Xerox® ColorQube™ 9301/9302/9303
## Administration and Accounting

Contents

Tools

The settings on the device can be setup using via two options, Internet Services or **Tools**. This guide explains the options available in **Tools**. For information about the settings available in Internet Services, refer to the System Administrator Guide.

These options should be setup and customized by the System Administrator. Therefore access to the **Tools** options is passcode protected. Entry to the **Tools** pathway is via the **Machine Status** button on the control panel.

Accessing Tools

1. Press the **Machine Status** button.
2. Select the **Tools** tab.

   To have access to all the **Tools** options you must be logged in as an Administrator.

3. Select **Log In/Out** and enter your *User Name* and *Password* as directed.

   The default user name and password are: admin and 1111.

   The **Tools** options are displayed.
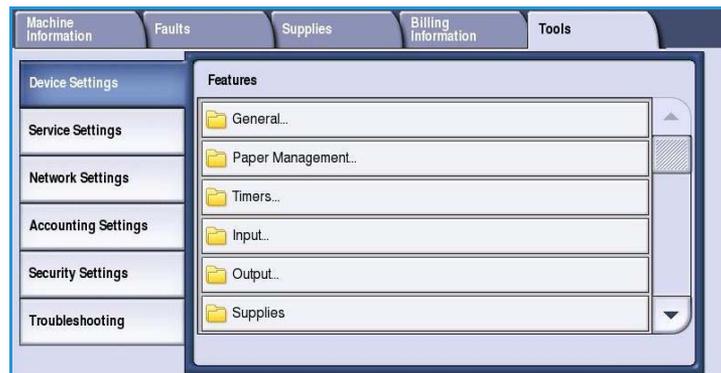
Most **Tools** screens include the following buttons to confirm or cancel your choices:

- **Undo** resets the current screen to the values that were displayed when the screen was opened.
- **Cancel** resets the screen and returns to the previous screen.
- **Save** saves the selections made and returns to the previous screen.
- **Close** closes the screen and returns to the previous screen.

Device Settings

The *Device Settings* are used to customize options which are specific to the device, such as *Energy Saver* and *Paper Tray* settings.

General

Select the **General** option to access the following settings:

- Energy Saver on page 271
- Date & Time on page 272
- Language/Keyboard Selection on page 272
- Custom Keyboard Button on page 273
- Xerox Customer Support on page 273
- Entry Screen Defaults on page 273
- Measurements on page 273
- Paper Size Preference on page 273
- Audio Tones on page 274
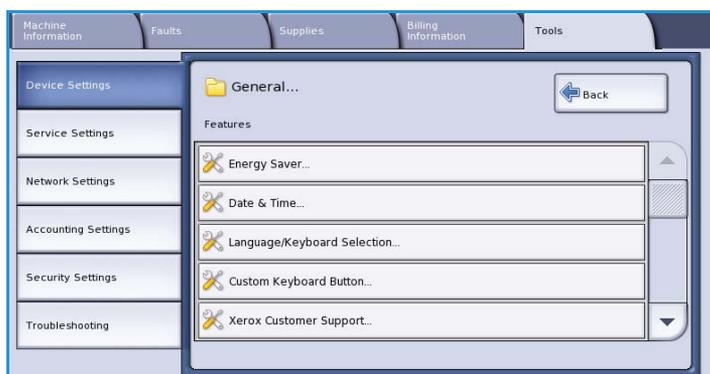
Energy Saver

The device is designed to be energy efficient and automatically reduces its power consumption after periods of inactivity. This utility enables the Administrator to modify the time the device spends between standby, low power and sleep modes.

- **Intelligent Ready** wakes up and sleeps automatically based on previous usage.
- **Job Activated** wakes up when activity is detected.
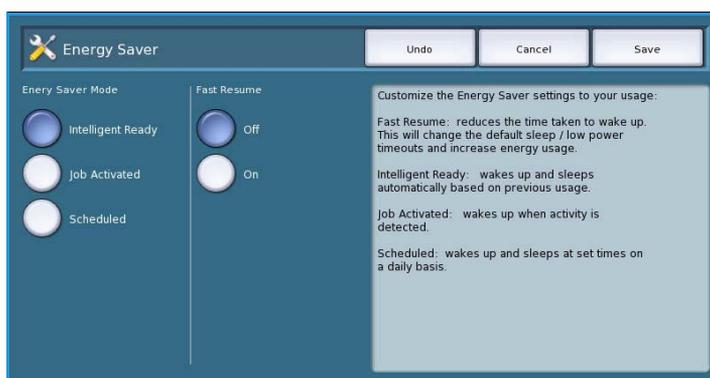
- **Scheduled** wakes up and sleeps at set times on a daily basis. Select **Scheduled Settings** to program the setting for each day.
  - **Activity** is selected if the device is required to wake up when activity is detected.
  - **Time** is selected if a specific **Warm up Time** and **Energy Saver Time** is required. Select the time required for each option using the scroll bar.
- **Fast Resume** reduces the time taken to wake up. This changes the default sleep / low power timeouts and increases energy usage.

Date & Time

Some features and functions on the device require the local date and time, such as Delayed Send or the Configuration sheet. This utility enables you to set and change the local date and time on the device.

- **GMT Offset (Time Zone)** Use this option to set the difference between your local time and *Greenwich Mean Time*. Enter the *GMT Offset* time between **-12.0** and **+14.0** hours using the arrow buttons.

- **Date** select the *Format* required and enter the *Month*, *Day* and *Year*.
- **Time** enter the correct *Hour* and *Minute* and select **PM** or **AM**. If a 24 hour clock is required, select the **Display 24 hour clock** option and enter the *Hour* and *Minute* using the 24 hour clock format.
- Select **Reboot** to save and reboot the device, or **Cancel** to exit without saving.

Language/Keyboard Selection

You can choose the default language used on the device touch screen (that is the language that is displayed when the device is switched on). You can also select the keyboard to display when a text entry is required.

- **Languages** is used to select the required language using the scroll bar.
- **Keyboard** is used to select the appropriate keyboard layout for the selected language.

Custom Keyboard Button

Use this option to enter frequently used text which you would like to appear in the keyboard.

- Enter the text required using the keyboard. Use the backspace key to delete an incorrect character, or use **Clear Text** to delete the entire entry.

Xerox Customer Support

Use to enter the *Xerox Customer Support* telephone number. This number is displayed on the touch screen and is accessed via the **Machine Status** button.

- Enter the appropriate telephone number using the keyboard. Use the *backspace* key to delete an incorrect entry, or the **Clear Text** button to clear the entire entry.

Entry Screen Defaults

This feature can only be set using Internet Services. It enables the System Administrator to set which screen the user sees first on the device. Instructions for accessing the feature are displayed on the screen when the option is selected. For further information, refer to the System Administrator Guide.

Measurements

This utility enables you to set the device to display measurements either in millimeters or inches, and the numeric separator as a period (full stop) or a comma.

- **Units** is used to select **Inches or mm** (millimeters) as the unit of measure.
- **Numeric Separator** is used to define which character is used to separate numbers, select **Comma** or **Period.**
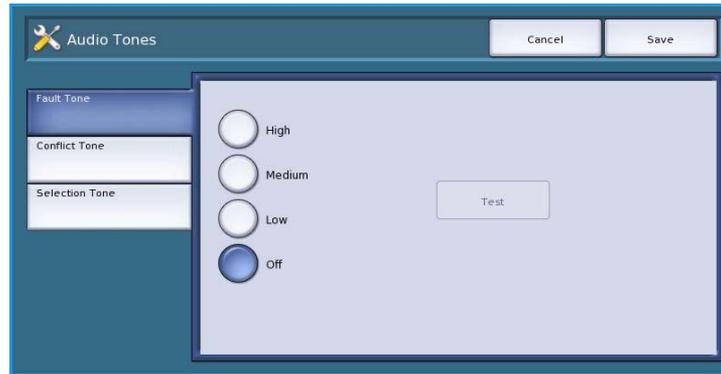
Paper Size Preference

This option is used to select the most frequently used paper size formats.

- **Inches** for formats such as 8.5x11" or 11x17".
- **Metric** for formats such as A4 or A3.

Audio Tones

The device generates three types of audio tones to notify the user of an event that has occurred at the device. Use this feature to switch off or adjust the volume of each of the tones.

- **Fault Tone** sounds when there is a fault on the device. Select **High**, **Medium**, **Low** or **Off**. Use the **Test** option to hear the tone selected.

- **Conflict Tone** sounds when an incorrect touch screen selection has been made. Select **High**, **Medium**, **Low** or **Off**. Use the **Test** option to hear the tone selected.

- **Selection Tone** sounds when the device accepts your selection. Select **High**, **Medium**, **Low** or **Off**. Use the **Test** option to hear the tone selected.

Paper Management

Select the **Paper Management** option to access the following settings:

- Paper Type & Color on page 274
- Paper Substitution on page 275
- Paper Size Preference on page 275
- Tray Settings on page 275
- Tray Contents on page 276

Paper Type & Color

Allows the programing of the default media type and color. This is usually the most common media that is used in the device and is the media that the device feeds if a specific media type is not selected.

- Select **Plain** or **Recycled** for the paper type using the scroll bar.

- Select a paper color from the list shown using the scroll bar. If the required color is not shown, use the **Other** option.

Paper Substitution

Enables the device to automatically substitute common US and metric paper sizes when printing.

- **Nearest Match** is used to automatically substitute the paper sizes shown on the screen if they are not available e.g. if an A4 document is received for printing and only 8.5x11" paper is available, the device substitutes 8.5x11" for A4. If **Disable** is selected the device does not substitute the sizes shown. In this instance, a job would be held in the job list until the correct paper size is loaded.

- **Replace 8.5 x 14"** is used to automatically substitute 8.5x14" paper with A3 or 11x17" if 8.5x14" paper is requested but is not available. If **Disable** is selected the device does not substitute the paper.
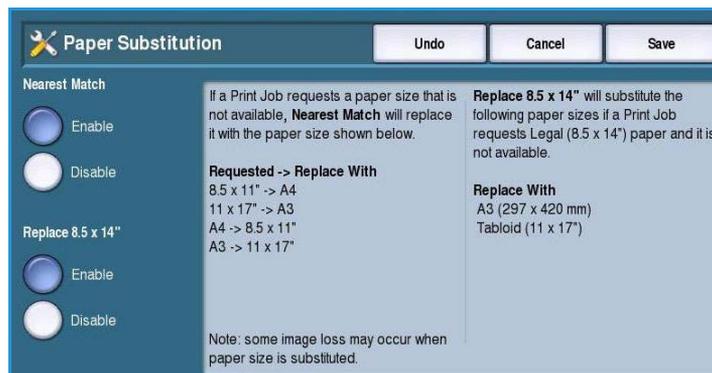
Paper Size Preference

This option is used to select the most frequently used paper size formats.

- **Inches** for formats such as 8.5x11" or 11x17".
- **Metric** for formats such as A4 or A3.

Tray Settings

Use to apply attributes to each paper tray so they operate productively in your own working environment. You can assign trays as dedicated to a specific paper size and type, and setup *Auto Selection* and the selection *Priority* of each tray.

- Select the tray required and select **Change Settings**.
- Select the **Tray Type** required:
    - **Dedicated** is set to contain one size and type of media only and cannot be adjusted by the user.
    - **Adjustable** is selected if the tray can be adjusted by the user to contain any media within specification. This option may not be available for all trays.
    - Select the setting required and select **Save**.
- **Priority** is used to indicate which tray is selected if trays contain the same media, it also determines in which order the trays are displayed on the Copy tab. Set the **Tray Priority** between 1 - 99. 1 is the highest priority and 99 is the lowest. Select **Save**.
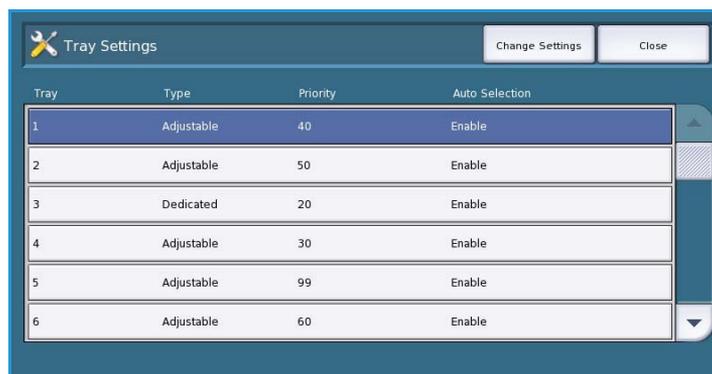
- **Auto Selection** enables the device to choose the best media for the job. This setting also enables the device to automatically switch from one tray to another when a tray runs out of paper and another tray is available with the same media loaded. Select **Enable** or **Disable** and select **Save**.
- Repeat the process for each of the trays as required.

Tray Contents

Use to specify the size, type and color of the media in a tray that has been designated as a dedicated tray.

- Select a tray designated as a dedicated tray.
- **Change Size** is used to select the size required for the tray. Select the size of media loaded in the tray and select **Save**.
- **Change Description** is used to specify the paper type and color. It is

important this setting matches the paper type and color loaded in the device. Select the appropriate *Paper Type* and *Color* setting and select **Save**.
- Repeat the process for each of the trays as required.
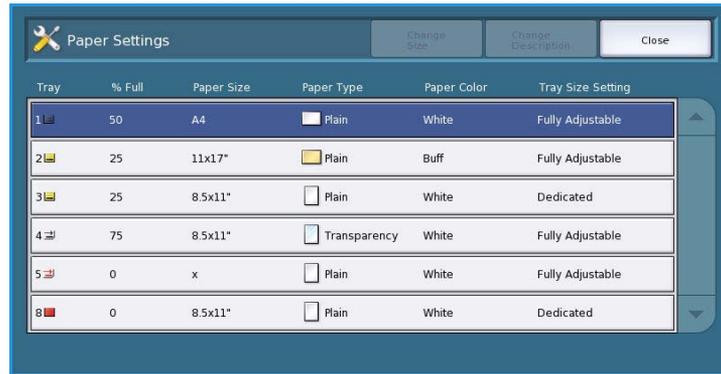
Timers

Select the **Timers** option to access the following settings:

- Auto Resume Timer on page 277
- Held Job Timeout on page 277
- System Timeout on page 277
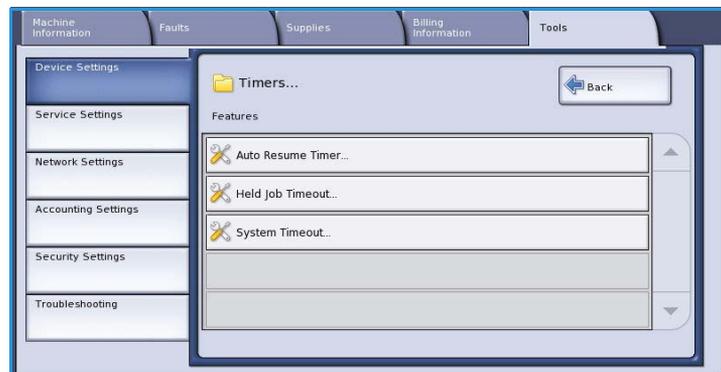
Auto Resume Timer

If the device is stopped during a job, this feature determines if the device automatically resumes the job after a set period of time or whether it waits for user intervention to resume the job. This can prevent a user leaving the device in a stopped or paused state.

- **Auto Resume** is selected to automatically resume stopped operations at the time designated. Select the period of time the device waits before resuming using the *arrow* buttons, between **15** and **120** seconds.
- **Wait for User** instructs the system to remain stopped until a user selects **Resume** or **Cancel**.
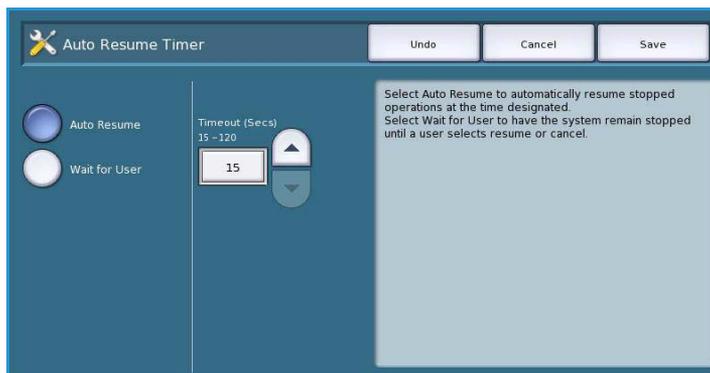
Held Job Timeout

Use this option to enable the device to delete jobs which have been held in the job list for a specified period of time and have been abandoned by a user. E-mail, network scanning, incoming server fax, embedded fax and internet fax jobs are not affected by this setting.

- **Enable** allows the device to automatically delete held jobs after a specified period, set the period of time between **0** and **120** hours and **0** and **59** minutes using the *arrow* buttons.
- **Disable** instructs the device not to delete held jobs from the job list. The held jobs are only deleted if the device is switched off.

System Timeout

Use to set whether the device should return to the default screen and feature settings after a set period of time.

- **Enable** instructs the device to timeout after the specified period of time. Select the period of time between 1 and 10 minutes using the slide bar.
- **Disable** should be selected if you do not want the device to automatically return to the default settings after a set period of time.

Input

Select the **Input** option to access the following settings:

- Auto Color Detection on page 278
- Photo/Text Settings on page 278
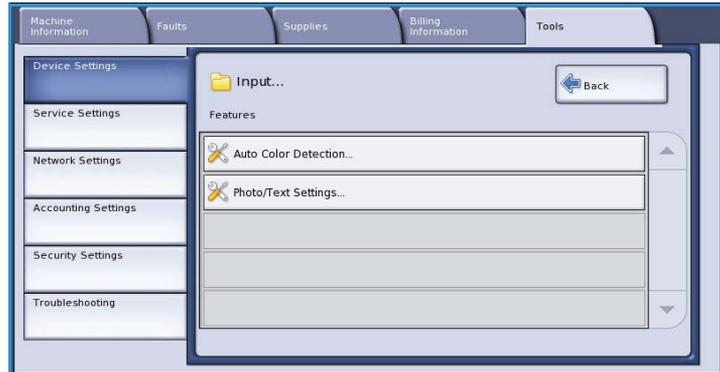
Auto Color Detection

When the **Auto Detect** option is being used, the device can focus on black and white or colors during scanning. This option allows you to customize the bias based on the type of originals being scanned and the output required.

- Select the bias towards color or monochrome for scanning using the document glass.
- Select the bias towards color or monochrome for the document feeder.

Photo/Text Settings

When the **Photo & Text** option is being used the device can be customized to enhance the photo or the text, depending on requirements.
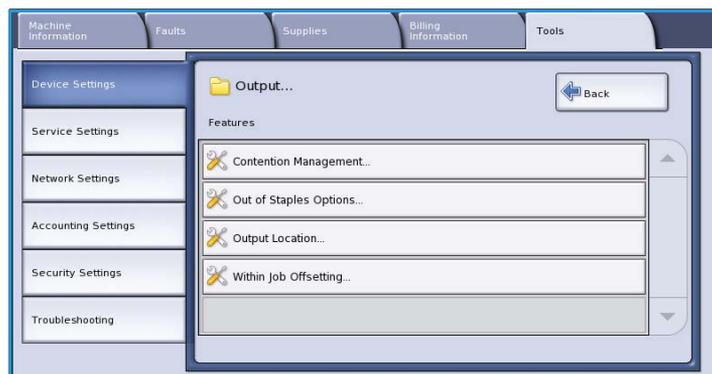
- Select **Bias Photo** if the photo quality is more important.
- Select **Bias Text** to enhance the text quality.
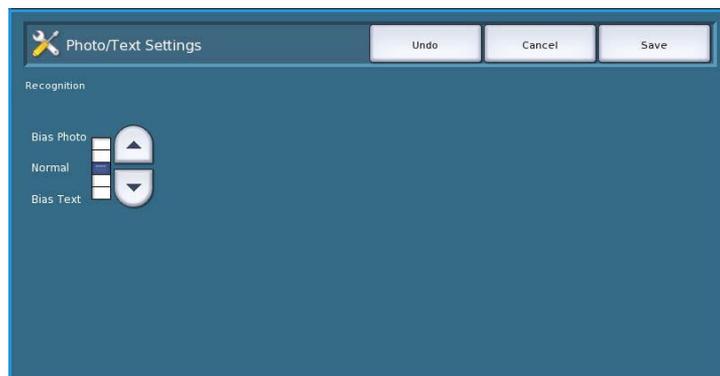
Output

Select the **Output** option to access the following settings:

- Contention Management on page 279
- Out of Staples Options on page 279
- Output Location on page 280
- Within Job Offsetting on page 280
- Staple Productivity on page 280

Contention Management

The device is capable of processing several jobs at the same time, such as scanning, sending a fax, and printing a job. At times, 2 jobs may require the same resource and the contention management system decides which job has priority. This device enables you to change the priority of print and copy jobs.

- **Priority** enables you to choose which jobs have priority, Copy or Print jobs. Use the *arrow* buttons to set the priority for the *Copy Jobs* and *Print Jobs*. Number 1 has the highest priority.
- **First In, First Out** instructs the device to process jobs based on when they are received. The jobs are processed in the order they enter the job list.

Out of Staples Options

If your device has a finisher you can set how the device handles a stapling job when the stapler runs out of staples.

- **Complete Job Without Stapling** instructs the device to continue the job without stapling.
- **Fault/Hold Job** instructs the device to hold the job in the job list for the user. If a job has already started and the staples run out, a fault is declared.

Output Location

This option determines the output location for non-finished jobs. The output location for finished jobs is determined by the system.

System generated reports are sent to the Top Tray automatically.

The following options are available for *Copy*, *Print* and *Fax* jobs:

- **Top Tray** delivers the output to the *Top tray*.
- **Stacker Tray** delivers the specified job output to the *Stacker Tray*.
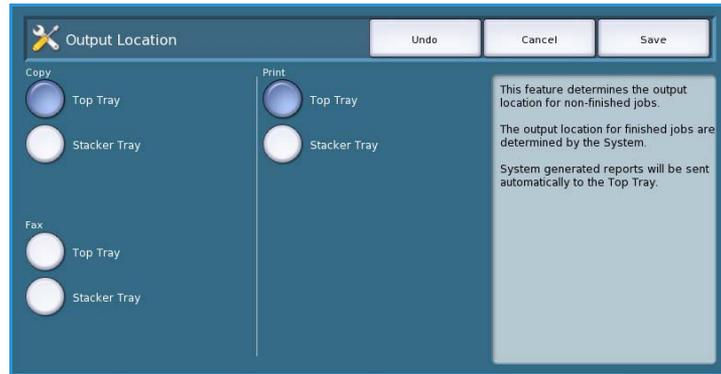
Within Job Offsetting

The device offsets every set from the previous set, making it easier to separate the sets. There maybe occasions when you require the job to stack without offsetting. Use this feature to enable or disable the offsetting.

- **Enable** instructs the device to offset each printed set.
- **Disable** instructs the device to stack the sets without offsetting.

Staple Productivity

Productivity can be improved by stapling long edge feed (LEF) documents in the top right corner.

- **Enable** instructs the device to staple LEF documents in the top right corner.
- **Disable** instructs the device to staple LEF documents in the top left corner.

Supplies

Select the **Supplies** option to access the following settings:

- Enter PagePack Passcode on page 281
- Low Supply Warning on page 281
- Supply Counter Reset on page 281

Enter PagePack Passcode

This option is used to setup the optional services available on the device. To enable a service enter the Authorisation Code provided with the option and select **Enter**.

Once a service has been enabled, it may require configuring using Internet Services. For further instructions, refer to the System Administration Guide.

> Note Some services will require a Reboot to activate them on the device.
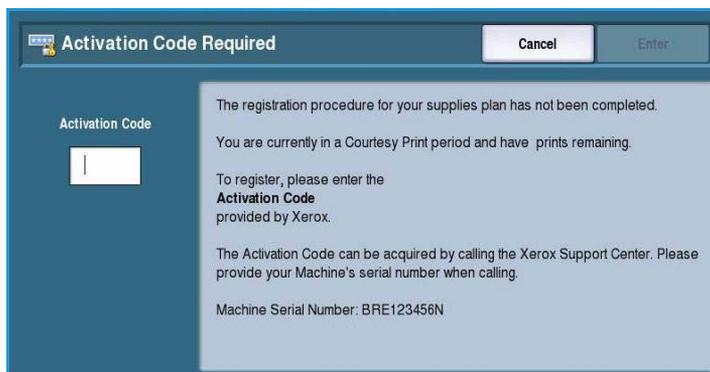
Low Supply Warning

This option is used to set-up the warning period given for each of the device consumables. The device will display a message showing the specified number of days before the consumable reaches the end of its life. Set the notification period for the following consumables:

- **ColorQube Ink Sticks**
- **Cleaning Unit**
- **Document Feeder Feed Roller**

If 0 is set, no warning will be provided.
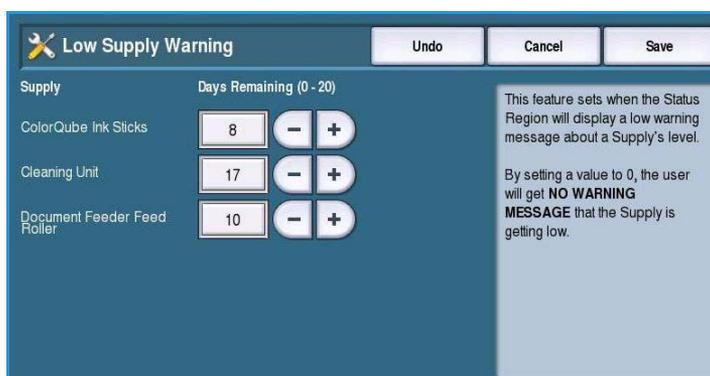
Supply Counter Reset

This option is used to reset the counter when a listed supply is replaced.

- Select the supply and then select **Reset Counter**.
- Select **Reset** to confirm.

Quick Setup Home

This option is used to quickly setup your device with the key information required in order to start using the features and functions.

Select the **Quick Setup Home** option to access the following settings:

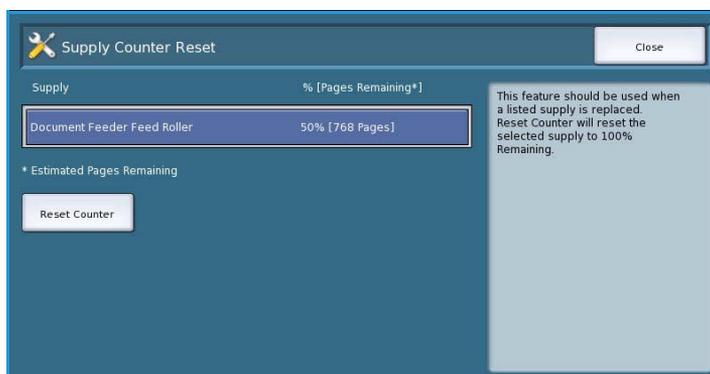- IP Address Settings on page 282
- Contact Numbers on page 283

IP Address Settings

Use to enter the IP Address Settings for the system. There are several screens for entering the IP Address information, select the **Next** option to view further screens.

- **IPv4** is used to select IPv4 protocol. Select Enabled to activate this setting.
- **IPv6** is the new standard protocol for the internet. If you are unsure which IP setting to use, select **Enabled** for both IPv4 and IPv6.
- Select **Next** to continue to the next screen.
- **Get IP Address from a DHCP Server** is used if you want to have an IP address automatically assigned to this device.
- **Use a Static IP Address** is used if you know the IP address you want to assign to the device.
- Select the option required then select **Next** to continue to the next screen.
- Enter the **IPv4 Address**, **Subnet Mask**, **Host Name** and **Gateway** information by selecting each of the fields in turn. A numeric keypad is displayed for numeric entries or a keyboard is displayed for text entries.
- Select **Next** to continue to the next screen. A completion screen is displayed with instructions for printing a configuration report if required. Select **Done** to exit.
- Select another option to program or select **Close** to return to the previous screen.
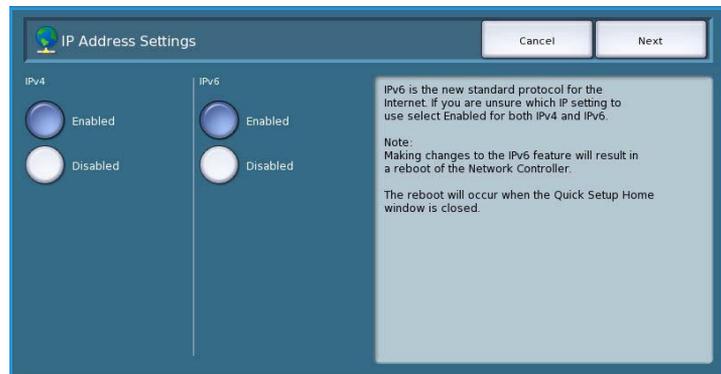
Contact Numbers

Use to enter your Customer Support and Supplies Telephone numbers which are displayed on the device.

- **Customer Support Number** is selected to enter the Xerox Support number supplied with your device. Enter the number using the keyboard and select **Save**. To delete an incorrect character entry use the backspace key, or to delete the entire entry select **Clear**.

- **Supplies Number** is selected to enter the telephone number you call to obtain supplies for your device. Enter the number using the keyboard and select **Save**. To delete an incorrect character entry use the backspace key, or to delete the entire entry select **Clear**.
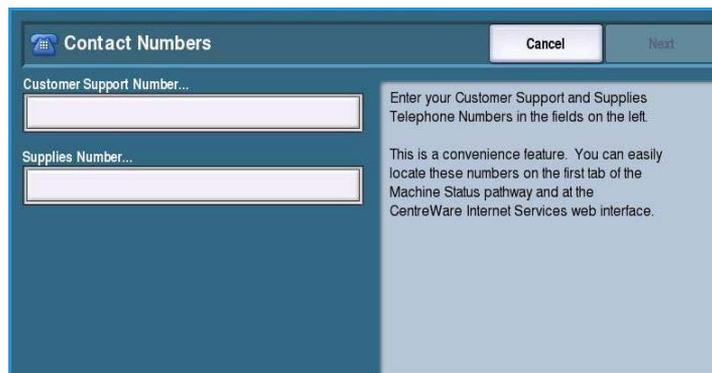
Select **Next** to continue to the next screen. A completion screen is displayed with instructions for printing a configuration report if required. Select **Done** to exit. Select another option to program or select **Close** to return to the previous screen.

Display Brightness

Enables you to adjust the brightness of the touch screen to suit the ambient light levels.

- Adjust the brightness as required using the indicator.

Configuration/Information Pages

Provides various options for printing the configuration report and information pages.

- **Administrator only** ensures that the configuration report and information pages can only be printed by authenticated System Administrators.

- **Open to all users** provides all users with access to print the configuration report and information pages.

- **Print Configuration at Power On** set to **Yes** to print a configuration when the device is powered on, or **No** to disable the option.
- **Print Now** prints the configuration report immediately.

Reset UI to Factory Settings

This option resets all the control panel and touch screen settings back to their original state when the device was setup at the factory.

A confirmation screen is displayed, select **Reboot** to continue with the reset and to reboot the device. Select **Cancel** to exit without resetting the settings.

Interrupt Printing Enablement

If this option is enabled, jobs printing can be held in the job list for more urgent jobs to print.

- **Enable** instructs the device to allow jobs to be interrupted.
- **Disable** instructs the device not to allow jobs to be interrupted and held for more urgent jobs.

Service Settings

The *Service Settings* are used to customize options which are specific to individual services, such as Copy, Fax or Print.

Copy Service Settings

Select the **Copy Service Settings** option to access the following settings:

- Feature Defaults on page 285
- Edge Erase Presets on page 286
- Image Shift Presets on page 286
- Reduce/Enlarge Presets on page 287
- Reading Order Options on page 287
- Auto Image Rotation on page 288

Feature Defaults

Use to select the default settings for each programing feature within the Copy service, such as paper supply, output, 2 sided.

- Select the default required for each feature in each of the programing tabs.
- Select **Save Defaults**. The settings selected become the default settings for each copy job.
- A confirmation screen is displayed, select **Done** to return to the previous screen.

Edge Erase Presets

Enables you to setup the *Edge Erase* preset entries. There are 2 pre-named preset options and an *Available* setting. All of the presets can be customized with names and settings to meet your needs.

> Note The device applies an automatic edge deletion to all printed output.

- Select the preset option required from the **Presets** menu.

- Select the sides options as required, **Side 1**, **Side 2** and **Mirror Side 1**.

- Select **Name** to customize the name of the preset option. Use **Clear Text** to clear the existing name and enter a new name using the keyboard. Use the backspace key to delete an incorrect character entry. Select **Save**.

- Enter the deletion amounts for the **Top**, **Bottom**, **Left** and **Right** margins. The parameters entered are the defaults shown when the preset is selected.
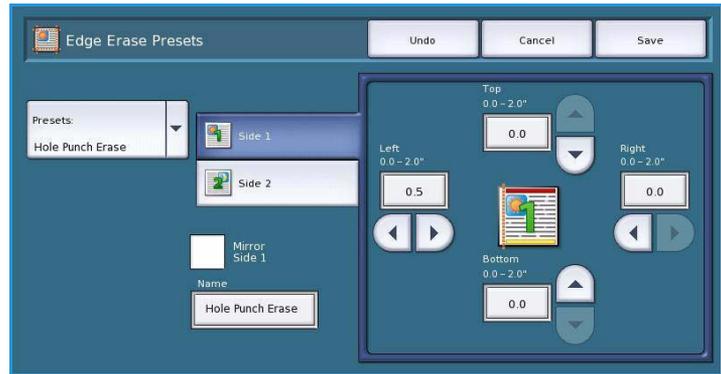
Image Shift Presets

Enables you to setup the *Image Shift* preset entries. There are 2 pre-named preset options and an *Available* setting. All of the presets can be customized with names and settings to meet your needs.

- Select the preset option required from the **Presets** menu.

- Select **Name** to customize the name of the preset option. Use **Clear Text** to clear the existing name and enter a new name using the keyboard. Use the backspace key to delete and incorrect character entry. Select **Save**.

- Enter the amounts for shifting Up/Down and Left/Right for Side 1.

- Enter the amounts for shifting Up/Down and Left/Right for Side 2. Select **Mirror Side 2** if the shift for the second side should be the same as for the first side.

  The parameters entered are the defaults shown when the preset is selected.
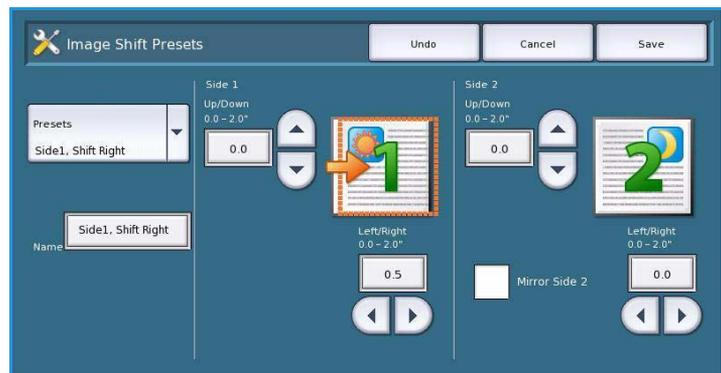
Reduce/Enlarge Presets

This feature enables you to set 10 proportional reduce/enlarge preset ratios and 4 preset independent reduce/enlarge ratios.

- Select **Proportional** and then enter the preset ratios required for each preset option. Between 25 % and 400 % can be entered.

- If you wish to reset all the proportional preset values back to the default settings, select **Reset All to Default**

- Use the **Common Values** option to view the ratios for common reduce/enlarge activities.

- Select **Independent** and enter the preset ratios required for each preset option. A separate ratio is required for the X and Y options. Between 25 % and 400 % can be entered.

Reading Order Options

This option allows you to show or hide the *Reading Order* option. *Book Copying* and *Booklet Creation* options assume that the bound originals and booklets have a reading order of left to right and are scanned or printed in this order by default. If there is a requirement to select a different scanning or printing order, this feature provides users with the option of changing the scan or print order.

- **Scan Order** impacts the *Book Copying* and *Book Faxing* features. Select **Hide Reading Order** if you do not want the user to view the option to change the reading order. To display the feature, select **Show Reading Order**.

- **Print Order** impacts the *Page Layout* and *Booklet Creation* features. Select **Hide Reading Order** if you do not want the user to be able to view the option to change the reading order. To display the reading order feature, select **Show Reading Order**.

Auto Image Rotation

The *Auto Image Rotation* feature optimizes image output based on the job settings selected. Disabling Auto Rotation may result in image loss.

- Use the **When Auto R/E Selected** options to instruct the system how to proceed if the *Auto Reduce/Enlarge* feature is selected. Select **Auto Rotate as needed** to allow automatic rotation, or **Disable Rotation** to restrict the device from rotating the image.

- Use the **When Auto Paper Selected** options to instruct the system how to proceed if *Auto Paper* is selected. Select **Auto Rotate as needed** to allow automatic rotation, or **Disable Rotation** to restrict the device from rotating the image.
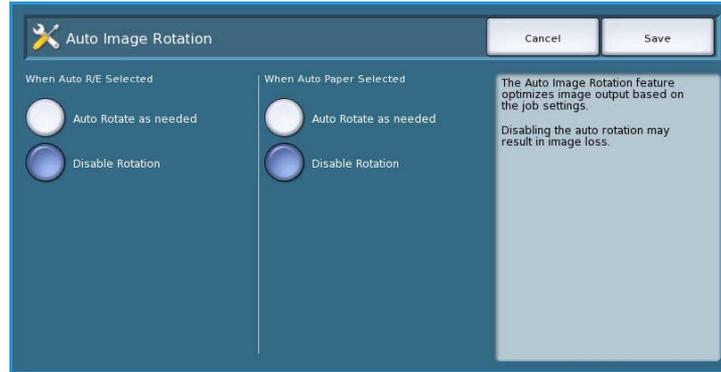
Embedded Fax Settings

Select the **Embedded Fax Settings** option to access the following settings:

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-

Fax Setup

Use this setting to **Enable** or **Disable** *Embedded Fax*.
- **Enable** activates the Embedded Fax service and is selectable from the *Services Home* screen.
- **Disable** switches off the service and it is not available for selection.

Feature Defaults

Use to select the default settings for each programing feature within the *Embedded Fax* service.

- Select the default required for each feature in each of the programing tabs.
- Select **Save Defaults**. The settings selected become the default settings for each fax job.
- A confirmation screen is displayed, select **Done** to return to the previous screen.

Fax Country Setting

Use this option to select the country the device is located in.

- Select the *Country* required from the options shown.
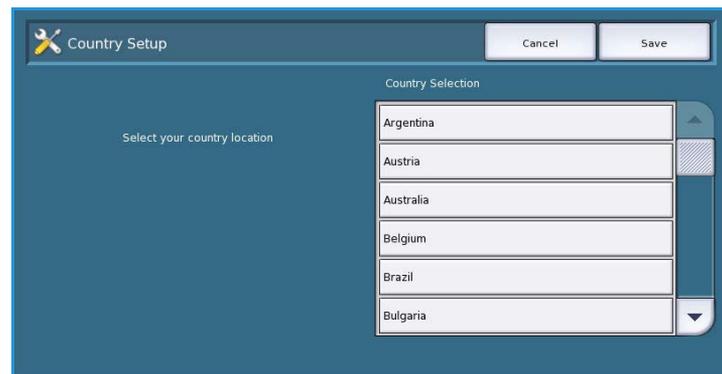
Line 1 Setup

The standard fax option supports one analogue telephone line. If the Extended Fax option is installed the device can support two analogue telephone lines. This option enables you to set up Line 1.

- **Fax Number** is the number of the phone line your system is attached to. Enter the number for Line 1 using the numeric keypad.
- **Line Name** is a friendly name to logically identify the system. Enter the name using the keyboard provided. Use the backspace key to delete an incorrect character, or use **Delete Text** to delete the entire entry. Select **Save**.
- **Options** determine whether the line is able to **Send and Receive, Send Only** or **Receive Only**. Select the required option for the fax line.
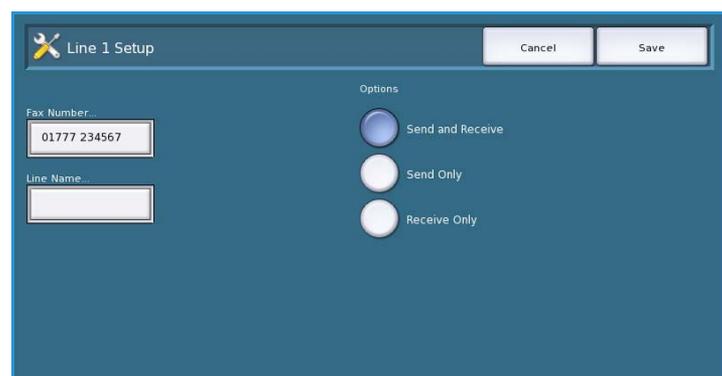
Line 2 Setup

If the Extended Fax option is installed the device can support two analogue fax lines. This option enables you to set up Line 2.

- **Fax Number** is the number of the phone line your system is attached to. Enter the number for Line 2 using the numeric keypad.

- **Line Name** is a friendly name to logically identify the system. Enter the name using the keyboard provided. Use the backspace key to delete an incorrect character, or use **Delete Text** to delete the entire entry. Select **Save**.

- **Options** determine whether the line is able to **Send and Receive, Send Only** or **Receive Only**. Select the required option for the fax line.
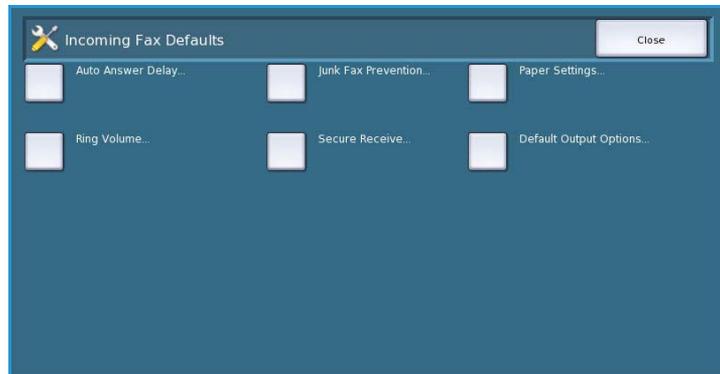
Incoming Fax Defaults

This setting allows you to select the default options for incoming faxes.

Auto Answer Delay

This setting allows you to set a time delay before the device responds to a call. This is particularly useful if the device is attached to a shared telephone line.

- Enter the time delay required, between **0** and **15** seconds.

Junk Fax Prevention

This setting enables you to prevent the receipt of unwanted (junk) faxes. This is done by only allowing the receipt of faxes from numbers held in the individual directory.

- **Disabled** switches off the Junk Fax Prevention option.
- **Enabled** allows faxes sent from numbers held in the individual directory to be received.

Paper Settings

This setting determines whether an incoming fax is printed onto media that is selected automatically by the device according to the parameters of the fax, or specified manually within this feature.

- **Automatic** allows the device to automatically select a paper size for incoming faxes. If an exact match is not available, the incoming fax is printed on the next best match available and may be reduced to fit.
- **Manual** enables you to select the paper selection option required.
    - **Paper Size** is used to select a Normal paper size for all incoming faxes, or Other
    - **Paper Type & Color** is used to program the type and color of media required for incoming faxes.
    - **Fit to Paper** allows you to select **Reduce to Fit** if all faxes require reducing or enlarging to fit the paper selected.

Ring Volume

This setting enables the user to hear a ringing tone from the device when an incoming fax is being received.

- **Enabled** instructs the device to sound the tone when a fax is received. Select **High**, **Medium** or **Low**.
- **Disabled** deactivates the tone.

Secure Receive

If this option is enabled, a 4 digit passcode is requested. The passcode is then required in order to print any incoming fax.

- **Enable** activates Secure Receive, enter a 4-digit passcode to be used to release incoming fax jobs for printing.
- **Disable** enables all incoming faxes to print without the passcode.

Default Output Options

If your device is fitted with a finisher you are able to staple, 2 hole punch or 2 side your incoming faxes. This utility is used to specify the output options you require for all your incoming faxes.

- **Staple** staples all incoming fax output if enabled.
- **Hole Punch** prints all incoming faxes on 2 hole punched media if enabled.
- **2-Sided** prints all incoming faxes 2-sided if enabled.

Transmission Defaults

Use these options to set the fax sending defaults.

Automatic Redial Setup

If the device cannot make contact with the destination fax machine, it automatically waits and redials later. Use this setting to specify the interval between unsuccessful attempts and the number of times the device redials.

- **Redial Time Interval** is used to specify the time interval between redials for a failed transmission. Between **1** and **25** minutes can be entered.
- **Automatic Redial Attempts** instructs the device how many times to redial the remote fax machine before rejecting the job. Between **0** and **14** attempts can be entered.
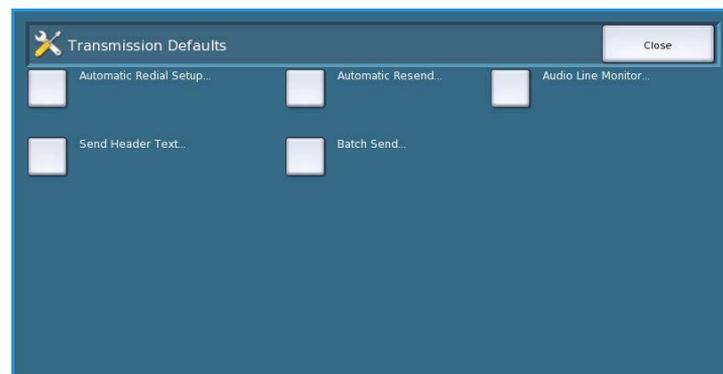
Automatic Resend

If the device connects to the receiving fax machine but the fax transmission is unsuccessful the device automatically attempts to resend the fax. Use this setting to specify how may attempts should be made to resend the fax, and which pages should be resent.

- **Set number of resends** is used to specify how many times the fax is resent. Between 0 and 5 can be selected.
- **Failed page(s) without a cover page** is selected to resend the failed pages but not the cover page again.
- **Whole Job without a cover page** is selected if the entire job should be resent but not the cover page.
- **Failed page(s) with a cover page** is selected if only the failed pages should be resent with a cover page.
- **Whole job with cover page** is selected if the whole job, including the cover page should be resent.

Audio Line Monitor

When the device is transmitting a fax the dialing, handshake and digital data creates audible beeps and buzzing sounds. The audio line monitor allows a user to listen to the call progress and hear the number dialled and the beginning of the handshake.

- **Enable** allows the transmission tones to be heard. Select **High**, **Medium** or **Low**.
- **Disable** deactivates the sounds.

Send Header Text

When a fax is sent it includes the telephone number, name, date, time and page number at the top of each page of the fax. You can add a personalised sentence to the header of all the fax pages using this option.

- Enter the text required on the *Header*. Up to 30 characters can be entered. Use the backspace key to delete an incorrect character entry, or use **Clear Text** to delete the entire entry.

Batch Send

Use this feature to enable a user to send several fax jobs to the same destination in one transmission.

- **Disabled** switches off the function.
- **Enabled** activates the Batch Send option.

Mailbox & Polling Policies

Use this option to specify how long the system keeps documents received or stored in mailboxes before deleting.

- **Received Documents** is used to specify the policy for documents received from remote machines.

  - **Delete On Print** deletes the document after printing.

  - **Keep 1 - 72 Hours** allows you to specify between 1 and 72 hours before deleting the document.

- **Keep Forever** keeps the document until manually deleted. A confirmation screen is displayed as this can cause the memory to become full very quickly.

- **Stored Documents** is used to specify the policy for documents stored in the device for polling.

  - **Delete On Poll** deletes the document after it has been polled.

  - **Keep 1 - 72 Hours** allows you to specify between 1 and 72 hours before deleting the document.

  - **Keep Forever** keeps the document until manually deleted. A confirmation screen is displayed as this can cause the memory to become full very quickly.
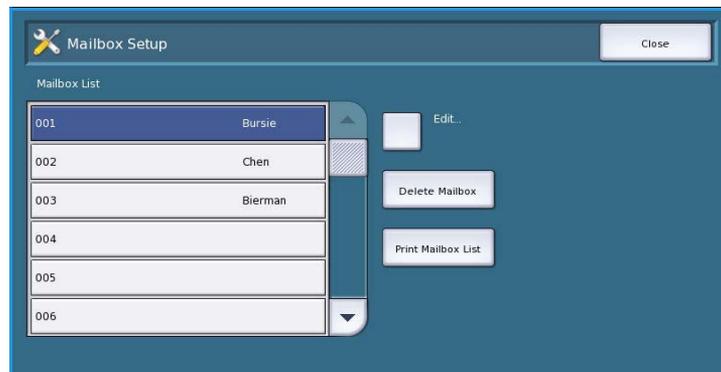
Mailbox Setup

Incoming Faxes can be stored in mailboxes prior to printing for convenience or added security. Users can print the faxes in their mailboxes at anytime. This option enables you to create, edit and delete mailboxes. There is also a facility to print a list of all 200 mailboxes.

The *Mailbox List* displays the list of mailboxes available on the system. If a mailbox has already been setup and assigned a user a name, the name is displayed next to the mailbox number.

- **Edit** is used to setup or amend an individual mailbox. Select the mailbox required from the *Mailbox List* and select **Edit**.

  - **Mailbox Passcode** is used to enter a 4-digit passcode required to access the mailbox.

  - **Mailbox Name** is used to enter a name for the mailbox, e.g. the owner, department or group. Use the backspace key to delete an incorrect character entry or **Delete Text** to delete the entire entry.

  - **Mailbox Notification** is enabled to provide notification of faxes received into the mailbox. If disabled, no notification is provided.

- **Delete Mailbox** is used to delete a mailbox which has already been setup. A confirmation screen displays a warning that the mailbox and its contents are deleted if **Confirm** is selected.
- **Print Mailbox List** is used to print a list of all the mailboxes available on the system.

Setup Fax Reports

There are 3 fax reports available, *Activity Report*, *Confirmation Report* and *Broadcast & MultiPoll Report*. This option enables you to specify the appearance and printing behaviour of these reports.
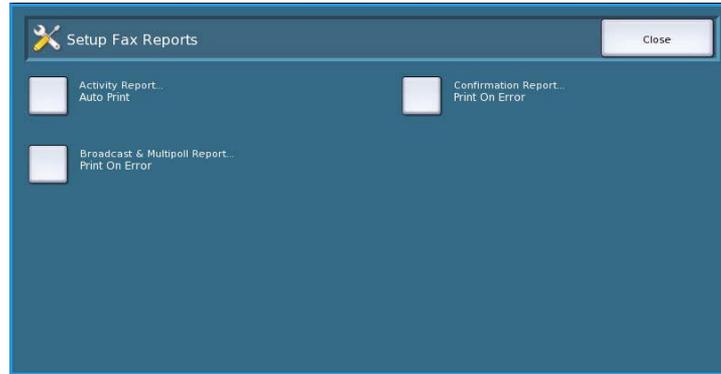
- **Activity Report** provide information on the fax activities which have occurred on the device:
  - **Auto Print** is used to print an *Activity Report* automatically.
  - **Off** is selected if the *Activity Report* is not required.
- **Confirmation Report** provides information on an individual transmission.
  - **Report Options** is used to determine when the report prints. Select **Always Print** to print after each transmission, **Off** if a report is not required or **Print On Error** if the report is required only when an error occurs.
  - **Print Options** is used to specify whether a **Reduced Image** of the first page or **No Image** is required on the *Confirmation Report*.
- **Broadcast & Multipoll Report** provides a report when there is broadcast or multi-poll fax activity.
  - **Always Print** prints a report after each broadcast or multipoll fax transmission.
  - **Off** switches off the report.
  - **Print On Error** is selected if the report is required only when an error occurs.
- Select **Close** to return to the previous screen.

Print Fax Reports

Use this option to print the fax reports. The reports available are *Activity Report*, *Protocol Report*, *Dial Directory Report*, *Group Directory Report*, *Options Report* and *Pending Jobs Report*.

- Select the report required then **Print Now**.

  The report is sent to the job list and printed.
- Select **Close** to return to the previous screen.

Job Sheets

Select the **Job Sheets** option to access the following settings:

- Banner Sheets on page 295
- Output Error Sheets on page 295
- Paper Type & Color on page 295

Banner Sheets

With this option the device can print a banner sheet with every print job. If enabled, you can still choose not to print the banner sheet from the printer driver for specific jobs.

- **Enable** is selected to print a banner sheet.
- **Disable** switches off the banner sheet option.
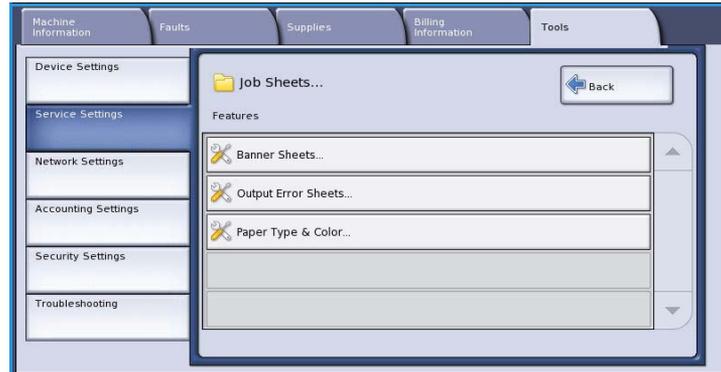
Output Error Sheets

Enables the device to print an error report if an error occurs during a print job.

- **Enable** is selected to print an *Output Error Sheet*.
- **Disable** switches off the *Output Error Sheet* option.

Paper Type & Color

Allows you to select the type and color of media used to print the Banner, Error, Scan Status and Fax Status sheets.

- Select the required *Paper Type* and *Paper Color*.
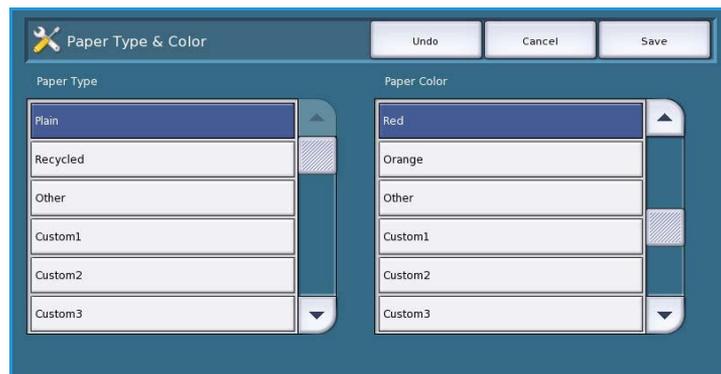
Service Plan

This option is used to change your Xerox Service Plan. To change the plan, contact the Xerox Support Center with your machine serial number. Xerox will provide you with a Service Plan Authorization Number. Enter the number and select the **Change Service Plan** button.

Network Settings

These settings are used to enter the network parameters for the system. This section provides an overview of the options available.

Detailed instructions for network installation are provided in the System Administrator Guide.

Online/Offline

Use to disconnect the device from the network temporarily. Selecting **Offline** disconnects the device from all networks. Any job entering the system is held. Any current outgoing jobs are not completed while the system is offline.

Select **Online** to reconnect the device to the network.

TCP/IP Settings

This option enables the System Administrator to enter the TCP/IP settings for the device.

Advanced Settings

This option enables the System Administrator to setup the Network Settings. A warning screen is displayed prior to accessing these settings as a Network Controller reset is required after the settings are changed. These settings must only be accessed and entered or changed by the System Administrator.

Network Logs

Only use this option if instructed to do so by the Xerox Support Center. It is used to download log information which can help to troubleshoot network related problems.

USB Settings

This option is used to setup the USB port located at the rear of the device. This port is used for software tools and for direct printing via a printer driver. It cannot be used for direct printing via a USB Flash Drive, the USB port located on the left side of the device supports this function.

Accounting Settings

The accounting settings are used to configure the accounting options. Accounting options are used to record device usage by different groups or departments and can also be used to restrict access to different services.

Detailed instructions for Accounting Setups are provided in the System Administrator Guide.

Accounting Mode

Use this option to select the Accounting Mode required:

- **None** is used if no accounting mode is required.
- **Auxiliary Access** is used if a third party auxiliary device is installed on the device for accounting purposes. For example, card activated or coin activated devices can be installed.
- **Xerox Standard Accounting** is an accounting system setup using the Internet Services user interface. Once enabled, the IP address of the device is entered and *Xerox Standard Accounting* can be setup.
- **Network Accounting** is a feature of the device which automatically tracks print, scan, server fax and copy usage for each user. Network Accounting is run over a network and the accounting functions are performed remotely via third party software.
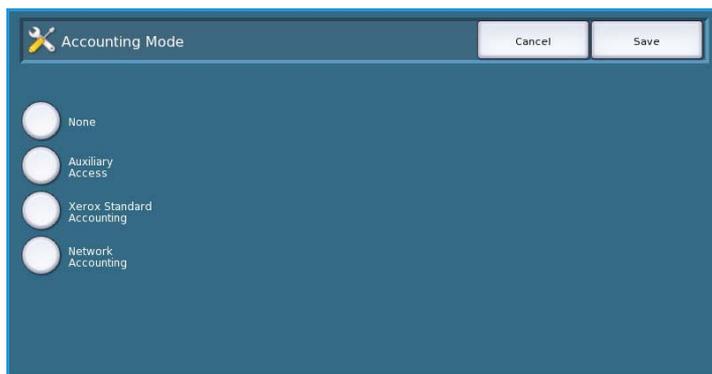
Auxiliary Access

These options are used to setup and configure a third party device installed on the device for accounting purposes or to restrict use.

- **Auxiliary Device Type** is used to select the auxiliary device being used on the device.
- **Service Access & Accounting** is used to select the services which require restricting and the usage tracking.
- **Job Timeout** sets the duration of time allowed before the system deletes the current job due to additional payment being required or a network printing job being held in the job list.
- **Double Count Large Impressions** is used to specify how the system counts the impressions for sheets larger than 380mm (15"), for example A3 or 11x17".

Xerox Standard Accounting

Xerox Standard Accounting provides the ability to track usage of print, copy, scan and fax job services. It is provided as standard and is setup using Internet Services. Select **Save** to enable Xerox Standard Accounting.

Network Accounting

Network Accounting provides the ability to track usage of print, copy, scan and fax job services over the network. It works with third party devices which are compatible with the *Network Accounting* function.

- **Customize Prompts** allows you to customize the prompts that are provided to the users.
- **Code Entry Validation** is used to check users accounting credentials prior to providing access to the accounting database.

Copy Activity Report

Use this option to print a report after each copy session. The report details the type of job and the number of copies made during the session. This feature is intended for devices which are accessed by the general public and enables the user to be charged for the copies.

- Select **Copy Activity Report**.
- Select **Enable** to have the device print a report at the end of each copy session.
- Alternatively, select **Disable** to turn this feature off.
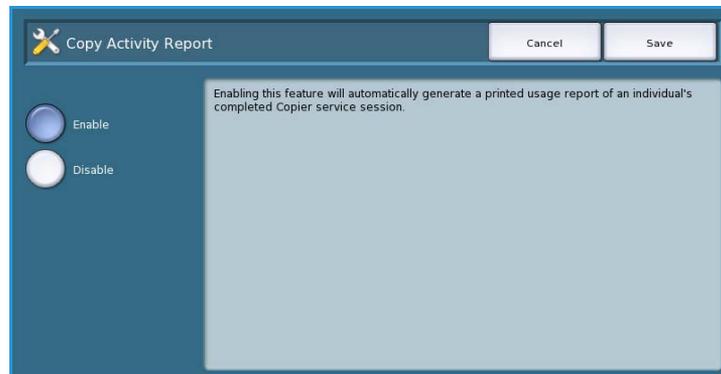
Security Settings

The Security Settings are used to manage the security features of the device. Job Deletion rights and Image Overwrite Settings can be configured.

Detailed instructions for Security Settings are provided in the System Administrator Guide.

Authorization

Use this option to setup the deletion rights for authenticated users.

Job Deletion

Use this option to set which users are authorized to delete jobs from the device. Options available are **All Users** or **System Administrator Only**.

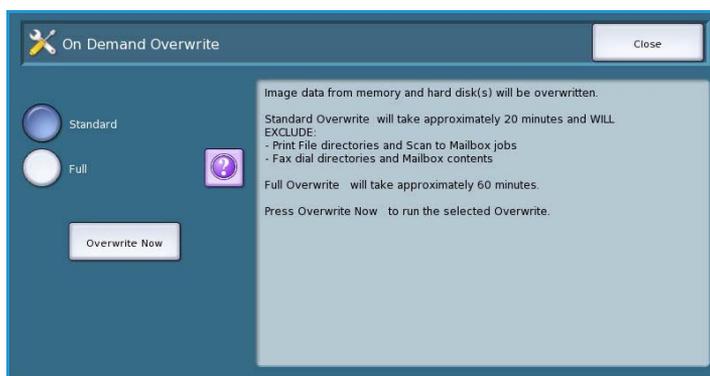## Image Overwrite Security

Image Overwrite

If you have sent print jobs to the device that are confidential or sensitive, you can setup the device to automatically remove any data stored on the hard disk after the job has been printed. Select **Enable** to enable the Image Overwrite activity after each job.

On Demand Overwrite

If you have sent print jobs to the device that are confidential or sensitive, you can delete any data that is stored on the hard disk after the job has been printed. This is done using the *On Demand Overwrite* option.

There are two types of *Overwrite* available, **Standard** or **Full**. *Standard Overwrite* takes approximately 20 minutes and excludes:

- Print file directories
- Scan to mailbox jobs
- Fax dial directories
- Mailbox contents

A *Full Overwrite* takes approximately 60 minutes and includes all data. Select the *Overwrite* option required and select **Overwrite Now** to run the overwrite process.

IP Sec

IP Sec is a security protocol enabled using Internet Services. To disable IP Sec on the device, select the **Disable IP Sec** option.

Valid Recipients

This feature sets the parameters for allowed recipients in the E-mail and Internet Fax Services.

- **Allow any valid E-mail Address** enables jobs to be sent to any recipient.
- **Limit to Address Book entries only** only allows you to send to addresses that have been entered into the *Address Book*. The *New Recipient* and the *Reply To* features are disabled.
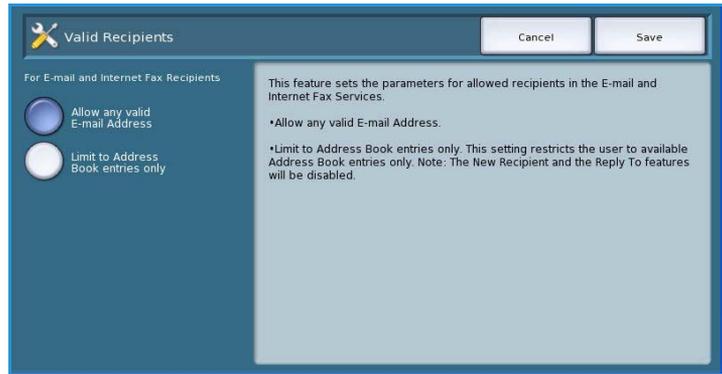
Troubleshooting

These settings are used to troubleshoot any problems that maybe occurring on the device. They provide various tests to check the functionality of the system and identify performance levels.
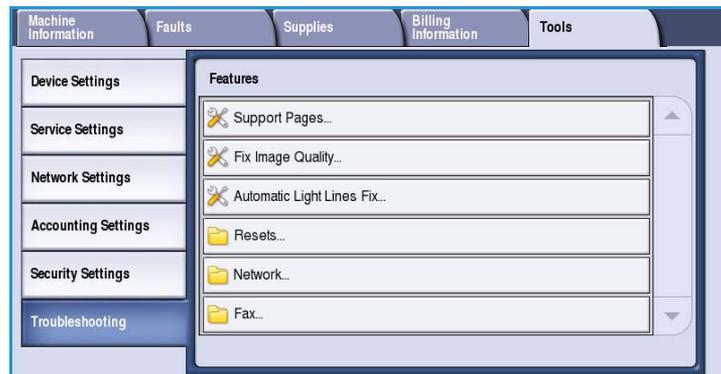
Support Pages

A list of reports and support pages for identifying image quality problems are displayed. Use the **Print** option to print the list.

Fix Image Quality

Use this option to *Print Test Pages* to help you diagnose print issues. Analyse the output and choose one of the options to fix the image quality problems:

- **Light Line** fixes unexpected continuous lines of lighter colors or empty stripes visible on the printed output.

- **Smears** fixes streaks, smudges and inks pots of the same or different colors scattered over the printed output.

- **Advanced** provides a list of expert routines. Customer Support may direct you to select this option. Refer to Fix Image Quality on page 320.
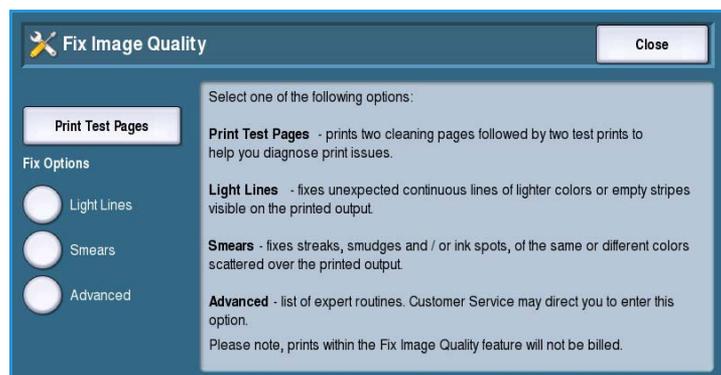
Automatic Light Lines Fix

Use this option to fix any Banding problems.

- *Quick Banding Fix* corrects banding temporarily and may slow print speeds until a *Full Banding Fix* is completed.
    - **On** is used to correct banding when it is detected.
    - **Off** is selected if no action is required.
- *Full Fix* takes approximately eight minutes to complete.
    - **Eco Fix** is selected to correct banding when the device is not in use.
    - **Always Fix** is selected to correct banding when it is detected.
    - **Off** is selected if no action is required.

Resets

Use this option to reset the system software.

-
-
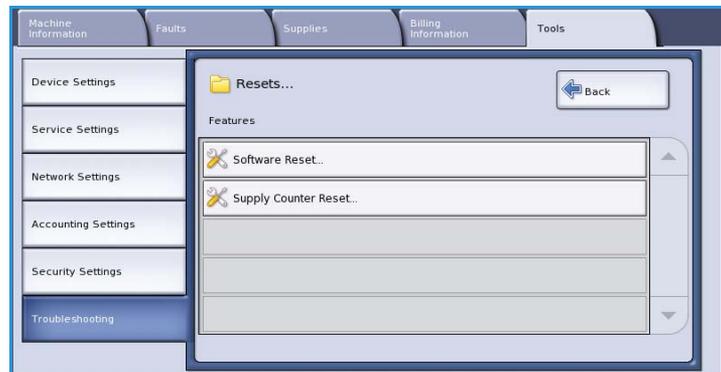
Software Reset

Software Reset is faster and wastes less consumables than switching the device off then on.

- When instructed by the device to perform a restart, choose a software option and then select the **Reset** button.
    - **All Software** resets the whole system software.
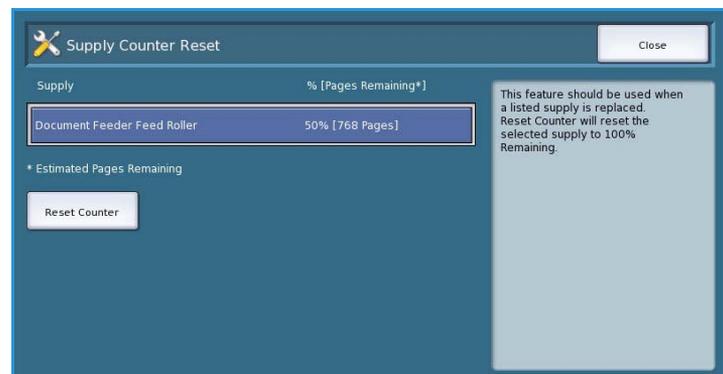   - **Network Software** resets the network controller software.
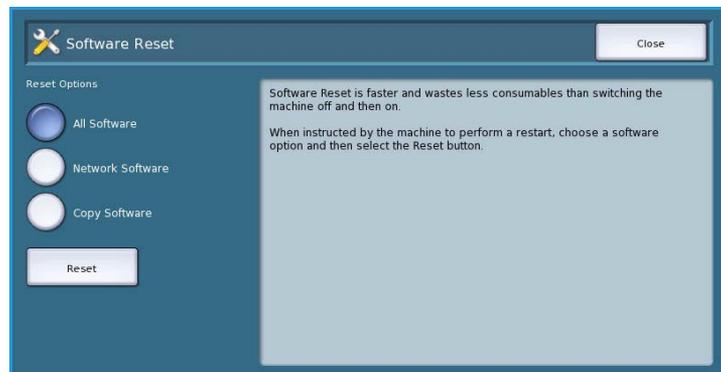
- **Copy Software** resets the copier software.

Supply Counter Reset

This option is used to reset the counter when a listed supply is replaced.

- Select the supply and then select **Reset Counter**.
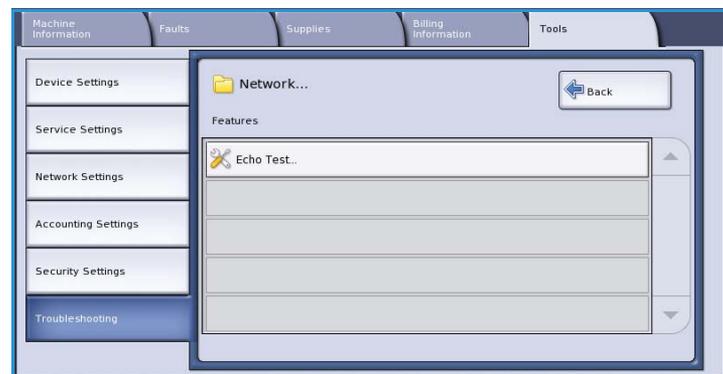- Select **Reset** to confirm.

Network

The *Network* options are used to trouble-shoot problems relating to the network connection.

Echo Test

The *Echo Test* allows you to test the network connectivity.

- Select the appropriate protocol and select the **Start Test** button to run the echo test.
  - **TCP/IP**
  - **AppleTalk**
  - **Novell or IPX**

Fax

The *Fax* options are used to test the Fax functionality on the device.

Fax Protocol Report

The *Fax Protocol Report* provides information about the Fax function on the device.

- Select **Protocol Report** and then the **Print Now** button to print the report.