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# Xerox<sup>®</sup> 700 Digital Color Press

## Quick Start Guide



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

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# Control Panel

1

The Control Panel is divided into four areas: Touch Screen, Pathway buttons, Keypad and Feature buttons.

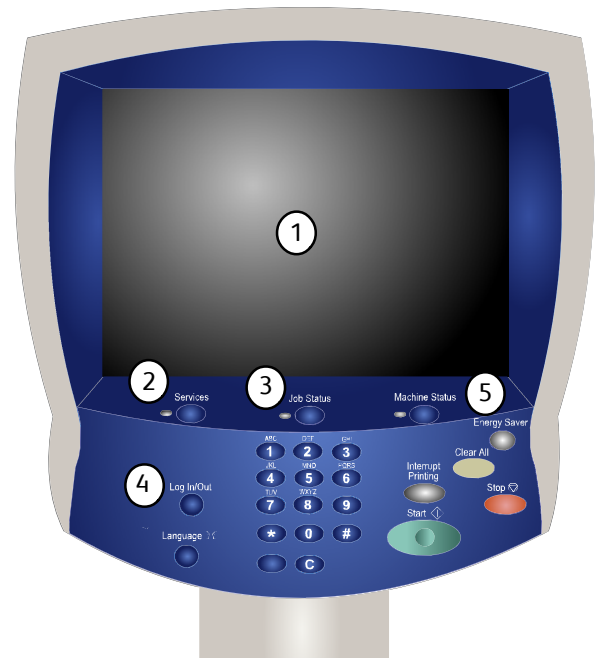
1. **Touch Screen**  
The touch screen allows you to select all the available programming features. It also displays fault clearance procedures and general machine information.

2. **Services**  
Allows access to the Services screen, where different features (copy, scan, etc.) can be viewed and programmed.  
Access to the All Services button is also available from the services screen. This button is located in the top right of the touch screen.

3. **Job Status Button**  
Displays job progress information on the touch screen.

4. **Log In/Out**  
Provides password protected access to the System Administration menu used to adjust the defaults of the machine.

5. **Machine Status Button**  
Displays the current status of the machine on the touch screen.

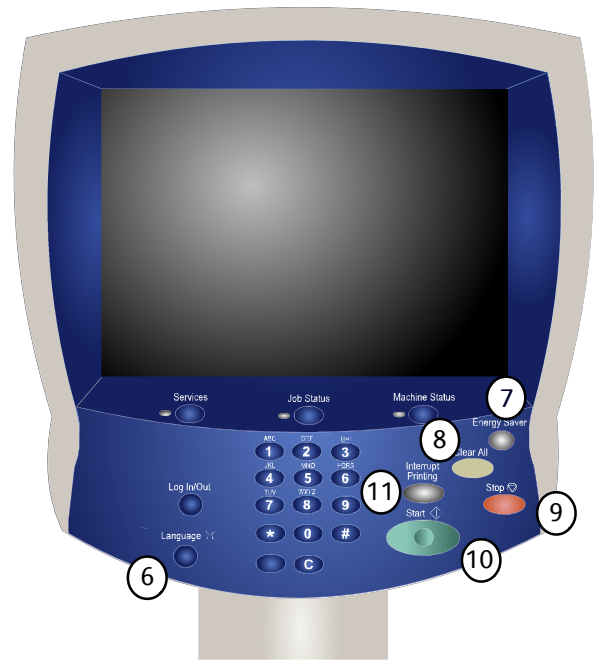


6. **Language**

7. If the **Power Save** option is selected, the machine will immediately enter low power mode. If there are any jobs in the queue, a second pop-up screen is displayed.

**Note**

To re-activate the machine when in this mode, touch a button on the touch screen or the Power Save button.



8. **Clear All**

If pressed once, resets the default settings and displays the first screen for the current pathway. If pressed twice, resets all the features to their machine default settings.

9. **Stop**

Temporarily stops the current job. Follow the message to cancel or resume your job.

10. **Start**

Starts the job.

11. **Interrupt**

Temporarily stops the current copy job to allow a priority job to be run.

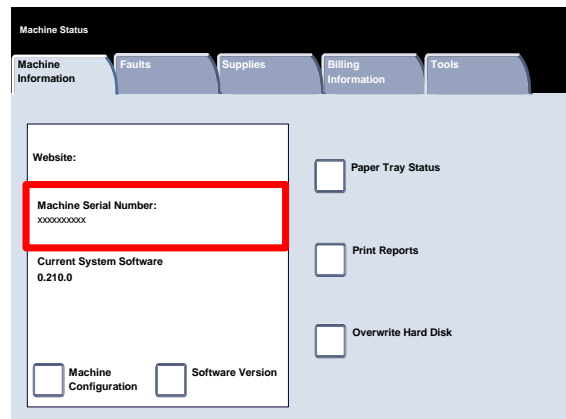
# Where to Find Help

# 2

## Xerox on the world wide web

For system support, user help, and service support, go to [www.xerox.com](http://www.xerox.com) and click on the **Contact Us** link for specific contact information/telephone numbers in your area.

It may be helpful to know your machine serial number when calling for support. The machine serial number is shown on the **Machine Information** tab.



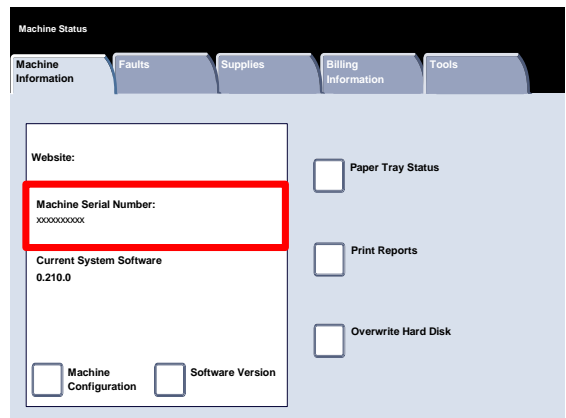
# Locating the Machine Serial Number

1. Press the **Machine Status** button on the control panel.



2. Touch the **Machine Information** tab.

3. The machine serial number is displayed.



You can also open the front doors of the machine to locate the serial number plate on the frame.

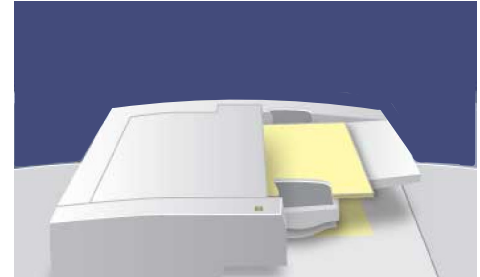


# Simple Copying

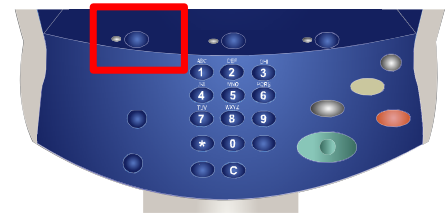
# 3

1. Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.

Slide the document guide against the edges of the documents.

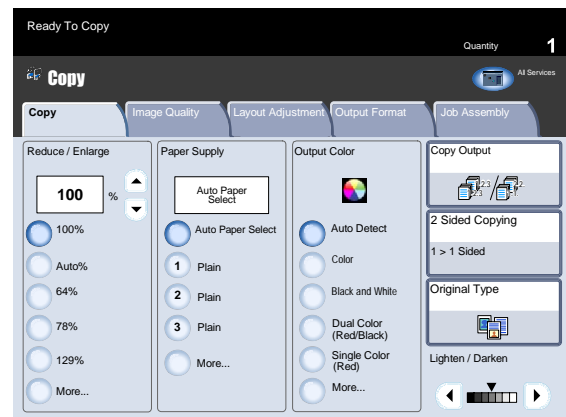


2. Press the **Services** button on the control panel.



3. Touch the **Copy** icon on the touch screen.

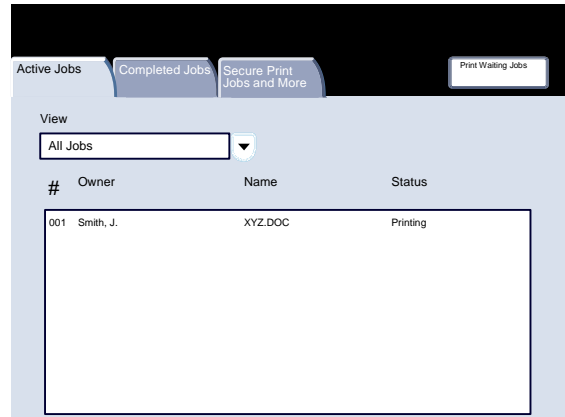
The features available on the **Copy** tab are the ones used most often. They allow you to program the standard features for a copy job. On touching the button for the required feature, the button changes to blue. If a **More...** button is selected additional options for that feature become available.



- 4. Select the number of copies you require on the keypad and then press the **Start** button.



- 5. Identify your job in the Queue.

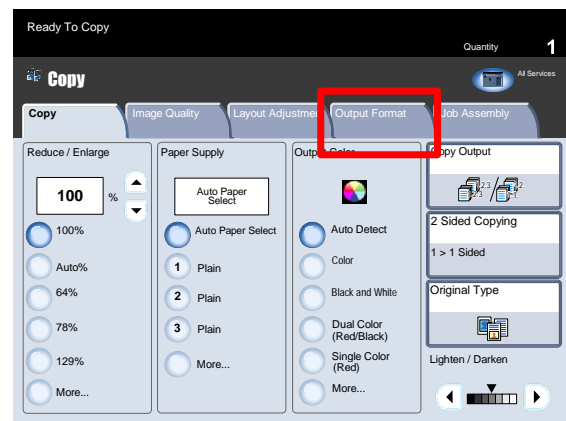


# Booklet Creation

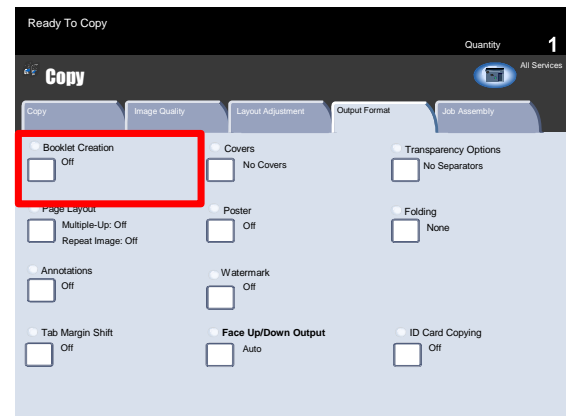
# 4

Booklet creation enables the production of booklets or multi-page copies from 1 or 2-sided originals. The machine will scan your originals and automatically reduce and arrange the images in the correct sequence on your selected copy paper so that a booklet is created when the copy set is folded in half.

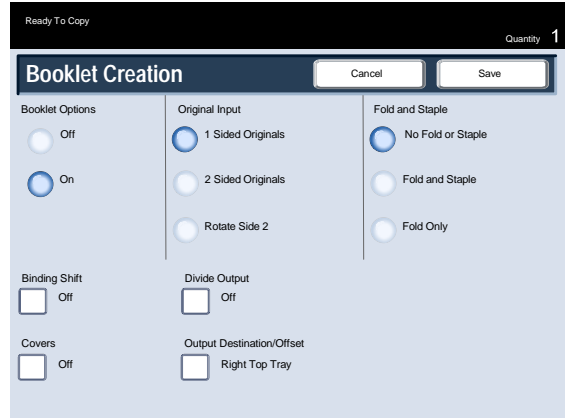
1. Select the **Output Format** tab.



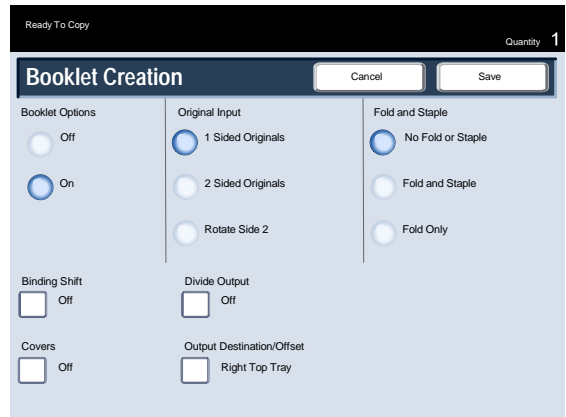
3. Select the **Booklet Creation** button.



3. Depending on your finisher, you may also have the option to choose from the following **Fold and Staple** selections:
- No Fold or Staple
  - Fold and Staple
  - Fold Only.



4. In addition to folding and stapling, you can also include a **Binding Shift**, or **Divide Output** (sub-dividing a large booklet into subsets) on the Booklet Creation screen.

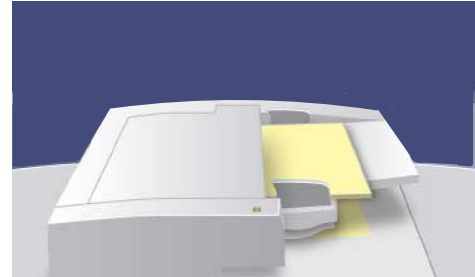


# Simple Network Scanning

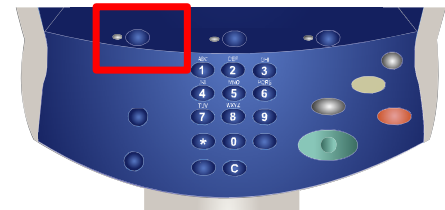
# 5

1. Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.

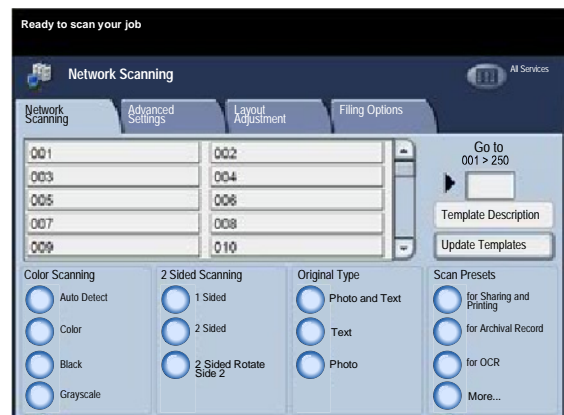
Slide the document guide against the edges of the documents.



2. Press the **Services** button. Touch the **All Services** icon, then touch the **Network Scanning** icon.



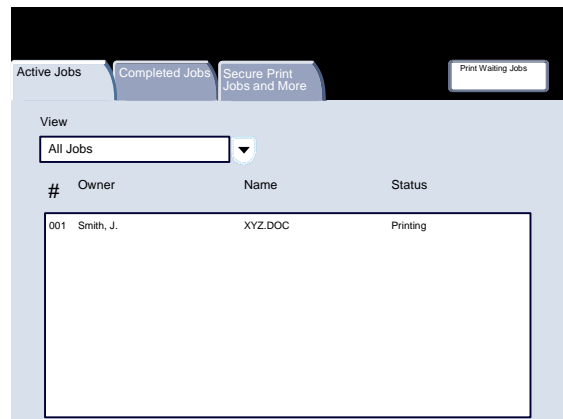
3. Select the template that contains the destination and other settings required for your scan job from the template list on the touch screen. Contact your system administrator if none of the templates have been set up. If you need to change the scan settings, follow the instructions provided in your optional **Network Controller documentation**.



- 4. Touch the **Start** button on the Control Panel.



- 5. Identify your job in the Queue.



# Using Separator Pages

# 6

When making a set of transparencies you can insert a divider between each transparency in order to make it easier to manage your presentation slides. This option is reached from the **Output Format** tab on the touch screen. Transparency Separators are not available if the **Auto Paper Supply** option is selected.

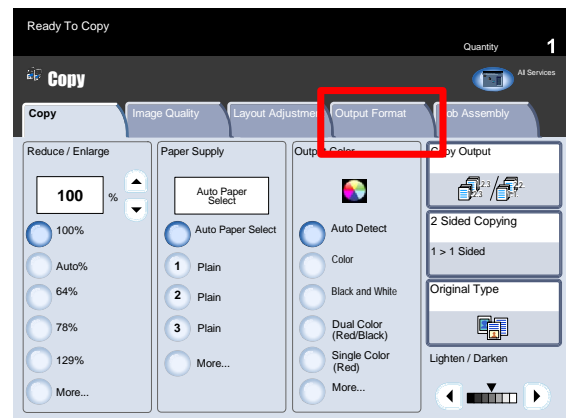
Follow the steps below to access and use this feature.

1. Press the **Services** button on the control panel.

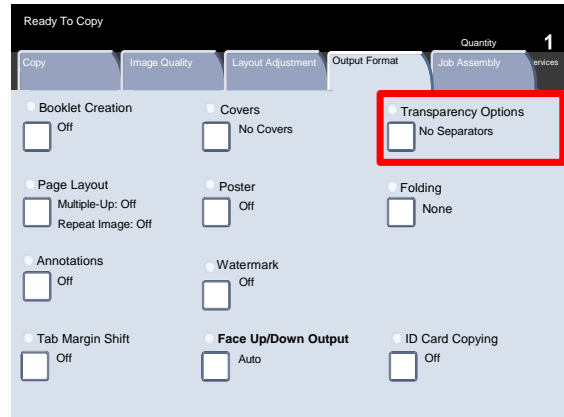


2. Touch the **Copy** icon on the touch screen.

3. Select the **Output Format** tab.

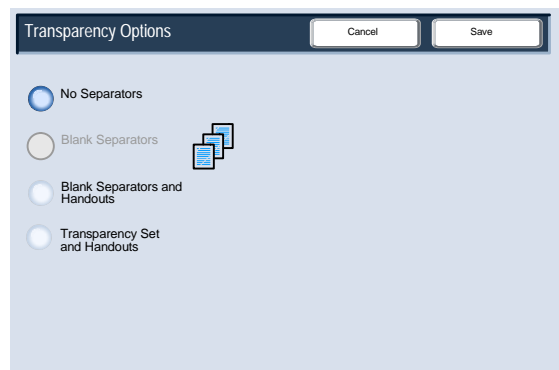


4. Touch the **Transparency Options** button.



When you select the **No Separators** option, your transparencies will be delivered to the output destination **without** a blank sheet of paper separating each transparency.

When you select the **Blank Separators** option, your transparencies will be delivered to the output destination **with** a blank sheet of paper separating each transparency.



The **Blank Separators and Handouts** option will insert a blank sheet of paper between each printed transparency. In addition, a distribution set of copies will also be printed on the stock you specify using the **Paper Tray Settings** button.

When you select the **Transparency Set and Handouts** option, the transparencies will be produced without separators. However, a distribution set of copies will be printed on the stock you specify using the **Paper Tray Settings** button.

5. Touch **Save**.



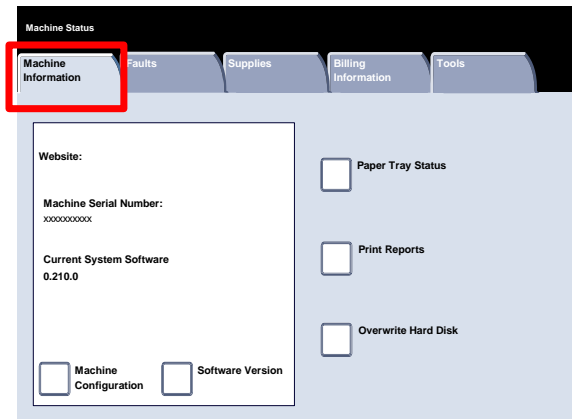
# Reports

# 7

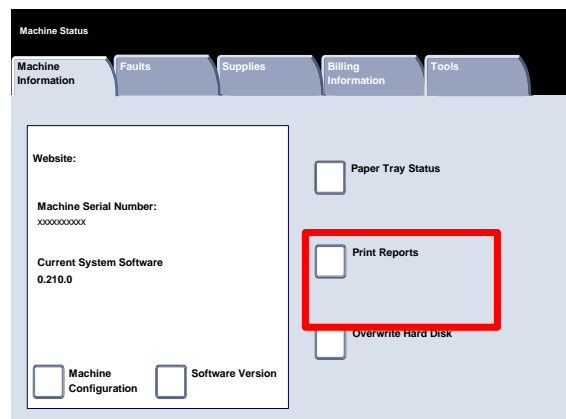
1. Press the **Machine Status** button on the control panel.



2. Touch the **Machine Information** tab.



3. Touch the **Print Reports** button.



An example of a typical **Print Reports** screen is shown here.

To print any of the reports shown, simply touch the corresponding report button on the touch screen, then press the **Start** button on the control panel.



#### Note

The reports available will differ depending on your machine configuration.

# Billing Meters

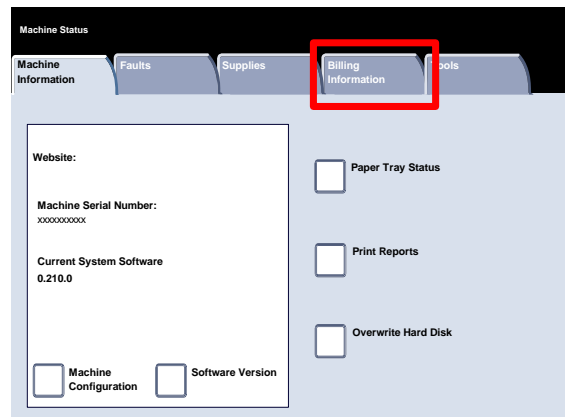
# 8

The **Billing Meters** feature provides access to machine usage and billing information. The meters vary depending on your machine configuration and setup.

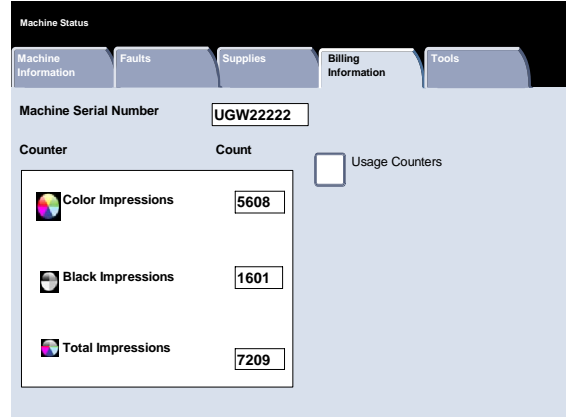
1. Press the **Machine Status** button on the control panel.



2. Touch the **Billing Information** tab.



The Billing Meters information is shown here. Customers can view the various billing meters, and machine serial number for tracking purposes.



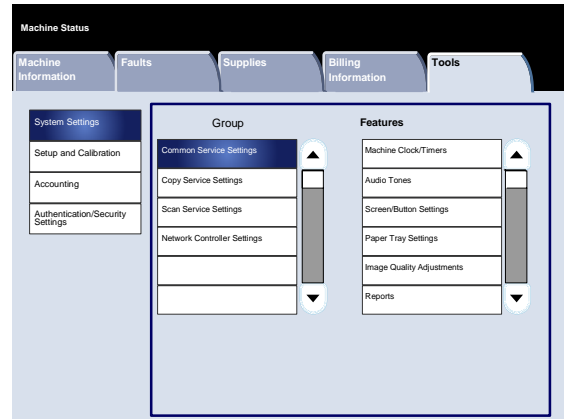
# System Administrator Menu Overview

# 9

The system administrator tools enable the system administrator to set-up, customise and maintain the machine. Some of the settings in this function are critical to the operation of the machine so the screens are password protected so that they cannot be accidentally changed or corrupted.

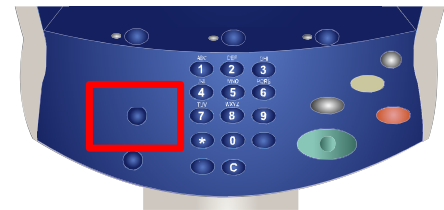
Use these tools to:

- Set-up the initial settings and system configuration
- Change the factory settings or defaults.
- Perform basic maintenance tasks.
- Perform a variety of system tests.



The next few screens briefly explain the function of each tool or set of tools.

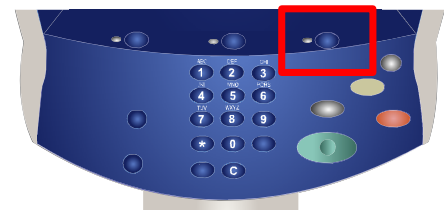
1. Press the **Log In/Out** button on the control panel.



2. Enter the **System Administrator's Login ID** in the field provided.

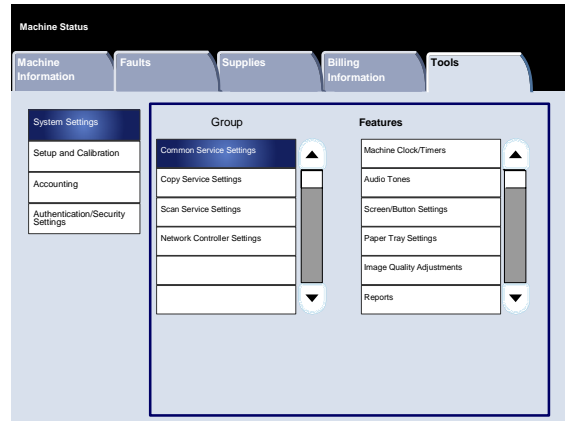
3. Touch **Enter** on the touch screen.

4. Press the **Machine Status** button on the control panel.

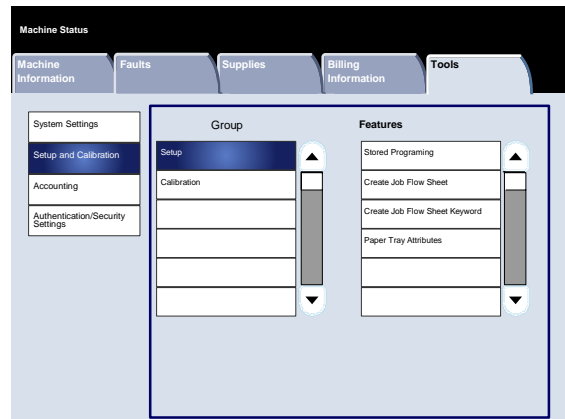


5. Touch the **Tools** tab.

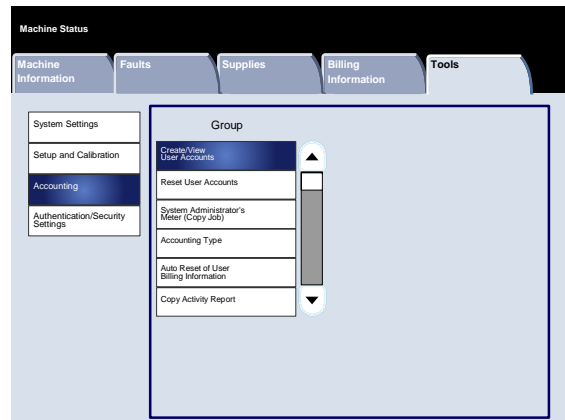
The **System Settings** menu allows administrators to access submenus for **Common Settings**, **Copy Mode Settings**, **Scan Mode Settings**, and **Network Controller Settings**.



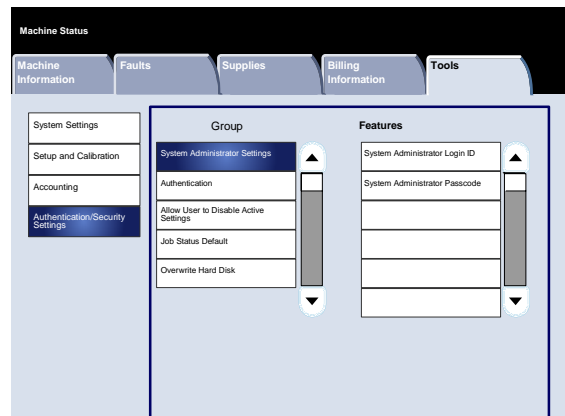
The **Setup and Calibration** menu allows administrators to access settings for **Stored Programming**, **Job Flow Sheets**, and **Paper Tray Attributes**. This screen also provides access to a calibration tool for optimizing the quality of copy and print jobs.



The **Accounting** menu allows you to set restrictions on users using specific machine features, or set restrictions on individual users.



The **Authentication/Security Settings** menu allows you to set the system administrator ID and system administrator password used to enter System Administration mode.



# Loading Paper and Media

# 10

Trays 1, 2, and 3 can take 550 sheets of 20lb. from 8.5"x5.5" to 11"x17" paper in a variety of different media stock.

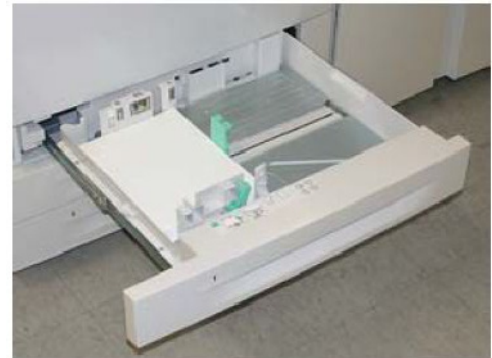


The following procedure shows you how to load Tray 1 with 8.5"x11" paper.

## CAUTION

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

1. Open the paper tray.
2. Fan the sheets before loading them into the tray. Register the stack of paper or media against the right side of the tray. The paper or media must not be loaded above the maximum fill line.

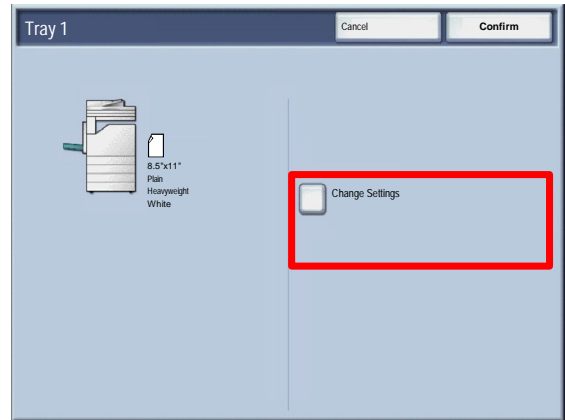


3. The paper guides in the trays must be adjusted so that they touch the stock.
4. To position the right side guide, squeeze the clamp mechanism and slide the guide to touch the edge of the stock.
5. To position the front and rear guides, squeeze the clamp mechanism and slide the guide to touch the edge of the stock.

Whenever you change paper in a paper tray, you will need to change the paper type and paper size values on the **Paper Tray Settings** screen.

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

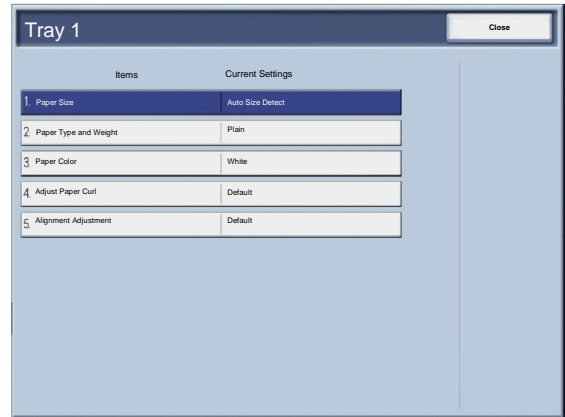
- 6. Select the **Change Settings** button.



The **Paper Size** options allow you to specify the size of the paper you load into the paper tray.

The **Auto Size Detect** option allows standard sized paper loaded in the trays to be automatically detected by the machine.

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.

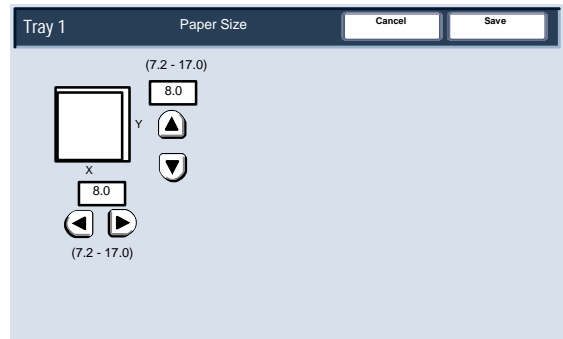


- 7. Select the Paper Size and select the Custom Size button.



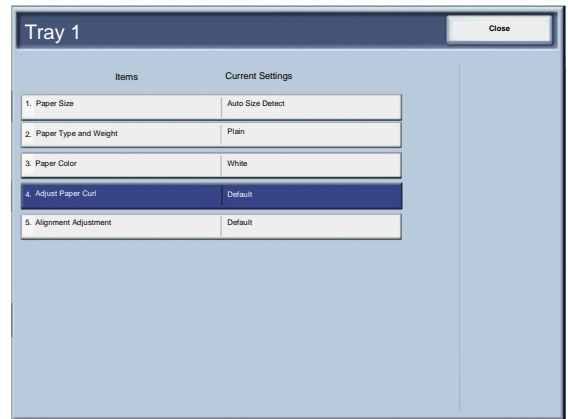


The Custom Size screen allows you to specify the exact size of the paper you load into the paper tray. You can use the arrow buttons on the touch screen to change the X and Y dimension values for the paper you load. After you have changed your Paper Size information, touch the Save button.



The Adjust Paper Decurler feature allows you to set the decurler values to the following:

- Default
- Type A
- Type B
- Type C





# Replacing the Toner Cartridges

11

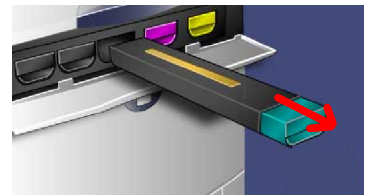
1. Replace the toner cartridge while the machine is on. Open the toner cover, located just above the machine front door.



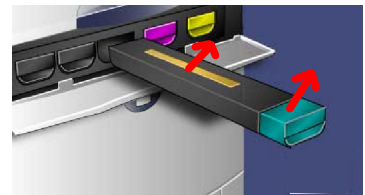
## WARNING

Before you begin the procedure, ensure that the machine has been allowed to cool down. Failure to do so may result in burns if certain parts of the machine are touched.

2. Lay paper on the floor before removing the cartridge. This will allow any excess toner to fall on the paper. Hold the handle of the color indicated in the message, and gently pull it out.



3. Remove the toner cartridge by holding the handle on the top of the cartridge while gently pulling it straight out. Be careful to not get toner on clothing.

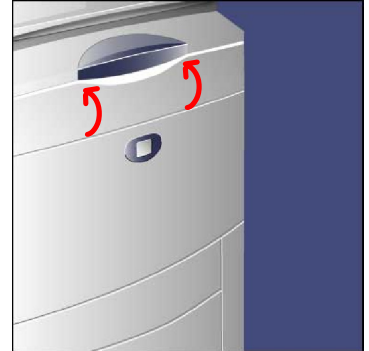
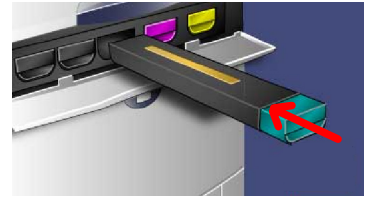


4. Dispose the toner cartridge as normal office waste or recycle the cartridge.
5. Remove the new toner cartridge from its packaging.
6. Gently tilt the new cartridge up and down, and then left and right to redistribute the toner.

## Replacing the Toner Cartridges

7. Install the toner cartridge by aligning the arrows on the cartridge evenly with the printer until you hear a click.
8. Close the Front Door. If the door will not close completely, make sure the cartridge is in the lock position and the toner cartridge is installed into the appropriate toner location.

Xerox 700 Digital Color Press



### CAUTION

Never use a vacuum cleaner when you clean spilled toner. It can cause explosion as the toner fills the vacuum cleaner and gets sparks. Use a broom or a cloth moistened with a neutral detergent.





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