cables. Connect the computer to the switch or router with one cable, then connect the printer to the switch or router with the second cable. Connect to any port on the switch or router except the uplink port.
3. Attach the power cord, then plug in the printer and power it on.
4. Set the network IP printer address, or set up the printer for automatic printer IP detection. For more information, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXsupport.

Connecting to a Wireless Network

A wireless local area network (WLAN) provides the means to connect 2 or more devices in a LAN without a physical connection. The printer can connect to a wireless LAN that includes a wireless router or wireless access point. Before connecting the printer to a wireless network, the wireless router must be configured with a service set identifier (SSID) and any necessary credentials.

Note: Wireless networking is available only on printers with the optional Wireless Network Adapter installed.

Configuring the Printer for a Wireless Network

Note: Before you configure wireless network settings, install the Xerox® Wireless Network Adapter Kit.

If you purchased and installed a Wireless Network Adapter Kit, you can connect the device to a wireless network. If the device is connected to a wired network, you can configure wireless networking at the device, or use the Embedded Web Server. For details on configuring wireless network settings, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

Note: After the Wireless Network Adapter is installed, remove it only as necessary. For information on removing the adapter, refer to Removing the Wireless Network Adapter.

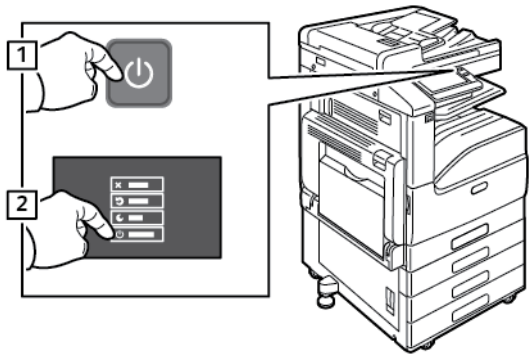
Installing the Wireless Network Adapter

The optional wireless network adapter plugs in to the back of the control board. After the adapter is installed, and wireless networking is enabled and configured, the adapter is able to connect to a wireless network.

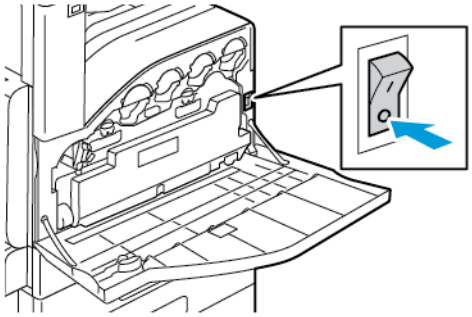
To install the Wireless Network Adapter:

1. Power off the printer.

a. At the control panel, press the **Power/Wake** button, then touch **Power Off**.

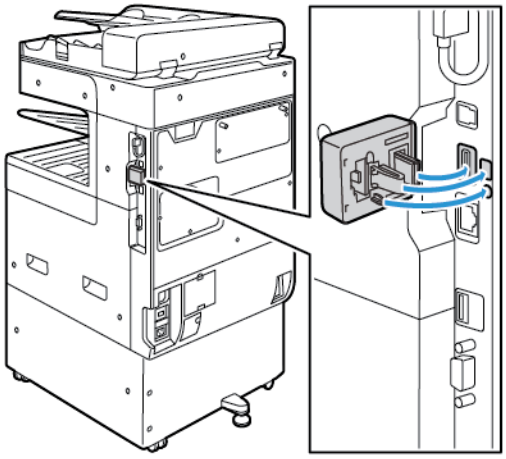


b. Open the front door, then press the power switch off.



Caution: Do not unplug the power cord while the printer powers down.

2. Remove the packaging from the Wireless Network Adapter.
3. To install the Wireless Network Adapter, follow the instructions provided with the Wireless Network Adapter.



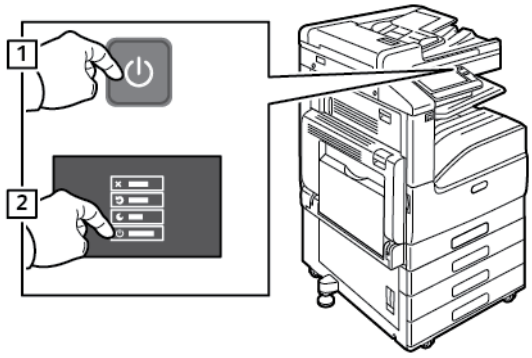
Caution: Pulling on the adapter can cause damage. Once the adapter is installed, remove it only as needed, and as directed in the Wireless Network Adapter removal instructions. For details, refer to Removing the Wireless Network Adapter.

4. Configure the Wi-Fi settings. For details about configuring the Wi-Fi settings, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

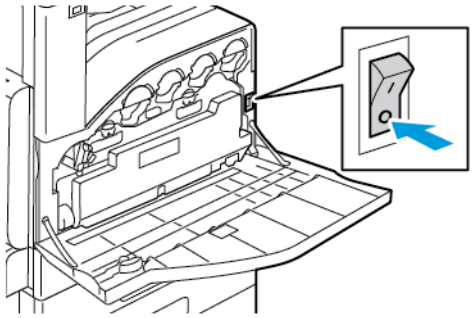
Removing the Wireless Network Adapter

To remove the Wireless Network Adapter:

1. Power off the printer:
   a. At the printer control panel, press the **Power/Wake** button, then touch **Power Off**.

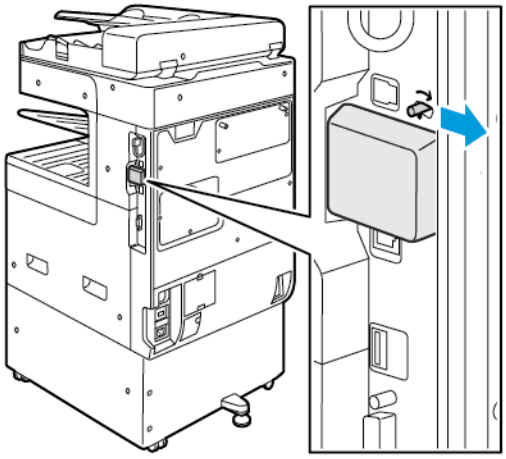


   b. Open the front door, then press the power switch to the Off position.



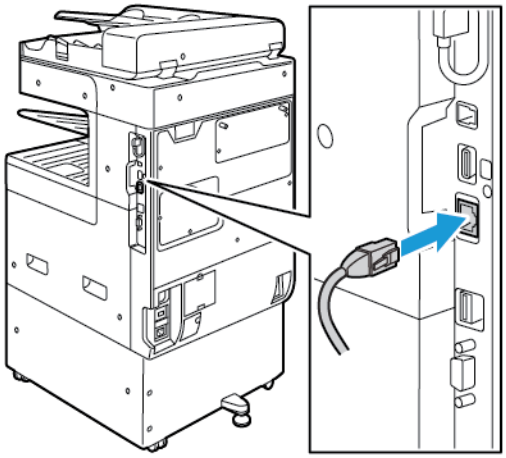
Caution: Do not unplug the power cord while the printer powers down.

2. To release the Wireless Network Adapter from the connection panel on the side of the printer, gently grasp the adapter and push the release lever to the side. Carefully pull the adapter away from the printer.

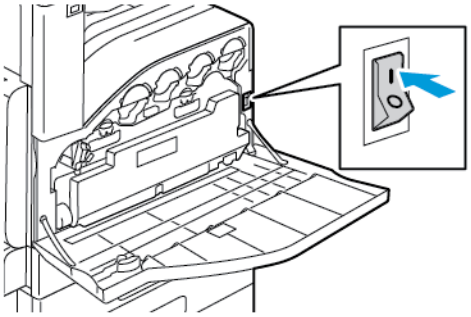


Caution: Do not use force to pull on the Wireless Network Adapter. If the latch is released properly, the adapter pulls out easily. Pulling on the adapter can damage it.

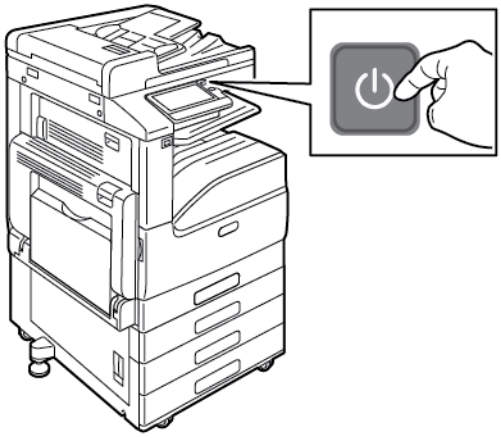
3. Connect the printer to your computer with a USB cable or to the network with an Ethernet cable.



4. Power on the printer:
   a. Open the front door, then press the power switch to the On position.



   b. At the printer control panel, press the **Power/Wake** button.



Note: If the printer was installed previously in a wireless network environment, it could retain setup and configuration information from that environment. To prevent the printer from attempting to connect to the previous network, reset the wireless settings. For more information, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

Connecting to a Wi-Fi Network at the Control Panel

To connect to a Wi-Fi network at the control panel:

1. At the printer control panel, press the **Home** button.
2. Log in as administrator. For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.
3. Touch **Device→Connectivity→Wi-Fi**.
4. To enable the Wi-Fi feature, touch the enable toggle button.
5. To connect automatically to an existing Wi-Fi network:
   a. In the list of available Wi-Fi networks, touch the required network.
   If the required Wi-Fi network is not listed, or if the required network uses WPS, configure the connection manually. For details, refer to step 6.
   b. If needed, to log in to the network, type the password.
   c. To select a Wi-Fi frequency band, touch **Wi-Fi Band**, then select an option.
   By default, the Wi-Fi frequency band is set to AUTO.
   d. Touch **OK**.
6. To connect manually to a Wi-Fi Network:
   a. Touch **Manual Setup**.
   b. In the first field, type a name for the Wi-Fi network, then touch **Enter**.
   c. Touch **Network Type**, then select an option.
   d. Touch **Security**, then select an option.
   e. Touch **Wi-Fi Protected Setup (WPS)**, then select an option.

      Note: For a WPS setup with a Push Button Connection (PBC), select **PBC**.

   f. Touch **OK**.

Configuring the Primary Network at the Control Panel

You can set the primary network connection type at the device control panel.

Note:

- A Primary Network setup is required only if the optional Wi-Fi network connection kit is installed and enabled.
- By default, without a Wi-Fi network connection, the primary network is set to Ethernet. When the kit is installed and enabled, the device acquires two network connections. One network connection is primary, and the other network connection is secondary.
- The following features are available only over the primary network connection:
  - IPsec
  - SMTP
  - SNTP
  - WSD scan
  - Scan to SFTP, Scan to SMB, Scan to Email
  - LDAP
  - UPnP discovery
  - ThinPrint
  - EIP Web Service
- If you remove the Wi-Fi network connection module, the primary network connection is set to Ethernet.

To configure the primary network at the control panel:

1. At the printer control panel, press the **Home** button.
2. Log in as administrator. For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.
3. Touch **Device→Connectivity→Primary Network**.
4. Select the appropriate network connection type for the device.
5. To apply the changes and restart the device, at the prompt, touch **Restart Now**.

Connecting to Wi-Fi Direct

You can connect to your printer from a Wi-Fi mobile device, such as a tablet, computer, or smartphone, using Wi-Fi Direct. Wi-Fi Direct is disabled by default.

Note: Wireless networking is available only on printers with the optional Wireless Network Adapter installed.

To connect with Wi-Fi Direct, follow the directions provided with your mobile device.

Connecting to a Telephone Line

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

1. Ensure that the printer is powered off.
2. Connect a standard RJ11 cable, No. 26 American Wire Gauge (AWG) or larger, to the Line port on the back of the printer.
3. Connect the other end of the RJ11 cable to an operating telephone line.
4. Power on the printer.
5. Enable and configure the Fax functions.

Initial Printer Setup

Before installing the printer software, verify that the printer is set up correctly. Setup includes enabling the optional features and assigning an IP address for the Ethernet network connection. The installation wizard starts automatically the first time the printer is powered on. The installation wizard prompts the system administrator to configure the following settings:

- Language
- Network Connection
- Proxy Server Setup
- Date and Time
- Measurements
- LDAP Settings
- Apps Setup
- Security Settings

For more information on configuring the printer settings, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

Configuring AirPrint

AirPrint is a software feature that allows you to print from wired or wireless Apple iOS-based mobile devices and Mac OS-based devices without the need to install a print driver. AirPrint-enabled printers allow you to print or fax directly from a Mac, an iPhone, iPad, or iPod touch. You can use AirPrint to print from a wired device or a wireless device without using a print driver.

Note:

- Not all applications support AirPrint.
- Wireless devices must join the same wireless network as the printer.
- For AirPrint to function, both IPP and Bonjour® (mDNS) protocols must be enabled.
- The device that submits the AirPrint job must be on the same subnet as the printer. To allow devices to print from different subnets, configure your network to pass multicast DNS traffic across subnets.
- The Mac OS device must be Mac OS 10.7 or later.
- AirPrint-enabled printers work with all models of iPad, iPhone (3GS or later), and iPod touch (3rd generation or later), running the latest version of iOS.

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

   Note: If you do not know the IP address for your printer, refer to Finding the IP Address of Your Printer.

2. In the Embedded Web Server, click **Home→Connectivity**.

   Note: If this feature does not appear, log in as a system administrator.

3. For Mobile Printing, click **AirPrint**.
4. To enable AirPrint click the **Enable** toggle button.

   Note: AirPrint® is enabled by default when IPP and Bonjour®(mDNS) are both enabled.

   - To change the printer name, in the Name field, enter a new name.
   - To enter a location for the printer, in the Location field, enter the location of the printer.
   - To enter a physical location or address for the printer, in the Geo-Location field, enter the geographic latitude and longitude coordinates in decimal form. For example, use coordinates such as `45.325026, -122.766831` for a location.

5. Click **OK**.
6. To activate your changes, at the prompt, click **Restart Now**.

Configuring Google Cloud Print

Google Cloud Print allows you to print documents that are stored in the cloud without using a print driver.

Before you begin:

- Set up a Google email account.
- Configure the printer to use IPv4.
- Configure Proxy Server settings as needed.

To configure Google Cloud Print:

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

   Note: If you do not know the IP address for your printer, refer to Finding the IP Address of Your Printer.

2. In the Embedded Web Server, click **Home→Connectivity**.
3. For Mobile Printing, click **Google Cloud Print**.
4. To enable Google Cloud Print, click the **Enable** toggle button.
5. Click **OK**.
6. Restart the printer, then wait 2 minutes for the printer to connect.
7. Refresh your Web browser, then for Mobile Printing, click **Google Cloud Print**.
8. Click **Printer Registration**.
9. Click **Register**.

   A printer registration page prints.

10. To register the printer, in your Web browser, type the URL provided, or use your mobile phone to scan the barcode.

    After the printer is registered, a confirmation status window appears.

11. To access the Google Cloud Print feature, in your Google account, click **Manage Your Printer**.

Note: The default printer name appears in this format: `Model name (MAC address)`.

Installing the Software

Before installing driver software, verify that the printer is plugged in, powered on, connected correctly, and has a valid IP address. The IP address usually appears in the upper, right corner of the control panel. If you cannot find the IP address, see Finding the IP Address of Your Printer.

Note: If the *Software and Documentation* disc is not available, download the latest drivers from www.xerox.com/office/VLC70XXdrivers.

Operating System Requirements

- Windows 7, Windows 8.1, Windows Server 2008, Windows 10, Windows Server 2008 R2, and Windows Server 2012.
- Macintosh OS X version 10.10 and later.
- UNIX and Linux: Your printer supports connection to various UNIX platforms through the network interface.

Installing the Print Drivers for a Windows Network Printer

1. Insert the *Software and Documentation disc* into the appropriate drive on your computer. If the installer does not start automatically, navigate to the drive, and double-click the **Setup.exe** installer file.

   Note: If the *Software and Documentation* disc is not available, download the latest drivers from www.xerox.com/office/VLC70XXdrivers.

2. Select your printer model.
3. Click **Install Drivers**.
4. Select **Install Print Driver**, **Install Scan Driver**, or **Install Print and Scan Drivers**.
5. At the License Agreement, click **I Agree**.
6. From the list of discovered printers, select your printer.

   Note: When installing drivers for a network printer, if your printer does not appear in the list, click the **IP Address or DNS Name**button. In the IP Address or DNS Name field, type the IP address of your printer, then click **Search** to locate and select your printer. If you do not know the IP address of the printer, refer to Finding the IP Address of Your Printer.

7. Click **Next**.
8. If needed, you can name your printer by typing a name in the **Queue Name** field.
9. If installing a print driver, make a print driver selection.
10. If installing a scan driver, make a scan driver selection.
11. Click **Install**.
12. If needed, set the printer as the default printer.

    Note: Before selecting **Share Printer**, contact your system administrator.

13. To complete the installation, click **Finish**, then click **Close**.

Installing the Print Drivers for a Windows USB Printer

1. Insert the *Software and Documentation* disc into the appropriate drive on your computer.

   Note: If the *Software and Documentation* disc is not available, download the latest drivers from www.xerox.com/office/VLC70XXdrivers.

   If the installer does not start automatically, navigate to the drive, and double-click the **Setup.exe** installer file.
2. Click **Install Software**.
3. At the License Agreement, select **I Agree**, then click **Next**.
4. To install the printer support software, select **Software**, then click **Next**.
5. In the Software and Documentation window, clear the check box for any unnecessary options.
6. Click **Next**.
7. To complete the installation, click **Finish**.

Installing the Drivers and Utilities for Macintosh OS X

1. Insert the Software and Documentation disc into the appropriate drive on your computer.

   Note: The latest print drivers are also available for download from www.xerox.com/office/VLC7000drivers.
2. Open Xerox® Print Drivers 3.xx.x.dmg/.pkg as needed for your printer.
3. To run Xerox® Print Drivers 3.xx.x.dmg/.pkg, double-click the appropriate file name.
4. When prompted, click **Continue**.
5. To accept the license agreement, click **I Agree**.
6. To accept the current installation location, click **Install**, or select another location for the installation files, then click **Install**.
7. If prompted, enter your password, then click **OK**.
8. From the list of discovered printers, select your printer, then click **Next**.
9. 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. If your printer was not detected, verify that the printer is powered on and that the Ethernet or USB cable is connected properly.
11. To accept the print queue message, click **OK**.
12. Select or clear the **Set Printer as Default** and **Print a Test Page** check boxes.
13. Click **Continue**, then click **Close**.

Installing Drivers and Utilities for UNIX and Linux

For more information on installing print drivers and utilities for UNIX and Linux, refer to UNIX and Linux Printing.

Installing the Printer as a Web Service on Devices

Web Services on Devices (WSD) allows a client to discover and access a remote device and its associated services across a network. WSD supports device discovery, control, and use.

Installing a WSD printer using the Add Device Wizard

1. At your computer, click **Start**, then select **Devices and Printers**.
2. To launch the Add Device Wizard, click **Add a Device**.
3. In the list of available devices, select the one you want to use, then click **Next**.

   Note: If the printer you want to use does not appear in the list, click the **Cancel** button. Add the WSD printer manually using the Add Printer Wizard.
4. Click **Close**.

Installing a WSD printer using the Add Printer Wizard

1. At your computer, click **Start**, then select **Devices and Printers**.
2. To launch the Add Printer Wizard, click **Add a Printer**.
3. Click **Add a network, wireless, or Bluetooth printer**.
4. In the list of available devices, select the one you want to use, then click **Next**.
5. If the printer you want to use does not appear in the list, click **The printer that I want is not listed**.
6. Select **Add a printer using a TCP/IP address or hostname**, then click **Next**.
7. From the Device type field, select **Web Services Device**.
8. Enter the printer IP address in the Hostname or IP address field, then click **Next**.
9. Click **Close**.

More Information

You can obtain more information about your printer from these sources:

Resource	Location
Installation Guide	Packaged with the printer.
Other documentation for your printer	www.xerox.com/office/VLC70XXdocs
Recommended Media List	United States: www.xerox.com/rmlna European Union: www.xerox.com/rmleu
Technical support information for your printer; including online technical support, Online Support Assistant, and print driver downloads.	www.xerox.com/office/VLC70XXsupport
Information Pages	Print from the control panel. For details, refer to Printing Information Pages.
Order supplies for your printer	www.xerox.com/office/VLC70XXsupplies
Local sales and Technical Customer Support	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/register
Xerox® Direct online store	www.direct.xerox.com

3

Customize and Personalize

This chapter contains:

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- Customizing or Personalizing the Home Screen..... 61
- Customizing or Personalizing the Apps 62
- Creating and Using 1-Touch Apps 65

Customize and Personalize Overview

This chapter provides information on how to customize and personalize your device to meet the specific demands of your workflows.

You can customize your apps, hide, or show apps on the Home screen, and rearrange the order to suit your job priorities. For each app, you can hide or show individual features and configure default settings to meet the needs of your workgroup. You can save job settings for repeated use.

Customization enables users to work more productively.

When individual user accounts are configured on the device, you can personalize the device to meet specific user needs. You can configure your personal Home page to hide or show only the apps you use. You can tailor each feature list to your job requirements. You can specify default settings for each app, and save settings for regular jobs.

You can create 1-Touch Apps to save and simplify lengthy or frequent workflows. Once created, 1-Touch Apps appear on the Home screen. To start a job, touch the app. Configure 1-Touch Apps for use by all users, individual user groups, or for personal use.

Personalization options ensure that the features and functions displayed meet individual user needs, improving efficiency.

Customizing or Personalizing the Home Screen

Hiding or Showing an App on the Home Screen

1. At the printer control panel, press the **Home** button.
2. Touch **Customize**.
3. To display an installed app that is hidden initially:
   a. Touch the **Plus** (**+**) icon.
   b. Touch the app that you want to appear on the control panel.
   c. Touch **Done**.
4. To hide an installed app:
   a. For the app, touch **X**.
   b. Touch **Done**.
5. Verify that only the selected apps appear on the Home screen.

Rearranging Apps on the Home Screen

1. At the printer control panel, press the **Home** button.
2. Touch **Customize**.
3. Touch and hold the required app.
4. Drag the app to the new location.
5. Release the app.
6. Touch **Done**.
7. Verify that the apps appear in the correct location on the Home screen.

Customizing or Personalizing the Apps

Customization enables you to modify the features available, delete a saved preset, or remove customized settings applied to an app.

Customizing or Personalizing the Feature List

To customize the Features list for an app:

1. At the printer control panel, press the **Home** button.
2. Touch the app required.
3. Scroll to the bottom, then touch **Customize**.
4. Touch **Feature List**.

   Note: For logged-in administrators, a window appears that asks you to confirm if the changes are for a Guest or for you.

5. Touch the particular option.
   - To hide a feature, for the required feature, touch the **Eye** icon. To signify that the feature is hidden, the Eye icon appears with a line across it.
   - To show a feature, for the required feature, touch the **Eye** icon. To signify a feature is visible, the Eye icon appears with no line across it.
6. To reorder the menu features, touch and drag the features into the appropriate order.
7. To save the current configuration, touch **Done**.

Customizing or Personalizing the Entry Screen

The Entry Screen appears when the Fax, Email, USB or Scan To Apps are selected. The Entry Screen provides options for entering recipient or destination details for a job. Use this procedure to choose the options that to appear on the Entry Screen.

To customize the Entry Screen for an App:

1. At the printer control panel, press the **Home** button.
2. Touch the App required.
3. Scroll to the bottom, then touch **Customize**.
4. Touch **Entry Screen**.
5. Touch the needed options.

   Note: For logged-in administrators, a window appears that asks you to confirm if the changes are for a Guest or for you.

6. To save the current configuration, touch **X**.

Saving Presets

You can use this feature to save a particular combination of app settings for future jobs. You can save the settings with a name and retrieve them for later use.

To save the current app settings:

1. At the printer control panel, press the **Home** button.
2. Touch the app required.
3. Select the job settings.
4. Scroll to the bottom, then touch **Save**.
5. Touch **Save as New Preset**.
6. Touch **Enter Preset Name**, then to enter a preset name, use the keypad.
7. Touch **Next**.
8. Select an icon that best suits the preset that you are creating.
9. Touch **Done**.

Note: The preset is stored within the Preset feature.

Deleting a Saved Preset

To delete a saved preset:

1. At the printer control panel, press the **Home** button.
2. Touch the app required.
3. Scroll to the bottom, then touch **Customize**.
4. Touch **Presets**.
5. Touch the **Trash** icon that corresponds with the preset that you want to delete.
6. At the prompt, touch **Delete**.
7. Touch **Done**.

Removing App Customization using the Control Panel

To remove the current app customization settings:

1. At the printer control panel, press the **Home** button.
2. Touch the app required.
3. Scroll to the bottom, then touch **Customize**.
4. Touch **Remove App Customization**.
5. At the prompt, touch **OK**.

Customizing App Default Settings

To customize the default settings for an app:

1. At the control panel, press the **Home** button.
2. Touch the app required.
3. Configure the required default settings.
4. Touch **Save**.
5. Touch **Save Defaults**. The new settings override the previous default settings.

Removing Personalizations using the Embedded Web Server

Note: Personalizations include your customized Home screen, Personal 1-Touch Apps, and Personal Favorites. This procedure removes all personalizations from your User Account.

To remove all personalizations from your User Account:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Log In**, then click on your user account. If required, enter your password and click **Log In**.
3. To access your User Profile, click on your User Account name shown in the top right corner, then click **My Profile**.

   All personalizations you have configured for your User Account are displayed.
4. To remove all personalizations, click **Reset**. To confirm, click **Reset**.

   All the personalizations configured for your User Account are removed.
5. To log out, click on your User Account name shown in the top right corner, then click **Log Out**.

Creating and Using 1-Touch Apps

Use 1-Touch Apps to create individual Apps for completing frequent jobs or tasks. After you create a 1-Touch App, the App appears on the printer control panel Home screen. To run the job, load the original documents, then touch the 1-Touch App.

You can create 1-Touch Apps as Public or Personal Apps. Personal 1-Touch Apps only display on the Home screen after login.

Creating a 1-Touch App

To create a 1-Touch App:

1. At the printer control panel, press the **Home** button.
2. Touch the App required.
3. Select the job settings.
4. Scroll to the bottom, then touch **Save**.
5. Touch **Save as 1-Touch App**.
6. Touch **Enter App Name**, then use the keypad to enter a name. Touch **Next**.
7. Touch a color scheme option for your 1-Touch App, then touch **Next**.
8. Touch an icon that best suits the 1-Touch App that you are creating, then touch **Next**.
9. Touch the option required.
   - **Review Before Start**: Use this option to review the job settings in the 1-Touch App. For copy jobs, you can change the copy quantity for each job.
   - **Start Immediately**: Use this option to start the job without reviewing the settings.
10. Touch **Next**.
11. If you selected **Review Before Start**, select the options for displaying instructions and settings.
    - **Enter App Instructions**: Use this option to provide instructions for using the 1-Touch App. When the 1-Touch App is selected, the instructions appear at the top of the screen. To enter instructions, use the keypad, then touch **Next**.
    - **Show Quantity**: Use this option to allow users to view and update the quantity.
    - **Show Settings**: Use this option to display a summary of the features programmed for the 1-Touch App.
12. Touch **Done**.

    The 1-Touch App appears on the Home screen.

Creating a Personal 1-Touch App

To create a personal 1-Touch App:

1. At the printer control panel, press the **Home** button.
2. Touch **Login**, then enter a valid login name and password.
3. Touch the App required.
4. Select the job settings.
5. Scroll to the bottom, then touch **Save**.

6. Touch **Save as 1-Touch App**.
7. Touch **Enter App Name**, then use the keypad to enter a name. Touch **Next**.
8. Touch a color scheme option for your 1-Touch App, then touch **Next**.
9. Touch an icon that best suits the 1-Touch App that you are creating, then touch **Next**.
10. Touch the option required.
    - **Review Before Start**: Use this option to review the job settings in the 1-Touch App. For copy jobs, you can change the copy quantity for each job.
    - **Start Immediately**: Use this option to start the job without reviewing the settings.
11. Touch **Next**.
12. If you selected **Review Before Start**, select options for displaying instructions and settings.
    - **Enter App Instructions**: Use this option to provide instructions for using the 1-Touch App. When the 1-Touch App is selected, the instructions appear at the top of the screen. To enter instructions, use the keypad, then touch **Next**.
    - **Show Quantity**: Use this option to allow users to view and update the quantity.
    - **Show Settings**: Use this option to display a summary of the features programmed for the 1-Touch App.
13. Touch **Next**.
14. Touch the option required.
    - **Personal (My Home Screen Only)**: Use this option to display the 1-Touch App on your Home screen only when you are logged in to your user account.
    - **Public (Public Home Screen)**: Use this option to make the 1-Touch App accessible to all users.
15. Touch **Done**.

Deleting or Hiding a 1-Touch App

To delete or hide a 1-Touch App from the Home screen:

1. At the printer control panel, press the **Home** button.
2. If deleting or hiding a Personal 1-Touch App, touch **Login**, then enter a valid login name and password.
3. Touch **Customize**.
4. For the required 1-Touch App, touch **X**, then touch an option.
    - **Delete**: Use this option to delete the 1-Touch App from the printer permanently.
    - **Hide**: Use this option to remove the 1-Touch App from the Home screen. The 1-Touch App is still available, and you can add the App to the Home screen at any time.
5. Touch **Done**.

Using a 1-Touch App

To use a 1-Touch App:

1. At the printer control panel, press the **Home** button.
2. If you are using a personal 1-Touch App, touch **Login**, then enter a valid login name and password.
3. Load your original documents.

4. Touch the 1-Touch App required.
5. Do one of the following.
   - If the **Review Before Start** option was selected during 1-Touch App setup, review the settings. If the quantity is displayed for Copy jobs, update the number of copies, as required. Touch **Start**.
   - If the **Start Immediately** option was selected during 1-Touch App setup, the device starts automatically.
6. To return to the Home screen, press the **Home** button.

4

Xerox® Apps

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Xerox® Apps are a gateway to the features and functions of your device. There are standard apps already installed and displayed on the Homescreen. There are also apps that are installed as standard but are hidden when your device is used for the first time.

For more information about customizing the Home screen and the apps features, refer to Customize and Personalize.

A range of apps is available for download and installation from the Xerox® App Gallery. These include Xerox® Extensible Interface Platform (EIP) Apps. EIP Apps enable you to install secure, signed apps on compatible printers.

Xerox® App Gallery

Xerox® App Gallery Overview

Use the Xerox® App Gallery to find apps that provide new features or capabilities for your device. The Xerox® App Gallery provides direct access to apps that can improve your productivity, simplify workflows, and enhance your user experience.

The Xerox® App Gallery enables you to browse and update apps easily. You can browse through the app library without logging in. The moving banner provides an active display of apps, or you can scroll the full list of apps. To get more details on an app, touch the app name in the list.

To use the Xerox® App Gallery App, ensure that your device uses either the wireless or the wired network connection.

Note: If a local server inside a firewall hosts your device and a proxy is enabled, set a proxy exception at the device.

For more information and instructions on using the Xerox® App Gallery, refer to the *Xerox® App Gallery User Guide* available at www.xerox.com/office/VLC70XXdocs.

Creating a Xerox® App Gallery Account

With an App Gallery account, you have direct access to all the available apps for your device. An App Gallery account allows you to view and acquire apps, install apps on your device, and manage your apps and licenses.

Note: If you have an existing Xerox® App Gallery Account, refer to Logging into your Xerox® App Gallery Account.

To create an App Gallery account using the control panel:

1. At the printer control panel, press the **Home** button.
2. Touch **Xerox App Gallery**.
3. Do one of the following:
   - On the blue scrolling panel, touch **Create an App Gallery Account Now**.
   - To log in, touch the **Person** icon. Touch the top of the Log In page, then touch **Request an Account**.

   Note: The keypad covers the Request an Account link. To reveal the Request an Account link, touch the top of the Log In page, or minimize the keypad.
4. Enter a valid email address using the touch screen keypad, then touch **Enter**.

   A message appears stating that completion instructions have been sent to the email address that you entered. Touch **Close**.
5. Access the email account for the email address that you provided to the Xerox® App Gallery.
6. Open the account request email, then click the URL link provided to access the create account page. Click **Agree**.
7. Review and accept the Terms of Use. To continue creating an account, click **Agree**.

8. Enter the information required into the appropriate fields:
   - User ID
   - Password
   - Confirm Password
   - First and Last Name
   - Company Name
   - Country
9. Click **OK**.

   After the account is created, a confirmation message appears.
10. At the printer control panel, log in to your App Gallery Account.

Logging into your Xerox® App Gallery Account

When you are logged in to the App Gallery, you can browse available apps, and install and update apps.

To log in to your App Gallery Account:

1. At the printer control panel, press the **Home** button.
2. Touch **Xerox® App Gallery**.
3. To log in, touch the **Person** icon.
4. Enter your User Name using the touch screen keypad, then touch **Enter**.
5. Enter your Password using the touch screen keypad, then touch **Enter** or **OK**.

   The Xerox® App Gallery opens.

Installing or Updating an App from the Xerox® App Gallery

Xerox® Apps add, extend, or customize the functionality of your device. You can use the Xerox® App Gallery to browse and install apps at your device control panel.

Installing an App from the App Gallery

To install an app from the App Gallery:

1. At the printer control panel, press the **Home** button.
2. Touch **Xerox App Gallery**. The App Gallery opens.

   Note: You can browse the App Gallery and view app descriptions without being logged in. To install apps, you must be logged in to the App Gallery.
3. Touch the **Person** icon.
   a. Enter your User Name using the touch screen keypad, then touch **Enter**.
   b. Enter your Password using the touch screen keypad, then touch **Enter** or **OK**.
4. Touch the desired app, then touch **Install**. The License Agreement appears.

5. Touch **Agree**. The installation process begins.

   Note: If the app does not install successfully, to attempt the installation process again, touch **Install**.

6. When the installation completes, touch **X**.

   The app appears in the list of installed apps.

Updating an App from the App Gallery

To update an app from the Xerox® App Gallery:

1. At the printer control panel, press the **Home** button.
2. Touch **Xerox App Gallery**. The App Gallery opens.

   Note: You can browse the App Gallery and view app descriptions without being logged in. To update apps, you must be logged in to the App Gallery.

3. Touch the **Person** icon.
   a. Enter your User Name using the touch screen keypad, then touch **Enter**.
   b. Enter your Password using the touch screen keypad, then touch **Enter** or **OK**.
4. Touch **Installed**. The list shows all installed apps, and any apps eligible for update. You can update apps individually or all apps at once. Touch the desired app, then touch **Update** or **Update All**. The License Agreement appears for each app.

   Note: If no updates are available, the Update feature does not appear.

5. To accept the license agreements, touch **Agree** for each app.
6. When the update completes, touch **X**.

Logging out of your App Gallery Account

To log out of your Xerox® App Gallery account:

1. Touch the **Person** icon.
2. Touch **Logout**.

Device

Device Overview

The Device App gives you access to information about your printer, including the serial number and model. You can view the status of the paper trays, billing and supplies information, and print Information Pages.

You can configure many Device options to meet your individual needs. For details about configuring all Device settings, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXsupport.

Device Options

The following Device options are available:

Option		Description
	Language	Language allows you to set the language that appears on the control panel.
	About	The About option provides an overview of your device and its current settings and status. You can access Printing Information Pages and reports using this option.
	Software Update	Use this option to check for software updates and configure update settings.
	Notifications	Use the Notifications option to see details of current alerts or faults on the device. A History button displays fault codes and the date that the fault occurred on the device.
	Paper Trays	Use the Paper Trays option to see the paper size, type, and color set for each paper tray and the tray-capacity status.
	Supplies	Use the Supplies option to monitor the status of the components you can replace. The supply level and estimated number of impressions or days left for each unit is displayed.
	Billing/Usage	Use the Billing/Usage option to view the serial number and the total number of impressions made by your device.
	General	Use the General option to customize settings such as the power-saver modes, date and time, and control panel brightness. You can configure the General settings using the device control panel, or by using the Embedded Web Server.

Option		Description
	Apps	Use Apps to select settings for the apps installed on your device.
	Connectivity	Use the Connectivity option to configure network settings at the control panel, or join another wireless network.
	Support	Use this option to access and print the Support Pages to assist with troubleshooting errors.
	Resets	Use the Resets option to reset device settings and font, forms, and macros to the factory-default settings.

For details on configuring the printer settings, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

About

The About option provides an overview of your device and current settings and status. You can access Printing Information Pages and reports using this option.

Supply Status

You can check the status and percentage of life remaining for your printer supplies at the control panel or from the Embedded Web Server. When printer supplies near their replacement time, warning alerts appear on the control panel. You can customize the alerts that appear on the control panel and configure email alert notifications.

To check the supplies status and set up alerts using the Embedded Web Server, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

Checking the Supplies Status at the Control Panel

1. To view status information for the printer supplies, touch **Device→Supplies**.
2. To view details about a specific item, including part numbers for reordering, touch the specific item.
3. To return to the Supplies screen, touch **X**.
4. To return to the Device screen, touch the back arrow.

Customizing Supplies Alert Settings

1. To customize the alerts that appear for printer supplies, touch **Device→Supplies→Alerts Setup**.
2. To enable supplies alerts that appear on the control panel, touch the **Enable Alerts** toggle button.
3. To configure the printer to display an alert when an item reaches a specific usage percentage level, touch the item, then select the percentage.

4. To customize the alerts for each supply item, or to enable or disable an alert, touch the toggle button.
5. To return to the Supplies screen, touch **X**.
6. To return to the Device screen, touch the back arrow.

Setting Up Email Alerts

To check the supplies status and set up alerts using the Embedded Web Server, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

1. To set up alerts to send to an email address, touch **Device→Supplies→Email Alerts**.
2. To enter an email address, touch **Add Email**, then touch **Enter Email Address**.
3. Use the touch screen keyboard to enter an email address, or select an entry from the Address Book, then touch **OK**.
4. Add more email addresses if necessary.
5. To customize the alerts for each supply item, or to enable or disable an alert, touch the toggle button.
6. To exit the menu, touch **OK**.
7. To return to the Device screen, touch the back arrow.

Billing and Usage Counters

The Billing/Usage menu displays the total number of impressions that the printer generated or printed during its lifetime. You cannot reset the counters. A page is counted as one side of a sheet of paper. For example, a sheet of paper that is printed on two sides counts as two impressions.

To view the Billing and Usage Counters:

1. At the printer control panel, press the **Home** button.
2. Touch **Device→Billing/Usage**.
3. To view more details, touch **Usage Counters**, then select an option.
   - **Impression Counters**: This option provides the number of impressions made by the printer. The number of impressions cannot equal the number of sheets counted, depending on the printer setup. If your printer is set up to count large sheets as large impressions or as multiple smaller impressions, the number of impressions can differ.
   - **Sheet Counters**: This option provides the number of impressions made by the printer. Impressions for 2-Sided sheets are identified as a separate line from 1-Sided sheets.
   - **Images Sent Counters**: This option provides the number of images sent using the Fax, Email, or Scan features.
   - **Fax Impressions Counters**: This option provides the number of images sent using the Fax features. Each fax feature is identified on a separate line.
   - **All Usage Counters**: This option provides all printer usage information.
4. After viewing the usage readings, to return to the Home screen, press the **Home** button.

Reset to Factory Defaults

The non-volatile memory (NVRAM) stores printer settings, even after the power is turned off. The Reset to Factory Defaults feature erases all settings and returns the printer to original factory state. All jobs, presets, Apps, and device settings are reset. If the printer includes a hard disk, the disk is reinitialized. When complete, the printer restarts, then displays the Install Wizard.

To reset the printer to factory defaults:

1. At the printer control panel, press the **Home** button.
2. Touch **Device→Resets→Reset to Factory Defaults**.
3. At the prompt, touch **Reset**.
4. When the process is complete, the printer restarts automatically.

Remote Services

You can use the Remote Services option in the Embedded Web Server to send error and usage information to the Xerox support team to help them resolve problems quickly.

For information about enabling Remote Services and uploading information to Xerox, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

Address Book

Address Book Overview

Use the Device Address Book to create individual contacts or group contacts for use with the Email, Fax, and Scan To Apps. You can add contacts to the Device Address Book using the control panel or the Embedded Web Server. This feature can also be used to scan to the Address Book contacts.

The Device Address Book stores a maximum of 2000 contacts. If the Create New Contact button is unavailable, the address book has reached capacity. The Device Address Book can also store up to 250 Fax Groups and 250 Email Groups, and each Group can hold up to 500 members.

Before you can use this feature, the System Administrator must enable users to view and manage the Device Address Book.

Editing the Address Book

You can create and save contact information for individual contacts or groups. You can manage address book contacts at the control panel, or in the Embedded Web Server.

Adding or Editing Address Book Contacts at the Control Panel

Adding Contacts in the Address Book at the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Address Book**.
3. Touch the **Plus** icon (**+**), then select **Add Contact**.
4. To enter a name, touch the **Enter First Name**, **Enter Last Name**, or **Enter Company** field, then enter the information. To move to the next field, touch **Next**. When finished, touch **Enter**.
5. Enter the contact details:
   - To add an email address to the contact, touch **Add Email**. Enter an email address, then touch **Enter**.
   - To add a fax number to the contact, touch **Add Fax**. Enter a fax number, then touch **Enter**.
   - To add an SMB scan location, touch **Add SMB**. Browse to the location required, then touch **Enter**.
   - To add an FTP scan location, touch **Add FTP**. Browse to the FTP location or enter the FTP address, then touch **Enter**.

     Note: If authentication is required for scan locations, enter a valid login name and password.
6. To mark the email address or fax number as a favorite, touch the **Star** icon.
7. To save the contact, touch **OK**.
8. To return to the Home screen, press the **Home** button.

Editing or Deleting Contacts in the Address Book at the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Address Book**.
3. From the Address Book, touch a contact name, then touch **Edit**.
4. To change contact information, touch the information that you want to update, edit as needed, then touch **OK**.
5. To save your contact changes, touch **OK**.
6. To delete a contact, touch **Delete Contact**, then touch **Delete**.
7. To return to the Home screen, press the **Home** button.

Adding or Editing Groups in the Address Book at the Control Panel

Adding Groups in the Address Book at the Control Panel

1. At the printer control panel, press the **Home** button, then touch **Address Book**.
2. Touch the **Plus** icon (**+**), then select **Add Group**.
3. Select the group type.
4. To enter a group name, touch **Enter Group Name**, then enter a name using the touch screen keypad. Touch **Enter**.
5. To add group members, touch **Add Member**.
6. To add a contact name, from the Favorites or Contacts menu, select a contact.
7. To add more group members, touch **Add Member**, then select a contact.
8. To mark the group as a favorite, touch the **Star** icon.
9. To save the group, touch **OK**.
10. To return to the Home screen, press the **Home** button.

Editing or Deleting Groups in the Address Book at the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Address Book**.
3. From the Address Book, select a group, then touch **Edit**.
4. To add group members, touch **Add Member**.
5. To add a contact, from the Favorites or Contacts menu, select a contact.
6. To add more group members, touch **Add Member**, then select a contact.
7. To remove group members, for each contact, touch the **Trash** icon. At the prompt, touch **Delete**.
8. To save the changes, touch **OK**.
9. To delete the group, touch **Delete Group**, then touch **Delete**.
10. To return to the Home screen, press the **Home** button.

Adding or Editing Address Book Contacts in the Embedded Web Server

Adding Contacts in the Address Book in the Embedded Web Server

To add contacts:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Address Book**.
3. Click **Add Contact**.
4. To enter a name, click the **First Name**, **Last Name**, or **Company** field, then enter the details.
5. Enter the contact details.
   - To add an email address to the contact, click the **Email** Plus icon (**+**), then enter an email address.
   - To add a fax number to the contact, click the **Fax** Plus icon (**+**), then enter a fax number.
   - To add an SMB scan location, click the (Network) **SMB** Plus icon (**+**), then enter the SMB details. Click **OK**.
   - To add an FTP scan location, click the **FTP** Plus icon (**+**), then enter the FTP details. Click **OK**.
6. To mark the email address or fax number as a favorite, touch the **Star** icon.
7. To save the contact, click **OK**.

Editing or Deleting Contacts in the Address Book in the Embedded Web Server

To edit or delete contacts:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Address Book**.
3. From the Address Book, select a contact.
4. To edit contact information, perform the following steps.
   a. Click the contact name or contact information, then edit as needed.
   b. To clear contact information, for the specific contact information, click the **Trash** icon.
   c. To save the changes, click **OK**.
5. To remove the selected contact from the Address Book, click **Delete**. At the prompt, click **Delete**.

Adding or Editing Groups in the Address Book in the Embedded Web Server

Adding Groups in the Address Book in the Embedded Web Server

To add groups:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Address Book**.

3. Click **Add Group**.
4. For **Enter Group Name**, enter a name for the group.
5. From the menu, select the group type.
6. To add group members, for Members, click the **Plus** icon (**+**).
7. To add contacts to the group, in the Add Members window, for each contact, select the check box. When you are finished, click **OK**.
8. To save the group, click **OK**.

Editing or Deleting Groups in the Address Book in the Embedded Web Server

To edit or delete groups:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Address Book**.
3. Within the address book, select a group.
4. To add group members:
   a. For Members, click the **Plus** icon (**+**).
   b. In the Add Members window, select the check box for each required member.
   c. To save the changes, click **OK**.
5. To remove group members:
   a. For the required member, click the **Trash** icon.
   b. At the prompt, click **Delete**.
   c. Repeat the previous two steps for each member.
   d. To save the changes, click **OK**.
6. To remove the selected group from the Address Book, click **Delete**. At the prompt, click **Delete**.

Advanced Settings

The Advanced option provides more settings for importing and exporting contact details and managing contacts. You can use the Advanced option to set up a directory service.

For details about the Advanced options, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

Creating and Managing Favorites

You can mark contacts as Favorites. A star next to a contact in the list indicates a Favorite. You can mark a favorite as a Global Favorite for all services or as a Favorite for email, fax, or scan-to destinations.

You can create Favorites as Public or Personal. Personal Favorites are created when a logged-in user adds one or more address to the destination list of a Favorite. Once Personal Favorites are created, the Address Book displays Personal Favorites instead of Public Favorites.

Note: The maximum number of Personal Favorites that can be added for each user account is 25. Logged-in users will not see any Favorites if there no Personal Favorites and the number of Public Favorites is greater than 25.

Creating and Managing Favorites at the Control Panel

1. At the printer control panel, press the **Home** button, then touch **Address Book**.
2. Select a contact, then touch **Edit**.
3. To make the contact a Global Favorite, for the contact name, touch the **Star** icon.
4. To mark a contact as a Favorite for email, fax, or a scan-to destination:
   a. For each desired feature, touch the **Star** icon.
   b. To save changes, touch **OK**.
5. To clear a contact marked as a Favorite:
   a. To remove the contact as a Global Favorite, for the contact name, touch the **Star** icon.
   b. To remove the contact from the Favorite list for a selected feature, for the selected feature, touch the **Star** icon.
   c. To save changes, touch **OK**.
6. To return to the Home screen, press the **Home** button.

Creating and Managing Favorites in the Embedded Web Server

1. In the Embedded Web Server, click **Address Book**.
2. Select a contact.
3. To make the contact a Global Favorite, click the Global Favorite **Star** icon.
4. To mark a contact as a Favorite for email, fax, or a scan-to destination, for each feature, click the **Star** icon.
5. To remove a contact marked as a Favorite, for Global Favorite or the selected feature, touch the **Star** icon. The contact is removed from the Global Favorite list, or the Favorite list for the selected feature.
6. To save changes, click **OK**.

Creating and Managing Personal Favorites

Personal Favorites can be created for individual apps when you are logged in to your user account on the device. You can set up Personal Favorites in the Scan To, Email, and Fax Apps. Each app can store up to 25 Personal Favorites for each user account. You can select and create Personal Favorites from the local Address Book for the device.

By default, there are no Personal Favorites set up. Personal Favorites are created when you log in and add one or more addresses to the destination list of your Favorites. After you create your Personal Favorites, they are shown in your Favorites list each time you log in and use the device.

When a change is made to a contact in the Address Book, the information is also updated for your Personal Favorite. When you remove a contact or address from the Address Book, the entry is also removed from your Personal Favorites.

When you use the Embedded Web Server Cloning feature, you can import and export Personal Favorites. For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXsupport.

Note:

- When you reach the limit of 25 Personal Favorites within an app, you are required to delete a Personal Favorite before you can add a new one.
- Only an address registered in the Address Book for a particular app, can be set up as a Personal Favorite within the app. For example, if a contact only has an email address entered, then it can only added as a Personal Favorite in the Email App.
- Before you can create Personal Favorites, the System Administrator is required to give you permission to view and manage the Device Address Book, and to Customize Features Within Apps.

Creating Personal Favorites

To create a Personal Favorite:

1. At the printer control panel, press the **Home** button.
2. Touch **Login**, then enter a valid login name and password.
3. Load the original documents.
4. Touch the app required.
5. Touch the address book icon, then touch **Contacts**. To add a recipient, select a recipient from the list.
6. Select the job settings.

   For details about available features, refer to Apps Features.
7. Scroll to the bottom, then touch **Customize**.
8. Touch **Favorites**, then touch **Add Favorite**.

   A list of contacts appears.
9. Touch the contact to add to your Personal Favorites, then touch **Done**.
10. To complete the job, touch **Send** or **Scan**.

    When you log in to your user account again, the Personal Favorite is available.

Using Personal Favorites

To use a Personal Favorite:

1. At the printer control panel, press the **Home** button.
2. Touch **Login**, then enter a valid login name and password.

3. Load your original documents.
   - For single pages or paper that cannot be fed using the duplex automatic document feeder, use the document glass. Lift the document feeder, then place the original document face down in the upper-left corner of the document glass.
   - For single, multiple, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the documents.
4. Touch the app required.
5. To select a Personal Favorite, touch the **Address Book** icon, then touch **Favorites**.

   A list of Personal Favorites appears for the app.
6. To add the recipient or scan destination details, touch the Personal Favorite required. Repeat the procedure to add more recipients or destinations.
7. If you are scanning from 2-sided original documents, touch **2-Sided Scanning**, then select an option.
8. Adjust the job settings as needed.

   For details about available features, refer to Apps Features.
9. Touch **Send** or **Scan**.
10. If you are scanning from the document glass, when prompted, do one of the following:
    - To complete the job and return to the app, touch **Done**.
    - To scan another page, load a new original document on the document glass, then touch **Add Page**.
    - To delete the scan and return to the app, touch **Cancel**, then touch **Delete**.

    Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.
11. To return to the Home screen, press the **Home** button.

Deleting a Personal Favorite using the Control Panel

To delete a Personal Favorite:

1. At the printer control panel, press the **Home** button.
2. Touch **Login**, then enter a valid login name and password.
3. Touch the app required.
4. Scroll to the bottom, then touch **Customize**.
5. Touch **Favorites**, then touch the **Trash** icon that corresponds with the Personal Favorite that you want to delete.
6. Touch **Done**.

Removing Personalizations using the Embedded Web Server

Note: Personalizations include your customized Home screen, Personal 1-Touch Apps, and Personal Favorites. This procedure removes all personalizations from your User Account.

To remove all personalizations from your User Account:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Log In**, then click on your user account. If required, enter your password and click **Log In**.
3. To access your User Profile, click on your User Account name shown in the top right corner, then click **My Profile**.

   All personalizations you have configured for your User Account are displayed.
4. To remove all personalizations, click **Reset**. To confirm, click **Reset**.

   All the personalizations configured for your User Account are removed.
5. To log out, click on your User Account name shown in the top right corner, then click **Log Out**.

Jobs

Jobs Overview

Use Jobs to view current jobs, print saved, personal, and secure jobs, and view details of completed jobs. You can pause, delete, print, or view job progress or job details for a selected job.

Managing Jobs

From the control panel Jobs menu, you can view lists of active jobs, secure jobs, or completed jobs. You can pause, delete, print, or view job progress or job details for a selected job. From the Jobs window in the Embedded Web Server, you can view a list of active and completed print jobs. For more information, refer to Managing Jobs Using the Embedded Web Server.

A print job can be held by the printer when it is unable to complete a print job. For example, when the printer needs attention, paper, or supplies. When the condition is resolved, the printer automatically resumes printing. When you send a Secure Print job, the job is held until you release it by typing a passcode at the control panel. For more information, refer to Printing Special Job Types.

Pausing the Print Job with the Option to Delete It

1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**, then touch the name of the print job.
3. Do one of the following:
   - To pause the print job, touch **Pause**. To resume the print job, touch **Resume**.
   - To delete the print job, touch **Delete**. At the prompt, touch **Delete**.

   Note: If you do not make a selection within 60 seconds, the job resumes automatically.
4. To return to the Home screen, press the **Home** button.

Viewing, Printing, or Deleting Saved and Secure Jobs

Note:

- The system administrator can restrict users from deleting jobs. If a system administrator has restricted job deletion, you can view the jobs, but not delete them.
- Only the user that sent the job or the system administrator can delete a Secure Print job.

1. At the printer control panel, press the **Home** button.
2. To view a list of active and completed jobs, touch **Jobs**.

3. To view a list of specific job types, touch an option.
   - To view Saved Jobs, touch **Saved Jobs**. To print the job, touch the job, enter the quantity, then touch **OK**. To delete the job, touch the **Trash** icon, then touch **Delete**.
   - To view Personal jobs, touch **Personal & Secure Jobs**. To print the jobs, touch the folder, then touch **Print All**, or **Delete All**.
   - For Secure Jobs, touch **Personal & Secure Jobs**. Touch the folder, enter the passcode number, then touch **OK**. To print a Secure Job, touch the job. To print or delete all the jobs in the folder, touch **Print All**, or **Delete All**.
4. To view details about a job, touch the job.
5. To return to the Home screen, press the **Home** button.

Printing a Job Held for Resources

1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**.
3. From the jobs list, touch the held job name. The resources required for the job appear on the control panel.
4. Do one of the following:
   - To print the job, replenish the resources required. The job resumes automatically when the required resources are available. If the job does not print automatically, touch **Resume**.
   - To delete the print job, touch **Delete**. At the prompt, touch **Delete**.
5. To return to the Home screen, press the **Home** button.

Managing 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 print driver, Printing Options tab, under Job Type.

Saved Jobs

Saved Jobs are documents sent to the printer and, unless deleted, are stored there for future use. Any user can print or delete a Saved Job.

To print a Saved Job, refer to Printing a Saved Job.

Printing a Saved Job

1. In your software application, access the print settings. For most software applications, press **CTRL +P** for Windows or **CMD+P** for Macintosh.
2. Select your printer, then open the print driver.
   - For Windows, click **Printer Properties**. Depending on your application, the title of the button can vary.
   - For Macintosh, in the Print window, click **Print Options**, then select **Xerox Features**.
3. For Job Type, select **Saved Job**.
4. Type a job name or select a name from the list, then click **OK**.
5. Select any other required printing options.
   - For Windows, click **OK**, then click **Print**.
   - For Macintosh, click **Print**.

Releasing a Saved Job

1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**.
3. To view Saved Jobs, touch **Saved Jobs**.
4. To print a Saved Job, touch the job name, enter the quantity, then touch **OK**.
5. To delete the document after printing, for that job, touch the **Trash** icon, then at the prompt, touch **Delete**.
6. To return to the Home screen, press the **Home** button.

Secure Print

Use Secure Print to print sensitive or confidential information. After you send the job, it is held at the printer until you enter your passcode at the printer control panel.

To print a Secure Print job, refer to Printing a Secure Print Job.

Printing a Secure Print Job

1. In your software application, access the print settings. For most software applications, press **CTRL +P** for Windows or **CMD+P** for Macintosh.
2. Select your printer, then open the print driver.
   - For Windows, click **Printer Properties**. Depending on your application, the title of the button varies.
   - For Macintosh, in the Print window, click **Preview**, then select **Xerox Features**.
3. For Job Type, select **Secure Print**.
4. Type the passcode, confirm the passcode, then click **OK**.
5. Select any other required printing options.
   - For Windows, click **OK**, then click **Print**.
   - For Macintosh, click **Print**.

Releasing a Secure Print job

1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**.
3. To view Secure Print jobs, touch **Personal & Secure Jobs**.
4. Touch your folder.
5. Enter the passcode number, then touch **OK**.
6. Select an option:
   - To print a Secure Print job, touch the job.
   - To print all the jobs in the folder, touch **Print All**.
   - To delete a Secure Print job, touch the **Trash** icon. At the prompt, touch **Delete**.
   - To delete all the jobs in the folder, touch **Delete All**.

   Note: After a Secure Print job is printed, it is deleted automatically.
7. To return to the Home screen, press the **Home** button.

Printing a Personal Print Job

1. In your software application, access the print settings. For most software applications, click **File→Print** or for Windows, press **CTRL+P**.
2. Select your printer, then click **Printer Properties**. Depending on your application, the title of the button varies.
3. For Job Type, select **Personal Print**.
4. Select any other required printing options, then click **OK**.
5. To send the job to the printer, click **Print**.

Printing Using Personal Print

1. In your software application, access the print settings. For most software applications, click **File** or for Windows, press **CTRL+P**.
2. Select your printer, then click **Printer Properties**. Depending on your application, the title of the button varies.
3. For Job Type, select **Personal Print**.
4. Select any other required printing options, then click **OK**.
5. To send the job to the printer, click **Print**.

Releasing a Personal Print Job

1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**.
3. To view Personal Print jobs, touch **Personal & Secure Jobs**.
4. Touch your folder.
5. If prompted for a passcode, touch **Skip**.

   Note: When your folder contains Secure Print jobs and Personal Print jobs, the passcode prompt appears.

6. Select an option.
   - To print a Personal Print job, touch the job.
   - To print all the jobs in the folder, touch **Print All**.
   - To delete all the jobs in the folder, touch **Delete All**.
7. To return to the Home screen, press the **Home** button.

Sample Set

The Sample Set job type prints one copy of a multiple-copy print job before printing the remaining copies. After reviewing the sample set, you can either print the remaining copies or delete them at the printer control panel.

Sample Set is a type of saved job with these features:

- A Sample Set job appears in a folder named after the user ID associated with the print job.
- A Sample Set job does not use a passcode.
- Any user can print or delete a Sample Set job.

- A Sample Set prints one copy of a job to allow you to proofread the job before printing any remaining copies.

After a Sample Set job is printed, it is deleted automatically.

To print a Sample Set, refer to Printing a Sample Set.

Printing a Sample Set

1. In your software application, access the print settings. For most software applications, press **CTRL +P** for Windows or **CMD+P** for Macintosh.
2. Select your printer, then open the print driver.
   - For Windows, click **Printer Properties**. Depending on your application, the title of the button varies.
   - For Macintosh, in the Print window, click **Preview**, then select **Xerox Features**.
3. For Job Type, select **Sample Set**.
4. Select any other required printing options.
   - For Windows, click **OK**, then click **Print**.
   - For Macintosh, click **Print**.

Releasing a Sample Set

1. At the printer control panel, press the **Home** button.
2. To view available jobs, touch **Jobs**.
3. Touch the Sample Set job.

   Note: The Sample Set file description shows the job as Held for Future Printing, and shows the number of remaining copies of the job.

4. Select an option.
   - To print the remaining copies of the job, touch **Release**.
   - To delete the remaining copies of the job, touch **Delete**.
5. To return to the Home screen, press the **Home** button.

Managing Jobs Using the Embedded Web Server

You can view a list of active jobs and delete print jobs from the Active Jobs list in the Embedded Web Server. You can use the Embedded Web Server to submit jobs for printing at the device. You can print **.pdf**, **.ps**, **.pcl**, **.prn**, **.xps**, **.jpg**, **.tif** and **.txt** files directly from the Embedded Web Server without opening another application or the print driver. The files can be stored on a local computer hard drive, mass storage device, or network drive.

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Jobs**.
3. Click the job name.
4. Do one of the following:
   - To pause the print job, click **Pause**. To resume the print job, click **Resume**.
   - To delete the print job, click **Delete**. At the prompt, click **Delete**.
5. To return to the Home screen, click **Home**.

Submitting Jobs for Printing Using the Embedded Web Server

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Home**.
3. In the Quick Links area, click **Submit File**.
4. Click the **Submit** field.
5. In the selection window, select a file to print, then click **Open**.
6. To print the document, click **Submit**.

Copy

Copy Overview

To make a copy, the device scans your original documents and temporarily stores the images. The image print based on the options selected.

If Authentication or Accounting has been enabled on your device, enter your login details to access Copy features.

You can adjust various settings for individual Copy jobs and save settings as Presets for future jobs. The list of features can be customized, and some features could be hidden from view when the app is installed. To view all available features and to find out more about customizing the Copy App, refer to Customize and Personalize.

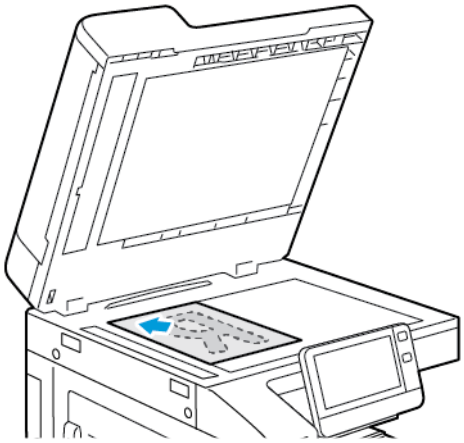
For information about all the app features and available settings, refer to Apps Features.

Making a Copy

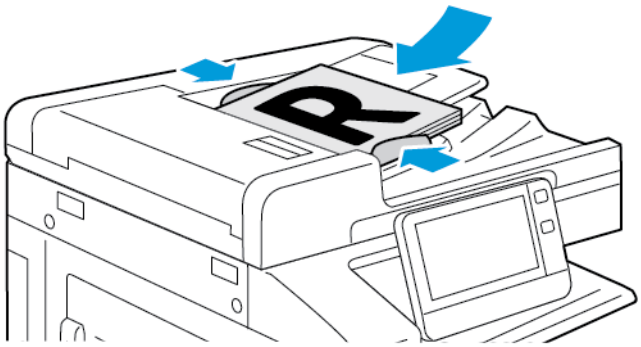
To make a copy:

1. At the printer control panel, press the **Home** button.
2. To clear previous app settings, touch **Reset**.

3. Load your original documents.
   - For single pages or paper that cannot be fed using the duplex automatic document feeder, use the document glass. Lift the document feeder cover, then place the original document face down in the upper-left corner of the document glass.



   - For single, multiple, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the original documents.



4. Touch **Copy**, then enter the number of copies needed.

   Note: To amend the number of copies entered, touch the **X** button, then enter the required quantity.

5. If scanning from 2-sided original documents, touch **2-Sided**, then select an option.
6. Adjust copy settings as needed.

   For details about available features, refer to Apps Features.

7. Touch **Start**. If you placed documents in the feeder, scanning continues until the feeder is empty.

8. If you are scanning from the document glass, when prompted, do one of the following:
   - To complete the job and return to the Copy App, touch **Done**.
   - To scan another page, load a new original document on the document glass, then touch **Add Page**.
   - To delete the scan and return to the Copy App, touch **Cancel Job**, then touch **Delete**.

   Note: If you are scanning a document from the duplex automatic document feeder, a prompt does not appear.
9. To return to the home screen, press the **Home** button.

Copy Workflows

Some features are hidden from view when the Copy App is installed. For more information refer to Customize and Personalize.

Changing the Page Layout

You can use Page Layout to place a defined number of pages on one or both sides of the paper.

To change the page layout:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Page Layout**.
4. Select the required number of pages per side.
5. To change the Original Orientation, touch **Page Layout**, then touch **More**. Select **Portrait** or **Landscape**.

   Note: The Original Orientation option is only available when the selected number of pages per slide is 2, 4, or 8.
6. To change the Image Order, touch **Page Layout**, then touch **More**. Select one of the following options.
   - **Right then Down**: This option prints the images across the page, row by row.
   - **Down then Right**: This option prints the images down the page, column by column.

   Note: The Image Order option is only available when the selected number of pages per slide is 4 or 8.
7. Touch **OK**.

Adjusting Contrast Settings

You can adjust the variation between light and dark areas of your copy using the Contrast feature. You can reduce the sensitivity of the printer to variations in light background colors using Auto Background Suppression.

To adjust the Auto Background Suppression and Contrast:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Image Enhancement**.

4. To enable Auto Background Suppression, touch the **Auto Background Suppression** toggle button.
5. To enable Auto Contrast, touch the **Auto Contrast** toggle button.
6. To adjust the Contrast manually, ensure that the Auto Contrast toggle button is off, then move the slider to increase or decrease the contrast.
7. Touch **OK**.

Adjusting Color Settings

If you have a color original image, you can adjust several aspects of the color output before printing your copy. You can adjust the balance of colors, color saturation, or even apply special color effects, such as Lively or Warm.

Adjusting Color Balance

If you have a color original image, 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. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Color Balance**.
4. To adjust the highlight, midtone, and shadow density levels by color, touch the color that you want to adjust, then move the sliders to increase or decrease the density levels.
5. Touch **OK**.

Adjusting Saturation

Adjusting the saturation makes the image colors more vivid or pastel.

To adjust the Saturation:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Saturation**.
4. To adjust the saturation, move the slider.
5. Touch **OK**.

Adding 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 add Color Effects:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Color Effects**.

4. Select the required option. A confirmation message appears.
5. To accept the new color settings, touch **Apply**.

Book Copying

You can use the Book Copying feature to copy books, magazines, or other bound documents. You can use this feature to copy images for different results.

- Copy either the left or right page onto a single sheet of paper.
- Copy both the left and right pages onto individual sheets of paper.
- Copy both the left and right pages as a single image onto one sheet of paper.
- Copy either the top or bottom page onto a single sheet of paper.
- Copy both the top and bottom pages onto individual sheets of paper.
- Copy both the top and bottom pages as a single image onto one sheet of paper.

Note: To make copies from books, magazines, or other bound documents, use the document glass only. Do not place bound original documents in the duplex automatic document feeder.

To set up book copying:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Book Copying**.
4. Touch **Mode**, then select the typical page-reading order for the document, if needed. **Off** is the default setting.
5. Touch **Pages**, then select the pages that you want to copy.

   Note: Available options vary, based on the Mode selection you have chosen.
6. To reduce the amount of white space in copies near the binding, touch **Binding Edge Erase**, then move the slider to the right to erase up to 50 mm (2 in).
7. Touch **OK**.

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. For image shift to work correctly, position original documents as follows:

- **Document Feeder**: Position original documents face up, short edge entering the feeder first.
- **Document Glass**: Position original documents face down, in the upper-left corner of the document glass, short edge to the left.

To change the placement of the image:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Image Shift**.

4. Select one of the following options.
   - **Off**: This option is the default setting.
   - **Auto Center**: This option centers the image on the page.
   - **Snap to Edge**: This option shifts the image to the edge of the document. Select one of the image-position options.
     - **Mirror Side 1**: This option allows you to set the Image Shift for Side 1, and matches the Side 2 Image Shift accordingly. To move the image to the required edge of the page, touch the appropriate arrow.
     - **Independent Sides**: This option allows you to position the images on Side 1 and Side 2 independently of each other. To move each image to the required edge of the page, touch the appropriate arrow.
   - **Manual**: This option allows you to specify the amount of Image Shift required. Select one of the image-position options.
     - **Mirror Side 1**: This option allows you to set the Image Shift for Side 1, and matches the Side 2 Image Shift accordingly. Touch the appropriate fields. To adjust the image shift, move the slider.
     - **Independent Sides**: This option allows you to position the images on Side 1 and Side 2 independently of each other. Touch the appropriate fields. To adjust the image shift, move the slider.
5. To specify the orientation of the original document, touch **Original Orientation**, then select an option.
6. Touch **OK**.

Creating a Booklet

The booklet feature reduces the original page images to fit two images on each side of the printed page. You can print copies in booklet format.

Note:

- In Booklet mode, the printer scans all the original documents before it prints the copies.
- This feature is only available if a hard drive is installed.

To create a booklet:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Booklet Creation**.

   Note:

   - If you adjusted the Reduce/Enlarge setting, a message appears that confirms that that Reduce/Enlarge changed to Auto %.
   - If you set Paper Supply to Auto Select, a message appears that confirms the Paper Supply changed to Tray 1.
4. Touch the **Booklet Creation** toggle button.

5. Touch **Original Document**, then select the option that matches your original documents.
   - **1-Sided Original**: This option scans only one side of the original image and produces 1-sided output files.
   - **2-Sided Original**: This option scans both sides of the original image.
   - **2-Sided, Rotate Side 2**: This option scans both sides of the original image, rotating the second side.
6. If a cover sheet is required, touch the **Cover** toggle button, then adjust **Paper Supply** and **Print On Cover** as needed.
7. If your printer has a finisher installed, select a staple or fold option.
8. To increase or reduce the amount of white space in the margin between the two pages, touch **Gutter Margin**, then touch the **Plus** icon (**+**) or the **Minus** icon (**-**).
9. To print booklets containing an odd number of pages, touch **Odd Page Management**. To specify the location of extra blank pages, touch **Blank Page Front** or **Blank Page Back**, as needed.
10. To set the number of sheets in the booklet, touch the **Sheets per Signature** toggle button. To adjust the number of sheets, touch **Plus** icon (**+**) or **Minus** icon (**-**), as needed.
11. Touch **OK**.

Adding a Front Cover

You can print the first page of your copy job on different paper, such as colored or heavyweight paper. The printer selects the special paper from a different tray. The cover can be blank or printed.

Note: This feature is only available if a hard drive is installed.

To add a front cover to your copy job:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Front Cover**.
4. Touch the **Front Cover** toggle button.

   Note: If Paper Supply is set to **Auto Select**, a notification appears confirming that the Paper Supply has been changed to Tray 1.
5. Touch **Printing Options**, then select an option.
   - **Blank**: This option inserts a blank front cover.
   - **Print on Side 1 Only**: This option prints on the front side of the cover only.
   - **Print on Side 2 Only**: This option prints on the back side of the cover only.
   - **Print on Both Sides**: This option prints on both sides of the cover.
6. Touch **Paper Supply**, then select the required paper source.
7. Touch **OK**.

Erasing the Edges of Copies

You can erase content from the edges of your copies using the Edge Erase feature. You can specify the amount to erase on the right, left, top, and bottom edges.

To erase the edges of copies:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Edge Erase**.
4. Select one of the following options.
   - **All Edges**: This option erases all four edges by the same amount. To adjust the amount to erase, move the slider.
   - **Print to Edge**: This option prints with no edge erase.
   - **Individual Edges**: This option allows you to specify different amounts to erase from the edges. Select an erase option.
     - **Mirror Edges**: This option allows you to set the Edge Erase for Side 1, and matches the Side 2 Edge Erase accordingly. To adjust the edge erase, move the slider.
     - **Independent Edges**: This option allows you to set the Edge Erase on Side 1 and Side 2 independently of each other. Touch the appropriate field. To adjust the Edge Erase, move the slider.
5. To specify the orientation of the original document, touch **Original Orientation**, then select an option.
6. Touch **OK**.

Printing a Sample Copy

Sample Copy allows you to print a test copy of a job to inspect before printing multiple copies. This feature is useful for complex or high-volume jobs. After you print and inspect the test copy, you can choose to print or cancel the remaining copies.

To print a sample copy of your job:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Adjust the copy settings as needed.
4. Enter the number of copies needed.
5. Touch the **Sample Copy** toggle button.
6. Touch the **Start** button. The sample copy prints.
7. Inspect the sample copy, then select one of the following options.
   - If the copy is unsatisfactory, touch **Delete**. The job is canceled and no more copies are printed.
   - If the copy is satisfactory, touch **Release**. The remaining copies are printed.
8. To return to the home screen, press the **Home** button.

Adding Annotations

You can use the Annotations feature to add a page number, comment, date, or Bates Stamp to your copies.

Note:

- If Booklet Creation is selected, you cannot add Annotations.
- This feature is only available if a hard drive is installed.

To add annotations:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Annotations**.
4. To insert page numbers:
   a. Select the required page location, then touch **Page Number**.
   b. Enter the starting page number.
   c. To adjust which pages contain the selected annotation, touch **Apply To**, then select **All Pages** or **All Pages Except First**.
   d. Touch **OK**.
5. To insert a comment:
   a. Select the required page location, then touch **Comment**.
   b. Select the required entry, then touch **OK**.

      Note: To create a prefix, touch the edit icon for **Not in Use**. Enter the required text, then touch **OK**.

   c. To adjust which pages contain the selected annotation, touch **Apply To**, then select the required option.
   d. Touch **OK**.
6. To insert the current date:
   a. Select the required page location, then touch **Date Stamp**.
   b. Touch **Format**, then select the required date format.
   c. To adjust which pages contain the selected annotation, touch **Apply To**, then select the required option.
   d. Touch **OK**.
7. To insert a Bates Stamp:
   a. Select the required page location, then touch **Bates Stamp**.
   b. Touch **Prefix**, then select the required entry. Touch **OK**.

      Note: To create a prefix, touch the edit icon for **Not in Use**. Enter the required text, then touch **OK**.

   c. Touch **Starting Number**. Enter the required starting number, then touch **OK**.
   d. Touch **Number of Digits**, then select the required option.

e. To adjust which pages contain the selected annotation, touch **Apply To**, then select the required option.

f. Touch **OK**.

8. To change the text formatting, touch **Format & Style**. Adjust the settings as required, then touch **OK**

9. Touch **OK**.

10. If necessary, to remove all entered annotations, touch **Delete All**.

Note: Not all annotations are available in all page locations.

ID Card Copy

ID Card Copy Overview

You can use the ID Card Copy App to copy both sides of an ID card or small document onto one side of paper. To copy the card, place each side in the upper-left corner of the document glass. The printer stores both sides of the document, then prints them side by side on the paper.

The ID Card Copy App is hidden from view on initial device setup. The list of features can be customized, and some features can be hidden from view. For more information about adding and customizing apps, refer to Customizing or Personalizing the Feature List.

For information about all the app features and available settings, refer to Apps Features.

Copying an ID Card

To copy an ID card:

1. At the printer control panel, press the **Home** button.
2. To clear previous app settings, touch **Reset**.
3. Lift the automatic document feeder, then place the original document in the upper-left corner of the document glass.
4. Touch **ID Card Copy**.
5. Adjust the settings as required.
6. Touch **Scan**.
7. When scanning is finished, lift the automatic document feeder. Flip the original document, then place it in the upper-left corner of the document glass.
8. To scan the second side of the original document and print the copies, touch **Scan**.
9. To return to the home screen, press the **Home** button.

Email

Email Overview

You can use the Email app to scan images and attach them to emails. You can specify the file name and format of the attachment, and include a subject heading and message for the email.

Note: Before using Email, set up and configure the Email features on the printer. For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

You can adjust various settings for individual Email jobs and save settings as Presets for future jobs. The list of features can be customized, and some features could be hidden from view when the app is installed. To view all available features and to find out more about customizing the Email App, refer to Customizing or Personalizing the Feature List.

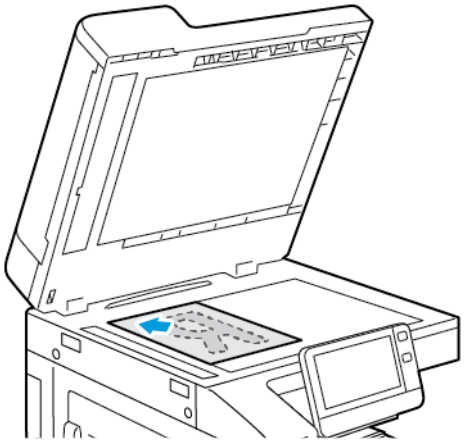
For information about all the app features and available settings, refer to Apps Features.

Sending a Scanned Image in an Email

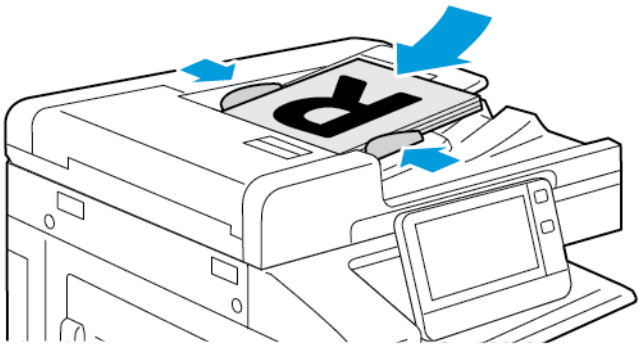
To send a scanned image in an email:

1. At the printer control panel, press the **Home** button.
2. To clear previous App settings, touch **Reset**.

3. Load your original documents.
   - For single pages or paper that cannot be fed using the duplex automatic document feeder, use the document glass. Lift the document feeder cover, then place the original document face down in the upper-left corner of the document glass.



   - For single, multiple, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the original documents.



4. Touch **Email**.
5. Enter recipients:
   - To enter the email address manually into the To field, type the address using the touch screen keypad. Touch **Enter**.
   - To select a contact or group from the Address Book, touch the **Address Book** icon. Touch **Favorites** or **Contacts**, then select a recipient.
   - If you have created Personal Favorites, to select a Personal Favorite, log in with your user credentials. Touch the **Address Book** icon. Touch **Favorites**, then select a Personal Favorite from the list.

     For details about using the Address Book and managing and creating Favorites and Personal Favorites, refer to Address Book.
6. If scanning from 2-sided original documents, touch **2-Sided Scanning**, then select an option.

7. Adjust the email settings as needed:
   - To save the scanned document with a specific file name, touch the attachment file name, enter a new name using the touch screen keypad, then touch **Enter**.
   - To save the scanned document with a specific file format, touch the attachment file format, then select the required format.

     To create a searchable file or to add password protection, select **More** from the file format.

   - To change the subject line, touch **Subject**, enter a new subject line using the touch screen keypad, then touch **Enter**.
   - To change the email body message, touch **Message**, enter a new message, then touch **OK**.

   For details about available features, refer to Apps Features.
8. To start the scan, touch **Send**.
9. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, load a new original document on the document glass, then touch **Add Page**. You can also touch **Cancel Job**.

   Note: If you are scanning a document from the duplex automatic document feeder, a prompt does not appear.
10. To return to the Home screen, press the **Home** button.

Previewing and Building Jobs

Use the Preview option to view and check scanned images, or to build jobs that contain more than 50 original documents.

If you are using Preview to build a job, divide your job into segments of 50 or fewer pages. After all the segments are scanned and previewed, the job is processed and sent as a single job.

Note: If the Preview option is hidden from view, refer to Customize and Personalize.

1. At the printer control panel, press the **Home** button.
2. To clear previous app settings, touch **Reset**.
3. Load your original documents.
   - Use the document glass for single pages or for paper that cannot be fed using the duplex automatic document feeder. Lift the automatic document feeder, then place the original document face down in the upper-left corner of the document glass.
   - For single, multiple, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the automatic document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the documents.
   - For jobs containing more than 50 original documents, divide the documents into segments of 50 or fewer pages. Load segment one into the duplex automatic document feeder.

   Note: If you are scanning multiple segments, use the same input area for each segment. Scan all segments using the document glass, or scan all segments using the automatic document feeder.
4. Touch the app required.
5. Select the job settings.
6. Touch **Preview**.

7. If you are scanning from 2-sided original documents, touch **2-Sided Scanning**, then select an option.
8. To start scanning, touch **Preview**.

   The original documents are scanned and preview images appear on the screen.
9. Scroll through and check the preview images. To change the view orientation, touch **Rotate**. Do one of the following.
   - To scan more original documents, continue scanning your original documents using the same input area. After scanning, scroll to the end of the preview images, then touch the **Plus** icon (**+**). Continue this procedure until you have scanned all the original documents.
   - To process the job and send the scanned images, touch **Send**.
   - To discard the job, touch **X**, then touch **Delete and Close**.
10. To return to the Home screen, press the **Home** button.

Scan To

Scan To Overview

The Scan To 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 original documents to an email address.
- Scan original documents to your home folder.
- Scan original documents to a shared network location using SMB and FTP transfer protocols.

The printer supports scanning to and from a USB. For more information, refer to USB.

Scan destinations and email addresses can be added to the device Address Book and set up as Favorites and Personal Favorites. For details about using the Address Book and managing and creating Favorites and Personal Favorites, refer to Address Book.

You can adjust various settings for individual Scan To jobs, and save settings as Presets for future jobs. You can customize the features list. When the Scan To App is installed, some features can be hidden from view. To view all available features and to find out more about customizing the Scan To App, refer to Customize and Personalize.

For information about all app features and available settings, refer to Apps Features.

Scanning to an Email Address

Before you scan to an email address, ensure that you configure the printer with the email server information. For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

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

1. Load the original document on the document glass or into the duplex automatic document feeder.
2. At the control panel, touch the **Home** button.
3. Touch **Scan To**.
4. Enter recipients.
   - To enter the email address manually, touch **Email**, then enter an email address. Touch **Enter**.
   - To select a contact or group from the Address Book, touch the **Address Book** icon. Touch **Favorites** or **Contacts**, then select a recipient.
   - If you have created Personal Favorites, to select a Personal Favorite, log in with your user credentials. Touch the **Address Book** icon. Touch **Favorites**, then select a Personal Favorite from the list.

     For details about using the Address Book and managing and creating Favorites and Personal Favorites, refer to Address Book.

5. To save the scanned document as a specific file name, touch the attachment file name. To enter a new name, use the touch screen keypad. Touch **Enter**.
6. To save the scanned document as a specific file format, touch the attachment file format, then select the required format.

   Note: To make scanned documents searchable, your system administrator can enable the Searchable feature.
7. Adjust scanning options as needed.
8. To change the subject line, from Email Features, touch **Subject**. To enter a new subject line, use the touch screen keypad. Touch **Enter**.
9. To change the email body message, from Email Features, touch **Message**, then enter a new message. Touch **OK**.
10. To begin the scan, touch **Scan**.
11. If you are scanning from the document glass, when prompted to finish, touch **Done**. To scan another page, load a new original document on the document glass, then touch **Add Page**.

    Note: If you are scanning a document from the duplex automatic document feeder, a prompt does not appear.
12. To return to the Home screen, press the **Home** button.

Scanning to a User Home Folder

Scan to Home allows you to scan documents that are saved to a home directory on an external server. The home directory is distinct for each authenticated user. The directory path is established through LDAP.

Before You Begin

To scan to the home folder defined in an LDAP directory, first ensure that the home folder locations are defined for each user.

If you want to scan to a shared folder on the network, create a shared folder on your network with read and write access privileges.

Scanning to a Home Folder

Note: If LDAP Network Authentication is configured, the Home button appears as an option that you can select on the Scan To screen.

1. Load the original document on the document glass or into the duplex automatic document feeder.
2. At the printer control panel, press the **Home** button.
3. To log in to the printer, touch **Log In**.
4. Enter your user name, then touch **Next**.
5. Enter your password, then touch **OK**.

6. To scan to a home folder, select an option:
   - Touch **Scan To**. On the Scan To screen, touch **Home**.
   - Touch **My Folder**.
7. To save the scanned document as a specific file name, touch the attachment file name, enter a new name using the touch screen keypad, then touch **Enter**.
8. To save the scanned document as a specific file format, touch the attachment file format, then select the desired format.
9. Adjust scanning options as needed.
10. To begin the scan, press **Scan**.

    If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**.

    Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.
11. To return to the Home screen, press the **Home** button.

Scanning to a USB Flash Drive

You can scan a document and store the scanned file on a USB Flash drive. The Scan to USB function produces scans in .jpg, .pdf, .pdf (a), .xps, and .tif file formats.

Note:

- If the device is in Power Saver mode, press the **Power/Wake** button.
- Only USB Flash drives formatted to the typical FAT32 file system are supported.

To scan to a USB Flash drive:

1. Load the original document on the document glass or in the duplex automatic document feeder.
2. At the printer control panel, press the **Home** button.
3. Insert your USB Flash drive into the USB memory port on the front of the printer.
4. When the USB Flash drive is detected, touch **Scan to USB**.

   Note: If this feature does not appear, enable the feature or contact the system administrator. To save the scanned file to a folder on the USB Flash drive, navigate to the desired directory. Touch **OK**.
5. To save the scanned document with a specific file name, touch the attachment file name. To enter a new file name, use the touch screen keypad. Touch **Enter**.
6. To save the scanned document to as a specific file format, touch the attachment file format, then select the required format.
7. Adjust scanning features as needed.
8. To begin the scan, press **Scan**.

   The printer scans your images to the folder that you specified.

9. If you are scanning from the document glass, when prompted to finish, touch **Done**. To scan another page, load a new original document on the document glass, then touch **Add Page**.

   Note: If you are scanning a document from the duplex automatic document feeder, a prompt does not appear.

   Caution: Do not remove the USB Flash drive while the device is scanning and processing the job. If you remove the Flash drive before the transfer is complete, the file can become unusable and other files on the drive can be damaged.

10. To return to the Home screen, press the **Home** button.

Scan to Desktop

Before you begin:

- Before scanning, ensure that your computer and the printer are plugged in, powered on, and connected to an active network.
- On your computer, ensure that you have the correct print driver software installed. For details, refer to Installing the Software.
- On your computer, ensure that the printer is installed using WSD. For details, refer to Installing the Software.
- On your printer, ensure that WSD is enabled. Enable the feature or contact the system administrator.

To use the Scan to Desktop feature:

1. Load the original document on the document glass or into the duplex automatic document feeder.
2. At the printer control panel, press the **Home** button.
3. Touch **Scan to Desktop**.
4. To select a destination, touch the computer address.
5. To begin the scan, press **Scan**.

   The Windows Fax and Scan application opens on your PC desktop. The image file of your scan is saved to the Scanned Documents folder.

6. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**.

   Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.

7. To return to the Home screen, press the **Home** button.

Scanning to an FTP or SFTP Server

To scan an image and send it to an FTP or SFTP server:

1. Load the original document on the document glass or into the duplex automatic document feeder.
2. At the control panel, press the **Home** button.

3. Touch **Scan To**.
4. Touch **FTP** or **SFTP**, then enter the server address.
5. If prompted, enter a valid user name and password, then touch **Enter**.
6. Select a folder location for your scanned document, then touch **OK**.
7. To save the scanned document as a specific file name, touch the attachment file name. Enter a new name using the touch screen keypad, then touch **Enter**.
8. To save the scanned document as a specific file format, touch the attachment file format, then select the required format.
9. Adjust scanning options as needed.
10. To begin the scan, touch **Scan**.

    The printer scans your images to the folder that you specified.
11. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**.

    Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.
12. To return to the Home screen, press the **Home** button.

Scanning to a Shared Folder on a Network Computer

Before you can use the printer as a scanner on a network:

- Create a shared folder on your computer hard drive.
- Access the Embedded Web Server, then create an address that points the scanner to the computer.

Sharing a Folder on a Windows Computer

1. Open Windows Explorer.
2. Right-click the folder you want to share, then select **Properties**.
3. Click the **Sharing** tab, then click **Advanced Sharing**.
4. Select **Share this folder**.
5. Click **Permissions**.
6. Select the **Everyone** group, and verify that all permissions are enabled.
7. Click **OK**.

   Note: Remember the Share name for later use.
8. Click **OK** again.
9. Click **Close**.

Sharing a Folder in Macintosh OS X Version 10.7 and Later

1. From the Apple menu, select **System Preferences**.
2. From the Internet & Wireless menu, select **Sharing**.
3. From the Service menu, select **File Sharing**.
4. Under Shared Folders, click the **Plus** icon (**+**).
5. Browse to the folder that you want to share on the network, then click **Add**.
6. To modify access rights for your folder, select the folder. The groups activate.
7. From the Users list, click **Everyone**, then use the arrows to select **Read & Write**.
8. Click **Options**.
9. To share the folder, select **Share files and folders using SMB**.
10. To share the folder with specific users, next to the user name, select **On**.
11. Click **Done**.
12. Close the System Preferences window.

Note: When you open a shared folder, a Shared Folder banner appears in the Finder for the folder and subfolders.

Adding an SMB Folder as an Address Book Entry from the Embedded Web Server

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

   Note: If you do not know the IP address for your printer, refer to Finding the IP Address of Your Printer.

2. Click **Address Book**, then click **Add Contact**.
3. For Network (SMB), click the plus icon (**+**), then enter the following information:
   - **Nickname**: Enter the name that you want to appear in the Address Book.
   - **Type**: Select the network connection type.
   - **IP Address**: Port: Enter the IP address of your computer, then enter the default port number.
   - **Share**: Enter a name for the directory or folder. For example, to save scanned files to a shared folder named scans, type scans.
   - **Document Path**: Enter the path of the folder on the SMB server. For example, to save the scanned files to a folder named colorscans inside the scans folder, type colorscans.
   - **Login Name**: Enter your computer user name.
   - **Password**: Enter your computer login password.
   - **Retype Password**: Enter your login password again.
4. To save your network information, click **OK**.
5. To save your contact, click **OK**.

Adding a Folder as an Address Book Entry Using the Control Panel

1. At the printer control panel, touch the **Home** button.
2. Touch **Address Book**.

3. Touch the **Plus** icon (**+**), then select **Add Contact**.
4. Enter the name to appear in the address book.
5. Touch **Add (SMB)**, then navigate to the desired folder.

   Note: Login credentials are required for computers on secured networks.

6. To save changes, touch **OK**.

Scanning to a Shared Folder on a Networked Computer

1. Load the original document on the document glass or into the duplex automatic document feeder.
2. At the printer control panel, press the **Home** button.
3. Touch **Scan To**.
4. Touch **Contacts**.
5. From the Contacts list, select the shared folder.
6. To save the scanned document as a specific file name, touch the attachment file name, enter a new name using the touch screen keypad, then touch **Enter**.
7. To save the scanned document as a specific file format, touch the attachment file format, then select the desired format.
8. Adjust scanning options as needed.
9. To begin the scan, press **Scan**.
10. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**.

    Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.

11. To return to the Home screen, press the **Home** button.

Scanning Images into an Application on a Connected Computer

You can import images directly from the scanner into a folder on your computer. With a Macintosh® computer and some Windows® applications, you can import the images directly into an application.

Scanning an Image into an Application

Note: Some Windows applications, including Microsoft Office 2007 and newer, no longer support scanning an image into an application using this process.

1. Load the original document on the document glass or in the duplex automatic document feeder.
2. At your computer, open the application into which you want to scan the image.
3. In the application, select the menu item to acquire the image.

4. From the Paper Source menu in Windows, or from the Scan From menu on a Macintosh® computer, select one of the following:
   - For the Document Glass, select **Flatbed**.
   - For the Duplex Automatic Document Feeder, select **Document Feeder**.
5. Specify other scan driver settings as needed.
6. To begin the scan, click **Scan**.

The printer scans the document and places the image in your application.

Scanning Using the Windows Web Services on Devices Application

Before you begin:

- On your computer, ensure that the printer is installed using WSD and is available for use on the network. For details, refer to Installing the Software.
- On your printer, ensure that WSD is enabled. For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

1. Load the original document on the document glass or in the duplex automatic document feeder.
2. On your computer, select the **Windows Fax and Scan** application, then click **Run**.
3. Click **New Scan**.
4. To choose the device, click **Change**. From the list, select your device.
5. In the New Scan window, click the **Profile** list. Depending on the type of documents that you are scanning, choose an option.
   - For text-based documents or documents containing line art, choose **Documents**.
   - For documents containing graphic images, or for photographs, choose **Photo**.

   The default settings for scanning a document or photo appear automatically.
6. Adjust scanning options as needed.
7. To view how your document appears when scanned, click **Preview**.
8. To scan the original document, click **Scan**.

   The scanned image is stored in the default *Documents* folder, in the *Scanned Documents* subfolder.
9. You can forward scanned images to an email address or a network folder automatically. To choose a forwarding option, click **Tools**, then click **Scan Routing**. Select your preferred option, enter the destination details, then click **Save**.

   The scanned images are forwarded to the specified destination.

Previewing and Building Jobs

Use the Preview option to view and check scanned images, or to build jobs that contain more than 50 original documents.

If you are using Preview to build a job, divide your job into segments of 50 or fewer pages. After all the segments are scanned and previewed, the job is processed and sent as a single job.

Note: If the Preview option is hidden from view, refer to Customize and Personalize.

1. At the printer control panel, press the **Home** button.
2. To clear previous app settings, touch **Reset**.
3. Load your original documents.
   - Use the document glass for single pages or for paper that cannot be fed using the duplex automatic document feeder. Lift the automatic document feeder, then place the original document face down in the upper-left corner of the document glass.
   - For single, multiple, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the automatic document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the documents.
   - For jobs containing more than 50 original documents, divide the documents into segments of 50 or fewer pages. Load segment one into the duplex automatic document feeder.

   Note: If you are scanning multiple segments, use the same input area for each segment. Scan all segments using the document glass, or scan all segments using the automatic document feeder.
4. Touch the app required.
5. Select the job settings.
6. Touch **Preview**.
7. If you are scanning from 2-sided original documents, touch **2-Sided Scanning**, then select an option.
8. To start scanning, touch **Preview**.

   The original documents are scanned and preview images appear on the screen.
9. Scroll through and check the preview images. To change the view orientation, touch **Rotate**. Do one of the following.
   - To scan more original documents, continue scanning your original documents using the same input area. After scanning, scroll to the end of the preview images, then touch the **Plus** icon (**+**). Continue this procedure until you have scanned all the original documents.
   - To process the job and send the scanned images, touch **Send**.
   - To discard the job, touch **X**, then touch **Delete and Close**.
10. To return to the Home screen, press the **Home** button.

Fax

Fax Overview

When you send a fax from the printer control panel, the document is scanned and transmitted to a fax machine, using a dedicated telephone line. You can use the Fax feature to fax documents to a fax number, an individual contact, or to a group of contacts.

You can use the Fax feature to do the following tasks.

- Delay the send of your fax job for up to 24 hours.
- Send a fax from your computer.
- Forward fax documents to an email address.
- Print a fax from a secure folder.

The fax function works with analog phone lines. The printer supports faxing on Voice Over Internet Protocol (VoIP) network phone systems when you use an optional Fax Kit. Before you send a fax, configure the Fax Settings to ensure that the settings are compatible with your local fax connection and regulations. The Fax Settings include optional features you can use to configure the printer for faxing.

Note: Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or print driver type.

For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

You can adjust settings for individual fax jobs, save settings as Presets for future jobs, and customize fax features. Some features are hidden from view when the app is installed. To view all available features and to find out more about customizing the Fax App, refer to Customize and Personalize.

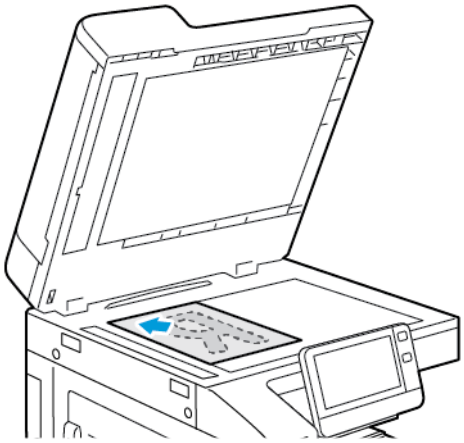
For information about all the app features and available settings, refer to Apps Features.

Sending a Fax

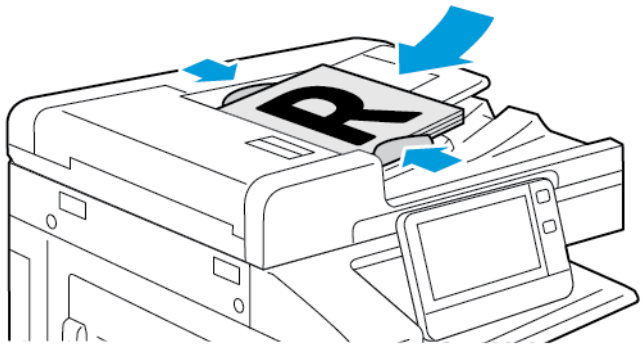
To send a fax:

1. At the printer control panel, press the **Home** button.
2. To clear previous app settings, touch **Reset**.

3. Load your original documents.
   - Use the document glass for single pages or paper that cannot be fed using the duplex automatic document feeder. Lift the document feeder cover, then place the original document face down in the upper-left corner of the document glass.



   - For single, multiple, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the document feeder, with the top of the page entering the feeder. Adjust the paper guides so that they fit against the original documents.



4. Touch **Fax**.
5. Enter recipients:
   - To enter a recipient fax number, use the touch screen keypad, then touch **Enter**.

     Note: To insert a pause as needed, touch the **Special Characters** icon, then touch **Dial Pause**. To enter longer pauses, touch **Dial Pause** multiple times.

   - To select a contact or group from the Address Book, touch the **Address Book** icon. Touch **Favorites** or **Contacts**, then select a recipient.
   - If you have created Personal Favorites, to select a Personal Favorite, log in with your user credentials. Touch the **Address Book** icon. Touch **Favorites**, then select a Personal Favorite from the list.

     For details about using the Address Book and managing and creating Favorites and Personal Favorites, refer to Address Book.
6. If you are scanning from 2-sided original documents, touch **2-Sided Scanning**, then select an option.

7. Adjust fax settings as needed.

   For details about available features, refer to Apps Features.

8. Touch **Send**.
9. If you are scanning from the document glass, when prompted, do one of the following:
   - To complete the job and return to the Fax App, touch **Done**.
   - To scan another page, load a new original document on the document glass, then touch **Add Page**.
   - To delete the scan and return to the Fax App, touch **Cancel**, then touch **Delete**.

   Note: If you are scanning a document from the duplex automatic document feeder, a prompt does not appear.

10. To return to the Home screen, press the **Home** button.

Fax Workflows

Sending a Delayed Fax

You can set a time in the future for the printer to send your fax job. You can delay the send of your fax job for up to 24 hours.

Note: Before you use this feature, ensure that the printer is set to the current time. For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

To specify the time to send your fax:

1. At the printer control panel, press the **Home** button.
2. Touch **Fax**.
3. To add a recipient fax number, use the touch screen keypad, or, to add a contact from the Address Book, touch the **Address Book** icon.
4. Load original documents into the printer, then adjust the settings as needed. For details, refer to Sending a Fax.
5. Touch **Delay Send**.
6. Touch **Specific Time**, enter the required time, then touch **OK**.
7. Touch **Send**. The fax is scanned and saved, then sent at the time that you specified.
8. If you are scanning from the document glass, when prompted, do one of the following:
   - To complete the job and return to the Fax App, touch **Done**.
   - To scan another page, load a new original document on the document glass, then touch **Add Page**.
   - To delete the scan and return to the Fax App, touch **Cancel**, then touch **Delete**.

   Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.

9. To return to the Home screen, press the **Home** button.

Sending a Cover Sheet with a Fax

You can send an automatically generated cover sheet with your fax. The cover sheet lists recipient information from the fax address book, and sender information from the Company Name Fax Line setting.

To send a cover sheet with a fax:

1. At the printer control panel, press the **Home** button, then touch **Fax**.
2. Add fax recipient names and adjust fax settings, as needed. For details, refer to Sending a Fax.
3. Touch **Cover Sheet**.
4. Touch **Add Cover Sheet**.
5. To add predefined comments in the From or To fields, touch **Blank Comment**, then select from the list of predefined comments.

   Note: If no predefined comments have been added, the list is unavailable. To populate the list with predefined comments, refer to Adding Predefined Comments.
6. Touch **OK**.

Adding Predefined Comments

To add a predefined comment:

1. At the printer control panel, press the **Home** button.
2. Log in as Admin.

   Note: For information on logging in as a system administrator, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.
3. Touch **Device→Apps→Fax**.
4. Touch **Cover Sheet Comments**.
5. Select a **Not in Use** comment.
6. Enter up to 18 characters of text, then touch **OK**.
7. To return to the Home screen, press the **Home** button.

Forwarding a Fax to an Email Address

You can configure the device to forward faxes to an email address. You can specify the types of faxes to forward, for example, received faxes, sent faxes, or sent and received faxes. Up to five email addresses can be set as forwarding addresses.

Note: Before you can forward a fax to an email address, ensure that the following items are set up:

- Email service is available.
- The SMTP server is identified within the Device App software.
- The Default From address is identified within the Device App software.

- The Fax Forwarding feature is enabled.

The SMTP server and Device Email address can be set up using the Embedded Web Server or the device Control Panel Connectivity option.

For details about configuring Fax Forwarding, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

To forward a fax to an email address:

1. At the printer control panel, press the **Home** button.
2. Log in as Admin.

   Note: For information on logging in as a system administrator, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.
3. Touch **Device→Apps→Fax**.
4. Touch **Fax Forwarding→Fax Forwarding**.
5. Select **Off**, **Receive Only**, **Send Only**, or **Send & Receive**.
6. Touch **Add Email**. To enter an email address, use the touch screen keypad, or select a contact from the Address Book.
7. To add a subject line, touch **Subject**, enter your subject line text, then touch **OK**.
8. To add a filename for attachments, touch **Attachment**, then enter a filename.
9. To change the file format for attachments, touch the current format extension, then select a new format.

   Note: The default file format is **.pdf**.
10. To save the settings, touch **OK**.
11. For the new settings to take effect, press the **Home** button. At the prompt, touch **Restart Now**.

Printing a Secure Fax

When the Fax Secure Receive option is enabled, all faxes that the device receives are held in the Jobs list until you enter a passcode. After you enter the passcode, the faxes are released and printed.

Note: Before you can receive a Secure Fax, ensure that the Secure Fax Receive feature is enabled. For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

To print a secure fax:

1. At the printer control panel, press the **Home** button, then touch **Jobs**.
2. Touch **Personal & Secure Jobs**.
3. Touch your assigned private folder.
4. Enter your passcode, then touch **OK**.
5. Select a job to print, or touch **Print All**.
6. To return to the Home screen, press the **Home** button.

Sending a Fax Manually

You can use the Manual Send feature to enable the fax modem speaker temporarily. This feature is helpful to dial international numbers, or to use phone systems that require you to wait for a specific audio tone.

To send a fax manually:

1. At the printer control panel, press the **Home** button, then touch **Fax**.
2. Adjust the fax settings as needed.
3. Touch **Manual Send**.

   Note: To display the menu without entering a fax number, at the top of the screen, touch **Fax**.
4. Touch **Dial**, then enter a fax number using the touch screen keypad.
5. To send the fax, touch **Scan**.
6. If you are scanning from the document glass, when prompted, do one of the following:
   - To complete the job and return to the Fax App, touch **Done**.
   - To scan another page, load a new original document on the document glass, then touch **Add Page**.
   - To delete the scan and return to the Fax App, touch **Cancel**, then touch **Delete**.

   Note: If you are scanning a document from the duplex automatic document feeder, a prompt does not appear.
7. To return to the Home screen, press the **Home** button.

Polling a Remote Fax Machine

Fax Polling allows the printer to retrieve a fax stored on another fax machine that supports fax polling.

Note: This feature is hidden from view when the Fax App is installed, for more information refer to Customize and Personalize.

To poll a remote fax machine:

1. At the printer control panel, press the **Home** button, then touch **Fax**.
2. Touch **Polling**.

   Note: To display the menu without entering a fax number, at the top of the screen, touch **Fax**.
3. Enter the fax number of the fax machine that you want to poll.
   - To enter a fax number manually, touch **Enter Fax Number**.
   - To add a number from the fax address book, touch the **Address Book** icon.
4. To initiate the polling process, touch **Retrieve**.
5. To return to the Home screen, press the **Home** button.

Sending a Fax From Your Computer

You can send a fax to the printer from an application on your computer.

Sending a Fax from Windows Applications

You can use the print driver to send a fax from Windows applications.

You can use the fax window to enter recipients, create a cover page with notes, and set options. You can send a confirmation sheet, set the send speed, resolution, send time, and dialing options.

To send a fax from Windows applications:

1. With the desired document or image open in your application, open the Print dialog box. For most software applications, click **File→Print** or press **CTRL+P**.
2. Select the required printer. To open the print driver dialog box, click **Printer Properties**.
3. On the **Printing Options** tab, from the Job Type list, select **Fax**.
4. In the Fax window, click the **Recipients** tab.
5. To add recipients manually:
   a. Click the **Add Recipient** icon.
   b. Type the recipient name and fax number, then add other information as required.
   c. Click **OK**.
   d. To add more recipients, repeat this procedure.
6. To add existing contacts from a phonebook:
   a. Click the **Add From Phonebook** icon.
   b. Select the required phonebook from the list.
   c. Select names from the list, or search for a contact using the search bar.
   d. To add the selected contacts to the Fax Recipients list, click the **Down Arrow**.
   e. Click **OK**.
   f. To add more recipients, repeat this procedure.
7. To include a cover sheet, click the **Cover Sheet** tab. From the Cover Sheet Options list, select **Print a Cover Sheet**. Enter the details as needed, then click **OK**.
8. On the Options tab, select the required options, then click **OK**.
9. To save your settings and return to the main print dialog page, click **OK**.
10. Click **Print**. In the Fax Confirmation window, click **OK**.

Sending a Fax from Macintosh Applications

You can use the fax driver to send a fax from many Macintosh applications. To install the fax driver, refer to Installing the Software.

To send a fax from Macintosh applications:

1. With the desired document or image open in your application, open the Print dialog box. For most software applications, click **File→Print** or press **CMD+P**.
2. Select the required printer.
3. To access the fax driver settings, click **Preview**, select **Xerox Features**, then from Job Type list, select **Fax**.
4. To add a recipient, in the Fax window, click the **Recipients** tab, then click the **Add Recipient** icon.

5. Type the recipient name and fax number, add other information as needed, then click **OK**.
6. To add more recipients, repeat this procedure.
7. To include a cover sheet, click the **Cover Sheet** tab.
8. From the Cover Sheet list, select **Print a Cover Sheet**, then enter the details as needed.
9. On the Options tab, select the required options. To save your settings and return to the main print dialog window, click **OK**.
10. To send the fax, click **Print**.

Previewing and Building Jobs

Use the Preview option to view and check scanned images, or to build jobs that contain more than 50 original documents.

If you are using Preview to build a job, divide your job into segments of 50 or fewer pages. After all the segments are scanned and previewed, the job is processed and sent as a single job.

Note: If the Preview option is hidden from view, refer to Customize and Personalize.

1. At the printer control panel, press the **Home** button.
2. To clear previous app settings, touch **Reset**.
3. Load your original documents.
   - Use the document glass for single pages or for paper that cannot be fed using the duplex automatic document feeder. Lift the automatic document feeder, then place the original document face down in the upper-left corner of the document glass.
   - For single, multiple, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the automatic document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the documents.
   - For jobs containing more than 50 original documents, divide the documents into segments of 50 or fewer pages. Load segment one into the duplex automatic document feeder.

   Note: If you are scanning multiple segments, use the same input area for each segment. Scan all segments using the document glass, or scan all segments using the automatic document feeder.
4. Touch the app required.
5. Select the job settings.
6. Touch **Preview**.
7. If you are scanning from 2-sided original documents, touch **2-Sided Scanning**, then select an option.
8. To start scanning, touch **Preview**.

   The original documents are scanned and preview images appear on the screen.

9. Scroll through and check the preview images. To change the view orientation, touch **Rotate**. Do one of the following.
   - To scan more original documents, continue scanning your original documents using the same input area. After scanning, scroll to the end of the preview images, then touch the **Plus** icon (**+**). Continue this procedure until you have scanned all the original documents.
   - To process the job and send the scanned images, touch **Send**.
   - To discard the job, touch **X**, then touch **Delete and Close**.
10. To return to the Home screen, press the **Home** button.

Server Fax

Server Fax Overview

Server Fax allows you to send a fax over a network to a fax server. The fax server sends the fax to a fax machine over a phone line.

Before you can send a server fax, configure a fax filing repository or filing location. The fax server retrieves the documents from the filing location, then transmits the files over the telephone network. You can print a confirmation report.

Note: Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or print driver type.

For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

You can adjust settings for individual server fax jobs, save settings as Presets for future jobs, and customize server fax features. Some features are hidden from view when the app is installed. To view all available features and to find out more about customizing the Server Fax App, refer to Customize and Personalize.

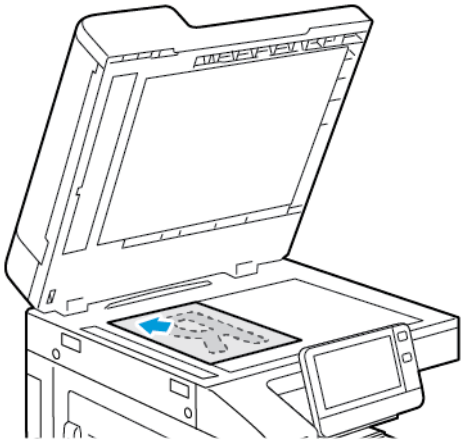
For information about all the app features and available settings, refer to Apps Features.

Sending a Server Fax

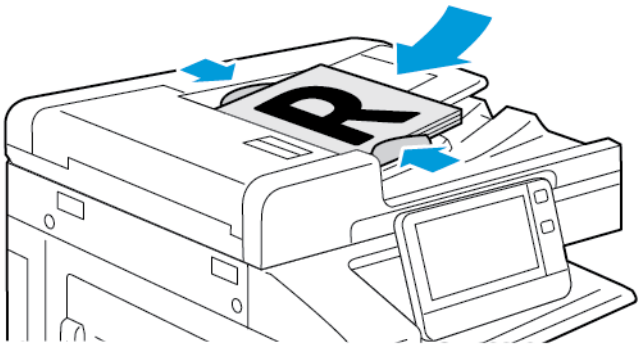
To send a server fax:

1. At the printer control panel, press the **Home** button.
2. To clear previous app settings, touch **Reset**.

3. Load your original documents.
   - Use the document glass for single pages or paper that cannot be fed using the duplex automatic document feeder. Lift the document feeder, then place the original document face down in the upper-left corner of the document glass.



   - For single, multiple, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the documents.



4. Touch **Server Fax**.
5. Enter recipients:
   - To enter a recipient fax number, use the touch screen keypad, then touch **Enter**.

     Note: To insert a pause as needed, touch the **Special Characters** icon, then touch **Dial Pause**. To enter longer pauses, touch **Dial Pause** multiple times.

   - To select a contact or group from the Address Book, touch the **Address Book** icon. Touch **Favorites** or **Contacts**, then select a recipient.

     For details about using the Address Book and managing and creating Favorites, refer to Address Book.

6. If scanning from 2-sided original documents, touch **2-Sided Scanning**, then select an option.
7. Adjust server fax settings as needed.

   For details about available features, refer to Apps Features.

8. Touch **Send**.

9. If you are scanning from the document glass, when prompted, do one of the following:
   - To complete the job and return to the Server Fax App, touch **Done**.
   - To scan another page, load a new original document on the document glass, then touch **Add Page**.
   - To delete the scan and return to the Server Fax App, touch **Cancel**, then touch **Delete**.

   Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.
10. To return to the Home screen, press the **Home** button.

Sending a Delayed Server Fax

You can set a time in the future for the printer to send your server fax job. You can delay the send of your server fax job for up to 24 hours.

Note: Delaying the send of your server fax job is not possible if the transfer protocol is SMTP.

Note: Before you use this feature, ensure that the printer is set to the current time. For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

To specify the time to send your server fax:

1. At the printer control panel, press the **Home** button.
2. Touch **Server Fax**.
3. To add a recipient fax number, use the touch screen keypad. To add a contact from the Address Book, touch the **Address Book** icon.
4. Load original documents into the printer, then adjust the settings as needed. For details, refer to Sending a Server Fax.
5. Touch **Delay Send**.
6. Touch **Specific Time**. Set the numbers to the correct time, then touch **OK**.
7. Touch **Send**. The server fax is scanned, saved, then sent at the time that you specified.
8. If you are scanning from the document glass, when prompted, do one of the following:
   - To complete the job and return to the Server Fax App, touch **Done**.
   - To scan another page, load a new original document on the document glass, then touch **Add Page**.
   - To delete the scan and return to the Server Fax App, touch **Cancel**, then touch **Delete**.

   Note: If you are scanning a document from the duplex automatic document feeder, a prompt does not appear.
9. To return to the Home screen, press the **Home** button.

Previewing and Building Jobs

Use the Preview option to view and check scanned images, or to build jobs that contain more than 50 original documents.

If you are using Preview to build a job, divide your job into segments of 50 or fewer pages. After all the segments are scanned and previewed, the job is processed and sent as a single job.

Note: If the Preview option is hidden from view, refer to Customize and Personalize.

1. At the printer control panel, press the **Home** button.
2. To clear previous app settings, touch **Reset**.
3. Load your original documents.
   - Use the document glass for single pages or for paper that cannot be fed using the duplex automatic document feeder. Lift the automatic document feeder, then place the original document face down in the upper-left corner of the document glass.
   - For single, multiple, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the automatic document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the documents.
   - For jobs containing more than 50 original documents, divide the documents into segments of 50 or fewer pages. Load segment one into the duplex automatic document feeder.

   Note: If you are scanning multiple segments, use the same input area for each segment. Scan all segments using the document glass, or scan all segments using the automatic document feeder.
4. Touch the app required.
5. Select the job settings.
6. Touch **Preview**.
7. If you are scanning from 2-sided original documents, touch **2-Sided Scanning**, then select an option.
8. To start scanning, touch **Preview**.

   The original documents are scanned and preview images appear on the screen.
9. Scroll through and check the preview images. To change the view orientation, touch **Rotate**. Do one of the following.
   - To scan more original documents, continue scanning your original documents using the same input area. After scanning, scroll to the end of the preview images, then touch the **Plus** icon (**+**). Continue this procedure until you have scanned all the original documents.
   - To process the job and send the scanned images, touch **Send**.
   - To discard the job, touch **X**, then touch **Delete and Close**.
10. To return to the Home screen, press the **Home** button.

USB

USB Overview

Use the Print from USB feature to print jobs already stored on a USB drive. Jobs in a print-ready format, such as PDF, TIFF, or JPEG, can be printed.

To create a print-ready file, select the Print to File option when you print your documents from programs such as Microsoft Word. From advanced publishing programs, there may be several methods to create print-ready files.

Printing from a USB Flash Drive

You can print a file stored on a USB Flash drive. The USB port is on the front of the printer.

Note:

- If the device is in Power Saver mode, before proceeding with the Print job, to wake the device, press the **Power/Wake** button.
- Only USB Flash drives formatted to the typical FAT32 file system are supported.

1. Insert the USB Flash drive into the USB memory port on the printer.
2. At the USB Drive has been detected screen, touch **Print from USB**.

   Note: If this feature does not appear, enable the feature or contact the system administrator. For more information, see the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

3. Add files using the Browse USB screen.
   - To print a group of print-ready files, for the USB drive or folder, touch the **Select All** icon. Verify that your files are selected.
   - To print a specific file, browse to that file, then touch the file name or icon.
4. Touch **OK**.
5. Confirm that the required files are listed.
   - To select more files, touch **Add Documents**, then touch **OK**.
   - To remove a file name from the list, touch the file name, then touch **Remove**.
6. Select the paper supply, quantity, output color, and 2-sided printing options.
7. Touch **Print**.
8. When you are finished, remove the USB Flash drive.

Printing from a USB Flash Drive Already Inserted in the Printer

1. If the USB Flash drive is already in the USB memory port, press the **Home** button.
2. Touch **Print from USB**.

   Note: If this feature does not appear, enable the feature or contact the system administrator. For more information, see the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

3. Add files using the Browse USB screen.
   - To print a group of print-ready files, for the USB drive or folder, touch the **Select All** icon. Verify that your files are selected.
   - To print a specific file, browse to that file, then touch the file name or icon.
4. Touch **OK**.
5. Confirm that the desired documents appear. If the documents do not appear, touch **Add Documents**, select additional documents, then touch **OK**.
6. Select the paper supply, quantity, output color, and 2-sided printing options.
7. Touch **Print**.

@PrintByXerox

@PrintByXerox Overview

You can use the Xerox® @PrintByXerox App to print email attachments and documents sent to your printer from mobile devices.

When your Xerox device is connected to the Internet, the @PrintByXerox App works with the Xerox® Workplace Cloud for simple email-based printing.

Note: The @PrintByXerox App and Xerox® Workplace Cloud software require specific licenses, configuration settings, and minimum system specifications. For details, refer to the *Xerox® @PrintByXerox App Quick Start Guide* available at www.xerox.com/XeroxAppGallery.

Printing with the @PrintByXerox App

1. Send an email with an attachment containing a supported file type to Print@printbyxerox.com.

   First-time users receive a response email with a user ID and password.
2. At the Xerox device control panel, press the **Home** button.
3. Touch **@PrintByXerox**.
4. Enter your email address, then touch **Save**.
5. On the Enter password screen, use the onscreen keyboard to enter your password, then touch **Save**.
6. Select the documents that you want to print.
7. Touch **Print Settings**, then touch **OK**.
8. Touch **Print**.
   - The Submitting Jobs to Print message and conversion state appears.
   - When the documents begin to print, a green check mark appears.

5

Printing

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- Using Custom Paper Sizes 153

Printing Overview

Before you print, ensure that your computer and the printer are plugged in, powered on, and connected to an active network. Ensure that you have the correct print driver software installed on your computer. For details, refer to Installing the Software.

Note:

- Not all options described are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, print driver type.
- The Windows PostScript print driver and the Macintosh print driver provide the widest range of features.

To send a job to the printer:

1. Select the appropriate paper.
2. Load paper in the appropriate tray. At the printer control panel, specify the paper 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.
5. To access the print driver settings, for Windows, select **Printer Properties**, **Print Options**, or **Preferences**. For Macintosh, select **Xerox Features**. The title of the button can vary depending on your application.
6. Modify the print driver settings as necessary, then click **OK**.
7. To send the job to the printer, click **Print**.

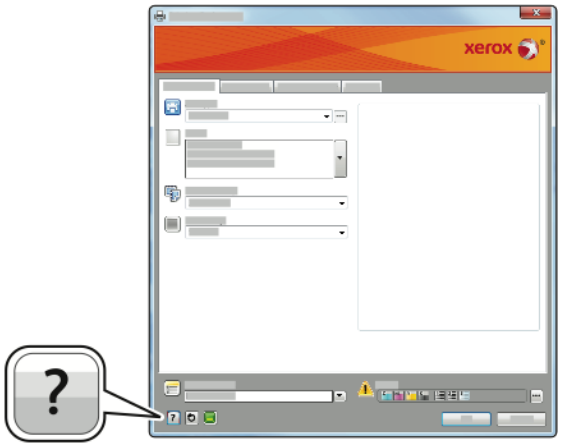
Note: To print a file stored on a USB Flash drive, refer to Printing from a USB Flash Drive.

Selecting Printing Options

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 Printing preferences within the Devices and Printers window 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. From there, you can select by topic or use the search field to 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.

1. Navigate to the list of printers on your computer:
   - For Windows Server 2008 and later, click **Start→Settings→Printers**.
   - For Windows 7, click **Start→Devices and Printers**.
   - For Windows 8, click **Start→Control Panel→Devices and Printers**.
   - For Windows 10, click **Start→Settings→Devices→Printers & scanners**. Scroll down in the window, then under Related settings, click **Devices and printers**.

   Note: If you are using a custom Start Menu application, it can change the navigation path to your list of printers.
2. In the list of printers, right-click the icon for your printer, then click **Printing preferences**.
3. In the Printing Preferences window, click a tab, then select the options. To save the settings, click **OK**.

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, you can change the Printing Preferences before sending the job to the printer.

1. With the document open in your software application, access the print settings. For most software applications, click **File→Print** or press **CTRL+P**.
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. To save and close the Printing Preferences window, click **OK**.
5. To send the job to the printer, click **Print**.

Selecting Finishing Options for Windows

If your printer has a finisher installed, you can select finishing options in the Properties window of the print driver. Finishing options allow you to select how your document is delivered. For example, you can select hole-punching, stapling, folding, or printing in a booklet format.

Note: Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or print driver type.

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

1. In the print driver, click the **Printing Options** tab.
2. To select a finishing option, for Finishing, click the arrow.

   Note: The print driver displays stapling positions for paper fed on the long edge. If paper feeds on the short edge instead of the long edge, the finisher can insert the staple in the wrong location.
3. To select the output tray, for Output Destination, click the arrow, then select an option.
   - **Automatic**: Use this option to have the printer determine the output destination based on the number of sets and the stapling option selected. The printer sends multiple sets or stapled sets to the finisher output tray.
   - **Center Tray**: Use this option to select the output tray in the center of the printer.
   - **Center Top Tray**: Use this option to select the upper output tray in the center of the printer.
   - **Center Bottom Tray**: Use this option to select the lower output tray in the center of the printer.
   - **Finisher Tray**: Use this option to select the output tray on the right side of the Office Finisher LX, or the Office Finisher LX with Booklet Maker.
4. To send the job to the printer, click **OK**, then click **Print**.

Selecting Printing Defaults in Windows for a Shared Network Printer

1. Navigate to the list of printers on your computer:
   - For Windows Server 2008 and later, click **Start→Settings→Printers**.
   - For Windows 7, click **Start→Devices and Printers**.
   - For Windows 8, click **Start→Control Panel→Devices and Printers**.
   - For Windows 10, click **Start→Settings→Devices→Printers & scanners**. Scroll down in the window. For Related settings, click **Devices and printers**.

   Note: If the Control Panel icon does not appear on the desktop, right-click the desktop, then select **Personalize→Control Panel Home→Devices and Printers**.
2. In the list of printers, right-click the icon for your printer, then select **Printer properties**.
3. In the printer Properties dialog box, click the **Advanced** tab.
4. On the Advanced tab, click **Printing Defaults**.
5. Make your selections on the print driver tabs as needed, then click **Apply**.
6. To save the settings, click **OK**.

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. In Xerox® App Gallery, you can save an app as default, so you can have app-by-app default settings for printing.

To save a set of printing options:

1. With the document open in your application, click **File→Print**.
2. To open the Printing Preferences window, select your printer, then click **Properties** or **Preferences**.
3. In the Printing Properties window, click the tabs, then select the required settings.
4. In the Printing Properties window, click **Saved Settings**, then click **Save As**.
5. To save the set of options in the Saved Settings list, type a name for the set of printing options, then click **OK**.

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.
3. In the Print Options menu, select **Xerox Features**.

   Note: To see all printing options, click **Show Details**.
4. Select any other required printing options from the lists.
5. To send the job to the printer, click **Print**.

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. Open the Print dialog box, then click **Show Details**. Click the application menu for your current application, then select **Xerox Features**.
2. To select stapling options, for Finishing, click the arrow, then select an option.

3. To select the output tray, for Output Destination, click the arrow, then select an option.
   - **Automatic**: Use this option to have the printer determine the output destination based on the number of sets and the stapling option selected. The printer sends multiple sets or stapled sets to the finisher output tray.
   - **Center Tray**: Use this option to select the output tray in the center of the printer.
   - **Center Top Tray**: Use this option to select the upper output tray in the center of the printer.
   - **Center Bottom Tray**: Use this option to select the lower output tray in the center of the printer.
   - **Finisher Tray**: Use this option to select the output tray on the right side of the Office Finisher LX, or the Office Finisher LX with Booklet Maker.
4. 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 required printing options from the lists in the Print dialog box.

   Note: To see all printing options, click **Show Details**.
4. Click **Presets→Save Current Settings as Preset**.
5. Type a name for the printing options. To save the set of options in the Presets list, click **OK**.
6. To print using these options, select the name from the Presets list.

UNIX and Linux Printing

The Xerox® Print Driver package provides tools for you to manage printers connected in UNIX and Linux environments.

The Xerox® print drivers provide a GUI-based (Graphical User Interface) driver dialog for printer feature selections. You can select print drivers based on your operating system.

Xerox® Printer Manager

Xerox® Printer Manager is an application that allows you to manage and print to multiple printers in UNIX and Linux environments.

Xerox® Printer Manager allows you to:

- Configure and check the status of network connected printers.
- Set up a printer on your network and monitor the operation of the printer once installed.
- Perform maintenance checks and view supplies status at any time.
- Provide a common look and feel across the many different suppliers of UNIX and Linux operating systems.

Installing Xerox® Printer Manager

Before you begin, ensure that you have root or superuser privileges to install Xerox® Printer Manager.

To install Xerox® Printer Manager:

1. Download the appropriate package for your operating system. To locate print drivers for your printer, go to www.xerox.com/office/VLC70XXdrivers.
2. On the print driver website, navigate to your printer model.
3. For your printer model, click **Drivers & Downloads**.
4. From the Operating System menu, select your operating system.
5. To identify the print driver for your printer model, review the list of available print drivers.

   Note: For additional information on each driver, click **Description**.
6. To select the print driver for your printer model and operating system, click the print driver name.
7. To begin the download, read the End User License Agreement, then click **Accept**.

   The file automatically downloads to the default location for your computer file downloads.
8. To install the Xerox® Print Driver package:
   a. Open the package with your OS package manager.
   b. To install using a command-line utility, change to the directory where you downloaded the file. To run the installer, type the appropriate command-line utility for your operating system. For example:
      - **Red Hat**: rpm -U <filename>.rpm
      - **Debian-based Linux**: dpkg -i <filename>.deb
      - **AIX**: rpm -U <filename>.rpm
      - **HPUX**: <filename>.depot.gz
      - **Solaris**: pkgadd -d <filename>.pkg

      Note: Most installations create a Xerox directory in /opt/Xerox/prtsys. For additional information about utilities included in the OS package manager, refer to the manual included with the package. For example, *man xeroxprtmgr*.

Launching Xerox® Printer Manager

To launch Xerox® Printer Manager, do one of the following tasks.

- For UNIX, log in as root. From a terminal window, type `xosdprtmgr`, then press **Enter** or **Return**.
- For Linux, type `sudo xeroxprtmgr`, then press **Enter** or **Return**.

Printing with xeroxprint

Xerox has its own print command. You can use the following command:

xeroxprint -d<Some_Queue→ -o[Options] <Somefile

Printing from a Linux Workstation

To print from a Linux workstation, install either a Xerox® print driver for Linux or a CUPS (Common UNIX Printing System) print driver. You do not need both drivers.

Xerox recommends that you install one of the full-featured custom print drivers for Linux. To locate drivers for your printer, go to www.xerox.com/drivers.

If you use CUPS, ensure that CUPS is installed and running on your workstation. The instructions for installing and building CUPS are contained in the *CUPS Software Administrators Manual*, written and copyrighted by Easy Software Products. For complete information on CUPS printing capabilities, refer to the *CUPS Software Users Manual* available from www.cups.org/documentation.php.

Installing the PPD File on the Workstation

1. If available, download the Xerox® PPD for CUPS (Common UNIX Printing System) from the Drivers and Downloads page on the Xerox Support website.
2. Copy the PPD file into the CUPS ppd/Xerox folder on your workstation. If you are unsure of the location of the folder, use the Find command to locate the PPD files.
3. Follow the instructions that are included with the PPD file.

Adding the Printer

1. Verify that the CUPS (Common UNIX Printing System) daemon is running.
2. Open a Web browser and type `http://localhost:631/admin`, then click **Enter** or **Return**.
3. For User ID, type `root`. For password, type the root password.
4. Click **Add Printer**, then follow the onscreen prompts to add the printer to the CUPS printer list.

Printing with CUPS (Common UNIX Printing System)

CUPS supports the use of both the System V (lp) and Berkeley (lpr) printing commands.

1. To print to a specific printer in System V, type `lp -dprinter filename`, then click **Enter**.
2. To print to a specific printer in Berkeley, type `lpr -Pprinter filename`, then click **Enter**.

Mobile Printing Options

This printer can print from iOS and Android mobile devices. For more information, refer to Configuring Google Cloud Print.

Printing with Wi-Fi Direct

You can connect to your printer from a Wi-Fi mobile device, such as a tablet, computer, or smartphone, using Wi-Fi Direct.

For details on using Wi-Fi Direct, refer to the documentation provided with your mobile device.

Note: Depending on which mobile device you are using, the printing procedure varies.

Printing with AirPrint

You can print directly from your iPhone, iPad, iPod touch, or Mac using AirPrint®. To enable AirPrint® for your printer, refer to Configuring AirPrint. To use AirPrint®, ensure that your mobile device is connected to the same wireless network as the printer.

To print with AirPrint®:

1. Open the email, photograph, website page, or document that you want to print.
2. Tap the **Action** icon.
3. Tap **Print**.
4. Select your printer, then set the printer options.
5. Tap **Print**.

Printing from a MOPRIA-Enabled Mobile Device

MOPRIA™ is a software feature that enables users to print from mobile devices without requiring a print driver. You can use MOPRIA™ to print from your mobile device to MOPRIA™-enabled printers.

Note:

- MOPRIA™ and all of its required protocols are enabled by default.
- Ensure that you have the latest version of the MOPRIA™ Print Service installed on your mobile device. You can obtain a free download from the Google Play Store.
- Wireless devices must join the same wireless network as the printer.
- The name and location of your printer appears in a list of MOPRIA™-enabled printers on connected devices.

To print using MOPRIA™, follow the directions provided with your mobile device.

Print Jobs

Managing Jobs

From the Jobs window in the Embedded Web Server, you can view a list of active and completed print jobs.

From the control panel Jobs menu, you can view lists of active jobs, secure jobs, or completed jobs. You can pause, delete, print, or view job progress or job details for a selected job. When you send a secure print job, the job is held until you release it by typing a passcode at the control panel. For more information, see Printing Special Job Types.

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. To select special job types from the print driver, select **Printing Options→Job Type**.

Saved Jobs

Saved Jobs are documents sent to the printer and, unless deleted, are stored there for future use. Any user can print or delete a Saved Job.

To print a Saved Job, refer to Printing a Saved Job.

Printing a Saved Job

1. In your software application, access the print settings. For most software applications, press **CTRL +P** for Windows or **CMD+P** for Macintosh.
2. Select your printer, then open the print driver.
   - For Windows, click **Printer Properties**. Depending on your application, the title of the button can vary.
   - For Macintosh, in the Print window, click **Print Options**, then select **Xerox Features**.
3. For Job Type, select **Saved Job**.
4. Type a job name or select a name from the list, then click **OK**.
5. Select any other required printing options.
   - For Windows, click **OK**, then click **Print**.
   - For Macintosh, click **Print**.

Releasing a Saved Job

1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**.
3. To view Saved Jobs, touch **Saved Jobs**.
4. To print a Saved Job, touch the job name, enter the quantity, then touch **OK**.
5. To delete the document after printing, for that job, touch the **Trash** icon, then at the prompt, touch **Delete**.
6. To return to the Home screen, press the **Home** button.

Secure Print

Use Secure Print to print sensitive or confidential information. After you send the job, it is held at the printer until you enter your passcode at the printer control panel.

To print a Secure Print job, refer to Printing a Secure Print Job.

Printing a Secure Print Job

1. In your software application, access the print settings. For most software applications, press **CTRL +P** for Windows or **CMD+P** for Macintosh.
2. Select your printer, then open the print driver.
   - For Windows, click **Printer Properties**. Depending on your application, the title of the button varies.
   - For Macintosh, in the Print window, click **Preview**, then select **Xerox Features**.
3. For Job Type, select **Secure Print**.
4. Type the passcode, confirm the passcode, then click **OK**.
5. Select any other required printing options.
   - For Windows, click **OK**, then click **Print**.
   - For Macintosh, click **Print**.

Releasing a Secure Print job

1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**.
3. To view Secure Print jobs, touch **Personal & Secure Jobs**.
4. Touch your folder.
5. Enter the passcode number, then touch **OK**.
6. Select an option:
   - To print a Secure Print job, touch the job.
   - To print all the jobs in the folder, touch **Print All**.
   - To delete a Secure Print job, touch the **Trash** icon. At the prompt, touch **Delete**.
   - To delete all the jobs in the folder, touch **Delete All**.

   Note: After a Secure Print job is printed, it is deleted automatically.
7. To return to the Home screen, press the **Home** button.

Printing a Personal Print Job

1. In your software application, access the print settings. For most software applications, click **File→Print** or for Windows, press **CTRL+P**.
2. Select your printer, then click **Printer Properties**. Depending on your application, the title of the button varies.
3. For Job Type, select **Personal Print**.
4. Select any other required printing options, then click **OK**.
5. To send the job to the printer, click **Print**.

Printing Using Personal Print

1. In your software application, access the print settings. For most software applications, click **File** or for Windows, press **CTRL+P**.
2. Select your printer, then click **Printer Properties**. Depending on your application, the title of the button varies.
3. For Job Type, select **Personal Print**.
4. Select any other required printing options, then click **OK**.
5. To send the job to the printer, click **Print**.

Releasing a Personal Print Job

1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**.
3. To view Personal Print jobs, touch **Personal & Secure Jobs**.
4. Touch your folder.
5. If prompted for a passcode, touch **Skip**.

   Note: When your folder contains Secure Print jobs and Personal Print jobs, the passcode prompt appears.
6. Select an option.
   - To print a Personal Print job, touch the job.
   - To print all the jobs in the folder, touch **Print All**.
   - To delete all the jobs in the folder, touch **Delete All**.
7. To return to the Home screen, press the **Home** button.

Sample Set

The Sample Set job type prints one copy of a multiple-copy print job before printing the remaining copies. After reviewing the sample set, you can either print the remaining copies or delete them at the printer control panel.

Sample Set is a type of saved job with these features:

- A Sample Set job appears in a folder named after the user ID associated with the print job.
- A Sample Set job does not use a passcode.
- Any user can print or delete a Sample Set job.
- A Sample Set prints one copy of a job to allow you to proofread the job before printing any remaining copies.

After a Sample Set job is printed, it is deleted automatically.

To print a Sample Set, refer to Printing a Sample Set.

Printing a Sample Set

1. In your software application, access the print settings. For most software applications, press **CTRL +P** for Windows or **CMD+P** for Macintosh.
2. Select your printer, then open the print driver.
   - For Windows, click **Printer Properties**. Depending on your application, the title of the button varies.
   - For Macintosh, in the Print window, click **Preview**, then select **Xerox Features**.
3. For Job Type, select **Sample Set**.
4. Select any other required printing options.
   - For Windows, click **OK**, then click **Print**.
   - For Macintosh, click **Print**.

Releasing a Sample Set

1. At the printer control panel, press the **Home** button.
2. To view available jobs, touch **Jobs**.
3. Touch the Sample Set job.

   Note: The Sample Set file description shows the job as Held for Future Printing, and shows the number of remaining copies of the job.

4. Select an option.
   - To print the remaining copies of the job, touch **Release**.
   - To delete the remaining copies of the job, touch **Delete**.
5. To return to the Home screen, press the **Home** button.

Printing Features

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.

Scaling

Scaling reduces or enlarges the original document to match the selected output paper size.

- For Windows, the scale options are on the Printing Options tab, in the Paper field.
- For Macintosh, the scale options are in the Print window. To view more printing options, click **Show Details**.

The following scaling options are available:

- **Automatically Scale** scales the document to fit the selected Output Paper Size. The scaling amount appears in the percentage box below the sample image.
- **No Scaling** does not change the size of the page image printed on the output paper, and 100 % appears in the percentage box. If the original size is larger than the output size, the page image is cropped. If the original size is smaller than the output size, extra space appears around the page image.
- **Manually Scale** scales the document by the amount entered in the percentage box below the preview image.

Printing on Both Sides of the Paper

Printing a 2-Sided Document

If your printer supports Automatic 2-Sided Printing, the options are specified in the print driver. The print driver uses the settings for portrait or landscape orientation from the application for printing the document.

Note: Ensure that the paper size and weight are supported. For details, refer to Supported Standard Paper Sizes for Automatic 2-Sided Printing.

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.

- **1-Sided Print**: This option prints on one side of the media. Use this option when printing on envelopes, labels, or other media that cannot be printed on both sides.
- **2-Sided Print**: This option prints the job on both sides of the paper to allow binding on the long edge of the paper. The following illustrations show the result for documents with portrait and landscape orientation, respectively:

- **2-Sided Print, Flip on Short Edge**: This option prints on both sides of the paper. The images print to allow binding on the short edge of the paper. The following illustrations show the result for documents with portrait and landscape orientations, respectively:

Note: 2-Sided Printing is part of the Earth Smart settings.

To change your default print driver settings, refer to Setting Default Printing Options for Windows.

Xerox Black and White

You can select printing in color or black and white.

- **Off (use Document Color)**: Use this option to print in color.
- **On**: Use this option to print in black and white.

Print Quality

PostScript print-quality modes:

- Standard print-quality mode: 1200 x 2400 dpi
- Enhanced print-quality mode: 1200 x 2400 dpi
- Photo Mode: 1200 x 2400 dpi

PCL print-quality mode:

- Standard print-quality mode: 600 x 600 dpi

Note: Enhanced and Photo Mode are not available with the PCL driver.

Image Options

Image Options controls how the printer uses color to produce your document. The Windows PostScript print driver and the Macintosh print drivers provide the widest range of color controls and corrections on the Image Options tab.

Image Shift

Image Shift allows you to modify the location of the image on the page. You can shift the printed image along the X and Y axes of each sheet of paper.

Color Correction

Color Correction matches printer colors on PostScript jobs to colors on other devices, such as your computer screen or a printing press.

Color Correction options:

- Xerox Black and White: This option converts all color in the document to black and white, or shades of gray.
- Xerox Automatic Color: This option applies the best color correction to text, graphics, and images. Xerox recommends this setting.

There are more Color Correction options, including Vivid RGB and Commercial.

Color Adjustments

Use Color Adjustments to adjust particular characteristics of the printed color. Characteristics include lightness, contrast, saturation, and color cast.

Note: Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type.

Lightness

The Lightness feature allows you to adjust the overall lightness or darkness of the text and images in your printed job.

Contrast

You can use the Contrast feature to adjust the variation between light and dark areas of the print job.

Saturation

Saturation allows you to adjust the color strength and the amount of gray in the color.

Color Cast

Use Color Cast settings to adjust the amount of a selected color in the print job while preserving lightness.

The following options are available:

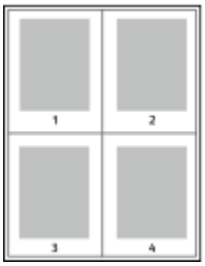
- The Cyan to Red option allows you to adjust the color balance between cyan and red. For example, when you increase the cyan levels, the red levels decrease.
- The Magenta to Green option allows you to adjust the color balance between magenta and green. For example, when you increase the magenta levels, the green levels decrease.
- The Yellow to Blue option allows you to adjust the color balance between yellow and blue. For example, when you increase the yellow levels, the blue levels decrease.

Printing Multiple Pages to a Single Sheet

When printing a multiple-page document, you can print more than one page on a single sheet of paper.

To print 1, 2, 4, 6, 9, or 16 pages per side, select **Pages Per Sheet** on the Pages Per Sheet Page Layout tab.

- For Windows, Page Layout is on the Document Options tab.
- For Macintosh, in the Print window, Layout is on the Preview list.



To print a border around each page, select **Page Borders**.

Printing Booklets

With 2-sided printing, you can print a document in the form of a small booklet. You can create booklets from any paper size that is supported for 2-sided printing.

The print 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.

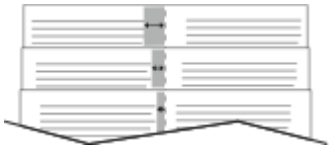
- For Windows, Booklet Layout is on the Page Layout tab. Page Layout is on the Document Options tab.
- For Macintosh, in the Print window, in Xerox Features, Booklet Layout is on the Paper/Output list.

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 shift outward in tenths of a point. Shifting compensates for the thickness of the folded paper, which can cause the page images to shift outward slightly when folded. You can select a value from zero to 1 point.

Gutter

Creep



Using Special Pages

The Special Pages options control how covers, inserts, and exception pages are added to your printed document.

- For Windows, the Special Pages tab is on the Document Options tab.
- For Macintosh, in the Print window, in Xerox Features, Special Pages is in the Paper field for Paper/ Output.

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**: This option does not print cover pages. No cover pages are added to the document.
- **Front Only**: This option prints the first page on paper from the specified tray.
- **Back Only**: This option 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. Ensure 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.
- **Pages**: 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.
- **Job Setting**: Displays the attributes of the paper for the remainder of the job.

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:

- **Pages**: 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.
- **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.
  - **Use Job Setting** prints the job using the attributes shown in the Job Settings box.
- **Job Setting**: Displays the attributes of the paper for the remainder of the job.

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

Printing Watermarks for Windows

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.

Note:

- This feature is available only on a Windows computer printing to a network printer.
- Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or print driver type.
- Watermarks are not supported for some print drivers when booklet is selected or when more than one page is printed on a sheet of paper.

To print a watermark:

1. In the print driver, click the **Document Options** tab.
2. Click the **Watermark** tab.
3. From the Watermark menu, select the watermark. You can choose from preset watermarks, or create a customized watermark. You can also manage watermarks from this menu.
4. Under Text, select an option:
   - **Text**: Enter the text in the field, then specify the font.
   - **Time Stamp**: Specify the date and time options, then specify the font.
   - **Picture**: To locate the picture, click the **Browse** icon.

5. Specify the scaling angle and position of the watermark:
   - Select the scaling option that specifies the size of the picture in relation to the original image. Use the arrows to scale the image in increments of 1 %.
   - To define the angle of the image on the page, specify the position option or to rotate the image left or right by increments of 1, use the arrows.
   - To define the location of the image on the page, specify the position option, or to move the image in each direction in increments of 1, use the arrows.
6. Under Layering, select how to print the watermark:
   - **Print in Background**: This option prints the watermark behind the text and graphics in the document.
   - **Blend**: This option combines the watermark with the text and graphics in the document. A blended watermark is translucent, so you can see both the watermark and the document content.
   - **Print in Foreground**: This option prints the watermark over the text and graphics in the document.
7. Click **Pages**, then select the pages to print the watermark:
   - **Print on All Pages**: This option prints the watermark on all pages of your document.
   - **Print on Page 1 Only**: This option prints the watermark only on the first page of the document.
8. If you select a picture as a watermark, specify the lightness settings for the image.
9. Click **OK**.

Orientation

Orientation allows you to select the direction that the page prints.

- For Windows, the Orientation tab is on the Document Options tab.

Note: The orientation setting in your application print dialog box may override the orientation options in the print driver.

- For Macintosh, Orientation options are in the Print window.

The following options are available:

- **Portrait**: Orients the paper so that the text and images print across the short dimension of the paper.

- **Landscape**: Orients the paper so that the text and images print across the long dimension of the paper.

- **Rotated Landscape**: Orients the paper so that the content is rotated 180 degrees and with the long bottom side up.

Note: For Macintosh, to print portrait text and images in landscape orientation, clear the Auto Rotate check box.

Advanced Tab

You can use the Advanced tab to set advanced printing options. Selections on this tab apply to all jobs that you print with the print driver.

Note: Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or print driver type.

Job Identification

You can use the Job ID feature to change the job identification setting for your print job. You can print the job identification on a separate banner page or on the pages of your document.

The following options are available:

- Disable Job ID: This option directs the printer not to print a banner page.
- Print ID on a Banner Page: This option prints the job identification on a banner page.
- Print ID in Margins - First Page Only: This option prints the job identification on the first page of the document in the top-left margin.
- Print ID in Margins - All Pages: This option prints the job identification in the top-left margin on every page of the document.

Printing Mirror Images

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

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 from the Advanced tab:

1. Click **Notifications**.
2. Click **Notify for Completed Jobs**, then select an option.
   - **Enabled**: This option turns on notifications.
   - **Disabled**: This option turns off the Notification feature.
3. Click **OK**.

Using Custom Paper Sizes

You can print on custom paper sizes that are within the minimum and maximum size range supported by the printer. For more information, refer to Supported Custom Paper Sizes.

Printing on Custom Paper Sizes

Note: Before printing on a custom paper size, use the Custom Paper Sizes feature in Printer Properties to define the custom size.

For more information, refer to Defining Custom Paper Sizes.

Printing on Custom Paper Size from Windows

Note: Before printing on custom-size paper, define the custom size in the Printer Properties.

1. Load the custom-size paper in the tray.
2. In the application, click **File→Print**, then select your printer.
3. In the Print dialog box, click **Printer Properties**.
4. On the Printing Options tab, from the Paper list, select the required custom paper size and type.
5. Select any other required options, then click **OK**.
6. In the Print dialog box, click **Print**.

Printing on Custom-Size Paper from a Macintosh Computer

1. Load the custom-size paper.
2. In the application, click **File→Print**.
3. From the Paper Size list, select the custom paper size.
4. Click **Print**.

Defining Custom Paper Sizes

To print custom paper sizes, define the custom width and length of the paper in the print driver software and on the printer control panel. When setting the paper size, ensure that you specify the same size as the paper in the tray. Setting the wrong size paper can cause a printer error. Print driver settings override control panel settings when you print using the print driver software on your computer.

Creating and Saving Custom Paper Sizes in the Print Driver

You can print custom-size paper from any paper tray. Custom-size paper settings are saved in the print driver and are available for you to select in all your applications.

For more information on supported paper sizes for each tray, refer to Supported Custom Paper Sizes.

Creating and Saving Custom Sizes for Windows

1. In the print driver, click the **Printing Options** tab.
2. For Paper, click the arrow, then select **Other Size→Advanced Paper Size→Output Paper Size→New**.
3. In the New Custom Paper Size window, enter the height and width of the new paper size.
4. To specify the units of measurement, at the bottom of the window, click the **Measurements** button, then select **Inches** or **Millimeters**.
5. To save, in the Name field, type a title for the new size, then click **OK**.

Creating and Saving Custom Sizes for Macintosh

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

Defining a Custom Paper Size at the Control Panel

You can print custom-size paper from any paper tray. Custom-size paper settings are saved in the print driver and are available for you to select in all your applications.

1. At the printer control panel, press the **Home** button.
2. Touch **Device→Paper Trays**.
3. Touch the desired tray for your custom-size paper.
4. Touch the current paper size setting, then from the list, touch **Custom**.
5. In the Custom Paper Size screen, enter the height and width of the new paper size.
6. To save the setting, touch **OK**.
7. To return to the Home screen, press the **Home** button.

6

Paper and Media

This chapter contains:

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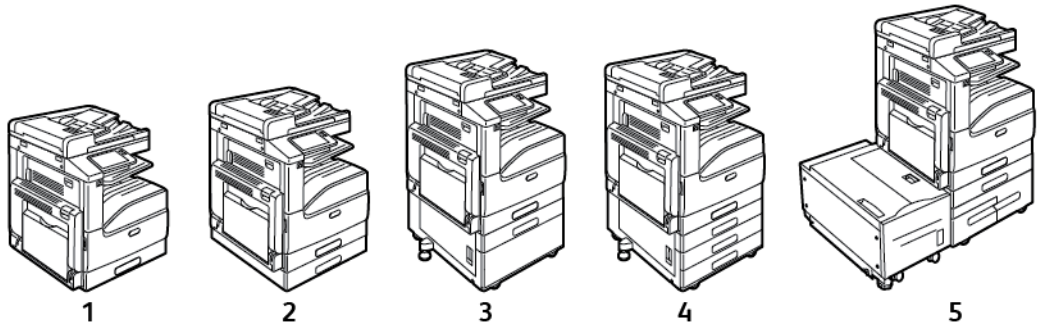
- Supported Paper 157
- Paper Tray Settings 164
- Loading Paper 168
- Printing on Special Paper 180

Paper and Media Overview

The printer can have up to six paper trays, depending on the paper tray configuration.



1. Base Model
2. Configuration with Single Tray Module
3. Configuration with Single Tray with Stand Module
4. Configuration with 3-Tray Module
5. Configuration with High-Capacity Tandem Tray Module and High-Capacity Feeder

- For all configurations, Tray 1 is an adjustable paper tray for loading a range of paper sizes.
- For the Single Tray configuration, and Single Tray with Stand configuration, Tray 2 is an adjustable paper tray similar to Tray 1.
- For the 3-Tray configuration, Trays 2–4 are adjustable trays, similar to Tray 1.
- For the Tandem Tray configuration, Tray 2 is an adjustable paper tray, similar to Tray 1. Trays 3–4 are high-capacity trays that can hold A4, Letter, and Executive-size paper.
- The Bypass Tray is designed for loading small amounts of special paper.

Note:

- The optional Envelope Tray can replace Tray 1.
- Tray 6 is an optional external high-capacity paper tray that can hold A4, Letter, or Executive-size paper.

The printer can use various media types, such as plain, recycled, or colored paper, letterhead, pre-printed, cardstock, labels, and envelopes. Ensure that you use the correct media for the tray that you are loading.

Labels are affixed inside each tray to show the correct orientation for loading certain types of media. The MAX label shows the maximum fill line for the tray.

Supported Paper

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.

Ordering Paper

To order paper or other media, contact your local reseller or visit www.xerox.com/office/VLC70XXsupplies.

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.
- Do not print on label media after 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
- Transparencies

Caution: The Xerox Warranty, Service Agreement, or Xerox Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or specialty media. The Xerox Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Please contact your local 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 the paper 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

Trays	Paper Types	Weights
Trays 1–4 of all configurations	Bond Hole-Punched Letterhead Plain Plain Reloaded Pre-Printed Recycled Custom	60–105g/m²
	Lightweight Cardstock Lightweight Cardstock Reloaded Lightweight Glossy Cardstock Lightweight Glossy Cardstock Reloaded	106–169 g/m²
	Cardstock Cardstock Reloaded Glossy Cardstock Glossy Cardstock Reloaded	170–216 g/m²

Trays	Paper Types	Weights
	Heavyweight Cardstock Heavyweight Cardstock Reloaded Heavyweight Glossy Cardstock Heavyweight Glossy Cardstock Reloaded	217–256 g/m²
	Labels Heavyweight Labels Extra Heavyweight Labels	
Bypass Tray	Bond Hole-Punched Letterhead Plain Plain Reloaded Pre-Printed Recycled Custom	60–105 g/m²
	Lightweight Cardstock Lightweight Cardstock Reloaded Lightweight Glossy Cardstock Lightweight Glossy Cardstock Reloaded	106–169 g/m²
	Cardstock Cardstock Reloaded Glossy Cardstock Glossy Cardstock Reloaded	170–216 g/m²
	Labels Heavyweight Labels	
	Envelopes	
Tray 6	Bond Hole-Punched Letterhead	60–105 g/m²

Trays	Paper Types	Weights
	Plain Plain Reloaded Pre-Printed Recycled Custom	
	Lightweight Cardstock Lightweight Cardstock Reloaded Lightweight Glossy Cardstock Lightweight Glossy Cardstock Reloaded	106–169 g/m²
	Cardstock Cardstock Reloaded Glossy Cardstock Glossy Cardstock Reloaded	170–216 g/m²
	Labels Heavyweight Labels	
Envelope Tray	Envelopes	

Supported Standard Paper Sizes

Tray	European Standard Sizes	North American Standard Sizes
Trays 1 and 2 in all configurations Trays 3 and 4 in the 3-Tray module	A5 (148x210 mm, 5.8x8.3in.) B5 (176x250 mm, 6.9 x 9.8 in.) A4 (210x297 mm, 8.3x11.7in.) B4 (250 x 353mm, 9.8 x 13.9 in.) A3 (297 x 420mm, 11.7 x 16.5in.)	Statement (140x216mm, 5.5x8.5 in.) Executive (184x267mm, 7.25x10.5 in.) Letter (216x279mm, 8.5x11 in.) US Folio (216 x 330 mm, 8.5 x 13 in.) Legal (216x356mm, 8.5x14 in.) Tabloid (432 x 279 mm, 17 x 11 in.)
Trays 3 and 4 in the Tandem Tray Module	A4 (210 x 297 mm, 8.3 x 11.7 in.)	Executive (184x267mm, 7.25x10.5 in.)

Tray	European Standard Sizes	North American Standard Sizes
		Letter (216x279mm, 8.5x11 in.)
Bypass Tray	A6 (105 x 148 mm, 4.1 x 5.8 in.) A5 (148 x 210 mm, 5.8 x 8.3 in.) A4 (210 x 297 mm, 8.3 x 11.7 in.) A4 Oversized (223 x 297 mm, 8.8x11.7in.) 215 x 315 (215 x 315 mm, 8.5x12.4in.) A3 (297 x 420 mm, 11.7 x 16.5 in.) B6 (125x176 mm, 4.9 x 6.9 in.) B5 (176x250 mm, 6.9 x 9.8 in.) B4 (250 x 353mm, 9.8 x 13.9 in.)	Postcard (89 x 140mm, 3.5 x 5.5in.) Postcard (102 x 152 mm, 4 x 6 in.) 5 x 7 (127 x 178 mm, 5 x 7 in.) Statement (140x216mm, 5.5 x 8.5 in.) Executive (184 x 267 mm, 7.25 x 10.5 in.) 8 x 10 (203 x 254 mm, 8 x 10 in.) Letter (216 x 279 mm, 8.5 x 11 in.) US Folio (216 x 330 mm, 8.5 x 13 in.) Legal (216 x 356 mm, 8.5 x 14 in.) Tabloid (279 x 432 mm, 11 x 17 in.)
	DL envelope (110x220mm, 4.33x8.66in.) C6 envelope (114 x 162 mm, 4.5x6.38in.) C5 envelope (162 x 229 mm, 6.4x9in.)	Envelope (152 x 228 mm, 6 x 9 in.) Envelope (228 x 305 mm, 9 x 12 in.) Monarch envelope (98 x 190 mm, 3.9x7.5in.) No. 9 envelope (98 x 225 mm, 3.9 x 8.9 in.) No. 10 envelope (105 x 241 mm, 4.1x9.5in.)
Tray 6	A4 (210x297 mm, 8.3x11.7in.)	Executive (184x267mm, 7.25x10.5 in.) Letter (216x279mm, 8.5x11 in.)
Envelope Tray	DL envelope (110x220mm, 4.33x8.66in.) C5 envelope (162x229mm, 6.4x9in.)	Monarch envelope (98x190mm, 3.9x7.5in.) No. 10 envelope (241x105mm, 4.1x9.5in.)

Supported Standard Paper Sizes for Automatic 2-Sided Printing

European Standard Sizes	North American Standard Sizes
A5 (148 x 210 mm, 5.8 x 8.3 in.)	Statement (140 x 216 mm, 5.5 x 8.5 in.)
A4 (210 x 297 mm, 8.3 x 11.7 in.)	Executive (184 x 267 mm, 7.25 x 10.5 in.)
A4 Oversized (223 x 297 mm, 8.8 x 11.7 in.)	8 x 10 (203 x 254 mm, 8 x 10 in.)
215 x 315 (215 x 315 mm, 8.5 x 12.4 in.)	Letter (216 x 279 mm, 8.5 x 11 in.)
A3 (297 x 420 mm, 11.7 x 16.5 in.)	8.5 x 13 (216 x 330 mm, 8.5 x 13 in.)
B5 (176 x 250 mm, 6.9 x 9.8 in.)	Legal (216 x 356 mm, 8.5 x 14 in.)
B4 (250 x 353 mm, 9.8 x 13.9 in.)	Ledger (432 x 279 mm, 17 x 11 in.)
	Postcard (152 x 229 mm, 6 x 9 in.)

Supported Paper Types and Weights for Automatic 2-Sided Printing

Trays	Paper Types	Weights
Trays 1–4 of all configurations, Bypass Tray, Tray 6	Bond Hole-Punched Letterhead Plain Pre-Printed Recycled Custom	60–105g/m²
	Lightweight Cardstock	106–169 g/m²

Supported Custom Paper Sizes

Tray Number	Paper Sizes
Trays 1 and 2 in all configurations Trays 3 and 4 in the 3-Tray Module	Minimum: 139.7 x 182 mm (5.5 x 8.3 in.) Maximum: 297 x 432 mm (11.7 x 17 in.)
Bypass Tray	Minimum: 105 x 135 mm (4.25 x 5.3 in.) Maximum: 297 x 432 mm (11.7 x 17 in.)
Envelope Tray	Minimum: 148 x 98 mm (5.8 x 3.9 in.) Maximum: 241 x 162 mm (9.5 x 6.4 in.)

Note: Trays 3 and 4 in the Tandem Tray Module and Tray 6 do not support custom paper sizes.

Paper Tray Settings

Configuring Tray Settings

The system administrator can set Trays 1–4 of all configurations to Fully Adjustable mode or Dedicated mode. When a paper tray is set to Fully Adjustable mode, you can change paper settings each time that you load the tray. When a paper tray is set to Dedicated mode, the control panel prompts you to load a specific paper size, type, and color.

Note: To configure tray settings, log in as the system administrator. For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

To configure the tray settings:

1. At the printer control panel, touch **Device**.
2. Touch **Paper Trays**, then select the required tray.
   - To set the mode, touch **Tray Mode**, then select an option.
   - To specify the paper settings for a dedicated tray, ensure that Tray Mode is set to Dedicated, then set the paper size, type, and color.
   - To configure the printer to select the tray automatically, touch the **Auto Select** toggle button.
   - To set the priority for each tray, touch the **Plus** icon (**+**) or the **Minus** icon (**-**). The printer uses paper from the Priority 1 tray first. If that tray is empty, the printer uses paper from the Priority 2 tray.
3. Touch **OK**.
4. To return to the home screen, press the **Home** button.

Configuring Trays 3 and 4 of the Tandem Tray Module

Trays 3 and 4 in the Tandem Tray Module are high-capacity paper trays. Configure Trays 3 and 4 to support the paper in use.

If you are configuring the trays for the first time, configure them for the paper size that you need. If you change the paper size, reconfigure the tray for the new paper size. For details on supported paper sizes, refer to Supported Standard Paper Sizes.

To configure Trays 3 and 4 in the Tandem Tray Module:

Note: Before you make any tray adjustments, compare the paper size to the current Tray 3 and 4 configurations. If the paper size matches the tray configuration, no tray adjustment is needed.

1. Remove any paper from the tray.
2. Pinch the guide lock on the front paper guide, then slide the paper guide to the required paper size.
3. To lock the paper guides into place, release the guide lock.

Note: The paper guides lock into place only at the designated standard paper sizes.

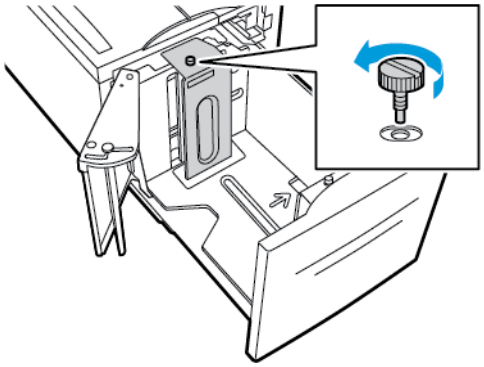
Configuring Tray 6

Tray 6 is a dedicated high-capacity feeder. You can configure Tray 6 to support the paper size that you will use. For details on supported paper sizes, refer to Supported Standard Paper Sizes.

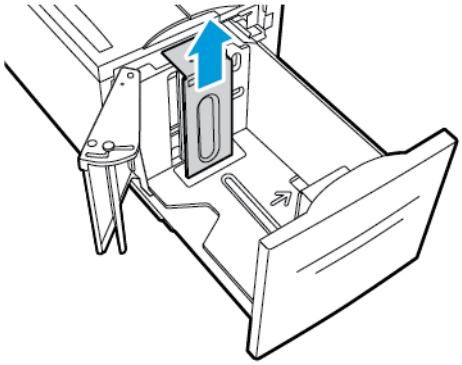
To configure Tray 6:

Note: Before you make any tray adjustments, compare the paper size to the current Tray 6 configuration. If the paper size matches the tray configuration, no tray adjustment is needed.

1. Remove the screw that holds the spacer plate at the back of the tray.

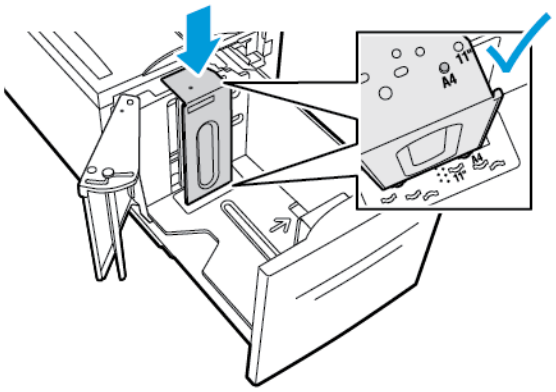


2. To remove the spacer plate, grasp the spacer plate and lift upward.

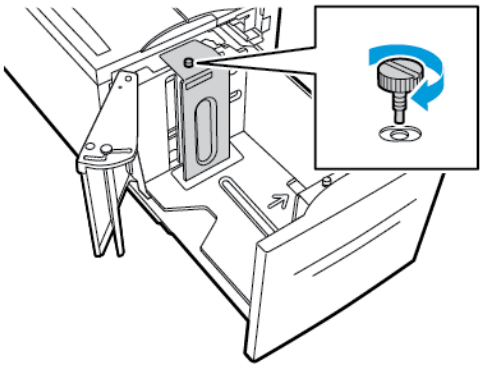


3. Place the tabs at the bottom of the spacer plate into the slots in the bottom of Tray 6 that correspond with the paper size.

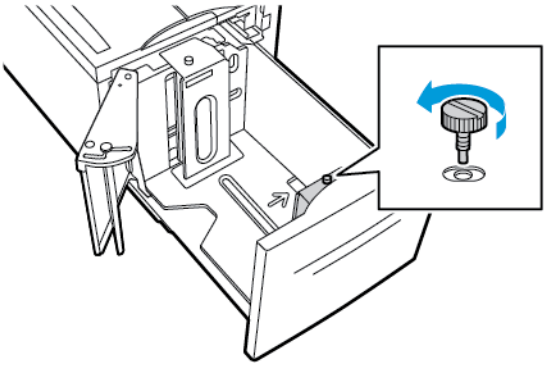
4. Slide the top of the spacer plate down to engage the peg on the back of the tray into the matching hole in the plate.

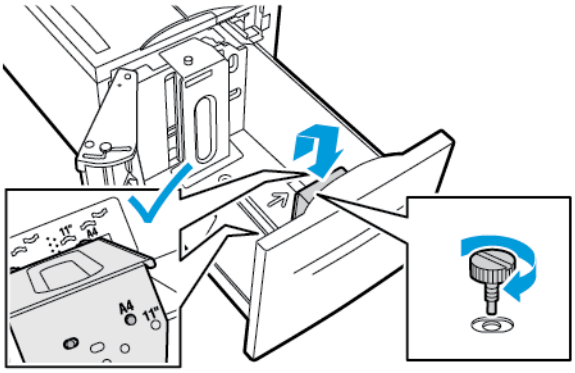


5. Install the screw to secure the spacer plate.



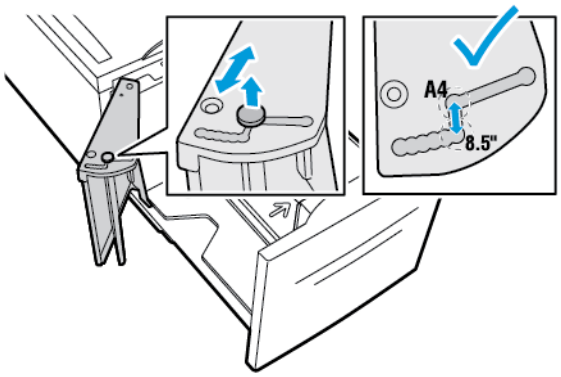
6. Repeat these steps for the spacer plate at the front of Tray 6.





7. On the top of the side gate, locate the pin.

8. Lift the pin, then guide it to the desired paper size in the slot.
9. Release the pin to lock the side gate into place.



Loading Paper

Loading Paper in Trays 1-4

You use the same method to load paper in Trays 1 and 2, and for Trays 3 and 4 when they are part of the 3-Tray Module. For instructions on how to load paper in Trays 3 and 4 when they are part of the Tandem Tray Module, refer to Loading Paper in Trays 3 and 4 of the Tandem Tray Module.

The system administrator can set Trays 1-4 to Fully Adjustable mode or Dedicated mode. Each time a tray is opened and closed, the paper settings appear on the control panel.

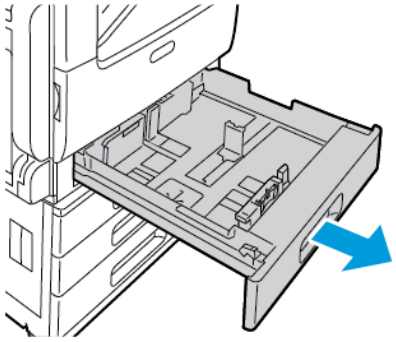
- When trays are configured as Fully Adjustable, you can confirm or change the media settings. The tray guides automatically detect the size of paper that is loaded.
- When trays are configured as Dedicated, the control panel displays the media settings for the tray. A warning message appears on the control panel when the wrong media is loaded, or when the tray guides are set incorrectly.

Note: Only the system administrator can change the media settings for a Dedicated tray. For details on configuring tray settings, refer to Configuring Tray Settings.

When the paper in the tray is in short supply, or when a tray is empty, a warning message appears on the control panel.

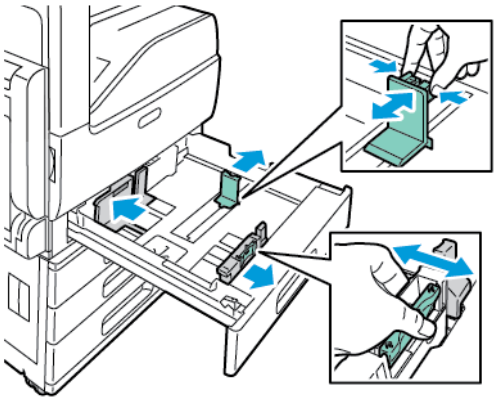
To load paper in Trays 1-4:

1. Pull out the tray until it stops.

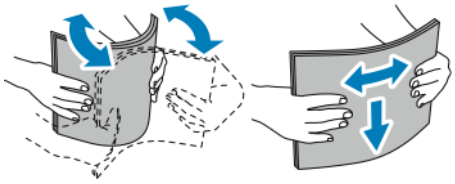


2. Remove any paper that is a different size or type.

3. To move out the length or width paper guides, pinch the guide locks, then slide out the length or width paper guides.

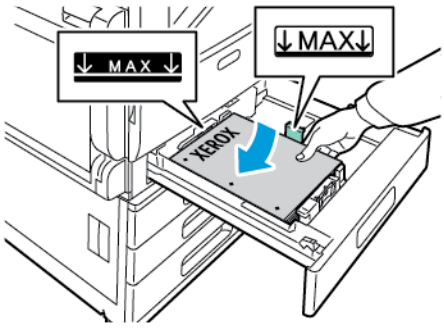


4. Flex the sheets back and forth and fan them, then align the edges of the stack on a level surface. This procedure separates any sheets that are stuck together and reduces the possibility of jams.

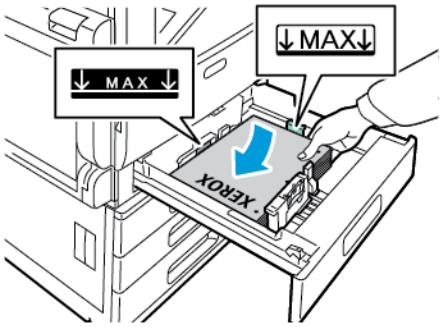


Note: To avoid jams and misfeeds, do not remove paper from its packaging until you are ready to use it.

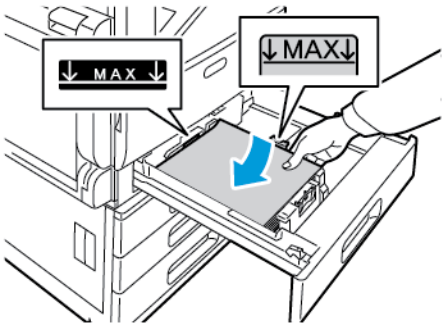
5. Load paper in the tray. Do one of the following:
   - For long-edge feed:
     - Insert letterhead and pre-printed paper face up with the top edge toward the back.
     - Load hole-punched paper with the holes to the left.



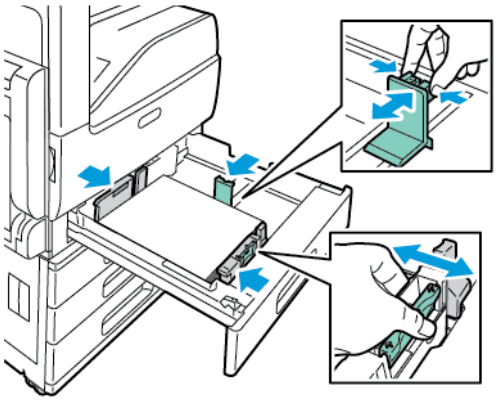
   - For short-edge feed:
     - Insert letterhead and pre-printed paper face up with the top edge to the left.
     - Load hole punched paper with the holes toward the front of the printer.



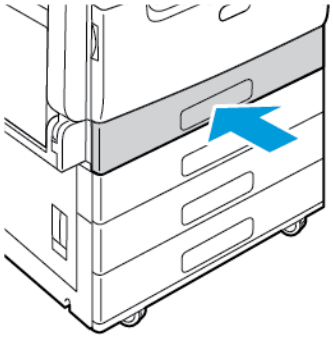
Note: Do not load paper above the maximum fill line. Overfilling the tray can cause paper jams.



6. To adjust the length and width guides to fit the paper, pinch the guide locks, then slide the paper guides in until they touch the paper.



7. Slide the tray back into the printer.



8. To change the settings to match the paper loaded in the tray, at the control panel, select the correct options for paper size, type, and color.
9. To confirm the settings, touch **OK**.

   To change the paper settings when the tray is set to Dedicated mode, refer to Configuring Tray Settings.

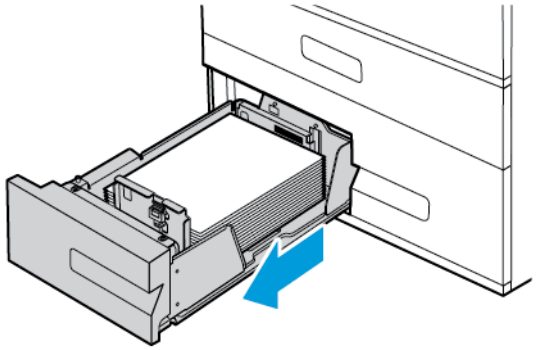
Loading Paper in Trays 3 and 4 of the Tandem Tray Module

The control panel displays a warning message when the paper in the tray is in short supply, or when a tray is empty.

To change the paper size in Trays 3 and 4, refer to Configuring Trays 3 and 4 of the Tandem Tray Module.

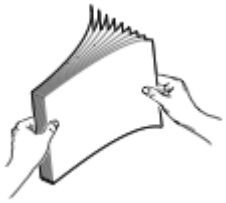
To load paper in Trays 3 and 4 of the Tandem Tray Module:

1. Pull out the tray until it stops. Wait for the tray to lower and stop.

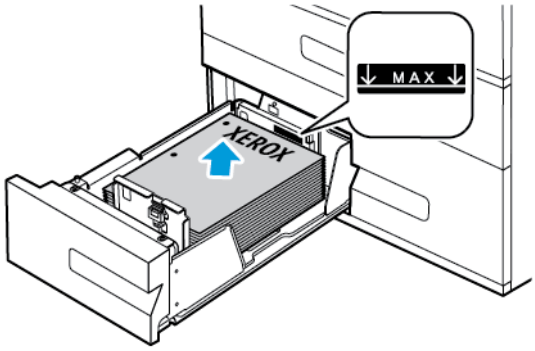


2. Fan the edges of the paper before loading it into the paper trays. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

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

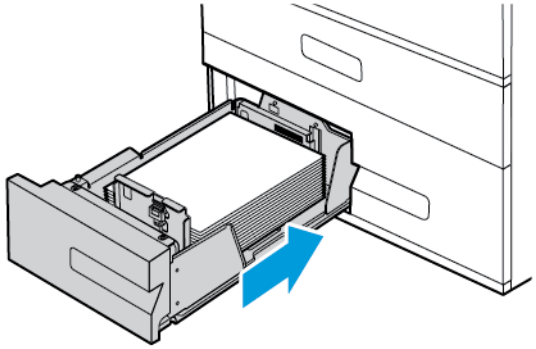


3. Stack the paper against the left-rear corner of the tray.
   - Insert letterhead and pre-printed paper face up with the top edge toward the back.
   - Load hole-punched paper with the holes to the left.



Note: Do not load paper above the maximum fill line. Overfilling can cause paper jams.

4. Slide the tray back into the printer.



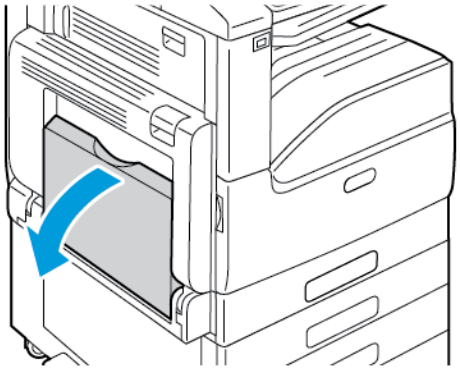
5. To change the settings to match the loaded paper, at the control panel, select the correct options for paper type and color.
6. To confirm the settings, touch **OK**.
   To change the paper settings when the tray is set to Dedicated mode, refer to Configuring Tray Settings.

Loading Paper in the Bypass Tray

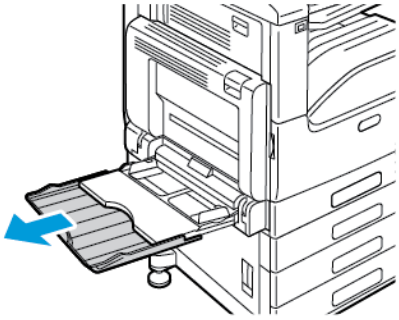
The Bypass Tray supports the widest variety of media types. It is intended primarily for small-quantity jobs that use special media.

To load paper in the bypass tray:

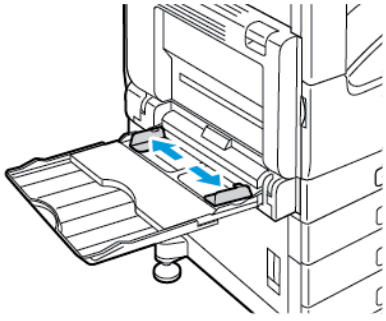
1. Open the bypass tray. If the bypass tray is loaded with paper already, remove any paper that is a different size or type.



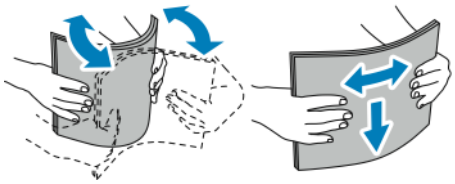
2. Pull out the extension tray for larger sizes.



3. Move the width guides to the edges of the tray.

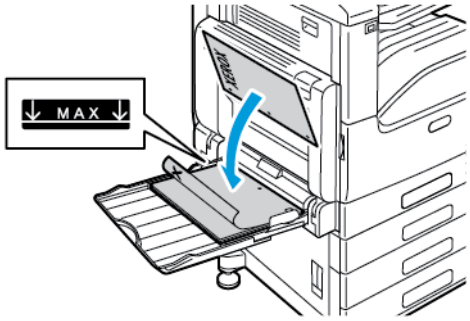


4. Flex the sheets back and forth and fan them, then align the edges of the stack on a level surface. This procedure separates any sheets that are stuck together and reduces the possibility of jams.

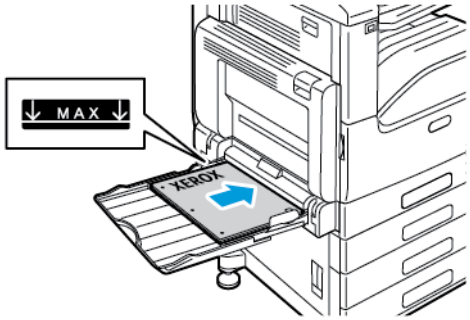


Note: To avoid jams and misfeeds, do not remove paper from its packaging until you are ready to use it.

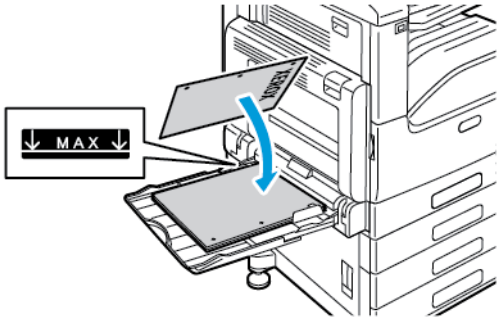
5. Load the paper in the tray.
   - For long-edge feed:
     - For 1-sided printing, load letterhead or pre-printed paper face down with the top edge toward the back. Load hole-punched paper with the holes to the right.



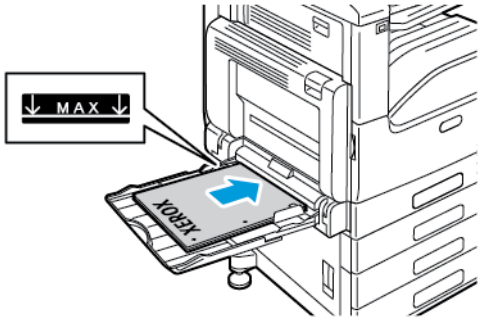
     - For 2-sided printing, load letterhead or pre-printed paper face up with the top edge toward the back. Load hole-punched paper with the holes to the left.



   - For short-edge feed:
     - For 1-sided printing, load letterhead or pre-printed paper face down with the top edge to the right. Load hole-punched paper with the holes toward the front.

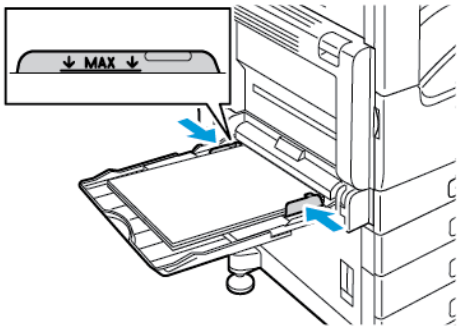


- For 2-sided printing, load letterhead or pre-printed paper face up with the top edge to the left. Load hole-punched paper with the holes toward the front.



Note: Do not load paper above the maximum fill line on the width guides. Overfilling the tray can cause the printer to jam.

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



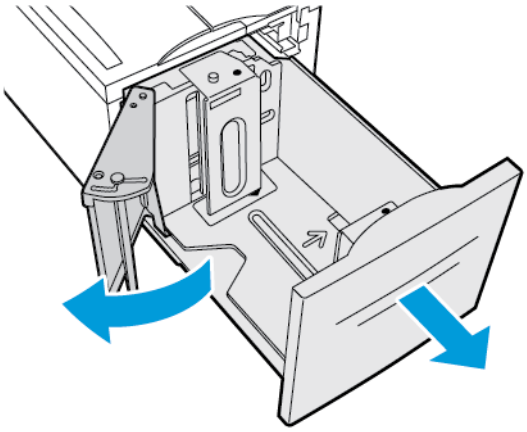
7. To change the settings to match the loaded paper, at the control panel, select the correct options for paper size, type, and color.
8. To confirm the settings, touch **OK**.

Loading Paper in Tray 6

The control panel displays a warning message when the paper in the tray is in short supply, or when the tray is empty.

To change the paper size in Tray 6, refer to Configuring Tray 6.

1. Pull out Tray 6 from the high-capacity feeder until it stops. Open the side gate until it stops.

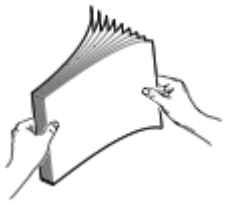


2. Wait for the tray to lower and stop.
3. The control panel displays the paper tray settings. Ensure that you load the correct paper type into the tray.

   Note: Do not load custom-size paper into Tray 6.

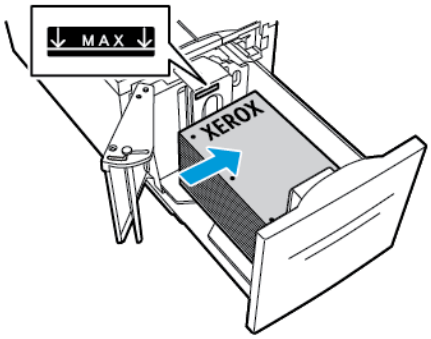
4. Fan the edges of the paper before loading it into the paper trays. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

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

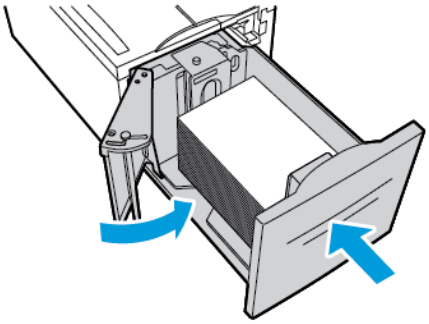


5. Load the paper against the right side of the tray.
   - Place letterhead or pre-printed paper face up with the top edge toward the back of the tray.
   - Place hole-punched paper with the holes toward the left side of the tray.

   Note: Do not load paper above the maximum fill line. Overfilling can cause paper jams.



6. Close the side gate. Close Tray 6.



Printing on Special Paper

To order paper or other media, contact your local reseller or visit www.xerox.com/office/VLC70XXsupplies.

For reference:

- www.xerox.com/rmlna Recommended Media List (United States)
- www.xerox.com/rmleu Recommended Media List (Europe)

Envelopes

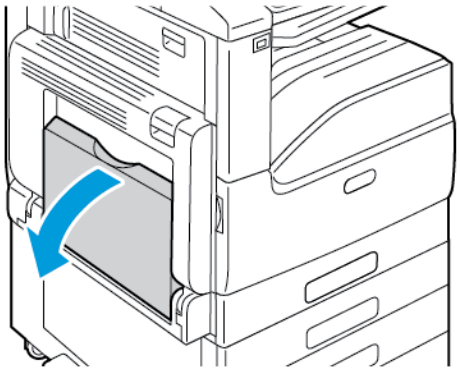
You can print envelopes from the Bypass Tray. When the optional Envelope Tray is installed, you can print envelopes from the Envelope Tray.

Guidelines for Printing Envelopes

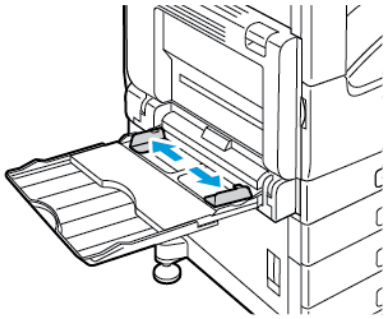
- Use only paper envelopes.
- Do not use envelopes with windows or metal clasps.
- Print quality depends on the quality and construction of the envelopes. If you do not get the desired results, try another envelope brand.
- Maintain constant temperatures and relative humidity.
- Store unused envelopes in their packaging to avoid 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 the envelopes.
- 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.

Loading Envelopes in the Bypass Tray

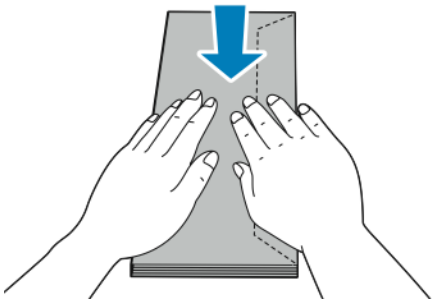
1. Open the bypass tray.



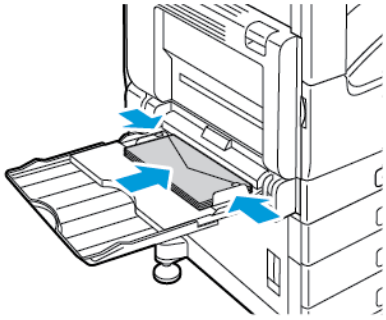
2. Move the width guides to the edges of the tray.



Note: If you do not load envelopes in the bypass tray right after they have been removed from the packaging, they can bulge. To avoid jams, flatten the envelopes.



3. Load Number 10, C5, DL, or Monarch envelopes with flaps facing up and the long edge going into the printer first.



Note: For envelopes to print correctly, when you load envelopes with the flaps open, in the print driver, set the orientation as needed. To flip the images, in the print driver, select **Rotate Image 180 Degrees**.

4. If the control panel prompts you, verify the size, type and color on the screen. If you are not prompted, change the paper settings.
   a. At the printer control panel, press the **Home** button.
   b. Touch **Device→Paper Trays**.
   c. In the Paper Trays menu, touch the bypass tray icon.
      - To select an envelope size, touch the current size setting, then select the required size.
      - To select an envelope color, touch the current paper color, then select an envelope color.

      Note: When you select an envelope size, the paper type defaults to Envelope.
   d. To save the settings, touch **OK.**
5. To return to the Home screen, press the **Home** button.

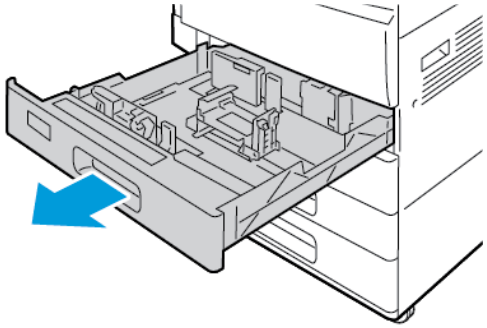
Loading the Envelope Tray

You can use the optional Envelope Tray in place of Tray 1. The Envelope Tray is a dedicated tray and holds the following envelope sizes:

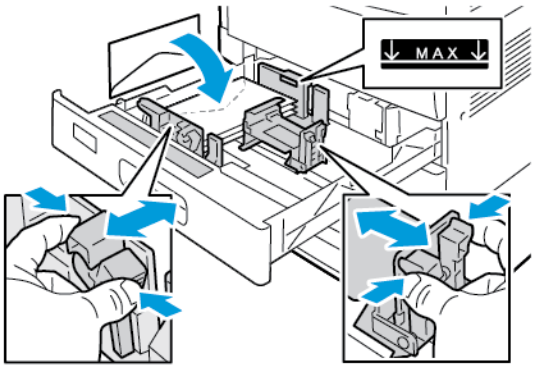
- Monarch and No.10
- DL and C5

To load the Envelope Tray:

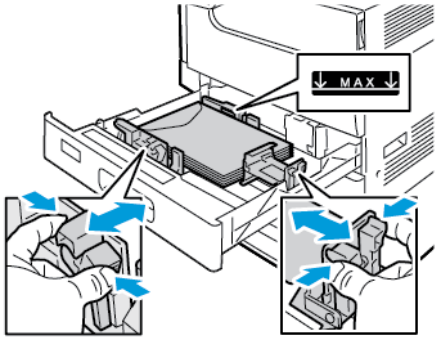
1. Pull out the Envelope Tray until it stops.



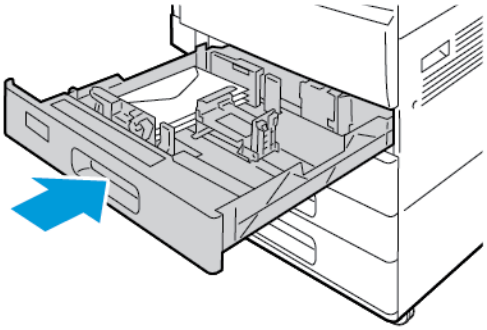
2. Load envelopes in the tray.
   - For DL, Monarch, No. 10, and C5 envelopes with the flap on a long edge:
     - Load envelopes face down with the flaps closed, and flaps toward the left.
     - Adjust the paper guides so that they rest lightly against the edges of the envelopes. Ensure that the maximum fill line is visible or that there are no more than 50 envelopes loaded in the tray.



   - For C5 envelopes with the flap on a short edge:
     - Load envelopes face down with the flap closed, and flap toward the left.
     - Adjust the paper guides so that they rest lightly against the edges of the envelopes. Ensure that the maximum fill line is visible or that there are no more than 50 envelopes loaded in the tray.



3. Close the tray.



4. The control panel displays the Paper Settings.
   - To select a new envelope size, touch **Size**.
   - To select a new paper color, touch **Color**.

   Note: When you select an envelope size, the paper type defaults to Envelope.

5. To confirm the settings, touch **Confirm**.

Labels

You can print labels from any tray.

Guidelines for Printing Labels

- Use labels designed for laser printing.
- Do not use vinyl labels.
- Do not feed a sheet of labels through the printer more than once.
- Do not use dry gum labels.
- 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 label sheets inside the original packaging until ready to use. Return any unused label sheets to the original packaging and reseal it.
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing labels in extreme conditions can cause print-quality problems or cause labels to jam in the printer.

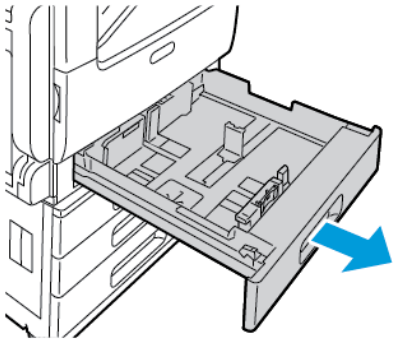
- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam in the printer.
- In the print driver software, select Label as the paper type.
- Before loading labels, remove all other paper from the tray.

WARNING:

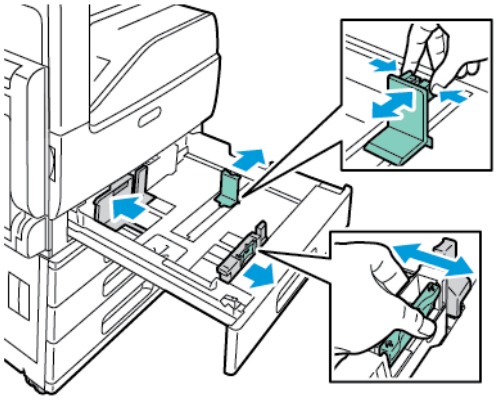
Do not use any sheet where labels are missing, curled, or pulled away from the backing sheet. It could damage the printer.

Loading Labels in Trays 1-4

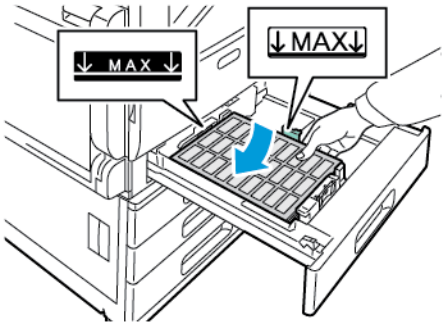
1. Pull out the tray until it stops.



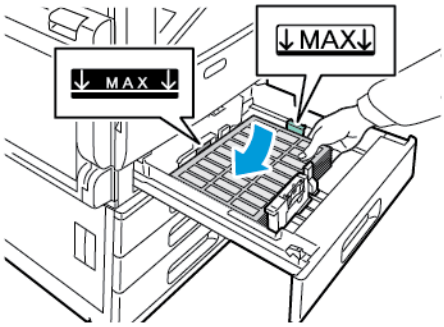
2. Ensure that the paper guides are set in the correct position for the size labels you are loading.
3. Remove any paper that is a different size or type.
4. To move out the length or width paper guide, release the guide lock, then slide out the length or width paper guide.



5. Load labels in the tray.
   - For long-edge feed, insert labels face up with the top edge toward the back.



   - For short-edge feed, insert labels face up with the top edge to the left



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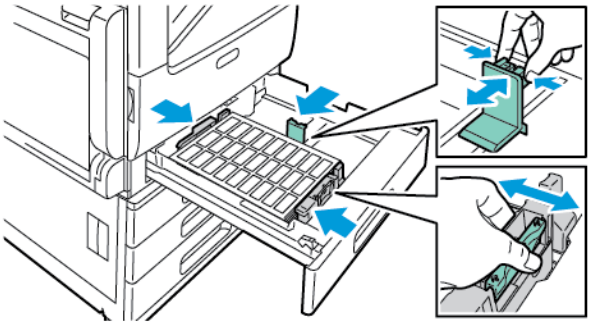
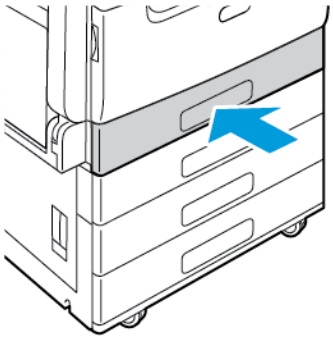
Note: Do not load paper above the maximum fill line. Overfilling the tray can cause paper jams.

6. Adjust the length and width guides to fit the labels.



7. Slide the tray back into the printer.



8. At the control panel, select the correct paper size, type, and color. Ensure that the paper type is set to Labels.

   Note: To change the paper settings when the tray is set to Dedicated mode, refer to Configuring Tray Settings.

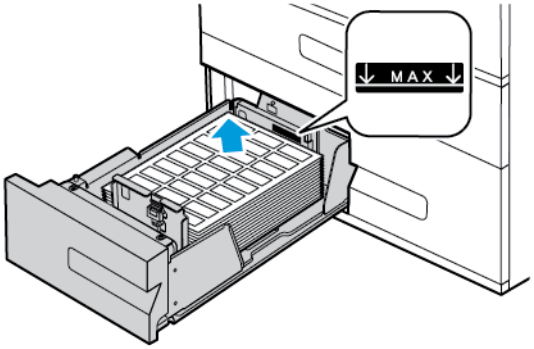
9. To confirm the settings, touch **OK**.
10. To return to the Home screen, press the **Home** button.

Loading Labels in Trays 3 and 4

1. Pull out Tray 3 or Tray 4 until it stops. Wait for the tray to lower and stop.

   Note: Ensure that labels are the correct size for the tray. Do not load custom-size paper into Trays 3 or 4. To change the paper size in Trays 3 and 4, refer to Configuring Trays 3 and 4 of the Tandem Tray Module.

2. To load labels in the tray, insert labels face up with the top edge toward the back. Stack the labels against the left-rear corner of the tray as shown.



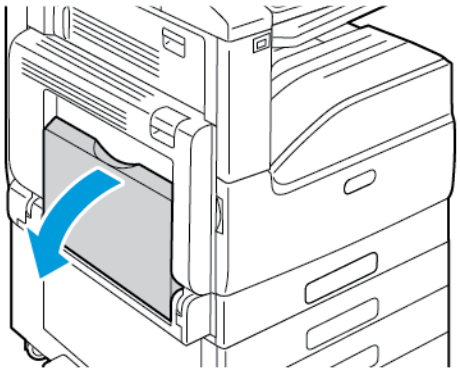
3. Slide the tray back into the printer.
4. At the control panel, select the correct paper type and color. Ensure that the paper type is set to Labels.

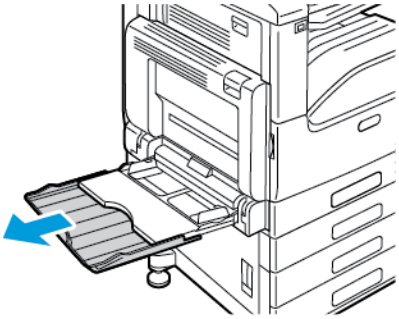
   Note: To change the paper settings when the tray is set to Dedicated mode, refer to Configuring Tray Settings.

5. To confirm the settings, touch **OK**.
6. To return to the Home screen, press the **Home** button.

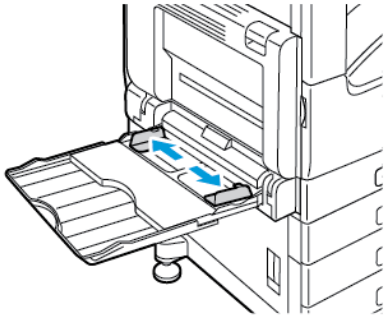
Loading Labels in the Bypass Tray

1. Open the bypass tray, then for larger sizes of paper, pull out the extension tray. Remove any paper that is a different size or type.

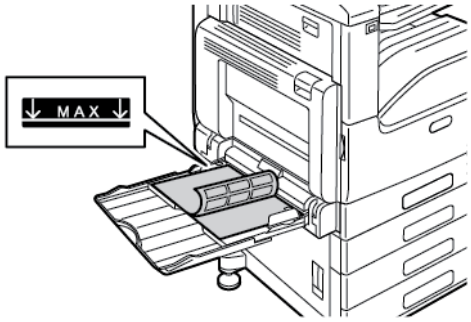




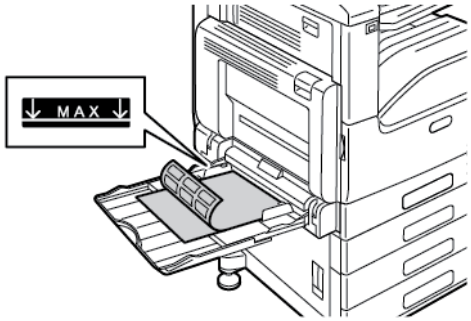
2. Move the width guides to the edges of the tray.



3. Load labels in the tray.
   - For long-edge feed, load labels face down with the top edge toward the back of the printer.

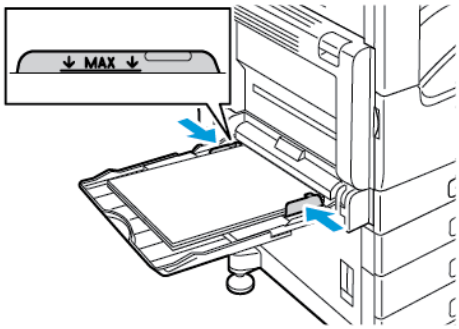


   - For short-edge feed, load labels face down with the top edge to the right.



   Note: Do not load paper above the maximum fill line. Overfilling can cause paper jams.

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



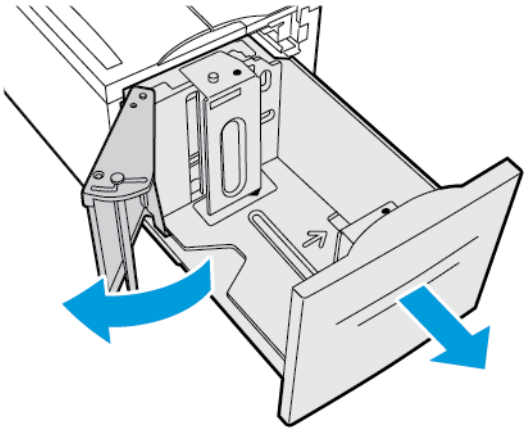
5. At the control panel, select the correct paper size, type, and color. Ensure that the paper type is set to Labels.

   Note: To change the paper settings when the tray is set to Dedicated mode, refer to Configuring Tray Settings.

6. To confirm the settings, touch **OK**.
7. To return to the Home screen, press the **Home** button.

Loading Labels in Tray 6

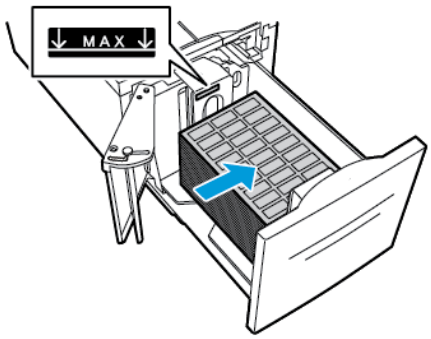
1. Pull out Tray 6 from the high-capacity feeder until it stops. Open the side gate until it stops.



2. Wait for the tray to lower and stop.

   Note: Ensure that labels are the correct size for the tray. Do not load custom-size paper into Tray 6.

3. To load labels in the tray, insert labels face up with the top edge toward the back. Stack the labels against the right side of the tray as shown.



   Note: Do not load paper above the maximum fill line. Overfilling can cause paper jams.

4. Close the tray door.
5. At the control panel, select the correct paper type and color. Ensure that the paper type is set to Labels.

   Note: To change the paper settings when the tray is set to Dedicated mode, refer to Configuring Tray Settings.

6. To confirm the settings, touch **OK**.
7. To return to the Home screen, press the **Home** button.

7

Maintenance

This chapter contains:

- General Precautions 192
- Cleaning the Printer 193
- Adjustments and Maintenance Procedures 199
- Supplies 204
- Routine Maintenance Items 207
- Managing the Printer 224
- Moving the Printer 225

General Precautions

WARNING:

- Internal parts of the printer can be hot. Use caution when doors and covers are open.
- Keep all cleaning materials out of the reach of children.
- 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 pressurized spray cleaners increases the risk of fire and explosion.
- 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.

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.
- Do not place anything on top of the printer.
- Do not leave the covers and doors open for any length of time, especially in well-lighted places. Light exposure can damage the drum cartridges.
- Do not open covers and doors during printing.
- Do not tilt the printer while it is in use.
- Do not touch the electrical contacts or gears. Doing so could damage the printer and cause the print quality to deteriorate.
- Ensure that any parts removed during cleaning are replaced before you plug in the printer.

Cleaning the Printer

Cleaning the Exterior

Clean the exterior of the printer once a month.

- Wipe the paper tray, output tray, control panel, and other parts with a damp, soft cloth.
- After cleaning, wipe with a dry, soft cloth.
- For stubborn stains, apply a small amount of mild detergent to the cloth and gently wipe the stain off.

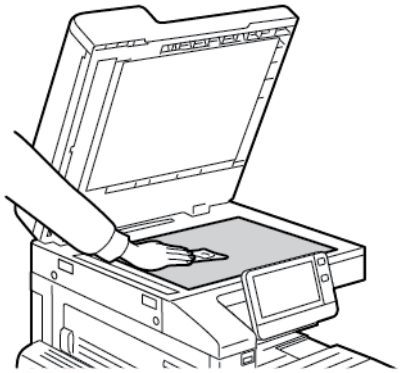
Caution: Do not spray detergent directly on the printer. Liquid detergent could enter the printer through a gap and cause problems. Never use cleaning agents other than water or mild detergent.

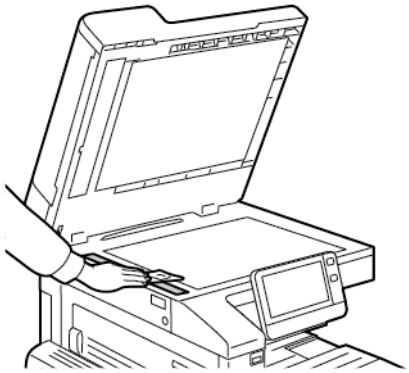
Cleaning the Scanner

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

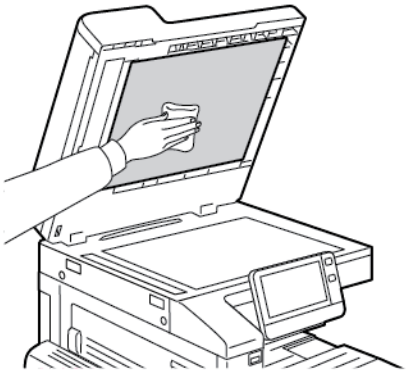
1. Slightly dampen a soft, lint-free cloth with water.
2. Remove any paper or other media from the output tray.
3. Open the document cover.
4. Wipe the surfaces of the document glass and CVT glass until they are clean and dry.

Note: For best results, to remove marks and streaks, use Xerox® Glass Cleaner.





5. Wipe the white underside of the document cover until it is clean and dry.

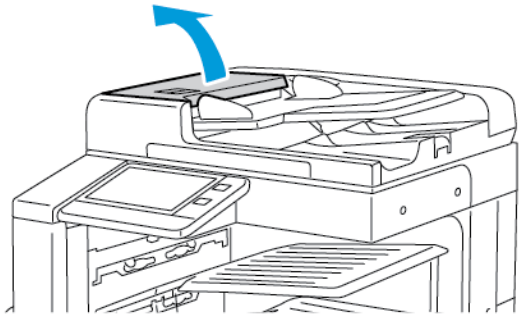


6. Close the document cover.

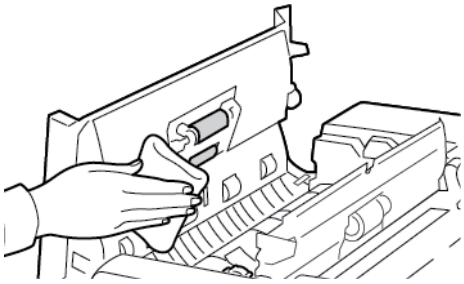
Cleaning the Document Feeder Rollers

Ensure that you clean the Document Feeder Rollers when you clean the scanner.

1. Lift the lever, then open the top cover of the document feeder.



2. With a clean, lint-free cloth moistened with water, wipe the feed rollers until they are clean.



3. Close the document feeder top cover.

Cleaning the Interior

Clean the interior of the printer regularly to prevent stains inside the printer that can deteriorate print quality. Clean the printer interior whenever you replace a drum cartridge.

After clearing paper jams or replacing a toner cartridge, inspect inside the printer before closing the printer covers and doors.

- Remove any remaining pieces of paper or debris. For details, refer to Clearing Paper Jams.
- Remove any dust or stains with a clean, dry, lint-free cloth.

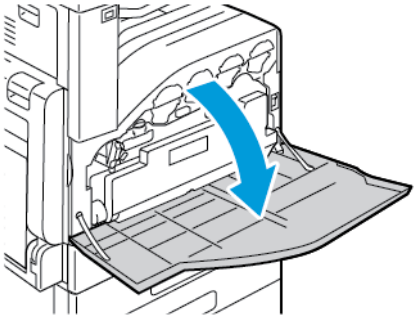
WARNING: Never touch a caution-labeled area in the fuser. You can get burned. If a sheet of paper is wrapped around the inside of the fuser, do not try to remove it immediately. Power off the printer immediately and wait 40 minutes for the fuser to cool. Try to remove the paper jam after the printer has cooled. If the error persists, contact your Xerox representative.

Cleaning the Printhead Lenses

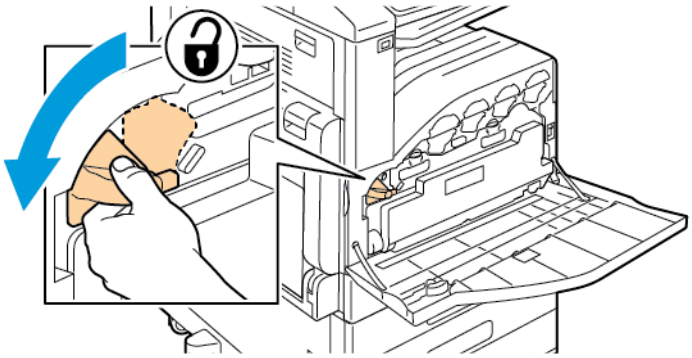
The printer is constructed with four printhead lenses. The printhead lenses require regular cleaning to maintain print quality. Clean the printhead lens every time the associated drum cartridge is replaced, or if print quality starts to degrade.

Caution: Do not perform this procedure when the printer is copying or printing.

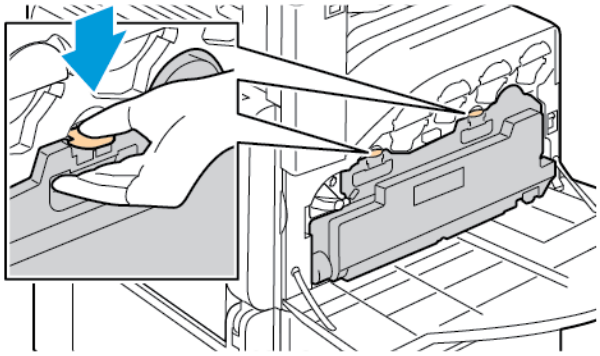
1. Open the front door of the printer.



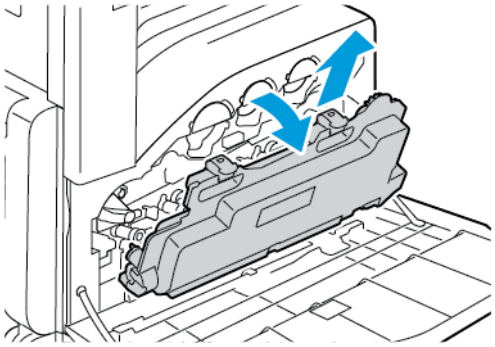
2. Remove the waste cartridge:
   a. To unlock the waste cartridge, rotate the waste cartridge lock lever 90 degrees counterclockwise.



b. To release the waste cartridge, press the orange tabs as shown.



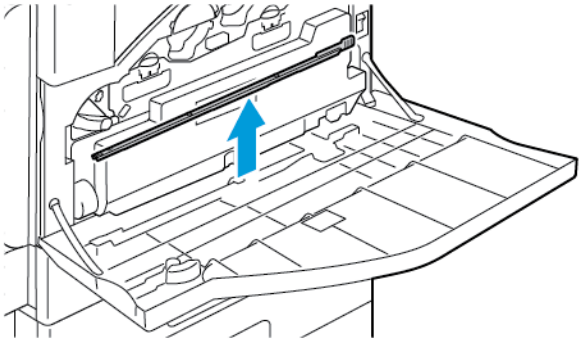
c. Grasp the handle of the waste cartridge, then pull it out.



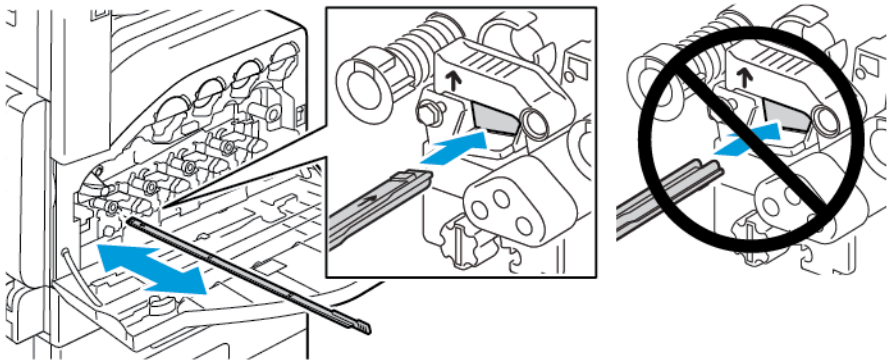
d. Place the removed waste cartridge on a level surface, with the openings facing up.

Caution: To avoid toner spills or malfunction, do not lay the waste cartridge on its side.

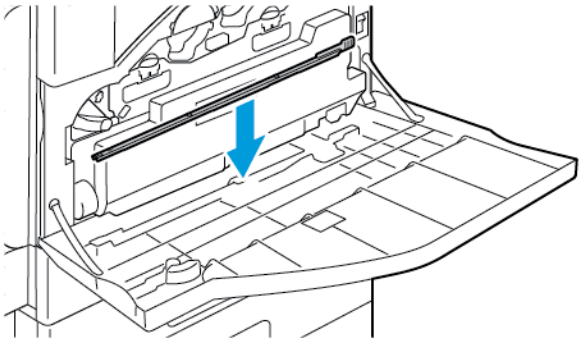
3. Remove the printhead LED lens-cleaning rod from inside the front door.



4. Slowly push the cleaning rod into the printer until it stops, then pull it out. Repeat this action two more times.

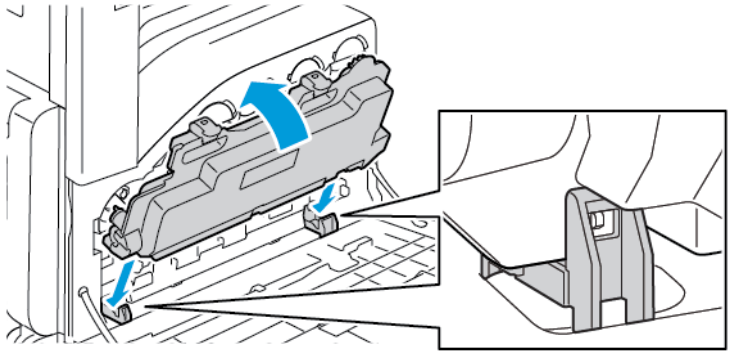


5. Return the cleaning rod to its original location.

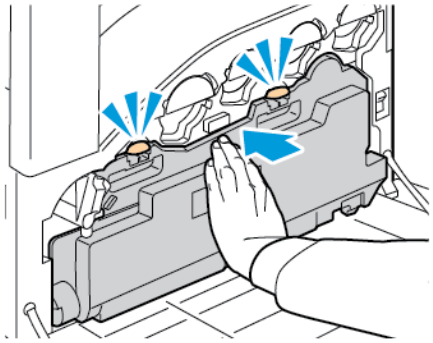


6. To insert the waste cartridge:

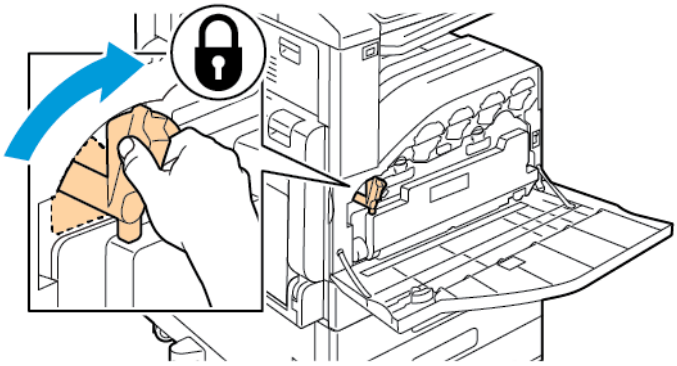
a. Position the waste cartridge as shown.



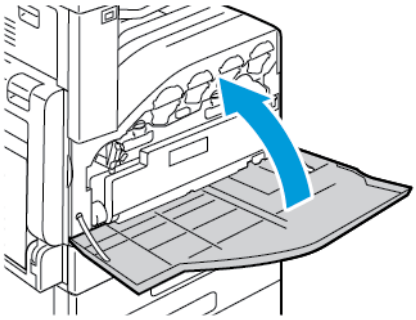
b. Press the waste cartridge toward the printer, until it clicks into place.



c. To lock the waste cartridge, rotate the waste cartridge lock lever 90 degrees clockwise.



7. Close the printer front door.



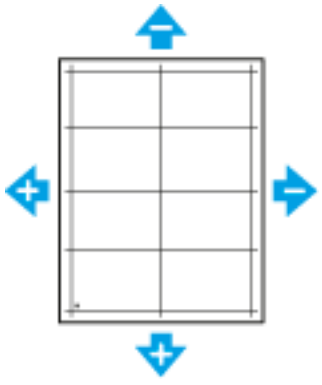
Adjustments and Maintenance Procedures

Color Registration

The printer automatically adjusts the color registration when automatic adjustment is turned on. You can also adjust color registration manually any time the printer is idle. You must adjust the color registration any time the printer is moved. If you are having printing problems, adjust the color registration.

Performing a Paper Registration Adjustment

1. At the control panel, press the **Home** button.
2. Log in as administrator. For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.
3. Touch **Device→Support→Image Position**.
4. To adjust registration, select the source paper tray.
   a. Touch **Paper Supply**.
   b. Touch the desired tray.
5. Using the chart printed in Verifying Paper Registration, select the side for registration.
   a. For adjusting Side 1, touch **Adjusted Side**, then touch **Side 1**.
   b. For adjusting Side 2, touch **Adjusted Side**, then touch **Side 2**.
6. To adjust the registration, touch **Lead/Side Registration**.
   a. To adjust the side-to-side registration, for **Side Registration**, touch the **Plus** icon (**+**) or the **Minus** icon (**-**).
   b. To adjust the top-to-bottom registration, for **Lead Registration**, touch the **Plus** icon (**+**) or the **Minus** icon (**-**).
      For reference, position the chart so that Side-1 or Side-2 dots are at the bottom of the page.
      - For Lead Registration, a positive value shifts the image down the page.
      - For Side Registration, a positive value shifts the image to the left.



7. To save your settings, touch **OK**.
8. As needed, to enter additional values, repeat the previous steps.

9. Print another sample page, then repeat the process until you complete the registration corrections.
10. To return to the Home screen, press the **Home** button.

Color Calibration

Use Color Calibration to adjust colors that appear incorrect, or for composite grays that look neutral.

To perform a Color Calibration:

1. At the printer control panel, press the **Home** button.
2. Touch **Device→Support→Color Calibration**.
3. To select a screen to use for your calibration, touch **Screen Type**, then select an option.
   - To optimize color tones for copy jobs, touch **Copy Job**.
   - To optimize color tones for Standard print-quality print jobs, touch **Print Job 1**.
   - To optimize color tones for Enhanced print-quality print jobs, touch **Print Job 2**.
4. To select a target job type for your calibration, touch **Target**, then select the type of output you want calibrated.
   - To optimize color only for copy jobs, touch **Copy Jobs Only**.
   - To optimize color only for print jobs, touch **Print Jobs Only**.
   - To optimize color for both copy and print jobs, touch **Copy & Print Jobs**.
   - If no adjustment is desired, touch **None**.
5. To select the source paper tray, touch **Paper Supply**, then touch the desired tray.
6. To begin the color calibration, touch **Start**. Follow the onscreen instructions.
7. When finished, touch **Close**.
8. To exit the menu, touch **X**.
9. To return to the Home screen, press the **Home** button.

Performing an Advanced Color Calibration

1. At the printer control panel, press the **Home** button.
2. Log in as administrator. For details, refer to the *System Administrator Guide*, located at www.xerox.com/office/VLC70XXdocs.
3. Touch **Device→Support→Color Calibration - Advanced**.
4. To select a screen to use for your calibration, touch **Screen Type**, then select an option.
   - To optimize color tones for copy jobs, touch **Copy Job**.
   - To optimize color tones for Standard print-quality print jobs, touch **Print Job 1**.
   - To optimize color tones for Enhanced print-quality print jobs, touch **Print Job 2**.
5. To select a target job type for your calibration, touch **Target**, then select the type of output you want calibrated.
   - To optimize color only for copy jobs, touch **Copy Jobs Only**.
   - To optimize color only for print jobs, touch **Print Jobs Only**.
   - To optimize color for both copy and print jobs, touch **Copy & Print Jobs**.
   - If no adjustment is desired, touch **None**.
6. To select the source paper tray, touch **Paper Supply**, then touch the required tray.
7. To begin the color calibration, touch **Start**. Follow the onscreen instructions.

8. When finished, touch **Close**.
9. To exit the menu, touch **X**.
10. To return to the Home screen, press the **Home** button.

Adjusting Paper Registration

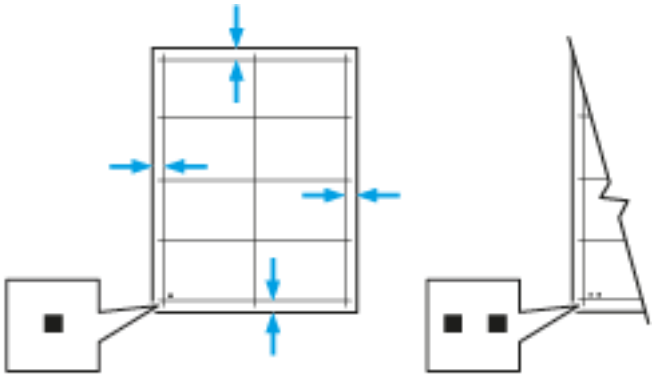
Use Adjust Paper Registration to adjust the placement of the printed image on the page. The adjustment allows you to place the top, bottom, left, and right margins exactly where you want. You can specify the image position on both the front and back sides of the paper, for each installed paper tray.

Verifying Paper Registration

1. At the printer control panel, press the **Home** button.
2. Log in as administrator. For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.
3. Touch **Device→Support→Image Position**.
4. Select the source paper tray for the registration print.
   a. Touch **Paper Supply**.
   b. Touch the desired tray.
5. If your printer has automatic 2-sided printing, select the sides that you want to optimize.
   - To select a sample registration page for adjusting side 1, touch **Adjusted Side**, then touch **Side 1**.
   - To select a sample registration page for adjusting both sides, touch **Adjusted Side**, then touch **Side 2**.
6. Specify the consecutive number of sample pages to print.
   a. Touch **Print Settings**.
   b. To increase or decrease the number of sample pages, for Quantity, touch the **Plus** icon (**+**) or the **Minus** icon (**-**), then touch **OK**.
7. To print the sample pages, touch **Print Sample**.
8. When printing is completed, touch **Close**.

9. On the sample pages, for Side 1, use a ruler to measure the distance of the printed image from the top, bottom, left, and right edges.

   Note: For identification, a single dot is printed on Side 1, and two dots are printed on Side 2.



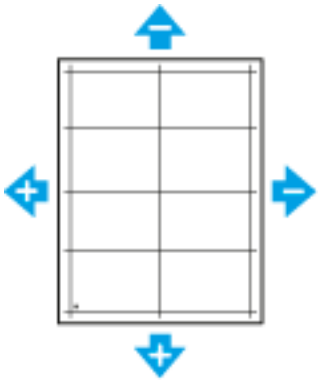
10. For Side 2, measure the distance of the printed image from the top, bottom, left, and right edges.
11. If the image is centered, no adjustment is required. If the image is not centered, adjust the paper registration. For more information, refer to Performing a Paper Registration Adjustment.

Performing a Paper Registration Adjustment

1. At the control panel, press the **Home** button.
2. Log in as administrator. For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.
3. Touch **Device→Support→Image Position**.
4. To adjust registration, select the source paper tray.
   a. Touch **Paper Supply**.
   b. Touch the desired tray.
5. Using the chart printed in Verifying Paper Registration, select the side for registration.
   a. For adjusting Side 1, touch **Adjusted Side**, then touch **Side 1**.
   b. For adjusting Side 2, touch **Adjusted Side**, then touch **Side 2**.
6. To adjust the registration, touch **Lead/Side Registration**.
   a. To adjust the side-to-side registration, for **Side Registration**, touch the **Plus** icon (**+**) or the **Minus** icon (**-**).
   b. To adjust the top-to-bottom registration, for **Lead Registration**, touch the **Plus** icon (**+**) or the **Minus** icon (**-**).

      For reference, position the chart so that Side-1 or Side-2 dots are at the bottom of the page.

      - For Lead Registration, a positive value shifts the image down the page.
      - For Side Registration, a positive value shifts the image to the left.



7. To save your settings, touch **OK**.
8. As needed, to enter additional values, repeat the previous steps.
9. Print another sample page, then repeat the process until you complete the registration corrections.
10. To return to the Home screen, press the **Home** button.

Adjusting the Altitude

Use Adjust Altitude to adjust the altitude to match that of the location where the printer is installed. If the altitude setting is incorrect, it can cause print-quality problems.

To adjust the altitude:

1. At the printer control panel, press the **Home** button.
2. Touch **Device→Support→Altitude Adjustment**.
3. Touch the altitude of the location of the printer, then touch **OK**.
4. To return to the Home screen, press the **Home** button.

Supplies

Consumables

Consumable supplies are printer supplies that become depleted during the operation of the printer. Consumable supplies for this printer include the following:

- Genuine Xerox® Toner Cartridges in Cyan, Magenta, Yellow, and Black
- Staple Cartridges for the following finishers:
  - The optional Integrated Office Finisher 9NX
  - The optional Integrated Office Finisher 2FA
  - The optional Office Finisher LX
  - The optional Office Finisher
- Staple Cartridges for the following booklet makers:
  - The optional Office Finisher LX with Booklet Maker
  - The optional Office Finisher with Booklet Maker

Note:

- Each consumable includes installation instructions. To replace consumables, refer to the instructions included with the consumable supply.
- Only install new cartridges in your printer. If a used toner cartridge is installed, then the toner remaining amount displayed can be inaccurate.
- To ensure print quality, the toner cartridge is designed to cease functioning at a predetermined point.

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

Ordering Supplies

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 these items when the messages first appear to avoid interruptions to your printing. An error message appears on the control panel when supplies must be replaced.

Order supplies from your local reseller or go to www.xerox.com/office/VLC70XXsupplies.

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.

Supply Status Information

You can check the supplies status, customize the alerts that appear on the control panel, and configure email alert notifications. For more information, refer to the Supply Status Information.

Supplies Usage Report

The Supplies Usage Report provides coverage information and part numbers for reordering supplies. The date a supply item was installed appears on the report.

To print the Supplies Usage Report:

1. At the printer control panel, press the **Home** button.
2. Touch **Device→About→Information Pages**.
3. Touch **Supplies Usage Report**.
4. To return to the Home screen, press the **Home** button.

Recycling Supplies

For more information on the Xerox® supplies recycling program, go to www.xerox.com/gwa.

Toner Cartridges

General Precautions

WARNING:

- When replacing a toner cartridge, be careful not to spill the toner. If any toner spills, avoid contact with clothes, skin, eyes, and mouth. Do not inhale the toner dust.
- Keep toner cartridges out of the reach of children. If a child accidentally swallows toner, have the child spit out the toner, and rinse the mouth with water. Consult a physician immediately.
- Use a damp cloth to wipe off spilled toner. Never use a vacuum cleaner to remove spills. Electric sparks inside the vacuum cleaner can cause a fire or explosion. If you spill a large volume of toner, contact your local Xerox representative.
- Never throw a toner cartridge into an open flame. Remaining toner in the cartridge can catch fire and cause burn injuries or an explosion.

Replacing a Toner Cartridge

A message appears on the control panel when a toner cartridge must be replaced.

Note: Each toner cartridge includes installation instructions.

Printer Status Message	Cause and Solution
Reorder Toner	The toner cartridge is low. Order a new toner cartridge.
Out of Toner	The toner cartridge is empty. Replace the toner cartridge with a new one.

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.

Note: Each routine maintenance item includes installation instructions.

Routine maintenance items for this printer include the following:

- Cyan, Magenta, Yellow, and Black Drum Cartridges
- Waste Toner Container
- Hole-Punch Waste Container
- Staple Cartridge
- Booklet Staple Cartridge

Replacing the Drum Cartridge

WARNING: Never throw drum cartridges into an open flame.

WARNING: Never touch a labeled area on or near the heat roller in the fuser. You can get burned. If a sheet of paper is wrapped around the heat roller, do not try to remove it immediately. Turn off the printer immediately and wait 40 minutes for the fuser to cool. Try to remove the jam after the printer has cooled.

Caution: Do not expose the drum cartridge to direct sunlight or strong indoor fluorescent lighting. Do not touch or scratch the surface of the drum.

When a drum cartridge requires replacement, a message appears on the control panel.

Note: Each drum cartridge includes installation instructions.

Printer Status Message	Cause and Solution
Reorder Drum Cartridge	The drum cartridge is nearing the end of its life. Order a new drum cartridge.
Replace Drum Cartridge	The drum cartridge has reached the end of its life. Replace the drum cartridge with a new one.

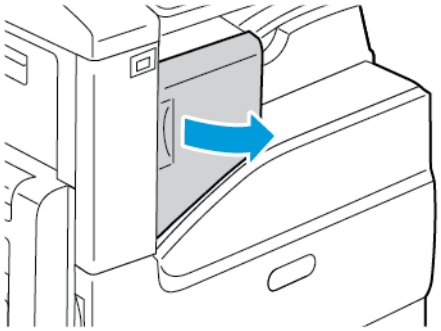
Replacing Staple Cartridges in the Integrated Office Finishers

If the printer has an optional finisher installed, the control panel displays a message when a staple cartridge is empty and needs replacement. Locate then use the procedure for the finisher installed on your printer.

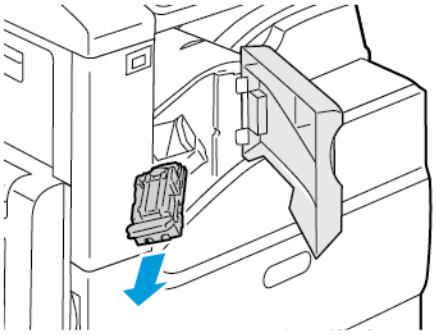
Replacing Staples in the Integrated Office Finisher 9NX

Caution: Do not perform this procedure while the printer is printing.

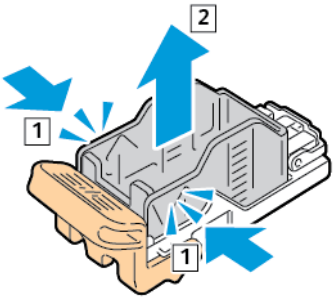
1. Open the finisher front door.



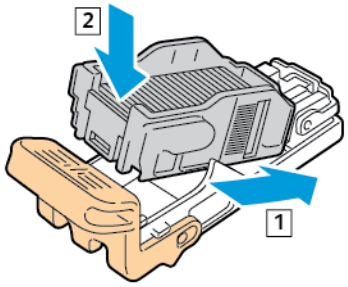
2. To remove the staple cartridge, grasp the orange handle, then pull it firmly toward you.



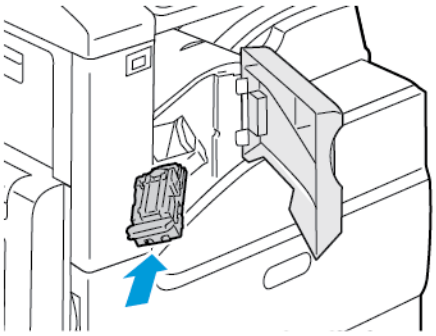
3. Check inside the finisher for any loose staples and remove them.
4. Pinch both sides of the staple pack and remove the staple pack from the cartridge.



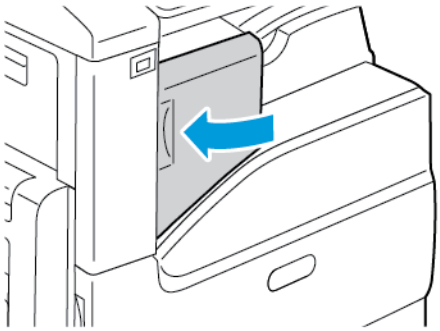
5. Insert the front side of the new staple pack into the staple cartridge, then push the rear side into the cartridge.



6. Grasp the new staple cartridge by the orange handle, then insert the cartridge into the stapler until it clicks.



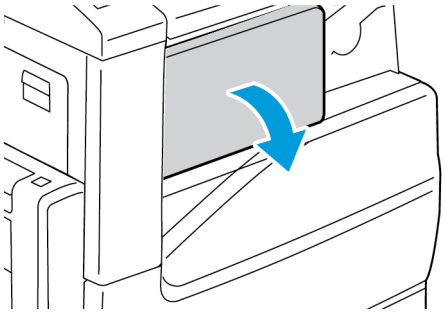
7. Close the finisher front door.



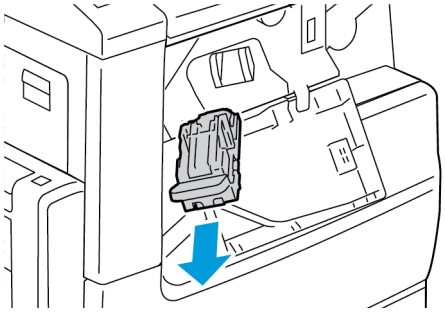
Replacing Staples in the Integrated Office Finisher 2FA

Caution: Do not perform this procedure while the printer is printing.

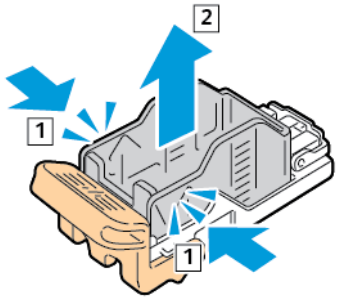
1. Open the finisher front door.



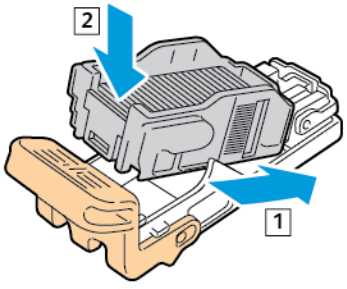
2. To remove the staple cartridge, grasp the orange handle, then pull it firmly toward you.



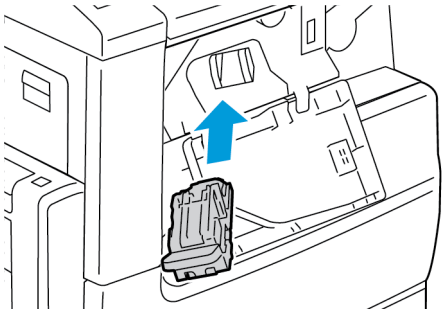
3. Check inside the finisher for any loose staples and remove them.
4. Pinch both sides of the staple pack and remove the staple pack from the cartridge.



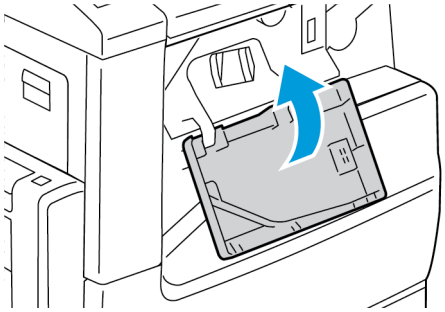
5. Insert the front side of the new staple pack into the staple cartridge, then push the rear side into the cartridge.



6. Grasp the new staple cartridge by the orange handle, then insert the cartridge into the stapler until it clicks.



7. Close the finisher front door.

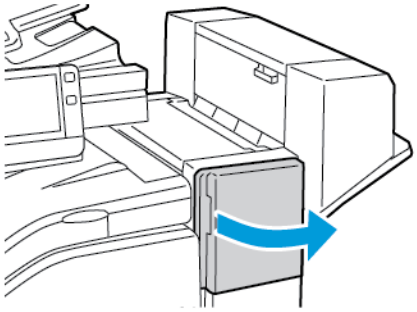


Replacing Staple Cartridges in the Office Finisher LX

Replacing Staples in the Main Stapler of the Office Finisher LX

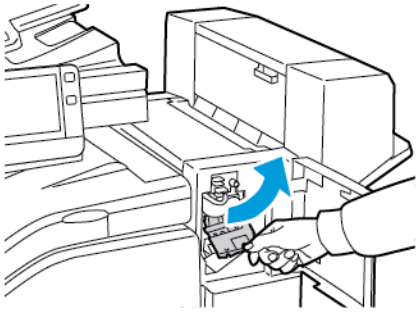
Caution: Do not perform this procedure while the printer is printing.

1. Open the finisher front door.

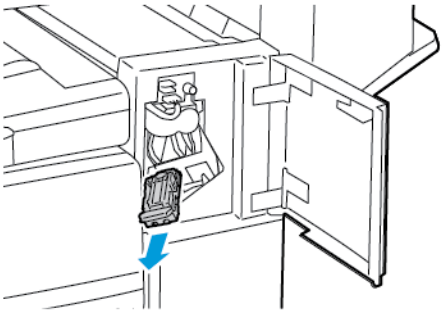


2. Reach into the finisher cabinet and pull the stapler toward you until it stops.

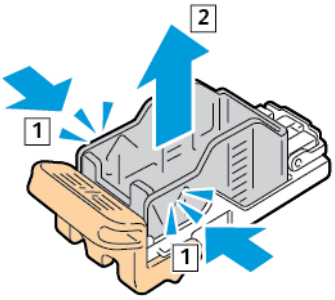
3. Push the stapler assembly to the right, as shown.



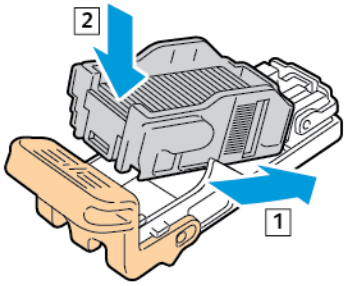
4. To remove the staple cartridge, grasp the orange handle, then pull it firmly toward you.



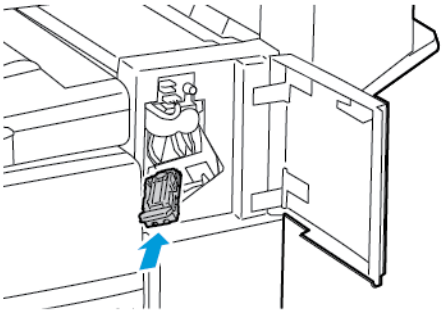
5. Check inside the finisher for any loose staples and remove them.
6. Pinch both sides of the staple pack and remove the staple pack from the cartridge.



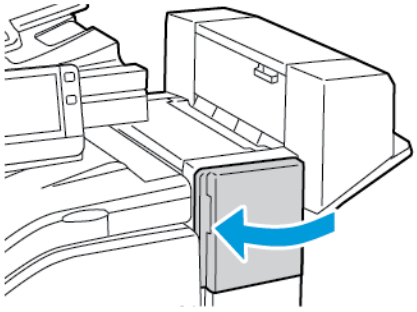
7. Insert the front side of the new staple pack into the staple cartridge, then push the rear side into the cartridge.



8. Grasp the staple cartridge by the orange handle, then insert it into the stapler assembly. Push the staple cartridge in until it clicks.



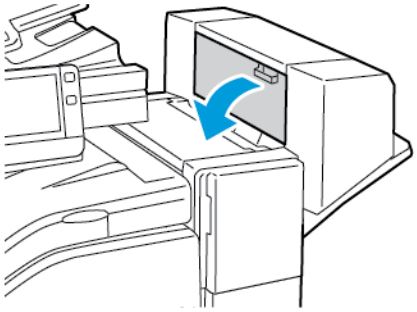
9. Close the finisher front door.



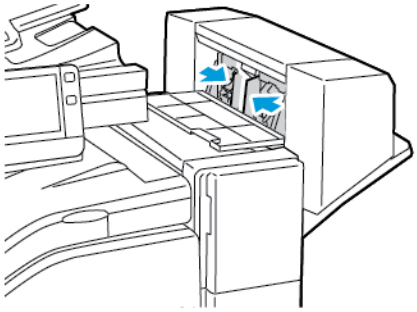
Replacing Staples in the Booklet Maker for the Office Finisher LX

Caution: Do not perform this procedure while the printer is printing.

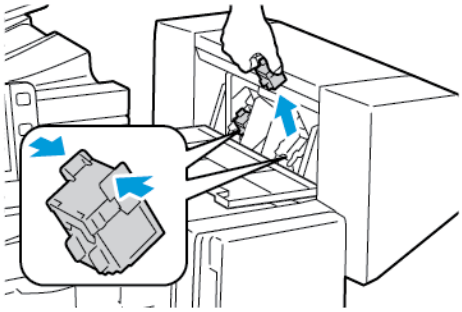
1. Open the finisher side cover.



2. If the staple cartridges are not visible, grasp the vertical panels on each side of the opening and slide the staple cartridges to the center.

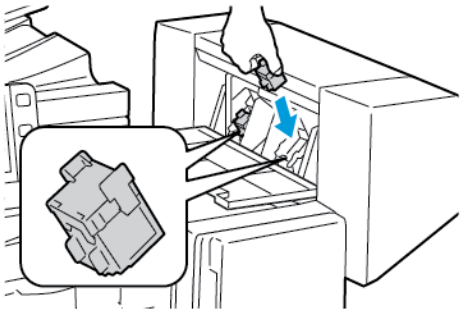


3. Hold the tabs on both sides of the staple cartridge, then pull the cartridge out of the finisher.

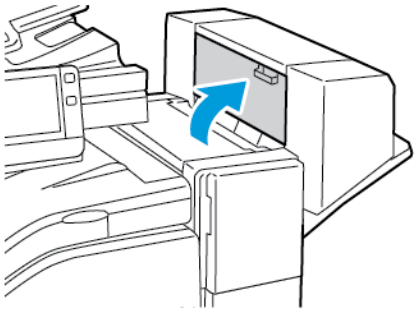


4. Remove the new stapler cartridge from its packaging. Hold the tabs on both sides of the new staple cartridge, then reinsert the staple cartridge into the original position in the finisher.

   Note: The booklet maker uses two staple cartridges. Booklet stapling requires that both staple cartridges contain staples.



5. Repeat the procedure for the other staple cartridge.
6. Close the finisher side cover.

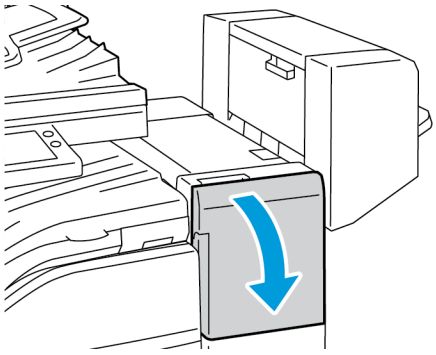


Replacing Staple Cartridges in the Office Finisher

Replacing Staples in the Main Stapler of the Office Finisher

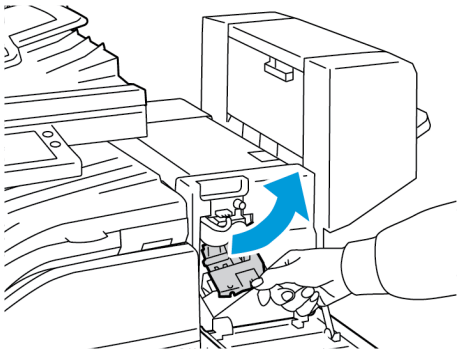
Caution: Do not perform this procedure while the printer is printing.

1. Open the finisher front door.

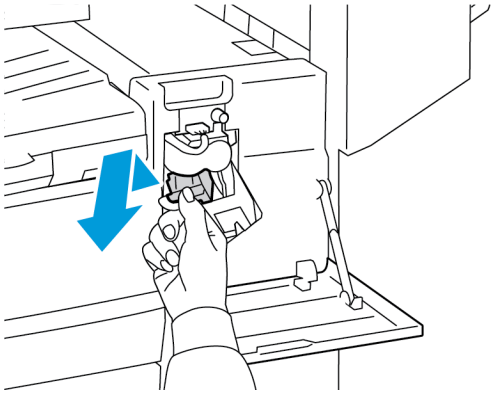


2. Reach into the finisher cabinet and pull the stapler toward you until it stops.

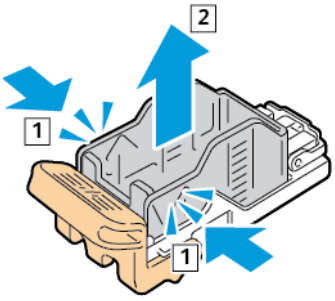
3. Push the stapler assembly to the right, as shown.



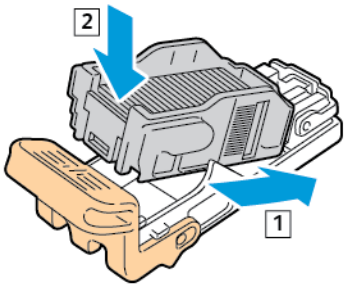
4. To remove the staple cartridge, grasp the orange handle, then pull it firmly toward you.



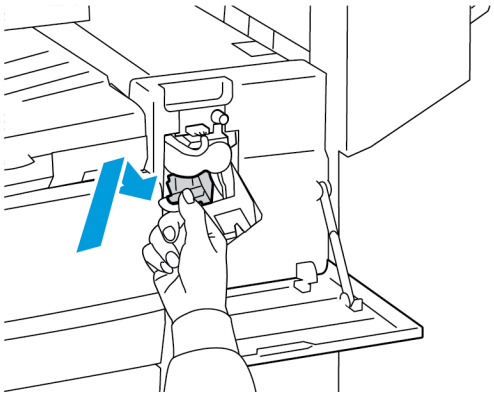
5. Pinch both sides of the staple pack and remove the staple pack from the cartridge.



6. Insert the front side of the new staple pack into the staple cartridge, then push the rear side into the cartridge.



7. Grasp the new staple cartridge by the orange handle, then insert the cartridge into the stapler assembly until it clicks.

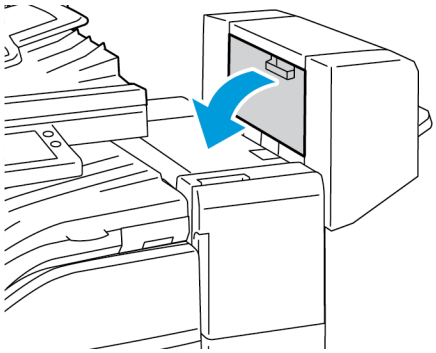


8. Close the finisher front door.

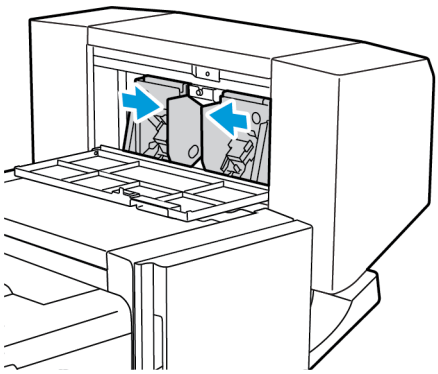
Replacing Staples in the Booklet Maker of the Office Finisher

Caution: Do not perform this procedure while the printer is printing.

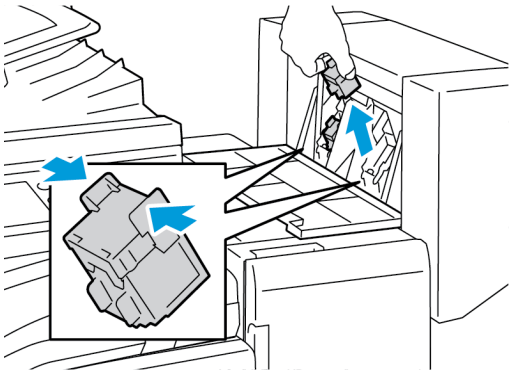
1. Open the booklet maker side cover.



2. If the staple cartridges are not visible, grip the vertical panels at the left and right of the opening and slide the panels to the center.

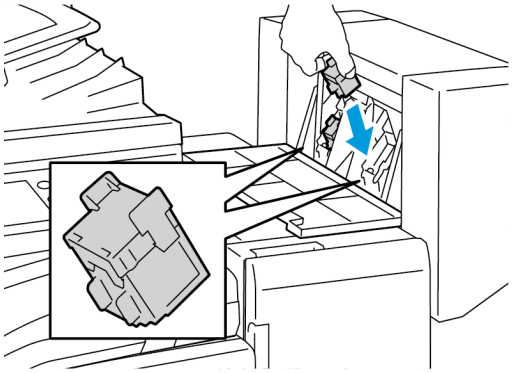


3. Hold the tabs on both sides of the staple cartridge and pull the cartridge out of the finisher.



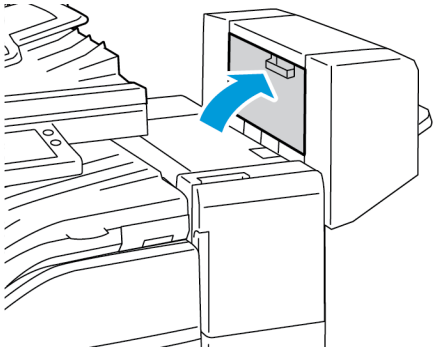
4. Hold the tabs on both sides of the new staple cartridge and insert the cartridge into the original position in the finisher.

Note: If you have trouble inserting the cartridge, ensure that the staples are positioned correctly in the cartridge.



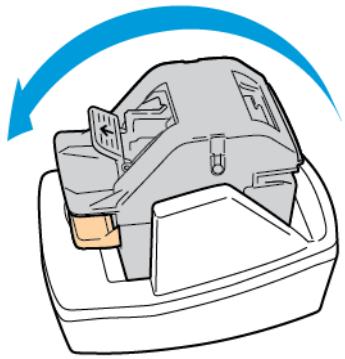
Note: The booklet maker uses two staple cartridges. Booklet stapling requires that both staple cartridges contain staples.

5. Repeat the procedure for the other staple cartridge.
6. Close the booklet maker side cover.

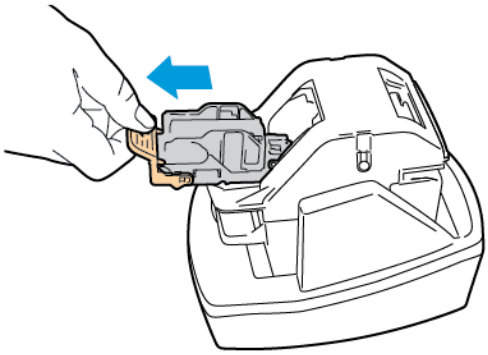


Replacing Staples in the Convenience Stapler

1. To open the stapler head, rotate the stapler head 180 degrees counterclockwise.

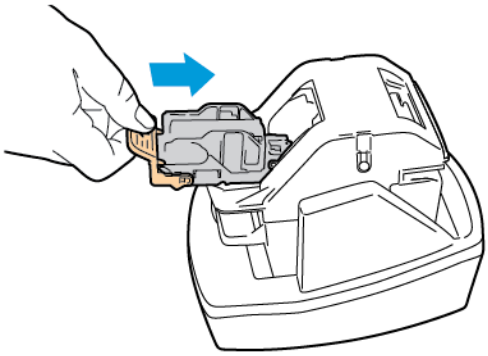


2. Grip the staple cartridge and pull it out of the stapler head.

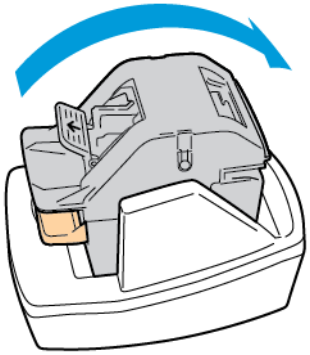


3. Unpack the new staple cartridge. Remove any partial strips and any staple strips that are not flat.

4. Install the new staple cartridge in the stapler head. The staple cartridge clicks into place.



5. To close the stapler head, rotate the stapler head 180 degrees clockwise.



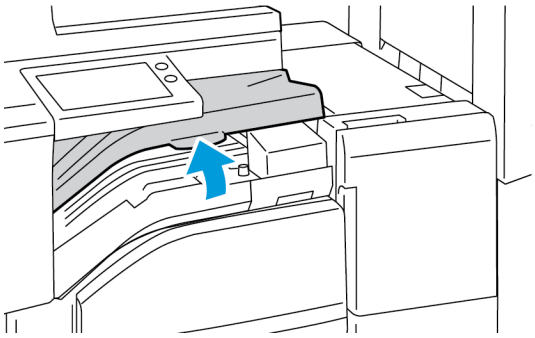
Emptying the Hole Punch Waste Container

When the hole punch waste container is full, a message appears on the control panel.

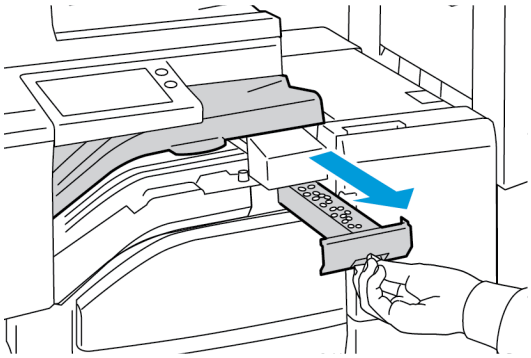
Emptying the Hole Punch Waste Container in the Office Finisher

Caution: Do not perform this procedure while the printer is printing.

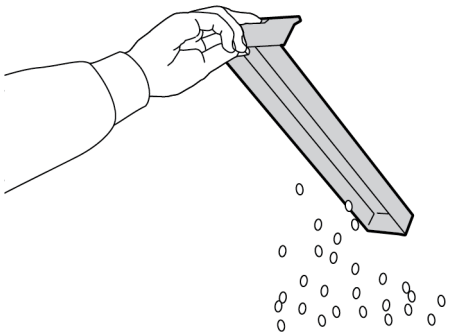
1. Lift the finisher transport top cover.



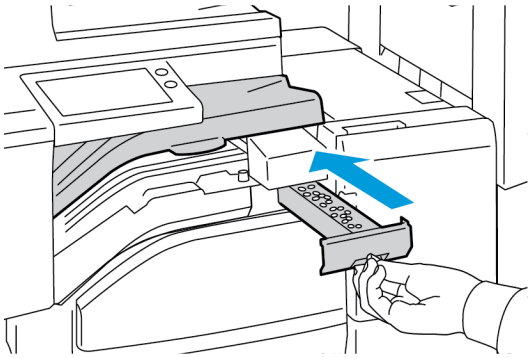
2. Pull out the hole-punch waste container.



3. Empty the container.



4. Insert the container all the way into the finisher.

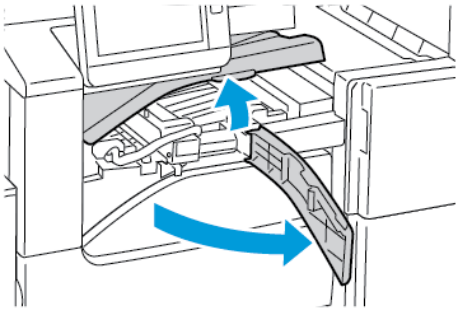


5. Close the finisher transport top cover.

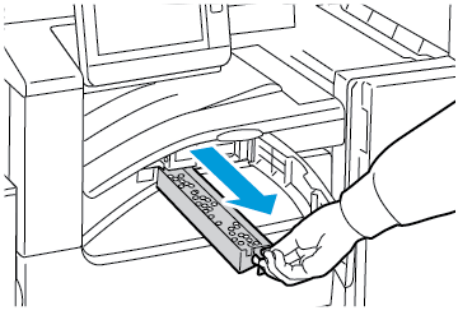
Emptying the Hole Punch Container in the Office Finisher LX

Caution: Do not perform this procedure while the printer is printing.

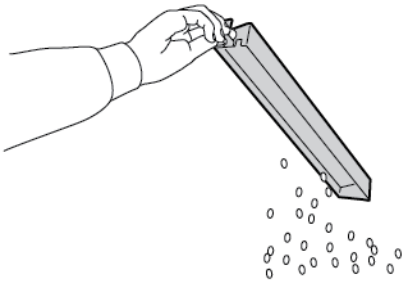
1. Lift the finisher transport top cover, then open the front transport cover.



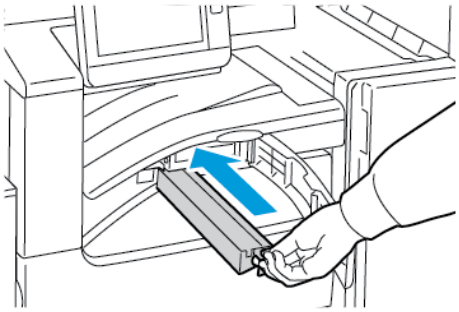
2. Pull out the hole-punch waste container.



3. Empty the container.



4. Insert the container, then slide it all the way into the finisher.



5. Close the finisher front transport cover, then close the top cover.

Managing the Printer

Viewing the Meter Reading

The Billing/Usage menu displays the total number of impressions that the printer generated or printed during its lifetime. You cannot reset the counters. A page is counted as one side of a sheet of paper. For example, a sheet of paper that is printed on two sides counts as two impressions.

Note: If you provide regular billing information for your device, you can use the Remote Services Upload feature to simplify the process. You can enable Remote Services to send billing meter readings to Xerox automatically so that you do not have to collect the readings manually. For more information, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

To view the billing information for your printer:

1. At the printer control panel, press the **Home** button.
2. Touch **Device→Billing/Usage**.
3. To view more details, touch **Usage Counters**, then select an option.
4. After viewing the usage readings, to return to the Home screen, press the **Home** button.

Printing the Billing Summary Report

The Billing Summary Report provides information about the device and a detailed listing of the billing meters and sheet counts.

To print the Billing Summary Report:

1. At the printer control panel, press the **Home** button.
2. Touch **Device→About→Information Pages**.
3. Touch **Billing Summary Report**.
4. To return to the Home screen, press the **Home** button.

Moving the Printer

Before you move the printer:

- Ensure that you always power off the printer and wait for it to shut down completely.
- Ensure that no jobs are in the print queue.
- Disconnect the power cord and other cables from the back of the printer.

WARNING: To prevent electric shock, never touch the power plug with wet hands. When removing the power cord, ensure that you pull the plug and not the cord. Pulling the cord can damage it, which can lead to fire or electric shock.

Note:

- When moving the printer, do not tilt it more than 10 degrees in any direction. Tilting the printer more than 10 degrees can cause toner spillage.
- When moving the printer over a long distance, remove the drum cartridge and toner cartridge to prevent toner from spilling.

Caution: Do not expose the drum cartridge to direct sunlight or strong indoor fluorescent lighting. Do not touch or scratch the surface of the drum.

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.

After moving the printer:

1. Reinstall any parts that you removed.
2. Reconnect the printer to the cables and power cord.
3. Plug in and power on the printer.

8

Troubleshooting

This chapter contains:

- General Troubleshooting 228
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- Clearing Finisher Jams 248
- Clearing Staple Jams..... 254
- Clearing Hole Punch Jams in the Office Finisher and the Office Finisher LX..... 267
- Print-Quality Problems..... 268
- Copy and Scan Problems 274
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- Getting Help 277

General Troubleshooting

This section contains procedures to help you locate and resolve problems. Resolve some problems by simply restarting the printer.

Printer Does Not Power On

Probable Causes	Solutions
The power switch is not switched on.	Open the front door, then and check that the power switch is in the On position. At the printer control panel, press the **Power/Wake** button. For details, refer to Power Options.
The power cord is not plugged into the outlet correctly.	Power off the printer, then plug the power cord into the outlet securely. Use the bracket provided with the printer to secure the power cord in place.
The power cord is not secured in place correctly.	Use the bracket provided with the printer to secure the power cord in place.
Something is wrong with the outlet connected to the printer.	Plug another electrical appliance into the outlet and check if it operates properly. Try a different outlet.
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 Electrical Specifications.

Caution: Plug the three-wire cord with grounding prong directly into a grounded AC outlet.

Printer Resets or Powers Off Frequently

Probable Causes	Solutions
The power cord is not plugged into the outlet correctly.	Power off the printer, confirm that the power cord is plugged in correctly to the printer and the outlet, then power on the printer.
A system error occurred.	Power off the printer, then power on again. For more information, refer to Printing the Error History Report. If the error persists, contact your Xerox representative.
The printer is connected to an uninterruptible power supply.	Power off the printer, then connect the power cord to a suitable outlet.

Probable Causes	Solutions
The printer is connected to a power strip shared with other high-power devices.	Plug the printer directly into the outlet or into a power strip that is not shared with other devices.
The **Auto Power Off** feature is enabled to save power.	Increase the **Auto Power Off** timer setting or disable the **Auto Power Off** feature. For more information, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

Printer Does Not Print

Probable Causes	Solutions
The printer is in Power Saver mode.	On the control panel, press the **Power/Wake** button.
The printer has an error.	If the Status LED is blinking amber, follow the instructions on the control panel to clear the error. If the error persists, contact your Xerox representative.
The printer is out of paper.	Load paper into the tray.
The incorrect paper is loaded for the print job.	Load the correct paper in the appropriate tray. At the printer control panel, specify the correct paper size, type and color.
The paper settings for the print job do not match any paper loaded in the paper trays at the printer.	From the print driver, select a paper tray containing the correct paper.
A toner cartridge is empty.	Replace the empty toner cartridge.
No control panel indicators are lighted.	Power off the printer, confirm that the power cord is plugged in correctly to the printer and the outlet, then power on the printer. If the error persists, contact your Xerox representative.
The printer is busy.	• If the Status LED is flashing blue, a previous print job could be the problem. 1 In the print driver, use the Printer Properties to delete all print jobs in the print queue. 2 At the control panel, touch **Jobs**, then delete all pending print jobs. • Load the paper in the tray. • If the Status LED does not flash once after you send a print job, check the connection between the printer and the computer. Power off the printer, then power on the printer.

Probable Causes	Solutions
The printer cable is disconnected.	If the Status LED does not flash once after you send a print job, check the connection between the printer and the computer.
There is a network-connectivity issue.	If the printer is connected to a network: 1 Verify that the Ethernet cable is connected to the printer. 2 On the printer Ethernet connector, verify that the green LED is On. If the green LED is not lighted, reseat both ends of the Ethernet cable. 3 Examine the TCP/IP address in the Communication section of the Configuration Report. For more information, refer to Printing the Configuration Report. 4 If the TCP/IP address is 0.0.0.0, the printer needs more time to acquire an IP address from the DHCP server. Wait 2 minutes, then print the Configuration Report again. 5 If the TCP/IP address is unchanged, or begins with 169, contact your network administrator.
There is a wireless network setup or connectivity issue.	Verify that the Wireless Network Adapter is installed and properly configured. For more information, refer to Connecting to a Wireless Network.

Printing Takes Too Long

Probable Causes	Solutions
The printer is set to a slower printing mode. For example, the printer is set to print on Heavyweight paper or Envelopes.	It takes more time to print on certain types of special paper. Ensure that the paper type is set properly in the print driver and at the printer control panel. For details, refer to Print Speed.
The printer is in Power Saver mode.	It takes time for printing to start when the printer is coming out of Power Saver mode.
The way the printer was installed on the network could be an issue.	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. To test the speed of the printer, print some information pages such as the Demonstration Print. For details, refer to Printing Information Pages. If the page prints at the rated speed of the printer, there could be a network or printer installation issue. For more help, contact the system administrator.

Probable Causes	Solutions
The job is complex.	Wait. No action needed.
The print-quality mode in the driver is set to Enhanced.	Change the print-quality mode in the print driver to Standard.

Document Prints from Wrong Tray

Probable Causes	Solutions
Application and print driver have conflicting tray selections.	1 Check the tray selected in the print driver. 2 Access the page setup or printer settings of the application from which you are printing. 3 Set the paper source to match the tray selected in the print driver or set the paper source to **Automatically Select**. 4 Check that you have the latest print driver installed. For details, go to www.xerox.com/office/VLC70XXsupport. **Note:** To have the print driver select the tray, set the tray used as the paper source to **Auto Selection Enabled**.

Automatic 2-Sided Printing Problems

Probable Causes	Solutions
Unsupported or incorrect paper.	Ensure that you are using the correct paper. Do not use transparencies, envelopes, labels, or reloaded paper for automatic 2-sided printing. For details, see Supported Standard Paper Sizes for Automatic 2-Sided Printing.
Incorrect setting.	On the print driver Printing Options tab, select **2-sided Printing**.

Printer is Making Unusual Noises

Probable Causes	Solutions
There is an obstruction or debris inside the printer.	Power off the printer, then remove the obstruction or debris. If you cannot remove the obstruction, contact your Xerox representative.

Paper Tray Will Not Close

Probable Causes	Solutions
The paper tray does not fully close.	• If the tray is extended for legal-size paper, the tray protrudes when it is inserted into the printer. For more information, refer to Configuring Tray Settings. • Some debris or an object is blocking the tray. • The tray is blocked by the table or shelf on which it is located. • If the paper lift plate at the back of the tray is not locked down, replace the tray.

Condensation has Formed Inside the Printer

Moisture can condense inside a printer where the humidity is above 85% or when a cold printer is located in a warm room. Condensation can form in a printer after it has been sitting in a cold room that is heated quickly.

Probable Causes	Solutions
The printer has been sitting in a cold room.	Allow the printer to operate for several hours at room temperature.
The relative humidity of the room is too high.	• Reduce the humidity in the room. • Move the printer to a location where the temperature and relative humidity are within the operating specifications.

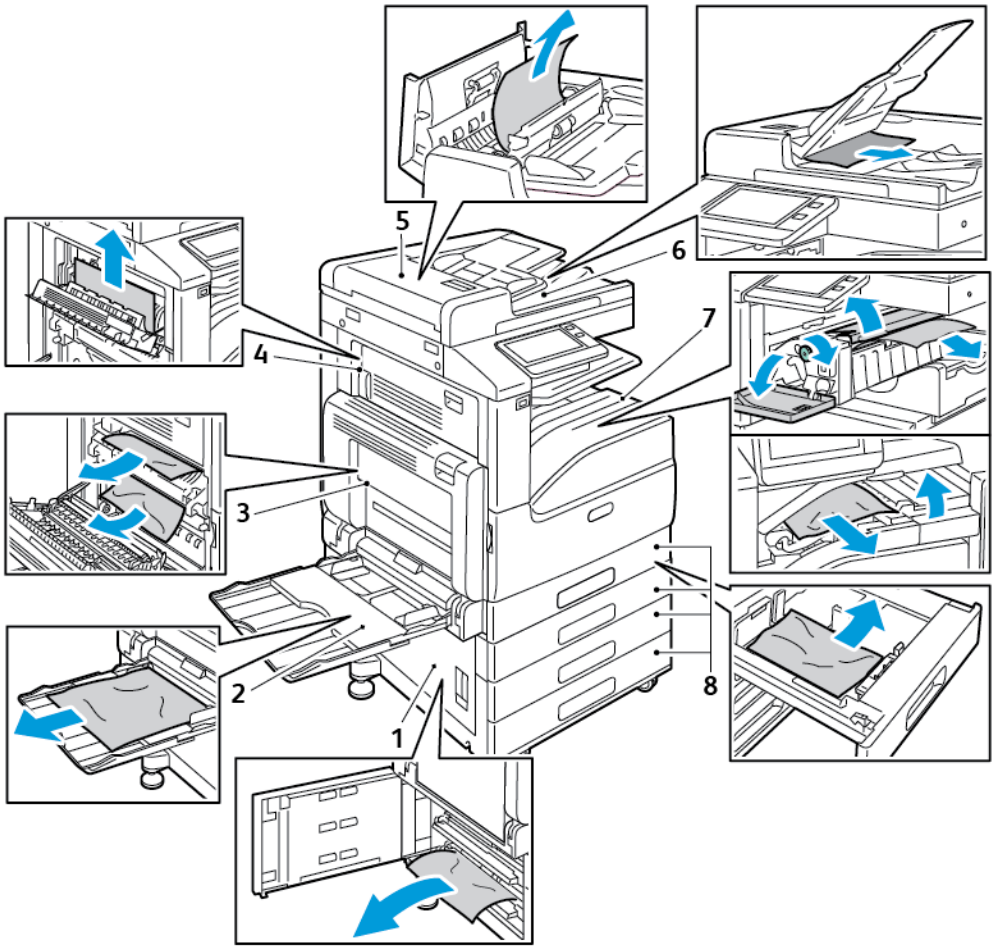
Paper Jams

Locating Paper Jams

WARNING: Never touch a caution-labeled area in the fuser. You can get burned. If a sheet of paper is wrapped around the inside the fuser, do not try to remove it immediately. Power off the printer immediately and wait 40 minutes for the fuser to cool. Try to remove the jam after the printer has cooled. If the error persists, contact your Xerox representative.

Caution: Do not attempt to clear any paper jams using tools or instruments. This can permanently damage the printer.

The following illustration shows where paper jams can occur along the paper path:



1. Paper Tray Feed Area (Door B)
2. Bypass Tray (Tray 5)
3. Fuser Area (Door A)
4. Paper Output Area (Door C)
5. Duplex Automatic Document Feeder
6. Document Feeder Output Tray
7. Finisher Areas
8. Paper Trays 1–4

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.

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 more information, refer to Supported Paper.
- 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.
- Do not load paper above the maximum fill line.
- After loading paper in the trays, adjust the paper guides in all trays. A guide that is not properly adjusted can cause poor print quality, misfeeds, skewed prints, and printer damage.
- After loading paper in the trays, at the control panel, select the correct paper type and size.
- Before printing, select the correct paper type and size in the print driver.
- Store paper in a dry location.

The following can cause paper jams:

- Polyester-coated paper that is designed especially for inkjet printers
- Paper that is folded, wrinkled, or excessively curled
- Loading more than one type, size, or weight of paper in a tray at the same time
- Loading paper above the maximum fill line in the paper tray
- Allowing the output tray to become overfilled

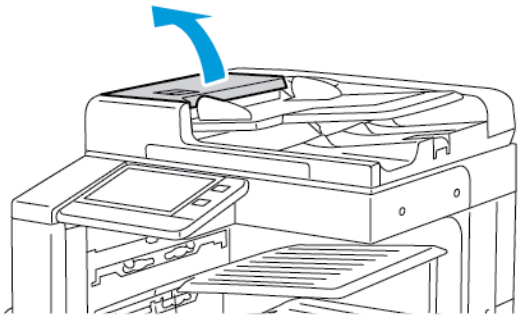
For a detailed list of supported paper, refer to Supported Paper.

Clearing Paper Jams

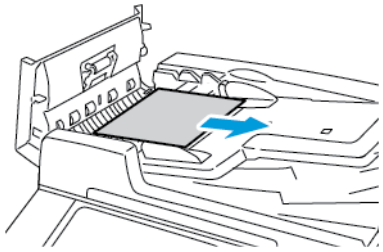
Clearing Document Feeder Jams

To resolve the error that appears on the control panel, remove all paper from the Duplex Automatic Document Feeder areas.

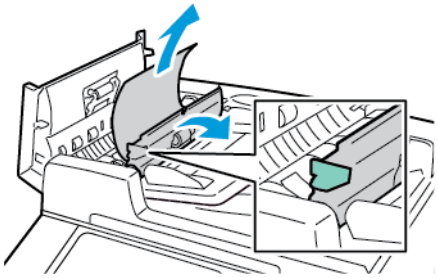
1. Lift the lever, then open the top cover of the document feeder.



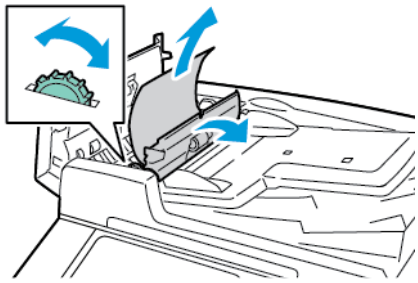
2. If the original document is clear of the automatic document feeder entry, pull it straight out in the direction shown.



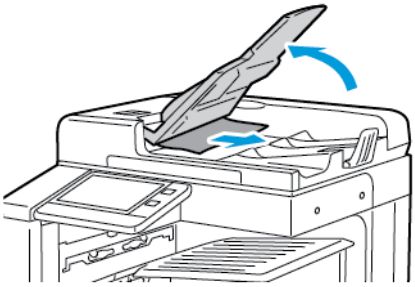
3. If the control panel message instructs you to open the inner cover, lift the green-tabbed lever to open the inner cover.



4. To remove the original document from the feeder, rotate the green wheel in the direction shown, then carefully pull out the document.



5. Close the inner cover. To close the top cover, press it down until it clicks into place.
6. If the original document is not visible when the top cover is opened, lift the document cover, then remove the document.
7. If the original document is not visible when the document cover is opened, lift the feeder tray, then remove the document.



8. Lower the feeder tray.
9. If the original document is not wrinkled or torn, then follow the instructions on the touch screen to load the document into the feeder again.

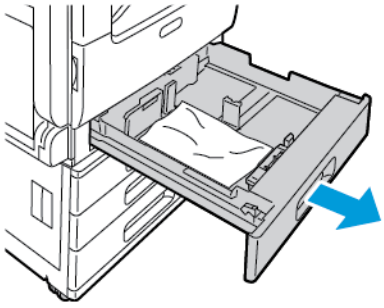
Note: After clearing a paper jam from the Duplex Automatic Document Feeder, reload the entire original document, including the pages already scanned. The printer automatically skips the scanned pages and scans the remaining pages.

Caution: Torn, wrinkled, or folded original documents can cause jams and damage the printer. To copy torn, wrinkled, or folded original documents, use the document glass.

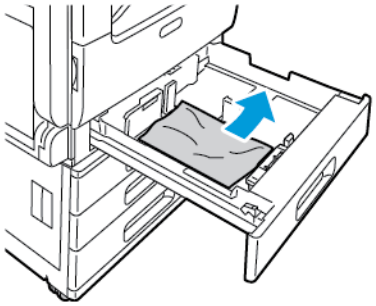
Clearing Paper Jams from Trays 1–4

To resolve the error that appears on the control panel, clear all paper from the paper path.

1. Before removing the tray from the printer, review the paper jam message on the control panel. If another jam error appears, clear that jam inside the printer first.
2. Pull out the tray until it stops.



3. Remove the paper from the tray.

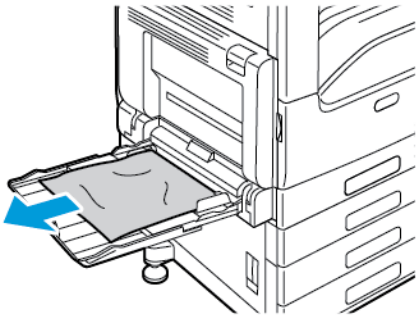


4. If the paper is torn, remove the tray completely and check inside the printer for torn pieces of paper.
5. Reload the tray with undamaged paper, then push the tray in until it stops.
6. When paper trays are set to Fully Adjustable, you are prompted to verify or change the paper settings.
   - To confirm the same paper size, type, or color, touch **OK**.
   - To select a new paper size, type, or color, touch the current setting, then select a new setting. When finished, touch **OK**.
7. To return to the Home screen, press the **Home** button.

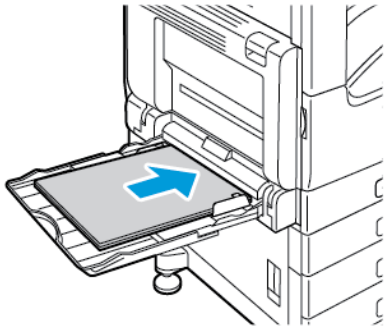
Clearing Paper Jams from the Bypass Tray

To resolve the error that appears on the control panel, clear all paper from the paper path.

1. Remove the jammed paper from the tray. Ensure that the paper feed entrance where the tray connects to the printer is clear.



2. If the paper is torn, check inside the printer for torn pieces of paper.
3. Before you reload the Bypass Tray, fan the paper, then ensure that all four corners are aligned.
4. Insert the paper into the Bypass Tray with the print side face down. Ensure that the leading edge of the paper lightly touches the paper-feed entrance.



5. When paper trays are set to Fully Adjustable, you are prompted to verify or change the paper settings.
   - To confirm the same paper size, type, or color, touch **OK**.
   - To select a new paper size, type or color, touch the current setting, then select a new setting. When finished, touch **OK**.
6. To return to the Home screen, press the **Home** button.

Clearing Paper Jams at Doors A, B and C

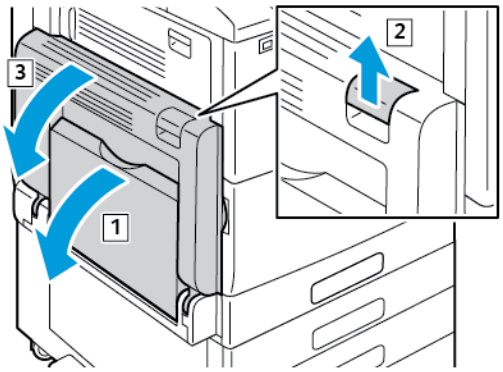
To resolve the error that appears on the control panel, clear all paper from the paper path.

Clearing Jams at Door A

1. Open the Bypass Tray and Door A.

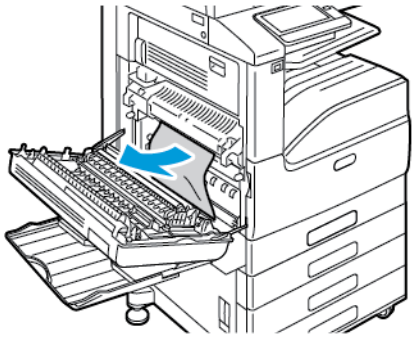
WARNING: The area around the Fuser can be hot. Use caution to avoid injury.

Caution: Do not touch the transfer roller. Touching the roller can reduce image quality.



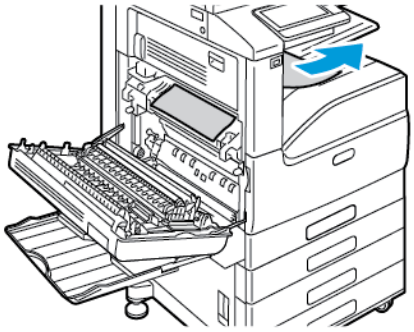
a. Open the Bypass Tray.
b. Lift the release lever.
c. Open Door A.

2. Remove the jammed paper.

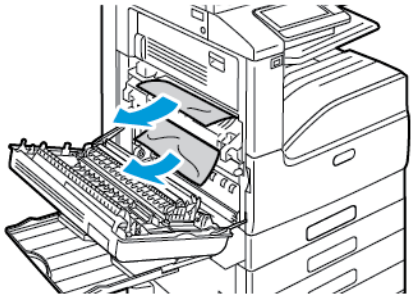


3. If paper is jammed at the exit to the output tray, to remove it, carefully pull it straight out in the direction shown.

Note: Toner can adhere to the transfer roller. This does not affect print quality.

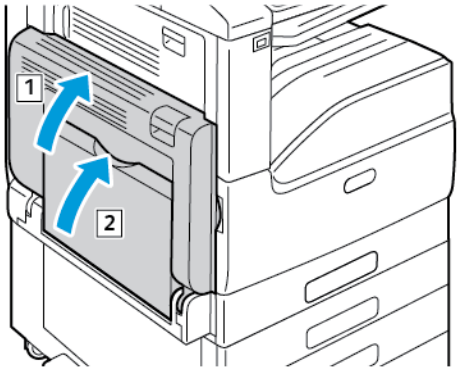


4. If paper is jammed in the Fuser, remove the paper from areas A1 and A2 as shown.



Note: If the paper is torn, remove all torn pieces from the printer.

5. Close Door A and the Bypass Tray.



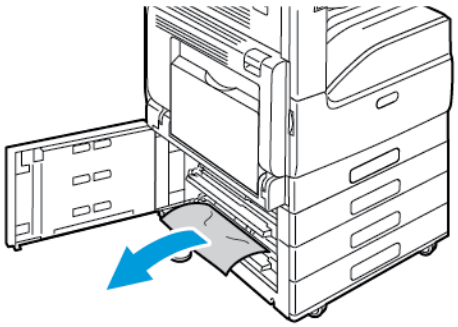
a. To close Door A, push the door up firmly until it clicks into place.
b. Close the Bypass Tray.

Clearing Jams at Door B

1. Pull the release lever, then open Door B.

2. Remove the jammed paper from the paper tray feed area.

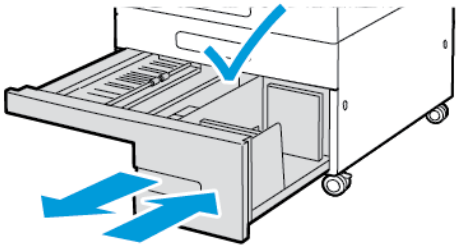
Note: If the paper is torn, remove all torn pieces from the printer.



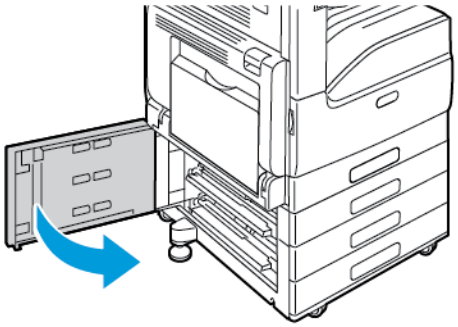
3. For paper jammed in the upper position, look inside the printer, locate the jammed paper, then remove it.

Note: If the paper is inaccessible, refer to Clearing Jams at Door A.

4. For paper jammed in the tray feed roller, open the tray, then remove the paper.



5. Close Door B.

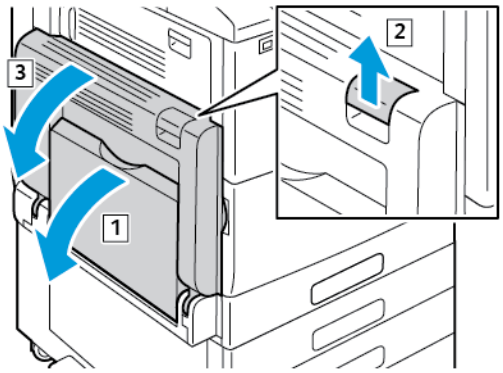


Clearing Jams at Door C

1. Open the Bypass Tray and Door A.

WARNING: The area around the Fuser can be hot. Use caution to avoid injury.

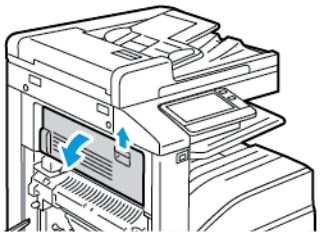
Caution: Do not touch the transfer roller. Touching the roller can reduce image quality.



a. Open the Bypass Tray.
b. Lift the release lever.

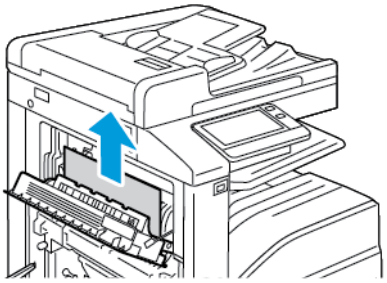
c. Open Door A.

2. At Door C, lift the release lever, then open Door C.

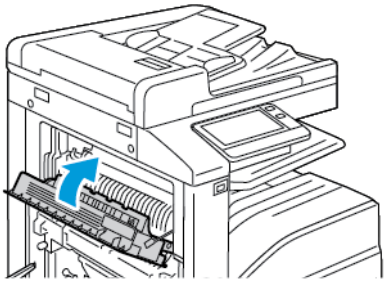


3. Remove any jammed paper in the paper output area.

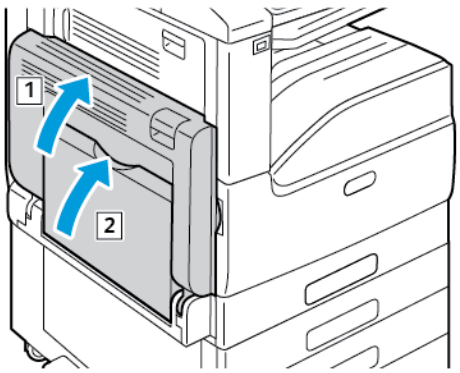
Note: If the paper is torn, remove all torn pieces from the printer.



4. To close Door C, push the door up firmly until it clicks into place.



5. Close Door A and the Bypass Tray.



a. To close Door A, push the door up firmly until it clicks into place.

b. Close the Bypass Tray.

Troubleshooting Paper Jams

Multiple Sheets Pulled Together

Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper above the maximum fill line.
The edges of the paper are not even.	Remove the paper, align the edges, and then reload the paper.
The paper is moist from humidity.	Remove the paper from the paper tray. Load new, dry paper into the tray.
Too much static electricity is present.	Load a new ream of paper.
Using unsupported paper.	Use only Xerox®-approved paper. For details, refer to Supported Paper.
Humidity is too high for coated paper.	• Feed paper one sheet at a time. • Try loading paper in the Bypass tray.
The feed rollers are dirty.	With a clean, lint-free cloth moistened with water, wipe the feed rollers until they are clean. For details, refer to Cleaning the Printer.
Tray is loaded with mixed paper.	Load the tray with only one type and size of paper.

Paper Misfeeds

Probable Causes	Solutions
The paper is not correctly positioned in the tray.	Remove the misfed paper and reposition it properly in the tray. Adjust the paper guides in the tray to match the size of the paper.
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.

Probable Causes	Solutions
Using paper of the wrong size, thickness, or type.	Use only Xerox approved paper. For details, refer to Supported Paper
The feed rollers are dirty.	With a clean, lint-free cloth moistened with water, wipe the feed rollers until they are clean. For details, refer to Cleaning the Printer.

Label and Envelope Misfeeds

Probable Causes	Solutions
The label sheet is facing the wrong way in the tray.	• Load label sheets according to the instructions from the manufacturer. • Load labels in the tray, face up. • For more information, refer to Labels.
Labels are missing, curled, or pulled away from the backing sheet.	Do not use any sheet where labels are missing, curled, or pulled away from the backing sheet.
Envelopes are loaded incorrectly.	You can print envelopes from the Bypass Tray or Tray 1. For more information, refer to Envelopes.
Envelopes are wrinkling.	• The heat and pressure of the laser printing process can cause wrinkling. • Use supported envelopes. For more information, refer to Guidelines for Printing Envelopes. **Note:** When you load envelopes long-edge feed, ensure that you specify landscape orientation in the print driver.

Paper Jam Message Stays On

Note: Check for, and remove, torn pieces of paper in the paper path.

Probable Causes	Solutions
Some paper remains jammed in the printer.	Recheck the paper 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.

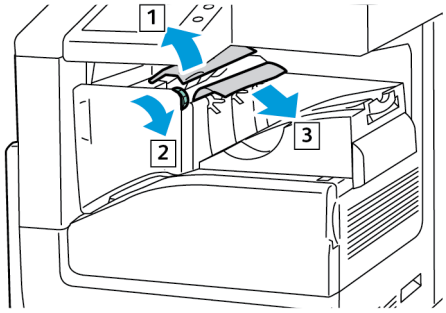
Jams During Automatic 2-Sided Printing

Probable Causes	Solutions
Using paper of the wrong size, thickness, or type.	Use paper of the correct size, thickness, or type. For more information, refer to Supported Standard Paper Sizes for Automatic 2-Sided Printing.
Paper is loaded in the wrong tray.	Ensure that paper is loaded into the correct tray. For more information, refer to Supported Paper.
Tray is loaded with mixed paper.	Load the tray with only one type and size of paper.

Clearing Finisher Jams

Clearing Jams in the Integrated Office Finisher 9NX

1. Locate the Integrated Office Finisher mounted beneath the scanner and control panel, then open the top cover as shown.
2. Rotate the green knob in the direction shown.
3. To remove the jammed paper, pull it in the direction shown.

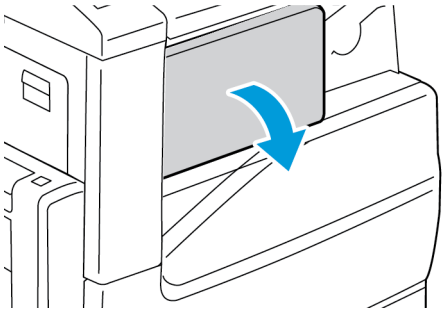


Note: If the paper is torn, remove all torn pieces from the printer.

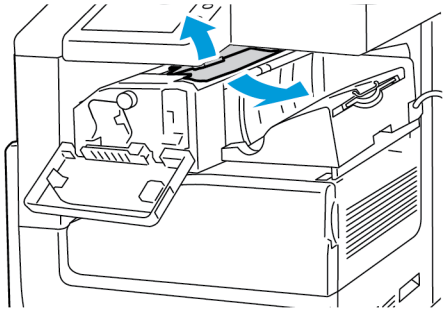
4. Close the top cover of the Integrated Office Finisher.

Clearing Paper Jams in the Integrated Office Finisher 2FA

1. Open the finisher front door.

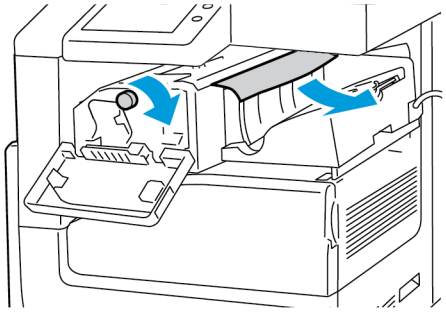


2. Carefully remove the jammed paper.

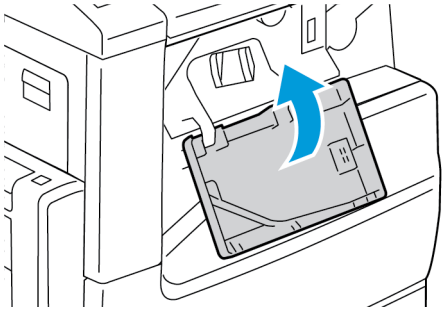


Note: If the paper is torn, remove all torn pieces of jammed paper from the printer.

3. Rotate the green knob in the direction shown, then carefully remove the jammed paper.



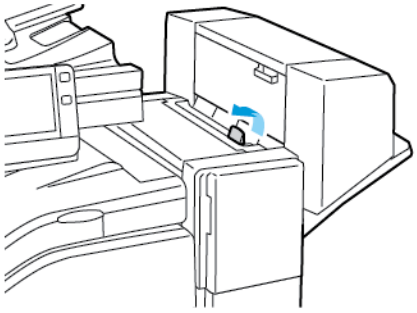
4. Close the finisher front door.



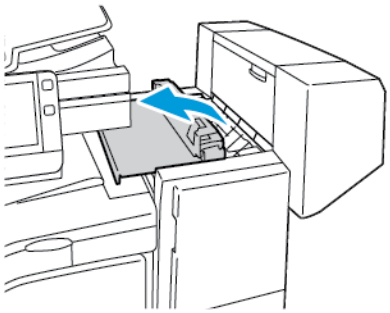
Clearing Jams in the Office Finisher LX

Clearing Paper Jams Under the Top Cover of the Office Finisher LX

1. Pull up the lever on the top cover.

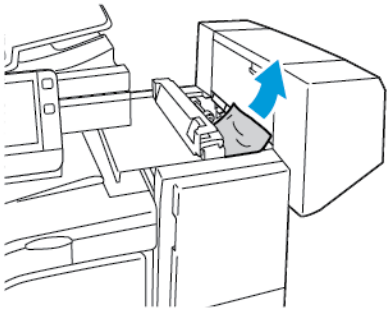


2. To open the top cover, rotate it to the left.



3. Remove the jammed paper.

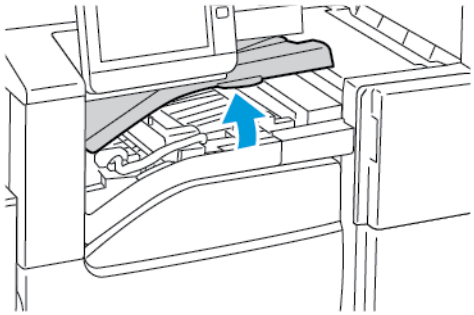
Note: If the paper is torn, remove all torn pieces from the finisher.



4. Close the top cover of the finisher.

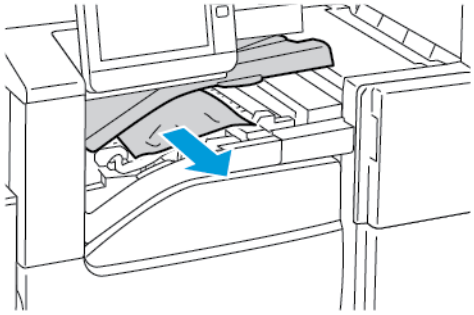
Clearing Paper Jams in the Office Finisher LX Transport

1. To open the transport cover, on the center tray, lift the handle straight up.



2. Remove the jammed paper.

Note: If the paper is torn, remove all torn pieces from the finisher.

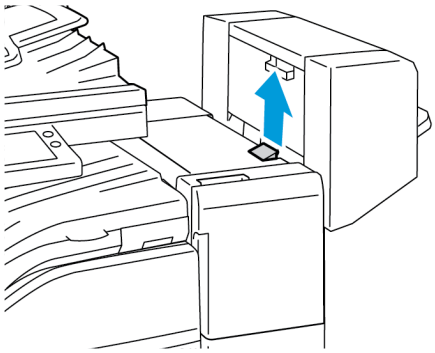


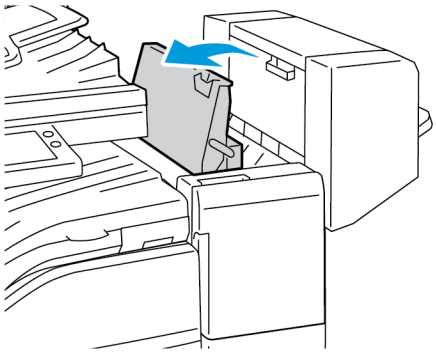
3. Close the transport cover.

Clearing Paper Jams in the Office Finisher

Clearing Jams Under the Office Finisher Top Cover

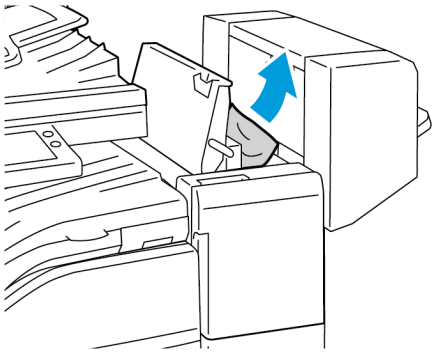
1. Pull up the lever on the top cover, then open the top cover.





2. Remove the jammed paper.

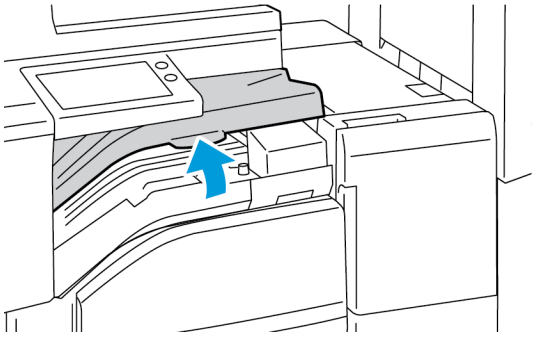
Note: If the paper is torn, remove all torn pieces of the jammed paper from the finisher.



3. Close the top cover of the finisher.

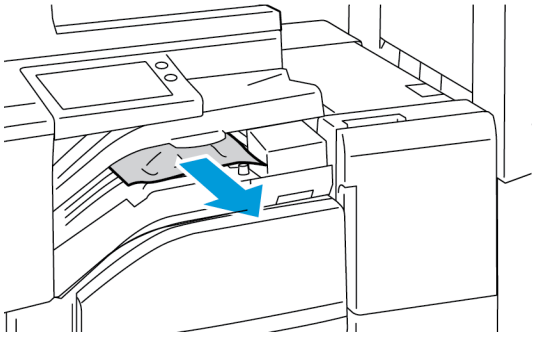
Clearing Jams in the Office Finisher Transport

1. Open the finisher transport cover.



2. Remove the jammed paper.

Note: If the paper is torn, remove all torn pieces of the jammed paper from the finisher.



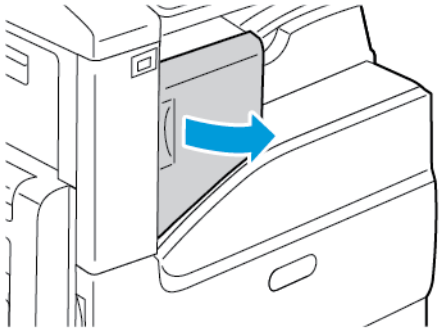
3. Close the finisher transport cover.

Clearing Staple Jams

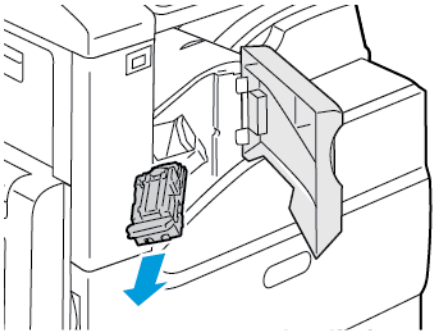
Clearing Staple Jams in the Integrated Office Finisher 9NX

Caution: Do not perform this procedure while the printer is printing.

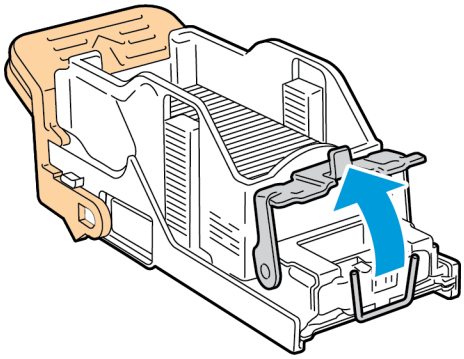
1. Open the finisher front door.



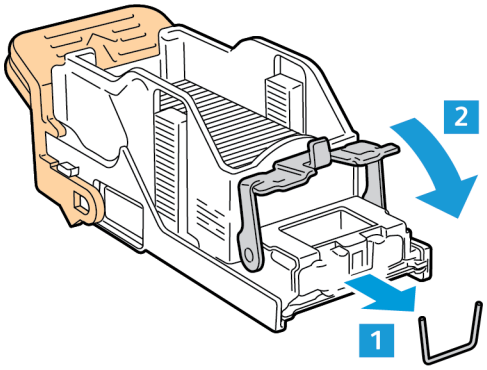
2. To remove the staple cartridge, grasp the orange handle, then pull it firmly toward you.



3. Check inside the finisher for any loose staples and remove them.
4. To open the clamp to gain access to the jammed staples, pull the clamp in the direction shown.

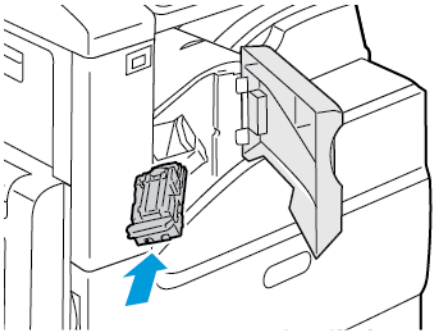


5. Remove the jammed staples, then push the clamp in the direction shown until the clamp clicks into the locked position.

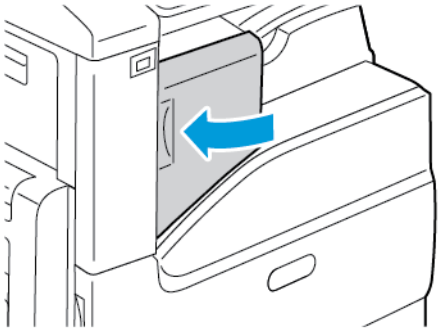


WARNING: The points of the jammed staples are sharp. Remove the jammed staples carefully.

6. Grasp the staple cartridge handle, then insert the cartridge into the stapler until the cartridge clicks into position.



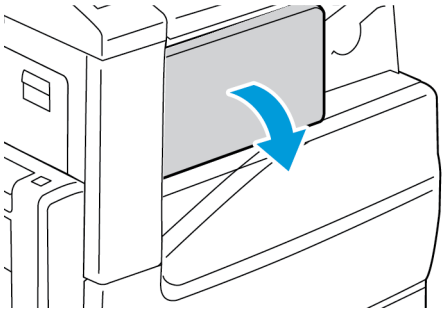
7. Close the finisher front door.



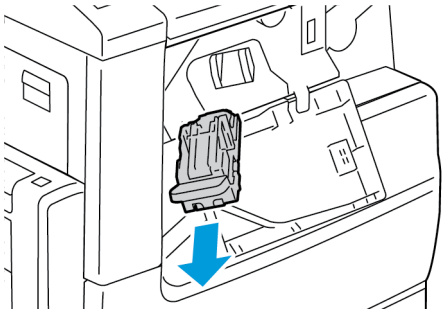
Clearing Staple Jams in the Integrated Office Finisher 2FA

Caution: Do not perform this procedure while the printer is printing.

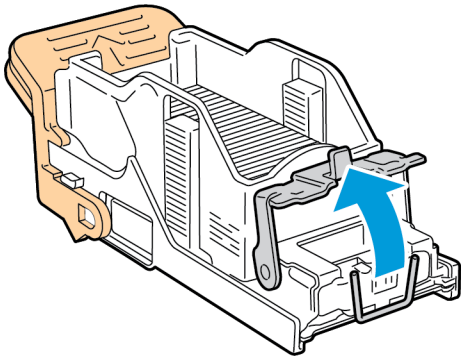
1. Open the finisher front door.



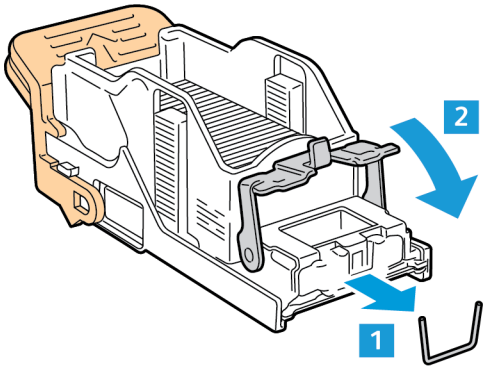
2. To remove the staple cartridge, grasp the orange handle, then pull it firmly toward you.



3. Check inside the finisher for any loose staples, then remove the staples.
4. To open the clamp to gain access to the jammed staples, pull the clamp in the direction shown.

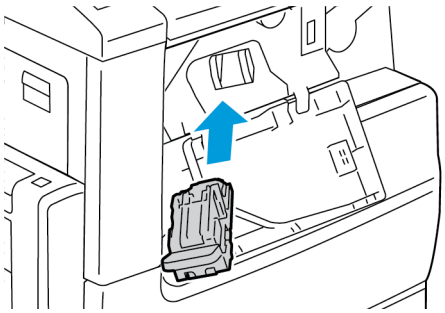


5. Remove the jammed staples, then push the clamp in the direction shown until the clamp clicks into the locked position.

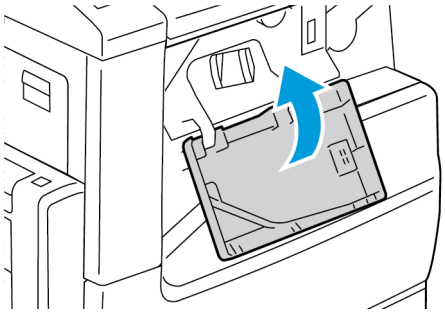


WARNING: The points of the jammed staples are sharp. Remove the jammed staples carefully.

6. Grasp the staple cartridge handle, then insert the cartridge into the stapler until the cartridge clicks into position.



7. Close the finisher front door.

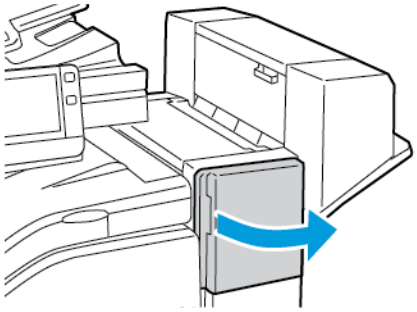


Staple Jams in the Office Finisher LX

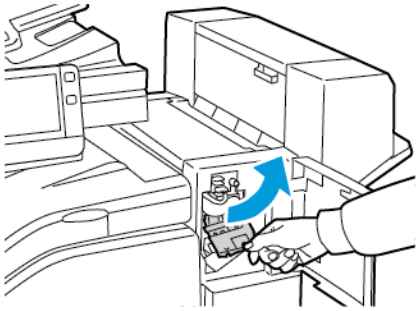
Clearing Staple Jams in the Office Finisher LX

Caution: Do not perform this procedure while the printer is printing.

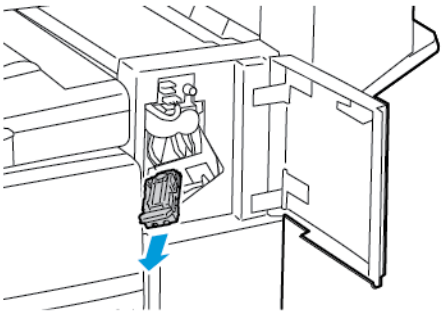
1. Open the front door of the Office Finisher.



2. Reach into the finisher cabinet and pull the stapler assembly toward you until it stops.
3. Push the stapler assembly to the right as shown.

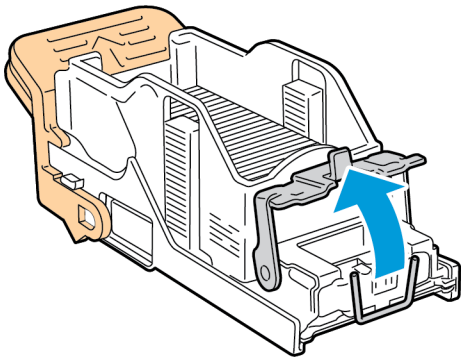


4. Grip the staple cartridge by the orange handle and pull it firmly toward you to remove it.



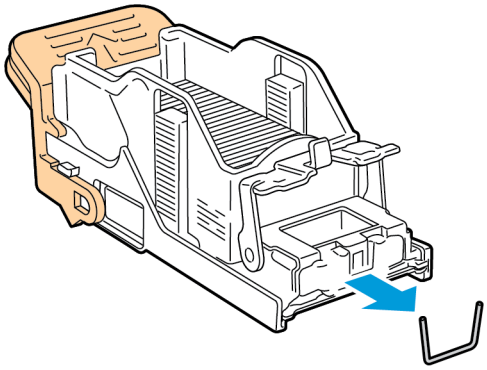
5. Check inside the finisher for any loose staples and remove them.

6. Pull the staple cartridge clamp firmly in the direction shown to open it.

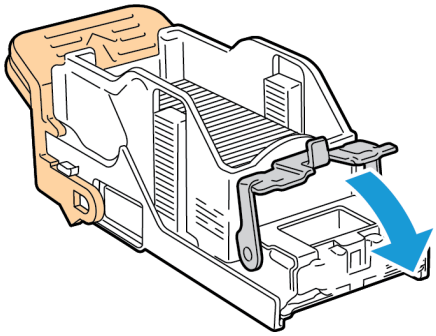


7. Remove the jammed staples by pulling them in the direction shown.

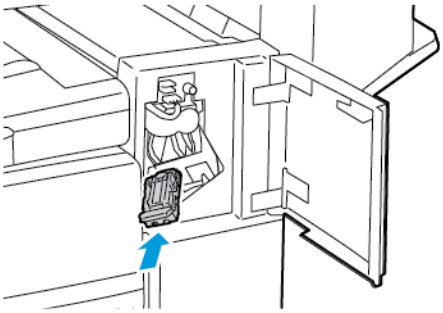
WARNING: The points of the jammed staples are sharp. Remove the jammed staples carefully.



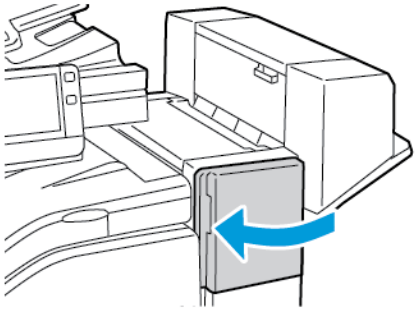
8. Push the clamp in the direction shown until it snaps into the locked position.



9. Grip the staple cartridge by the orange handle and insert it into the stapler assembly. Push it in until it clicks.



10. Close the front door of the Office Finisher.

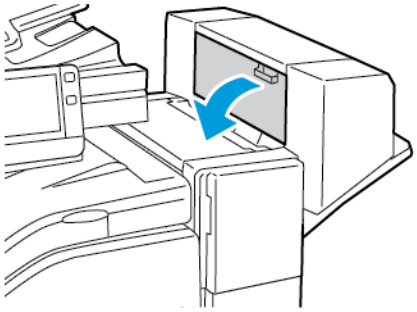


Clearing Booklet Staple Jams in the Office Finisher LX

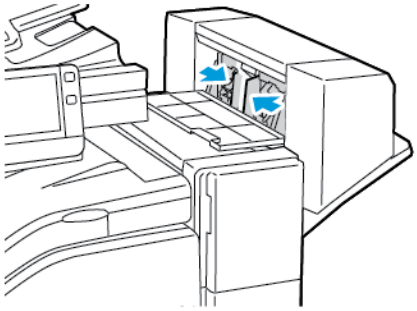
The booklet maker uses two staple cartridges. Booklet stapling requires that both staple cartridges contain staples. A message appears on the control panel touch screen when the staple cartridge is empty.

Caution: Do not perform this procedure while the printer is printing.

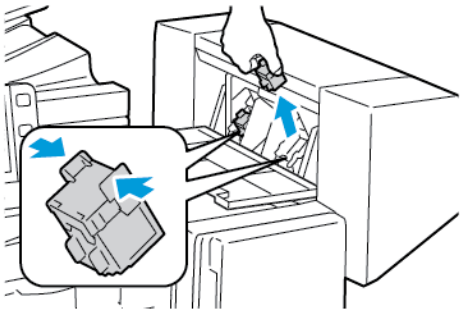
1. Open the finisher side cover.



2. If the staple cartridges are not visible, grasp the vertical panels on each side of the opening, then slide the staple cartridges to the center.

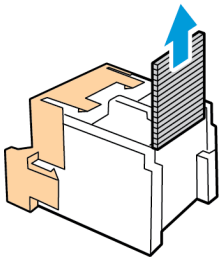


3. Hold the tabs on both sides of the staple cartridge, then pull the cartridge out of the finisher.



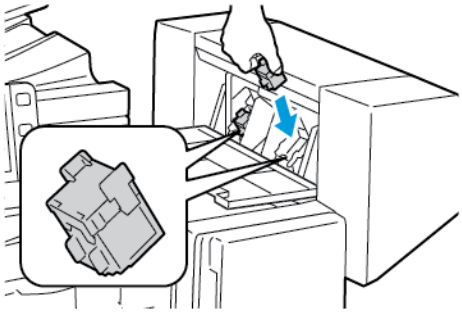
4. To remove any jammed staples, pull them in the direction shown.

   WARNING: The points of the jammed staples are sharp. Remove the jammed staples carefully.

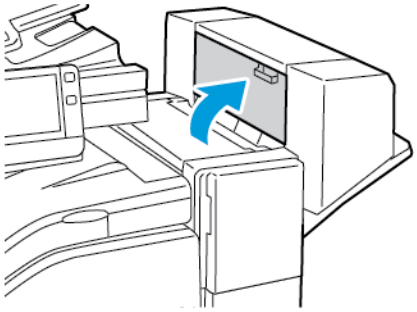


5. Hold the tabs on both sides of the staple cartridge, then reinsert the staple cartridge into the original position in the finisher.

   Note: The booklet maker uses two staple cartridges. Booklet stapling requires that both staple cartridges contain staples.



6. Repeat the procedure for the other staple cartridge.
7. Close the finisher side cover.

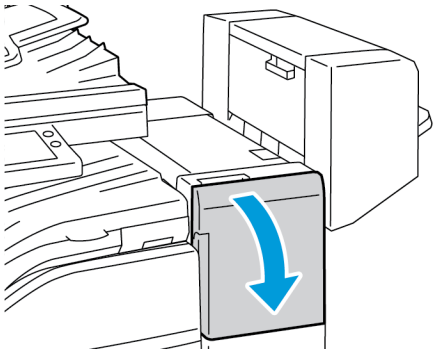


Staple Jams in the Office Finisher

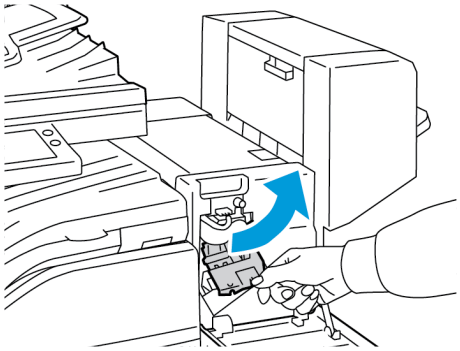
Clearing Staple Jams in the Office Finisher

Caution: Do not perform this procedure while the printer is printing.

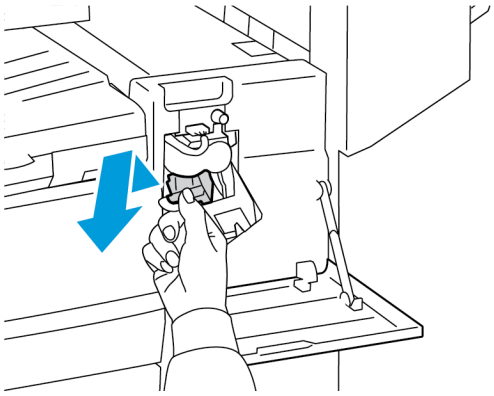
1. Open the finisher front door.



2. Pull the stapler assembly toward you until it stops.
3. Push the stapler assembly to the right, as shown.

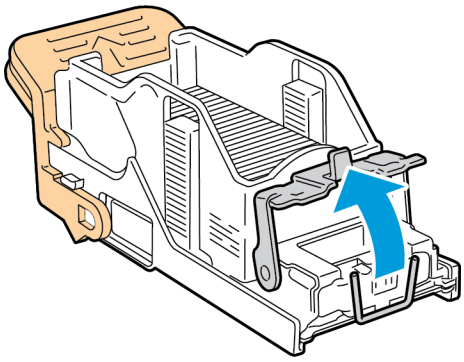


4. To remove the staple cartridge, grasp the orange handle, then pull the handle toward you.



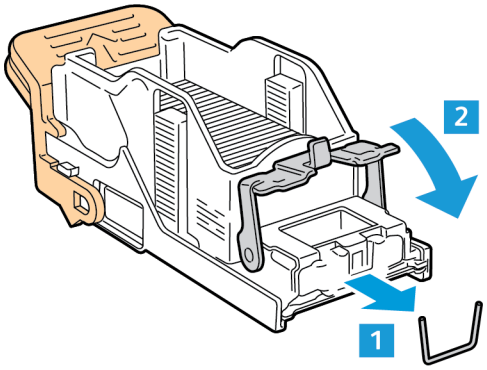
5. Check inside the finisher for any loose staples, then remove the staples.

6. To open the staple cartridge clamp, pull the clamp in the direction shown.

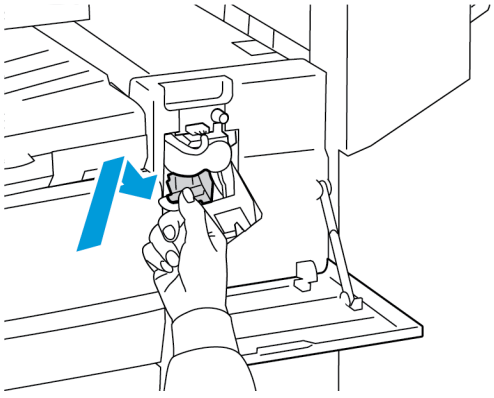


7. Remove the jammed staples, then push the clamp in the direction shown until the clamp clicks into the locked position.

WARNING: The points of the jammed staples are sharp. Remove the jammed staples carefully.



8. Grasp the orange handle, then insert the cartridge into the stapler assembly until the cartridge clicks into place.

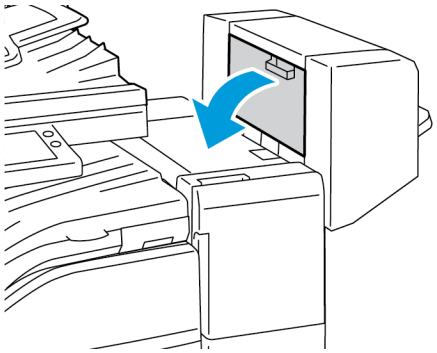


9. Close the finisher front door.

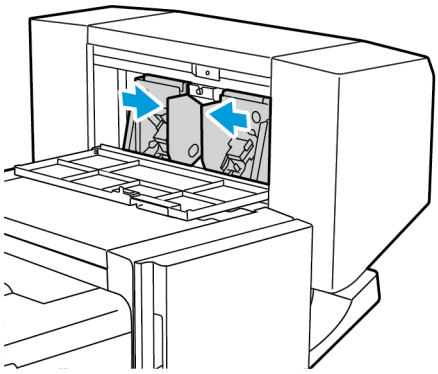
Clearing Booklet Staple Jams in the Office Finisher

Caution: Do not perform this procedure while the printer is printing.

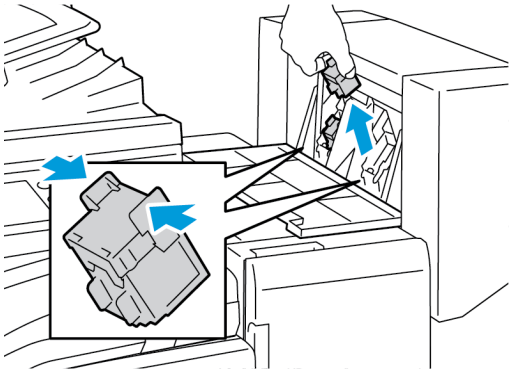
1. Open the booklet maker side cover.



2. If the staple cartridges are not visible, grip the vertical panels at the left and right of the opening and slide the panels to the center.

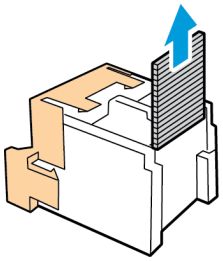


3. Hold the tabs on both sides of the staple cartridge and pull the cartridge out of the finisher.



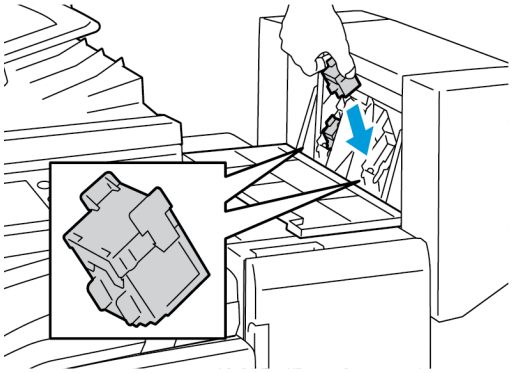
4. To remove the jammed staples, pull the staples in the direction shown.

   WARNING: The points of the jammed staples are sharp. Remove the jammed staples carefully.



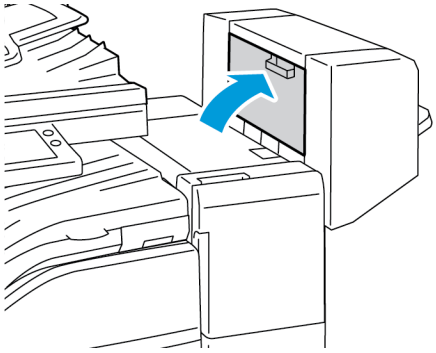
5. Hold the tabs on both sides of the staple cartridge and insert the cartridge into the original position in the finisher.

   Note: If you have trouble inserting the cartridge, ensure that the staples are positioned correctly in the cartridge.



   Note: The booklet maker uses two staple cartridges. Booklet stapling requires that both staple cartridges contain staples.

6. Repeat the procedure for the other staple cartridge.
7. Close the booklet maker side cover.



Clearing Hole Punch Jams in the Office Finisher and the Office Finisher LX

If the printer stops printing and reports a hole-punch jam, empty the hole-punch waste container. For details, refer to the procedure for the finisher installed on your printer:

- Emptying the Hole Punch Waste Container in the Office Finisher
- Emptying the Hole Punch Container in the Office Finisher LX

After you empty the hole-punch waste container, locate and remove any paper jams.

Print-Quality Problems

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. For more information, go to www.xerox.com/office/VLC70XXsupport.

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

Note:

- To ensure consistent print quality, the toner, print, and drum cartridges for many devices are designed to cease functioning at a predetermined point.
- Grayscale images printed with the composite black setting increment the color pages counter, because color consumables are used. Composite black is the default setting on most printers.

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.

Temperature and humidity affect the quality of the printed output. The range for optimal print quality is 15–28°C (59–82°F) and 20–70% relative humidity. However, print quality can be affected when operating near the limits for both temperature and humidity.

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, refer to Supported Paper.
- Use only dry, undamaged paper.
- Ensure that 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, refer to Paper Storage Guidelines.

Caution: 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
- 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
- Transparencies

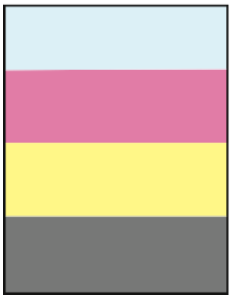
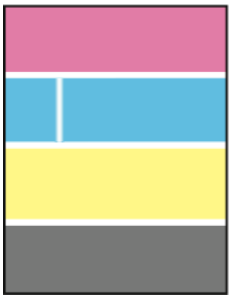
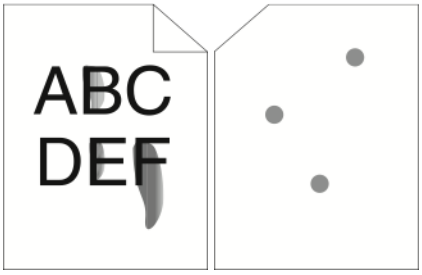
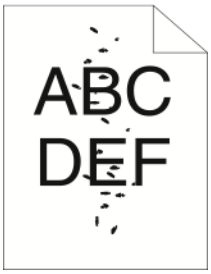
Solving Print-Quality Problems

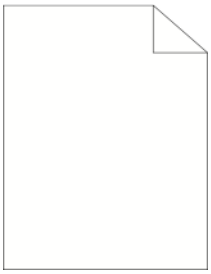
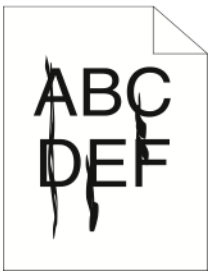
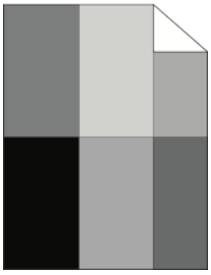
When the print quality is poor, to correct the problem, select the closest symptom from the following table, then refer to the corresponding solution. You can also print Support pages to help detect image-quality problems. For details, refer to Printing Information Pages.

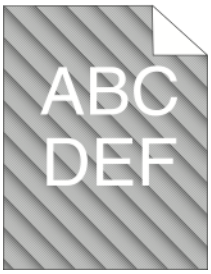
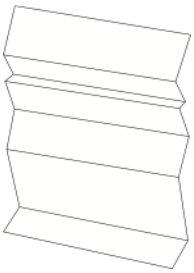
If the print quality does not improve after performing the appropriate action, contact your Xerox representative.

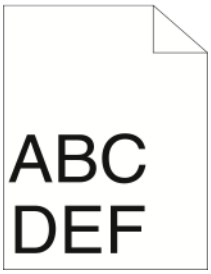
Note: To maintain print quality, a warning message appears when the toner level is low or when the drum cartridge is nearing the end of life. When the toner cartridge is empty, or when the drum cartridge has reached end of life, a second message appears. The second message prompts you to replace the expired cartridge. The printer stops printing until you install a new toner cartridge or drum cartridge.

Symptom	Solutions
The output is too light. 	• To check the toner level, check the control panel, use the print driver, or the Embedded Web Server. If the toner cartridge is near empty, replace it. • Verify that the toner cartridge is approved for use in this printer, and replace it as needed. For best results, use a genuine Xerox toner cartridge. • Replace the paper with a recommended size and type, then confirm that your printer and print driver settings are correct. • Verify that the paper is dry and that supported paper is used. If not, change the paper. • Change the Paper Type settings in the print driver. In the print driver, on the Printing Options tab, select **Paper**, then change the **Other Type** setting.
Only one color is faded.	Check the condition of the toner cartridge and replace it if necessary.

Symptom	Solutions
	
Color around the edge of printing is incorrect.	Adjust the color registration. For details, refer to Color Registration.
White lines or streaks running through only one color. 	Clean the lens for the affected color. For details, refer to Cleaning the Printhead Lenses.
Toner smears or print rubs off. The output has stains on the back side. 	• Change the Paper Type settings in the print driver. For example, change Plain to Lightweight Cardstock. In the print driver, on the Printing Options tab, select **Paper**, then change the **Other Type** setting. • Verify that the paper is the correct size, type, and weight. If not, change the paper settings. • 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. For details, refer to Electrical Specifications.
Random spots on the output, or the image is blurry. 	• Ensure that the toner cartridge is installed correctly. • If you used a non-genuine brand toner cartridge, install a genuine Xerox toner cartridge. • Use the Rough paper type setting, or try a paper with a smoother surface. • Ensure that the humidity in the room is within specifications. For details, refer to Relative Humidity.
The output is blank.	• Power off the printer, then power on again.

Symptom	Solutions
	• If the error persists, contact your Xerox representative. **Note:** Check to see if the transfer belt is in the locked position.
Black or color streaks appear in the output. 	• Clean the printhead lens using the tool provided. For details, refer to Cleaning the Printhead Lenses. • Replace the Drum Cartridge. • If the error persists, contact your Xerox representative.
The output has a mottled appearance. 	• Verify that the paper is the correct size, type, and weight. If not, change the paper settings. • Ensure that the humidity in the room is within specifications. For details, refer to Relative Humidity. • Choose a different paper type at the control panel, in the application, and in the print driver. • Replace the paper.
Ghosting appears in the printed output. 	• Verify that the paper is the correct size, type, and weight. If not, change the paper settings. • Change the Paper Type settings in the print driver. In the print driver, on the Printing Options tab, select **Paper**, then change the **Other Type** setting. • Replace the Drum Cartridge.
Auger marks appear on the printed output.	• To check the toner level, check the control panel, use the print driver, or the Embedded Web Server. If the toner cartridge is near empty, replace it. • Verify that the toner cartridge is approved for use in this printer, and replace it as needed. For best results, use a genuine Xerox toner cartridge.

Symptom	Solutions
	
The output print is wrinkled or stained. 	• Verify that the paper is the correct size, type, and weight for the printer and that it is loaded properly. If not, change the paper. • Try a new ream of paper. • Change the Paper Type settings in the print driver. In the print driver, on the Printing Options tab, select **Paper**, then change the **Other Type** setting.
Envelopes are wrinkled or creased when printed.	• Check if the crease is within 30 mm (1.2 in.) of the four edges of the envelope. • If yes, it is printing as expected. Your printer is not faulty. • If not, take the following actions: Ensure that envelopes are loaded properly in the bypass tray. For details, refer to Loading Envelopes in the Bypass Tray. Follow the guidelines for printing on envelopes. For details, refer to Guidelines for Printing Envelopes. If the problem persists, use a different size envelope.

Symptom	Solutions
The top margin is incorrect. 	• Ensure that the paper is loaded properly. • Ensure that the margins are set correctly in the application that you are using. • Adjust the paper registration. For details, refer to Adjusting Paper Registration.
The printed surface of the paper is bumpy. 	1 Print a solid image over the entire surface of one sheet of paper. 2 Load the printed sheet into the tray with the printed side face down. 3 Print five blank pages to remove debris from the fuser rollers.

Copy and Scan Problems

If the copy or scan quality is poor, refer to the following table.

Symptoms	Solutions
Lines or streaks only present in copies 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 glass surfaces, resulting in lines and streaks. Clean all glass surfaces with a lint-free cloth dampened with water. For details, refer to Cleaning the Scanner.
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 dampened with water.
Image is too light or too dark.	Adjust the lighten/darken setting.
Image quality is poor when scanning color original documents.	For best results, select Black & White output.
Colors are inaccurate.	Adjust color settings and confirm that the correct Original Type is set. Perform the Scan Color Consistency procedure. For details, refer to Color Registration.

If the problem persists, for online support information, go to www.xerox.com/office/VLC70XXsupport.

Fax Problems

Note: If you cannot send and receive faxes, make sure that you are connected to an approved analog telephone line. The fax cannot send or receive when connected to a digital phone line.

If you cannot send or receive faxes correctly, refer to the following tables.

Problems Sending Faxes

Symptoms	Causes	Solutions
The document is not scanned using the document feeder.	The document is too thick, too thin, or too small.	Use the document glass to send the fax.
The document is scanned at an angle.	The document feeder guides are not adjusted to the width of the document.	Adjust the document feeder guides to fit the width of 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.
	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 the fax machine of the caller.	Make a copy to verify that your printer is operating correctly. If the copy was printed correctly, have the recipient verify the condition of the receiving fax machine.
The fax received by the recipient is blank.	The document was loaded incorrectly.	• Document feeder: Place the original document face up. • Document glass: Place the original document face down.
Fax was not transmitted.	The fax number is wrong.	Verify the fax number.
	The telephone line is connected incorrectly.	Verify the telephone connection. If it is disconnected, connect it.
	There is a problem with the fax machine of the recipient.	Contact the recipient.
	The fax is not installed or is not enabled.	Verify that the fax is installed and enabled.

If the problem persists, for online support information, go to www.xerox.com/office/VLC70XXsupport.

Problems Receiving Faxes

Symptoms	Causes	Solutions
The received fax is blank.	There is a problem with the telephone connection or with the fax machine of the sender.	Verify that the printer can make copies. Request that the sender resent the fax.
	The sender loaded the pages incorrectly.	Contact the sender.
The printer answers the call, but does not accept incoming data.	Not enough memory.	If the job contains several graphics, the printer could not have enough memory. The printer does not answer when memory is low. Delete stored documents and jobs then wait for the existing job to complete. This increases available memory.
The received fax size is reduced.	The paper supply in the printer does not match the document size sent.	Confirm the original size of the documents. Documents could be reduced based on the available paper supply in the printer.
Faxes cannot be received automatically.	The printer is set to receive faxes manually.	Set the printer to automatic reception.
	The memory is full.	Load paper if it is empty, and then print the faxes stored in the memory.
	The telephone line is connected incorrectly.	Verify the telephone line connection. If it is disconnected, connect it.
	There is a problem with the fax machine of the sender.	Make a copy to verify that your printer is operating correctly. If the copy prints correctly, have the recipient verify that the receiving fax machine is operating correctly.

If the problem persists, for online support information, go to www.xerox.com/office/VLC70XXsupport.

Getting Help

Your printer includes utilities and resources to help you troubleshoot printing problems.

Viewing Warning Messages on the Control Panel

When a warning condition occurs, the printer alerts you of the problem. A message appears on the control panel and the LED status light on the control panel flashes amber or red. Warning alerts inform you about printer conditions, such as low supplies or open doors, that require your attention. If more than one warning condition occurs, only one warning message appears on the control panel at a time.

Viewing Current Errors on the Control Panel

When an error condition occurs, a message appears on the control panel to inform you of the problem. Error messages warn you about printer conditions that prevent the printer from printing or degrade printing performance. If more than one error occurs, only one is displayed on the control panel.

Using the Integrated Troubleshooting Tools

Your printer has a set of reports that you can print. These reports include the Demonstration Print page and the Error History report that can assist you in troubleshooting certain problems. The Demonstration Print page prints an image to show print quality. You can use this page to troubleshoot print-quality issues with the printer. The Error History report prints information on the most recent printer errors.

For more information, refer to Printing Information Pages.

Printing Information Pages

1. At the printer control panel, press the **Home** button.
2. Touch **Device→About→Information Pages**.
3. To print an information page, touch the needed page.
4. To return to the Home screen, press the **Home** button.

Printing the Error History Report

1. At the printer control panel, press the **Home** button.
2. To print the Error History Report, touch **Device→Support→Support Pages→Error History Report**.
3. To return to the Home screen, press the **Home** button.

Online Support Assistant

The Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve your printer problems. You can find solutions for print-quality problems, paper jams, software installation issues, and more.

To access the Online Support Assistant, go to www.xerox.com/office/VLC70XXsupport.

More Information about Your Printer

To obtain more information about your printer, refer to More Information.

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Specifications

This appendix contains:

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- Physical Specifications 285
- Environmental Specifications 293
- Electrical Specifications 294
- Performance Specifications 296

Printer Configurations and Options

Available Configurations

This printer is a network printer with copy, automatic 2-sided printing, scan functions, fax functions, and USB or network connectivity.

Available configurations:

- Base Model; an optional second tray without stand is available
- Printer, additional trays, and High-Capacity Feeder
- Printer, additional trays, and Integrated Office Finisher 9NX or 2FA
- Printer, additional trays, and Office Finisher or Office Finisher LX
- Printer, additional trays, and Office Finisher with Booklet Maker
- Printer, additional trays, and Office Finisher LX with Booklet Maker
- Printer, additional trays, High-Capacity Feeder, and Office Finisher with Booklet Maker
- Printer, additional trays, High-Capacity Feeder, and Office Finisher LX with Booklet Maker

Features

Print Speed for 1-Sided, Black and White:	
A4 (210 x 297 mm), Letter (8.5 x 11 in.)	30 ppm maximum
216 x 356 mm, Legal (8.5 x 14 in.)	23 ppm maximum
A3 (297 x 420 mm), Tabloid (11 x 17 in.)	17 ppm maximum
Print Speed for 1-Sided, Color:	
A4 (210 x 297 mm), Letter (8.5 x 11 in.)	30 ppm maximum
216 x 356 mm, Legal (8.5 x 14 in.)	23 ppm maximum
A3 (297 x 420 mm), Tabloid (11 x 17 in.)	17 ppm maximum
Print Speed for 2-Sided, Black and White:	
A4 (210 x 297 mm), Letter (8.5 x 11 in.)	30 ppm maximum
216 x 356 mm, Legal (8.5 x 14 in.)	23 ppm maximum
A3 (297 x 420 mm), Tabloid (11 x 17 in.)	11 ppm maximum
Print Speed for 2-Sided, Color:	

A4 (210 x 297 mm), Letter (8.5 x 11 in.)	30 ppm maximum
216 x 356 mm, Legal (8.5 x 14 in.)	23 ppm maximum
A3 (297 x 420 mm), Tabloid (11 x 17 in.)	11 ppm maximum
Print Resolution	Standard Mode: 600 x 600 dpi Enhanced Mode: 1200 x 2400 dpi
Paper Capacity:	
Bypass Tray	100 sheets, 80 g/m²
Tray 1	520 sheets, 80 g/m²
Single Tray Module	520 sheets, 80 g/m²
3-Tray Module	520 sheets per tray, 80 g/m²
Tandem Tray Module	Tray 2: 520 sheets, Tray 3: 870 sheets, Tray 4: 1130 sheets, 80 g/m²
High-Capacity Feeder	2000 sheets, 80 g/m²
Output Tray	500 sheets A4 (Letter), 200 sheets A3 (Tabloid), 80 g/m²
Envelope Tray	60 envelopes
Output Capacity:	
Dual Catch Trays	Up to 250 sheets per tray
Integrated Office Finisher 9NX and 2FA Stacking Tray	Up to 500 sheets for A4 (Letter), or 250 sheets for A3 (Tabloid), 80 g/m²
Office Finisher LX and Office Finisher Stacking Tray	Up to 2000 sheets unstapled, 1000 sheets with one staple, or 750 sheets with two staples for A4 (Letter), 80 g/m²
Booklet Maker	Up to 40 booklets, 2–15 sheets per booklet, 80 g/m²
Convenience Stapler	50-sheet stapling, 5000 staples
Maximum Print Size	A3 (297 x 410 mm, 11.7 x 16.1 in.) 279.4 x 431.8 mm (11 x 17 in.)

Maximum Print Area	4 mm from the leading edge of the paper, 2 mm from the side edge and trailing edge of the paper
Maximum Weight of Paper for 2-Sided Printing	169 g/m²
Copy Speed for 1-Sided, Black and White:	
A4 (210 x 297 mm), Letter (8.5 x 11 in.)	30 ppm maximum
A3 (297 x 420 mm), Tabloid (11 x 17 in.)	17 ppm maximum
Copy Speed for 1-Sided, Color:	
A4 (210 x 297 mm), Letter (8.5 x 11 in.)	27 ppm maximum
A3 (297 x 420 mm), Tabloid (11 x 17 in.)	17 ppm maximum
Copy Speed for 2-Sided, Black and White:	
A4 (210 x 297 mm), Letter (8.5 x 11 in.)	20 ppm maximum
A3 (297 x 420 mm), Tabloid (11 x 17 in.)	11 ppm maximum
Copy Speed for 2-Sided, Color:	
A4 (210 x 297 mm), Letter (8.5 x 11 in.)	18 ppm maximum
A3 (297 x 420 mm), Tabloid (11 x 17 in.)	11 ppm maximum
Copy Resolution	600 x 600 dpi
Maximum Copy Size	A3 (297 x 410 mm, 11.7 x 16.1 in.) 279.4 x 431.8 mm (11 x 17 in.)
Document Feeder:	
Type	Duplex Automatic Document Feeder
Capacity	110 sheets
Scan Resolution	600 x 600 dpi
Maximum Scan Size	Document Glass: 332 x 437 mm (13.1 x 17.2 in.) Automatic Document Feeder: 297 x 431.8 mm (11.7 x 17 in.)

Scan Input Speed:	
1-Sided	Up to 55 images per minute
2-Sided	Up to 26 images per minute
File Formats	JPEG TIFF (single page and multi-page) XPS (single page and multi-page PDF (single page and multi-page) Searchable PDF Password-protected PDF Linearized PDF set in the Embedded Web Server, and PDF/A
Supported Scanning	Scan to Home Scan to USB Scan to Email Scan to Network (Browse FTP or Browse SMB)
Email Address Book	Up to 2000 email addresses
Control Panel	7-inch LCD touch screen with Home and Power/Wake buttons
Connectivity	Ethernet 10/100/1000Base-T High-speed USB 3.0 Wi-Fi 801.11n and Wi-Fi Direct with optional Wi-Fi Kit. Concurrent wired and wireless connections supported. NFC Tap-to-Pair
Remote Access	Embedded Web Server

Options and Upgrades

- Paper Trays:
  - Single Tray Module
  - Single Tray Module with Stand
  - 3-Tray Module
  - Tandem Tray Module

  - High-Capacity Feeder
  - Envelope Tray
- Output Devices:
  - Center Tray
  - Integrated Office Finisher 9NX
  - Integrated Office Finisher 2FA
  - Office Finisher
  - Office Finisher LX
  - Office Finisher with Booklet Maker
  - Office Finisher LX with Booklet Maker
  - 2–3 Hole Punch for North America
  - 2–4 Hole Punch for Europe
- Connectivity Options:
  - 1-line or 3-line Fax Kit
  - Wi-Fi Kit
  - Fax Over IP Kit
- Hard Disk Drive
- Internal Card Reader/RFID Kit
- Xerox® Common Access Card Enablement Kit
- PostScript Kit
- Convenience Stapler, including Work Surface

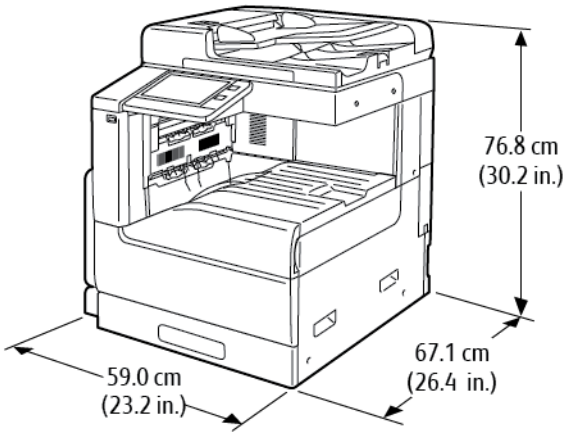
Note:

- The Single Tray Module is optional for the Base model only, and does not include stand.
- The Center Tray and Hard Disk Drive are optional for the Base Model only. They are standard features for all other configurations.

Physical Specifications

Weights and Dimensions

Base Model



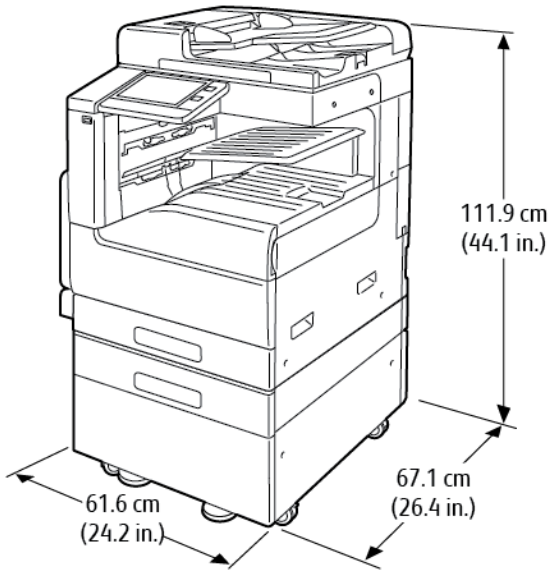
Width: 59.0 cm (23.2 in.)

Depth: 67.1 cm (26.4 in.)

Height: 76.8 cm (30.2 in.)

Weight: 69 kg (152 lb.)

Base Model with Single Tray and Stand



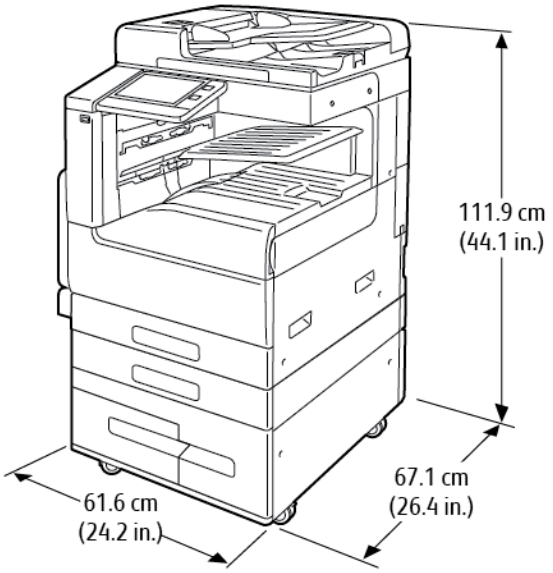
Width: 61.6 cm (24.2 in.)

Depth: 67.1 cm (26.4 in.)

Height: 111.9 cm (44.1 in.)

Weight: 92.3 kg (203.5 lb.)

Base Model with Tandem Tray Module



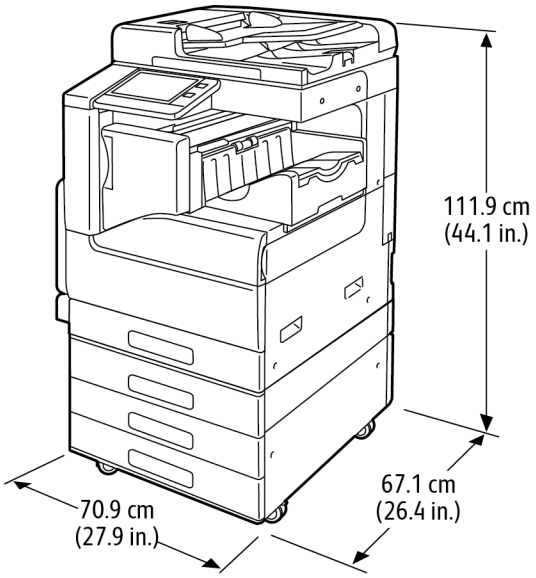
Width: 61.6 cm (24.2 in.)

Depth: 67.1 cm (26.4 in.)

Height: 111.9 cm (44.1 in.)

Weight: 106.5 kg (234.8 lb.)

Base Model with 3-Tray Module and Integrated Office Finisher 9NX



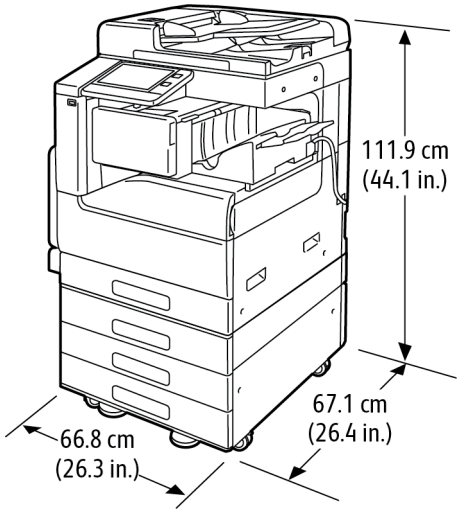
Width: 70.9 cm (27.9 in.)

Depth: 67.1 cm (26.4 in.)

Height: 111.9 cm (44.1 in.)

Weight: 108.5 kg (239.2 lb.)

Base Model with 3-Tray Module and Integrated Office Finisher 2FA



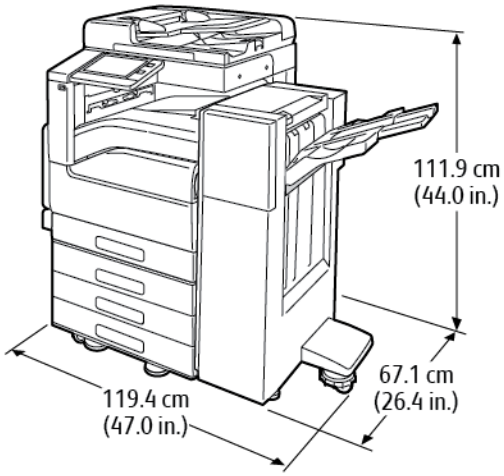
Width: 66.8 cm (26.3 in.)

Depth: 67.1 cm (26.4 in.)

Height: 111.9 cm (44.1 in.)

Weight: 107.6 kg (237.2 lb.)

Base Model with 3-Tray Module and Office Finisher LX



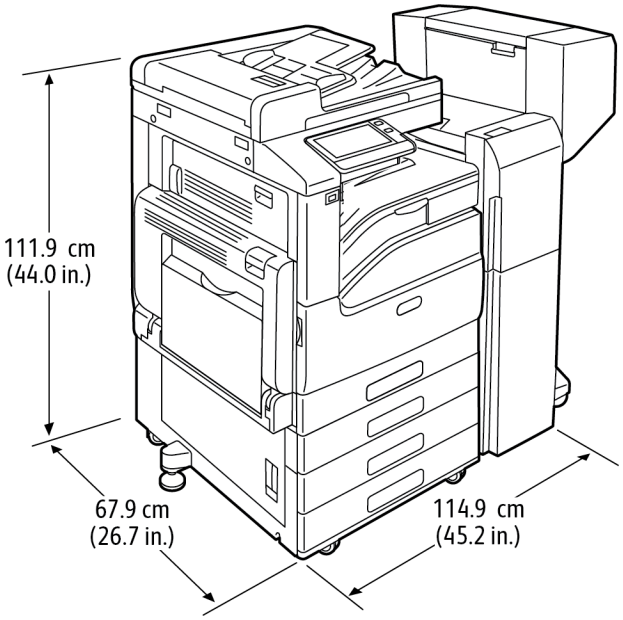
Width: 119.4 cm (47.0 in.)

Depth: 67.1 cm (26.4 in.)

Height: 111.9 cm (44.0 in.)

Weight: 124.5 kg (274.5 lb.)

Base Model with 3-Tray Module, and Office Finisher with Booklet Maker



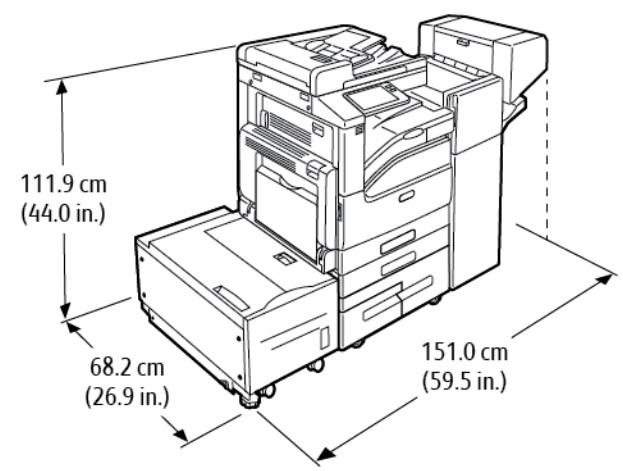
Width: 114.9 cm (45.2 in.)

Depth: 67.9 cm (26.7 in.)

Height: 111.9 cm (44.0 in.)

Weight: 131.5 kg (289.9 lb.)

Base Model with Tandem Tray Module, Office Finisher LX, Booklet Maker, and High-Capacity Feeder



Width: 151.0 cm (59.5 in.)

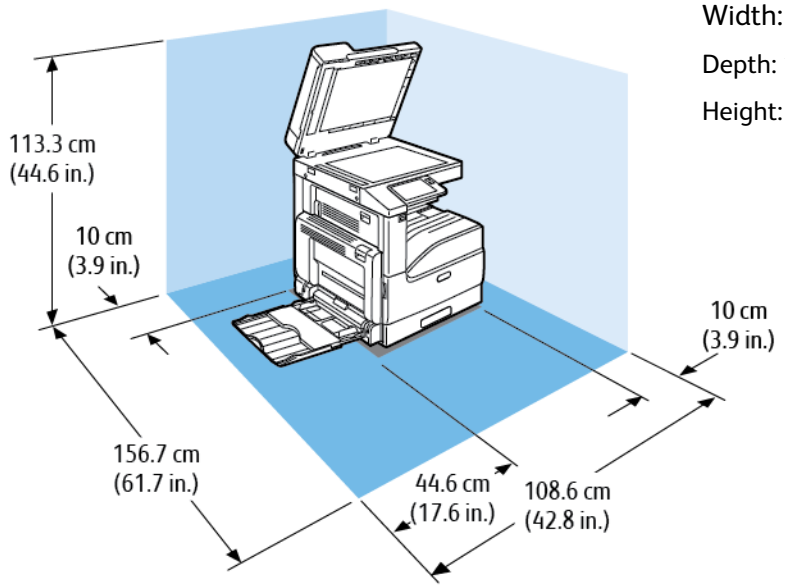
Depth: 68.2 cm (26.9 in.)

Height: 111.9 cm (44.0 in.)

Weight: 172.7 kg (380.7 lb.)

Total Space Requirements

Clearance Requirements for Base Model

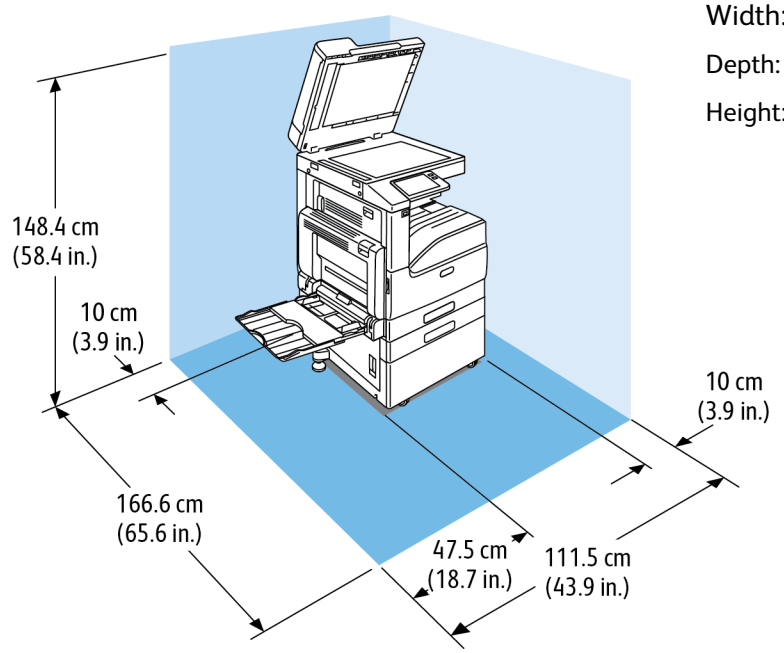


Width: 108.6 cm (42.8 in.)

Depth: 156.7 cm (61.7 in.)

Height: 113.3 cm (44.6 in.)

Clearance Requirements for Single Tray and Stand

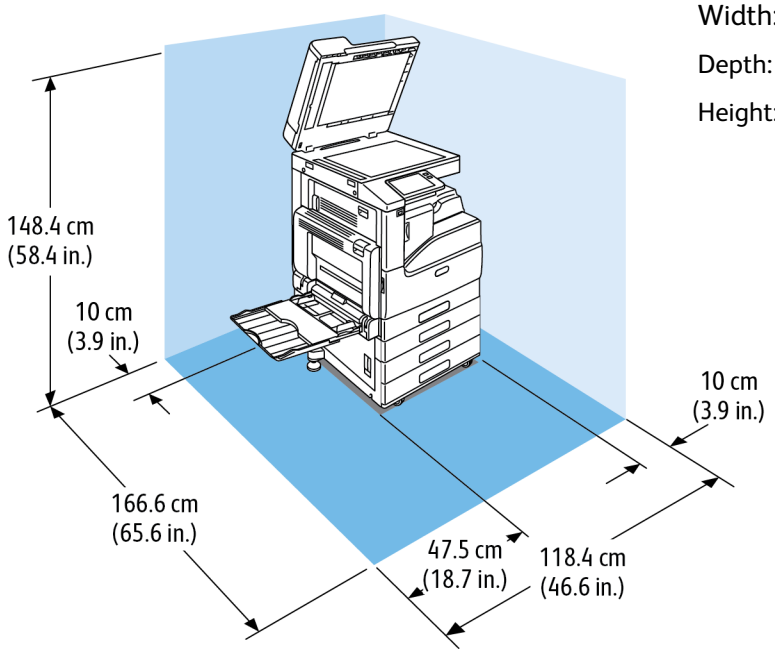


Width: 111.5 cm (43.9 in.)

Depth: 166.6 cm (65.6 in.)

Height: 148.4 cm (58.4 in.)

Clearance Requirements for 3-Tray Module with or without the Integrated Office Finisher 9NX

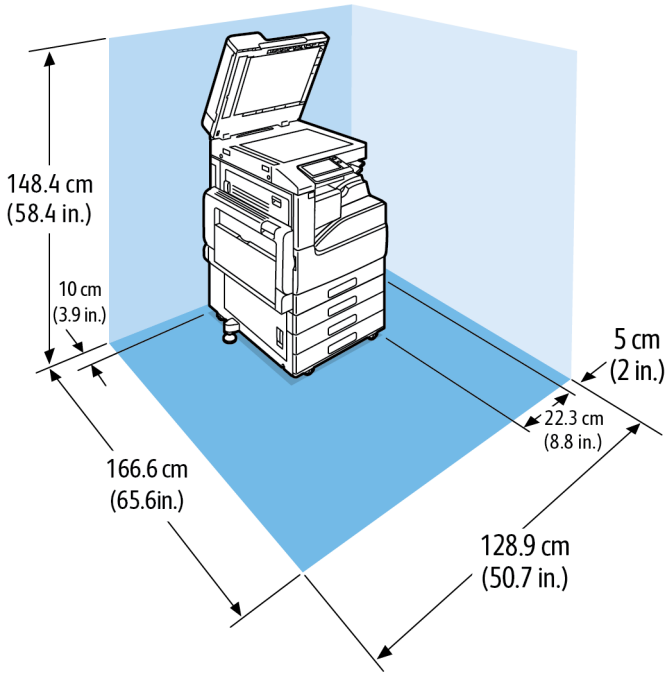


Width:118.4 cm (46.6 in.)

Depth: 166.6 cm (65.6 in.)

Height: 148.4 cm (58.4 in.)

Clearance Requirements for 3-Tray Module with or without the Integrated Office Finisher 2FA

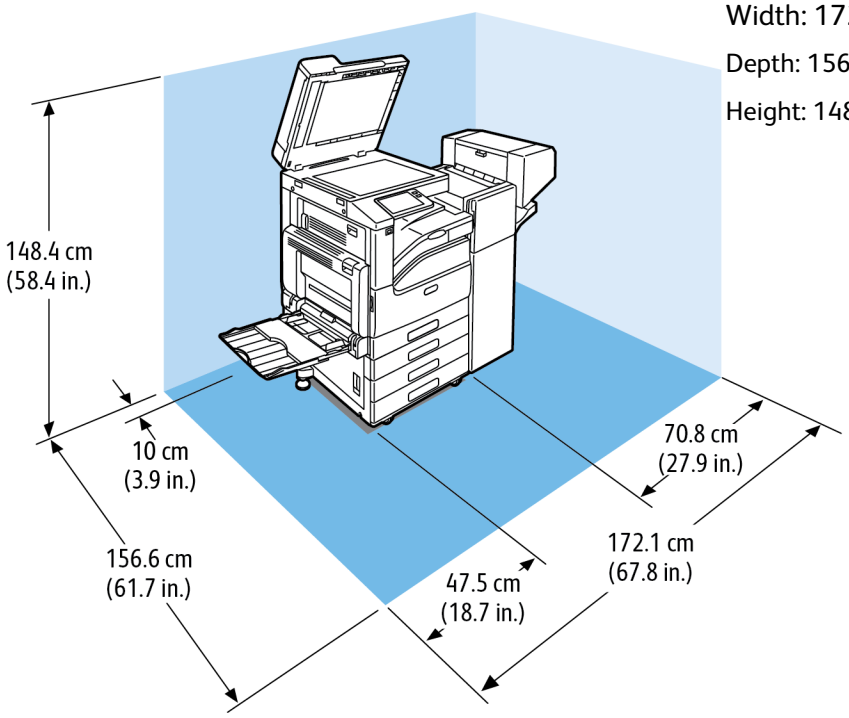


Width: 128.9 cm (50.7 in.)

Depth: 166.6 cm (65.6 in.)

Height: 148.4 cm (58.4 in.)

Clearance Requirements for 3-Tray Module, Office Finisher LX, and Booklet Maker

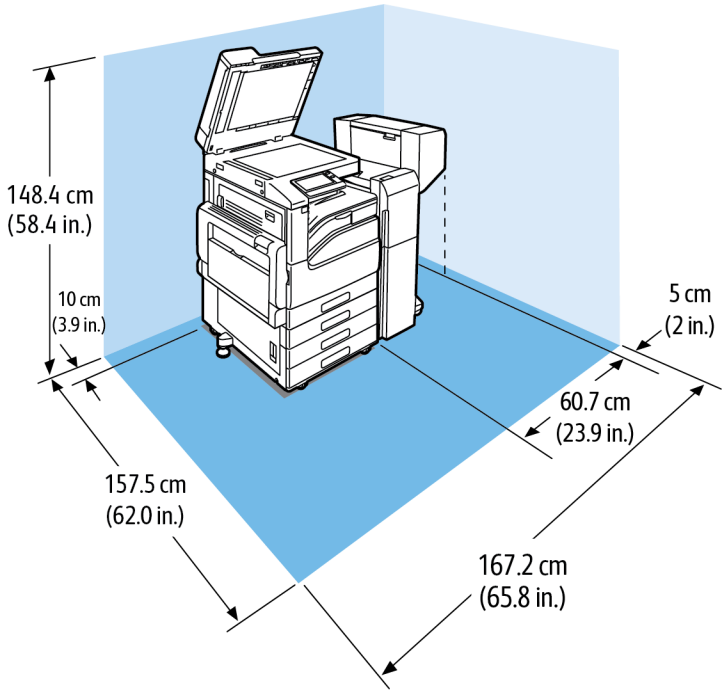


Width: 172.1 cm (67.8 in.)

Depth: 156.6 cm (61.7 in.)

Height: 148.4 cm (58.4 in.)

Clearance Requirements for 3-Tray Module, Office Finisher, and Booklet Maker



Width: 167.2 cm (65.8 in.)

Depth: 157.5 cm (62.0 in.)

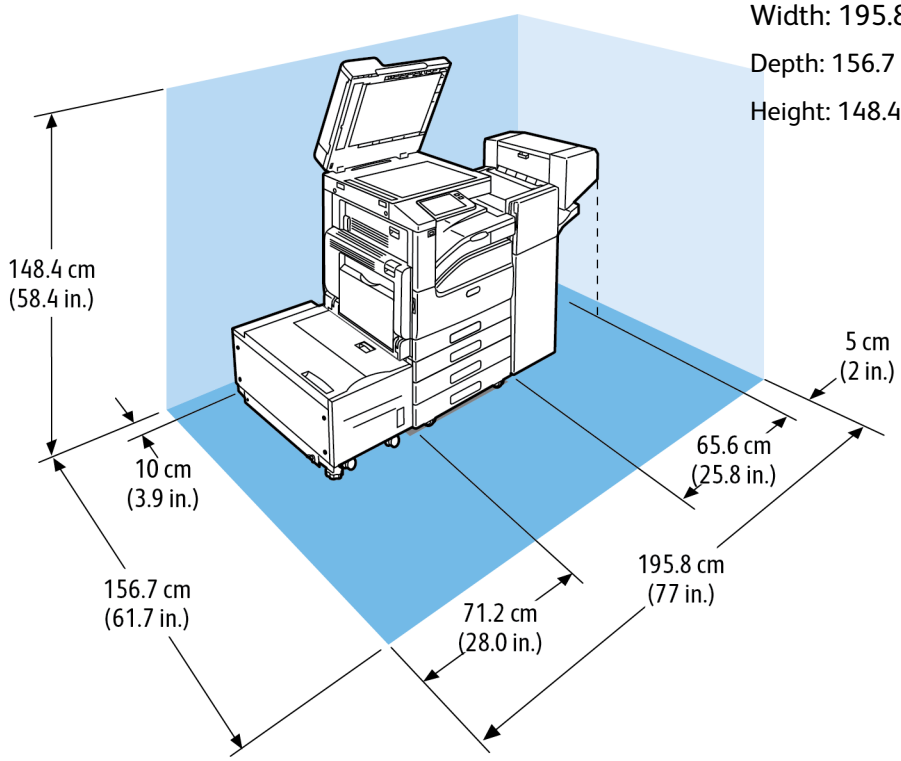
Height: 148.4 cm (58.4 in.)

Clearance Requirements for 3-Tray Module, Office Finisher LX, Booklet Maker, and High-Capacity Feeder

Width: 195.8 cm (77.0 in.)

Depth: 156.7 cm (61.7 in.)

Height: 148.4 cm (58.4 in.)

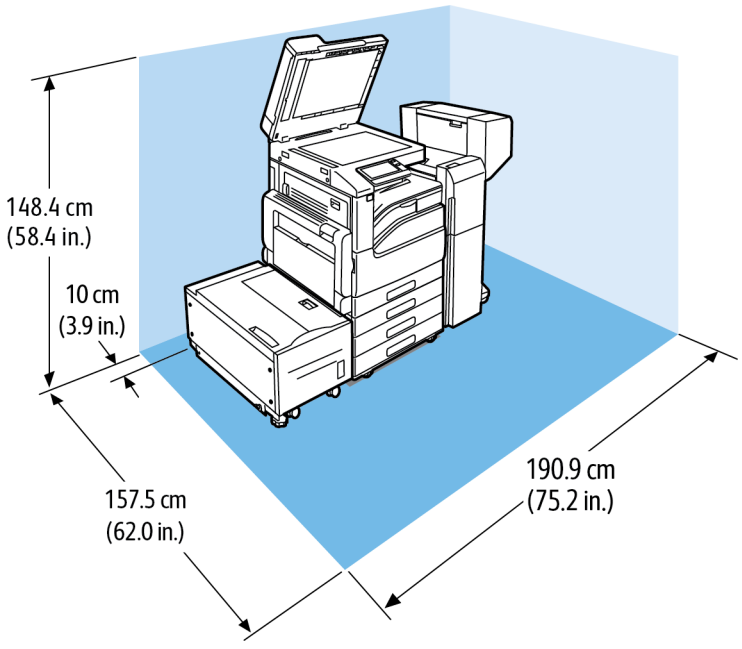


Clearance Requirements for Tandem Tray Module, Office Finisher, Booklet Maker, and High-Capacity Feeder

Width: 190.9 cm (75.2 in.)

Depth: 157.5 cm (62.0 in.)

Height: 148.4 cm (58.4 in.)



Environmental Specifications

Temperature

- Operating Temperature Range: 10–32°C (50–90°F)
- Optimal Temperature Range: 15–28°C (59–82°F)

Relative Humidity

- Operating Humidity Range: 10–85 %
- Optimal Humidity Range: 20–70 % relative humidity at 28°C (82°F)

Note: Under extreme environmental conditions, such as 10°C and 85 % relative humidity, printing defects can occur due to condensation inside the printer.

Elevation

For optimum performance, use the printer at elevations below 2500 m (8200 ft.).

Electrical Specifications

Power Supply Voltage and Frequency

Power Supply Voltage	Frequency	Current Required
110–127 VAC +6 % /-10 % (99–135 VAC)	50/60 Hz +/-3 %	12 A
220–240 VAC +/-10 % (198–264 VAC)	50 Hz +/-3 %	8 A

Power Consumption

- 110–127 V:
  - Maximum power consumption: 1.5 kW
  - Sleep mode: 1.0 W or less
  - Low-Power mode: 70 W or less
  - Standby mode: 94 W or less
- 220–240 V:
  - Maximum power consumption: 1.5 kW
  - Sleep mode: 1.4 W or less
  - Low-Power mode: 70 W or less
  - Standby mode: 94 W or less

ENERGY STAR Qualified Product

This product is ENERGY STAR® 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.

ENERGY STAR settings are preset on Xerox® equipment at the factory to switch to Power Saver modes after 2 minutes from the last copy or print.

Note: The ENERGY STAR qualification only applies to printer configurations with automatic 2-sided printing.

Recycling Supplies

For more information on the Xerox® supplies recycling program, go to www.xerox.com/gwa.

Performance Specifications

Feature	Specifications
Printer warm-up time	Power on: 98 seconds
Recovery from sleep mode	12 seconds
Recovery from low-power mode	12 seconds

Print Speed

Several factors affect print speed:

- Print mode: The fastest print mode is Standard.
- Paper size: Letter (8.5 x 11 in.) prints slightly faster than A4 (210 x 297 mm). Larger paper sizes reduce print speeds.
- Paper type and weights: For faster printing, use paper weights of 105g/m² or less.

Maximum Print Speeds:

Black and White:

Paper Weight	A4/Letter		A3	
	1-Sided Printing	2-Sided Printing	1-Sided Printing	2-Sided Printing
Plain	30 ppm	30 ppm	17 ppm	11 ppm
Heavyweight 1: 106-169 g/m 2	25 ppm	25 ppm	14 ppm	9.4 ppm
Heavyweight 2: 170–256 g/m 2	12 ppm	NA	7 ppm	NA

Color:

Paper Weight	A4/Letter		A3	
	1-Sided Printing	2-Sided Printing	1-Sided Printing	2-Sided Printing
Plain	30 ppm	30 ppm	17 ppm	11 ppm
Heavyweight 1: 106-169 g/m ^{2}	12 ppm	12 ppm	7 ppm	4.8 ppm
Heavyweight 2: 170–256 g/m ^{2}	12 ppm	NA	7 ppm	NA

B

Regulatory Information

This appendix contains:

- Basic Regulations 300
- Copy Regulations 305
- Fax Regulations 308
- Safety Certification 312
- Material Safety Data Sheets 313

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.

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.

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, 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.

For more information on energy or other related topics, go to www.xerox.com/environment or www.xerox.com/environment_europe.

Power Consumption and Activation Time

The amount of electricity that a device consumes depends on the way the device is used. This device is designed and configured to enable you to reduce your electricity usage.

Power Saver modes are enabled on your device to reduce energy consumption. After the last print, the device transitions to Ready mode. In this mode, the device can print again immediately. If the device is not used for a specified period, the device transitions to Low Power mode, then to Sleep mode. In these modes, to enable reduced-power consumption, only essential functions remain active. The device takes longer to produce the first print after it exits the Power Saver modes than it takes to print in Ready mode. This delay is the result of the system waking up and is typical of most imaging devices on the market.

To save power, you can enable Auto Power Off mode on your device. If Auto Power Off mode is enabled, you can configure the mode as follows:

- **Always Allowed**: The device powers off automatically after the specified time, and the cumulative Low Power mode and Sleep mode timeouts have elapsed.
- **Allowed ONLY When Conditions are Met**: The device automatically powers off only after timeouts have elapsed. The device also powers off if Fax, USB Drive, and Wired and Non-Wired Network have not been activated.

To change the Power Saver settings, refer to the *User Guide* at www.xerox.com/office/VLC70XXdocs. For further assistance, contact your System Administrator or refer to the *System Administrator Guide*.

To enable Auto Power Off mode, contact your System Administrator. For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

To learn more about Xerox participation in sustainability initiatives, go to: www.xerox.com/environment.

Note: Changing the default Power Saver activation times can result in an overall higher energy consumption of the device. Before you turn off Power Saver modes or set a long activation time, consider the increase in device power consumption.

Default Power Saver Settings

This device is ENERGY STAR®-qualified under the ENERGY STAR Program Requirements for Imaging Equipment. The transition time from Ready mode to Low Power mode can be set up to 60 minutes. The default value is 1 minute. The transition time from Low Power mode to Sleep mode can be set up to 60 minutes. The default value is 1 minute. The total transition time from Ready mode to Sleep mode can be set up to 60 minutes.

To change the Power Saver settings, contact your system administrator or refer to *System Administrator Guide* at www.xerox.com/office/VLC70XXdocs.

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/m²), which contains less raw material and thus saves resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

Regulatory Information for 2.4-GHz and 5-GHz Wireless Network Adapters

This product contains a 2.4-GHz and 5-GHz Wireless LAN radio transmitter module that complies with the requirements specified in FCC Part 15, Industry Canada RSS-210, and European Council Directive 2014/53/EU. Radio Frequency (RF) output power of this device will not exceed 20 dBm in either frequency band.

Operation of this device is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this device not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

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 and Part 18 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 the equipment is not installed and used in accordance with these instructions, it can cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference. Users are required to correct the interference at their 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.

WARNING: To ensure compliance with Part 15 and Part 18 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.

EcoLogo Certified to Office Machines CCD-035

This product is certified to EcoLogo standard for office machines, meeting all requirements for reduced environmental impact. As part of achieving certification, Xerox Corporation has proven this product meets the EcoLogo criteria for energy efficiency. Certified copier, printer, multifunctional device, and fax products must also meet criteria such as reduced chemical emissions and demonstrate compatibility with recycled supplies. EcoLogo was established in 1988 to help consumers find products and services with reduced environmental impacts. EcoLogo is a voluntary, multi-attribute, and lifecycle-based environmental certification. This certification indicates that a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party, environmental performance standards.

Certifications in Europe

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 date indicated:

- April 16, 2014: Radio Equipment Directive 2014/53/EU

Hereby, Xerox declares that the radio equipment model VersaLink C70XX is in compliance with Directive 2014/53/EU. The full text of the EU declaration of conformity can found at the following internet address:

www.xerox.com/environment_europe

This printer, if used properly in accordance with the instructions, is not dangerous for the consumer or for the environment.

WARNING:

- Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.
- External radiation from Industrial, Scientific, and Medical (ISM) equipment can interfere with the operation of this Xerox device. If external radiation from ISM equipment interferes with this device, contact your Xerox representative for assistance.
- This is a class A product. In a domestic environment, this product can cause radio frequency interference, in which case the user can be required to take adequate measures.
- To ensure compliance with European Union regulations, use shielded interface cables.

European Union Lot 4 Imaging Equipment Agreement Environmental Information

Environmental Information Providing Environmental Solutions and Reducing Cost

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

Eurasian Economic Community Certification

Russia, Belarus, and Kazakhstan are working to establish a common customs union, the Eurasian Economic Community, or EurAsEC. The Eurasian Economic Community members anticipate sharing a common regulatory scheme and common EurAsEC certification mark, the EAC Mark.

Germany

Germany - Blue Angel

RAL, the German Institute for Quality Assurance and Labeling, has awarded the following configuration of this device the Blue Angel Environmental Label:

Network printer with automatic 2-sided printing and USB or network connectivity.

This label distinguishes it as a device that satisfies Blue Angel criteria for environmental acceptability in terms of device design, manufacture, and operation. For more information, go to www.blauer-engel.de.

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

Xerox GmbH

Hellersbergstraße 2-4

41460 Neuss

Deutschland

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, Treasure, 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 stature, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

- 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 modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that 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 Device app 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 Innovation, Science and Economic Development 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 Ringer Equivalence Number (REN) indicates the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five. For the Canadian REN value, please refer to the label on the equipment.

Canada CS-03 Issue 9

This product has been tested to and is compliant with CS–03 issue 9.

European Union

Radio Equipment and Telecommunications Terminal Equipment Directive

This device has been designed to work with the national public switched telephone networks and compatible PBX devices of the following countries:

Pan-European Analog PSTN and Compatible PBX Certifications		
Austria	Greece	Netherlands
Belgium	Hungary	Norway
Bulgaria	Iceland	Poland
Cyprus	Ireland	Portugal
Czech Republic	Italy	Romania
Denmark	Latvia	Slovakia
Estonia	Liechtenstein	Slovenia
Finland	Lithuania	Spain
France	Luxembourg	Sweden
Germany	Malta	United Kingdom

If you have problems with your product, contact your local Xerox representative. This product can be configured to be compatible with other country networks. Before reconnecting the device to a network in another country, contact your Xerox representative for assistance.

Note:

- Although this product can use either loop disconnect (pulse) or DTMF tone signaling, Xerox recommends that you use DTMF signaling. DTMF signaling provides reliable and faster call setup.
- Modification of this product, or connection to external control software or control apparatus not authorized by Xerox, invalidates 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.

South Africa

This modem must be used in conjunction with an approved surge-protection device.

Safety Certification

This device is certified by the following Agencies using the following safety standards.

Agency	Standard
TÜV Rheinland (US/Canada)	UL 60950-1, 2nd Edition, 2014-10-14 CAN/CSA C22.2 No. 60950-1-07, 2nd Edition, 2014-10
TÜV Rheinland (Europe)	IEC 60950-1:2005 + A1:2009 + A2:2013 EN 60950-1:2006 + A11:2009 + A1:2010 + A12:2011 + A2:2013 IEC/EN 62368-1:2014

Material Safety Data Sheets

For Material Safety Data information regarding your printer, go to:

- North America: www.xerox.com/msds
- European Union: www.xerox.com/environment_europe

For the Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts.

C

Recycling and Disposal

This appendix contains:

- All Countries..... 316
- North America 317
- European Union..... 318
- Other Countries..... 320

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. For more information, go to www.dtsc.ca.gov/hazardouswaste/perchlorate.

North America

Xerox operates an equipment take-back and reuse/recycle program. Contact your Xerox representative (1-800-ASK-XEROX) to determine if this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment, or for recycling and disposal information, contact your local authorities.

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.

D

Apps Features

This appendix contains:

Feature		Description	Copy	Email	Fax	Server Fax	Scan To	ID Card Copy
	Preset	Use Preset to select values that were stored previously. Select the required Preset from the menu.	•	•	•	•	•	
	Output Color	Use Output Color to control the color rendering of the output image or print.	•	•			•	•
	Image Enhancement	Use the Image Enhancement options to select Background Suppression when you scan original documents on a colored sheet, or to adjust the image contrast.	•					•
	Color Balance	If you have a color original document, you can adjust the balance of the printing colors between cyan, magenta, yellow, and black before printing your copy.	•					
	Color Effects	If you have a color original document, you can adjust the color of the copy using preset color effects. For example, you can adjust colors to be brighter or cooler.	•					
	Saturation	Saturation allows you to adjust the color strength	•	•			•	

Feature		Description	Copy	Email	Fax	Server Fax	Scan To	ID Card Copy
		and the amount of gray in the color.						
	2-Sided and **2-Sided Scanning**	You can use the 2-Sided options to set the device to scan one or both sides of an original document. For Copy jobs, you can specify 1-Sided or 2-Sided output.	•	•	•	•	•	
	Paper Supply	Use Paper Supply to specify the size, type and color of the paper required, or the Paper Tray to use. If Auto is selected, the printer chooses the paper tray based on the original document size and the selected settings.	•					•
	Collated	You can collate multi-page copy jobs automatically. 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.	•					
	Reduce/Enlarge	You can reduce the image to as little as 25 % of its original size or enlarge it as much as 400 %.	•					•

Feature		Description	Copy	Email	Fax	Server Fax	Scan To	ID Card Copy
	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.	•	•	•	•	•	•
	Lighten/Darken	Use the Lighten/Darken slider to make the output image or print lighter or darker.	•	•	•	•	•	•
	Sharpness	Use this option to sharpen the output image or print. For best results, sharpen text images and soften photos.	•	•	•	•	•	
	Original Orientation	You can use the Original Orientation option to specify the layout of the original images. The printer uses the information to determine if images require rotation to produce the required output.	•	•			•	
	Image Shift	Image Shift allows you to modify the location of the image on the page. You can shift the printed image along the X and Y axes of each sheet of paper.	•					

Feature		Description	Copy	Email	Fax	Server Fax	Scan To	ID Card Copy
	Auto Background Suppression	Use the Auto Background Suppression setting to reduce the sensitivity of the printer to variations in light background colors.		•			•	
	Edge Erase	You can erase content from the edges of your images using the Edge Erase feature. You can specify the amount to erase on the right, left, top, and bottom edges.	•	•			•	
	Original Size	To ensure that you are scanning the correct area of the documents, specify the original document size.	•	•	•	•	•	
	Book Copying	You can use the Book Copying feature to copy books, magazines, or other bound documents.	•					
	Front Cover	You can print the first page of your copy job on different paper, such as colored or heavyweight paper. The printer selects the special paper from a different tray. The cover can be blank or printed.	•					

Feature		Description	Copy	Email	Fax	Server Fax	Scan To	ID Card Copy
	Annotations	You can add Annotations such as page numbers and the date, to your copies.	•					
	Booklet Creation	The Booklet Creation feature prints two pages on each side of the paper. The pages are reordered so that they are in numerical order when folded.	•					
	Page Layout	You can print the selected number of pages on one side of a sheet of paper. Selecting multiple pages per sheet saves paper and provides a way to review the layout of a document.	•					
	Sample Copy	Sample Copy allows you to print a test copy of a job to inspect before printing multiple copies. This feature is useful for complex or high-volume jobs. After you print and inspect the test copy, you can choose to print or cancel the remaining copies.	•					
	Quantity	Use this option to enter the number of required ID card copies.						•

Feature		Description	Copy	Email	Fax	Server Fax	Scan To	ID Card Copy
	Preview	Use this option to view a sample image. You can use Preview to continue scanning and adding pages to a job.		•	•	•	•	
	Resolution	Resolution determines how fine or grainy graphic images appear. Image resolution is measured in dots per inch (dpi).		•	•	•	•	
	Contrast	You can use the Contrast feature to adjust the variation between light and dark areas of the image.		•			•	
	Remove Blank Pages	Remove Blank Pages configures the printer to ignore blank pages.		•	•	•	•	
	Book Scanning	You can use the Book Scanning feature to scan books, magazines, or other bound documents.		•			•	
	Subject	Use the Subject option to add a title or heading to an email.		•			•	
	From	Use the From option to specify the originator of the email.		•			•	

Feature		Description	Copy	Email	Fax	Server Fax	Scan To	ID Card Copy
	Reply To	Use the Reply To option to include an email address that you want the recipient to reply to. This option is useful if you want the recipient to reply to your email address rather than to the device. **Note:** The system administrator can preset this option.		•			•	
	Message	Use Message to enter information to accompany the email.		•			•	
	File Format	Use the File Format option to specify the format of the saved image or to define a searchable image. You can add a password to protect the image or choose to combine multiple images into a single file.		•			•	
	File Already Exists	Use the File Already Exists option to define what action the device takes when the file name is used already.					•	
	File Name	Use the File Name option to specify a name for the file containing the scanned images.		•			•	

Feature		Description	Copy	Email	Fax	Server Fax	Scan To	ID Card Copy
	Book Faxing	You can use the Book Faxing feature to scan images from books, magazines, or other bound documents for faxing.			•	•		
	Starting Rate	Select the highest starting rate for transmitting the fax, unless the destination for the fax you are sending has special requirements.			•			
	Cover Sheet	You can use the Cover Sheet option to add an introduction page to the beginning of your fax. You can add a short comment to the cover sheet, as well as To and From details.			•			
	Transmission Header Text	It is unlawful to send a message from a fax machine without the proper Transmission Header Text. Ensure that the name and telephone number of the sender, and the date and time of the transmission is included on all faxes.			•			
	Delay Send	You can set a time in the future for the printer to send your fax job. You can delay the send of your fax job for up to 24 hours.			•	•		

Feature		Description	Copy	Email	Fax	Server Fax	Scan To	ID Card Copy
	Priority Send	Use Priority Send to identify urgent faxes. Priority faxes are sent first.			•			
	Manual Send	You can use the Manual Send feature to enable the fax modem speaker temporarily. This feature is helpful to dial international numbers, or to use phone systems that require you to wait for a specific audio tone.			•			
	Polling	Polling allows you to retrieve faxes stored on other fax machines.			•			