



XEROX®

DocuColor 240 / 250

Quick Start Guide



701P43923
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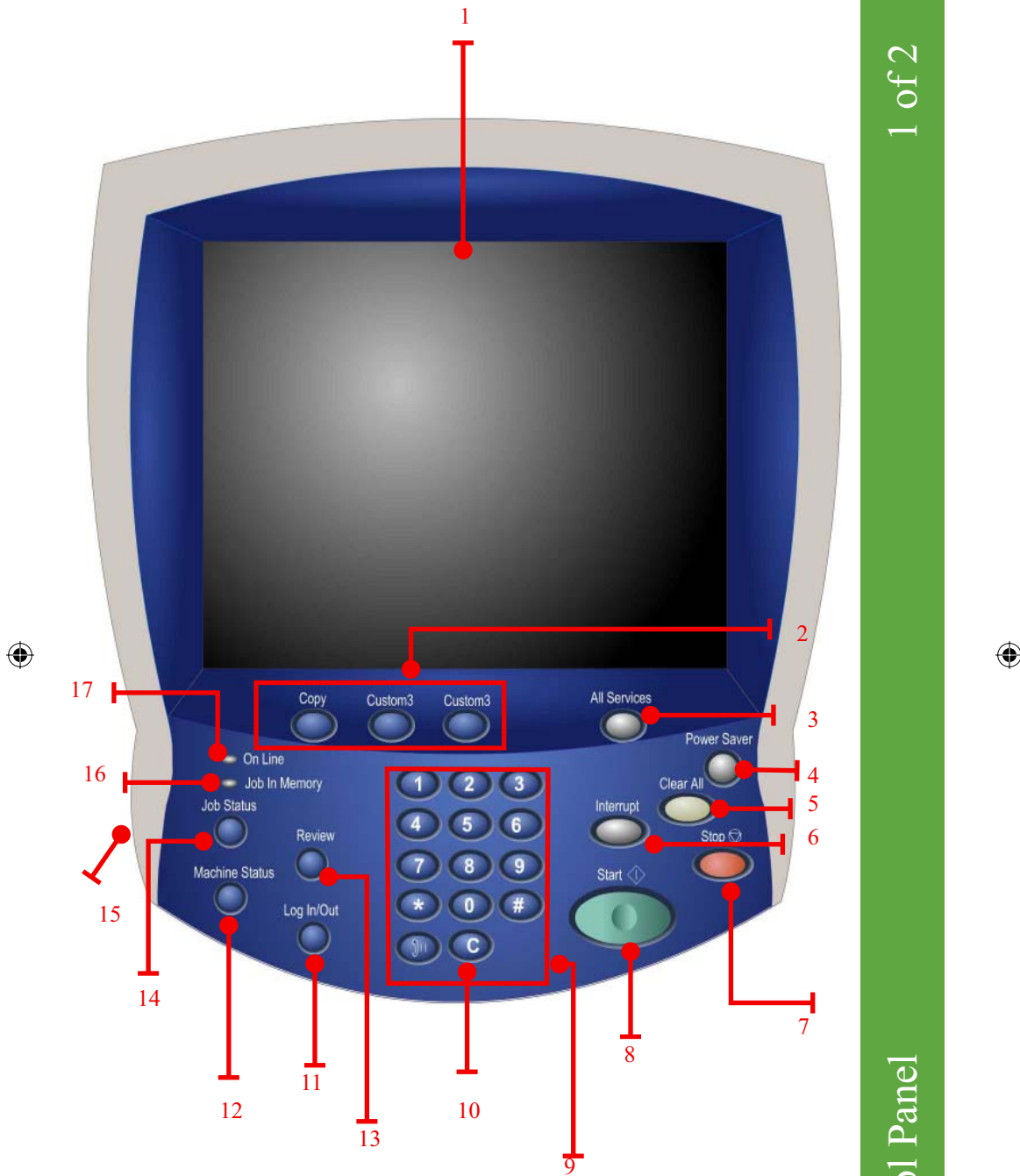
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Note:

BLUE title is for IT administrator type personnel, GREEN for end users and RED means machine needs attention.

Depending on the configuration of the DocuColor 240 / 250, some User Interface screens may vary.





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Control Panel





No.	Component	Function
1	Touch Screen	This display displays messages required for operation and buttons for various features. You can directly touch the touch screen to instruct operations in screens and set features.
2	<Copy> <Custom 2> <Custom 3>	Used to call a custom feature.
3	<All Services>	Used to display the [All Services] screen. In text descriptions, this button is indicated as the <All Services> button. You can change the features that appear in the [All Services] screen.
4	<Power Saver>	If the machine is not operated for a while, the machine's power consumption is lowered to enter the Power Saver mode. In the Power Saver mode, this button is lit. To cancel the Power Saver mode, press this button again. In text descriptions, this button is indicated as the <Power Saver> button.
5	<Clear All>	Returns the statuses of all displayed services to their default values. The machine will be reset to the state after it is turned on. In text descriptions, these buttons are indicated as the <Clear All> button.
6	<Interrupt>	Select this button to temporarily stop a continuous copy job or printing to give another job higher priority. During an interrupt, the Interrupt indicator is lit. Pressing the Interrupt button again cancels the interrupt and the previous operation is resumed. In text descriptions, this button is indicated as the <Interrupt> button.
7	<Stop>	Press this button to stop the current copy job or communications. In text descriptions, this button is indicated as the <Stop> button.
8	<Start>	Press this button to start copying or scanning. In text descriptions, this button is indicated as the <Start> button.
9	Numeric keypad	Press these buttons to enter the number of copies, passwords and other numerical values. In text descriptions, these buttons are indicated as the "numeric keypad".
10	<C> (Clear)	Press this button if you have entered a wrong numerical value with the numeric keypad. In text descriptions, this button is indicated as the <C> button.
11	<Log In/Out>	When this button is pressed, if in System Administration mode, or Login Setup/Auditron Administration is in effect, the UserID input screen is displayed. In text descriptions, this button is indicated as the <Log In/Out> button.
12	<Machine Status>	Pressing this button allows you to confirm the machine status, meters and the state of consumables, and print reports. In text descriptions, this button is indicated as the <Machine Status>button.
13	<Review>	Press this button to open the Review screen. In this screen, you can check a list of the status of copy and scan features whose settings have changed from the defaults. You can also check the destination information for sending e-mail. In text descriptions, these buttons are indicated as the <Review> button.
14	<Job Status>	Pressing this button allows you to confirm or cancel currently executing or completed jobs, or to confirm or print saved documents. In text descriptions, this button is indicated as the <Job Status> button.
15	Brightness dial	Adjusts the brightness of the touch screen. Use this dial to adjust the brightness of touch screen when it is too dark to read.
16	<Job in Memory> indicator	This indicator lights when data is stored in the machine's memory.
17	<Online> indicator	This indicator lights when data is being transmitted from this machine or received from a client.



Fig. 1
Press **All Services**.

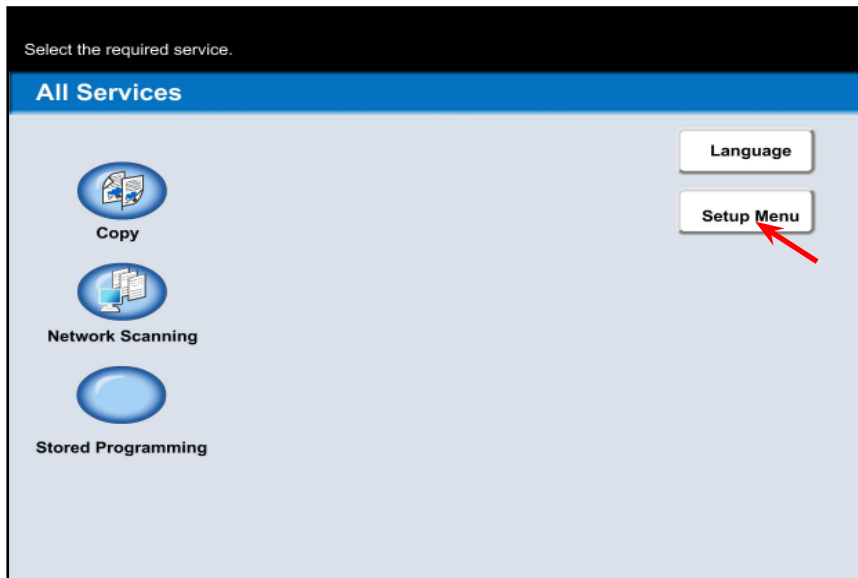


Fig. 2
Press **Setup Menu**.





Fig. 3
Press **Paper Tray Attributes**.

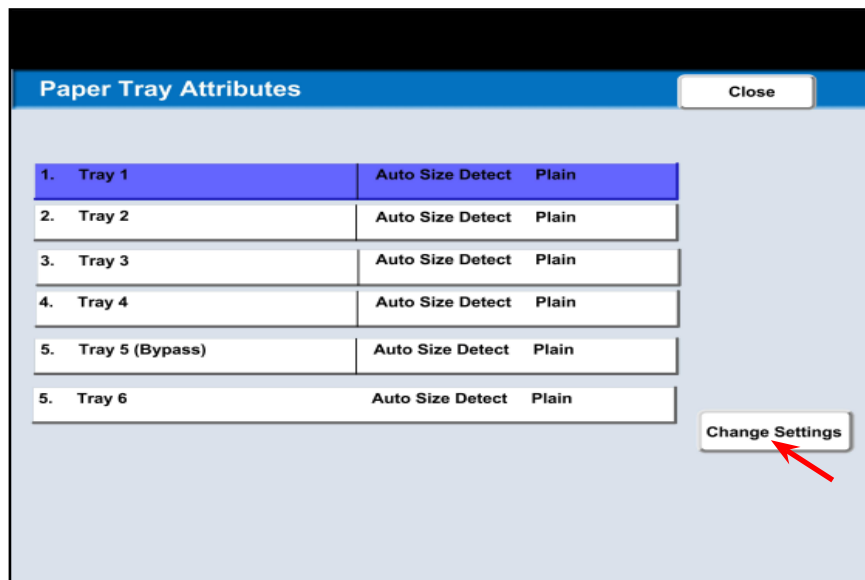


Fig. 4
Select **1. Tray 1**. Press **Change Settings**.



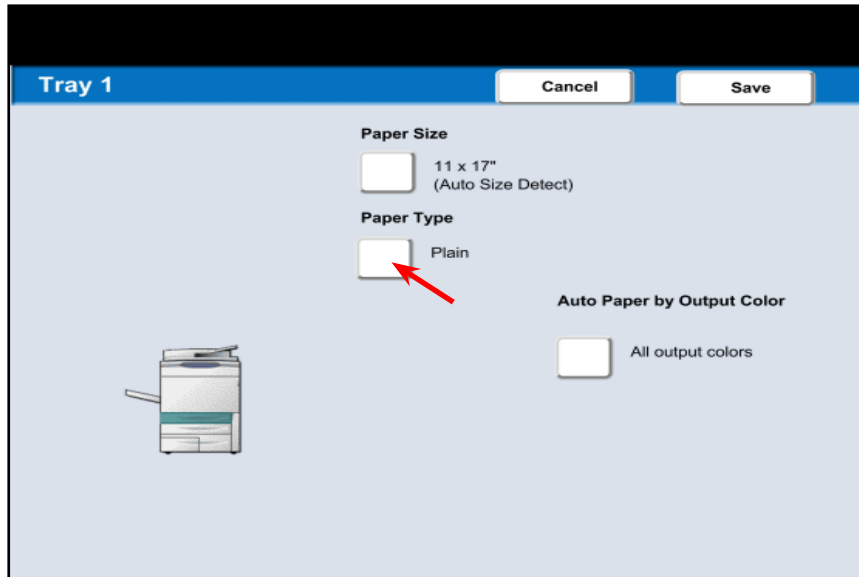


Fig. 5
Press **Paper Type**.

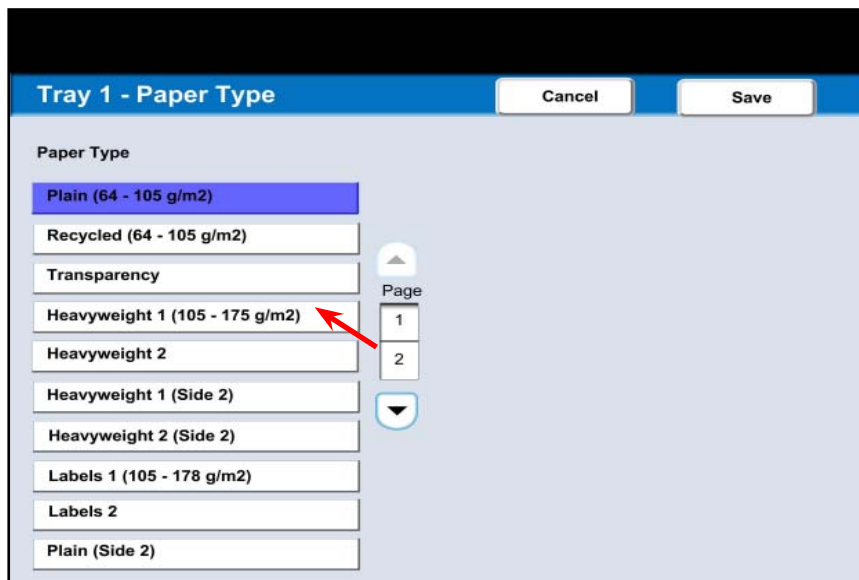


Fig. 6
Select **Heavyweight 1**.



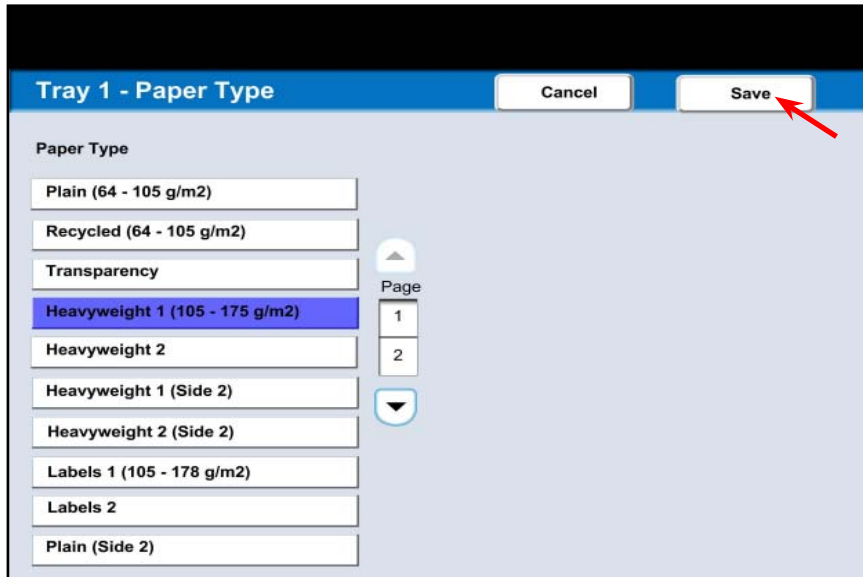


Fig. 7
Press **Save**.

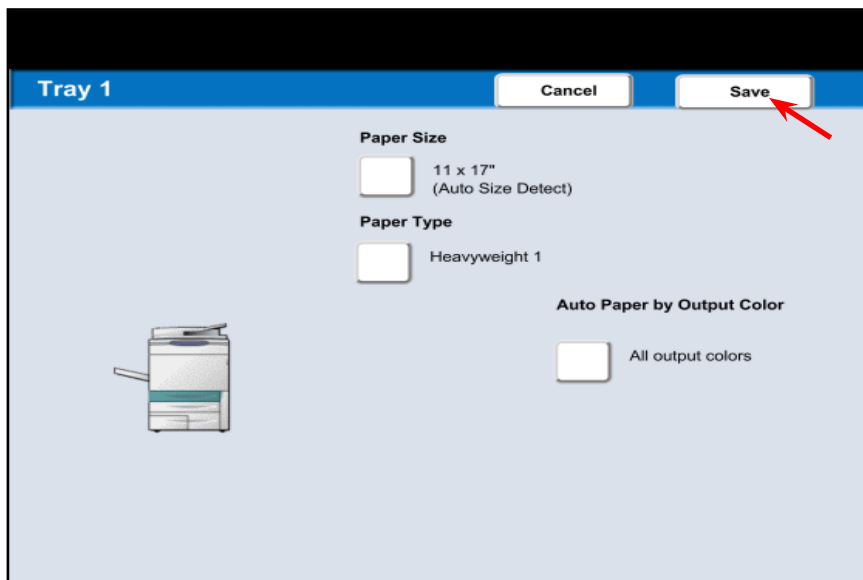


Fig. 8
Press **Save**.

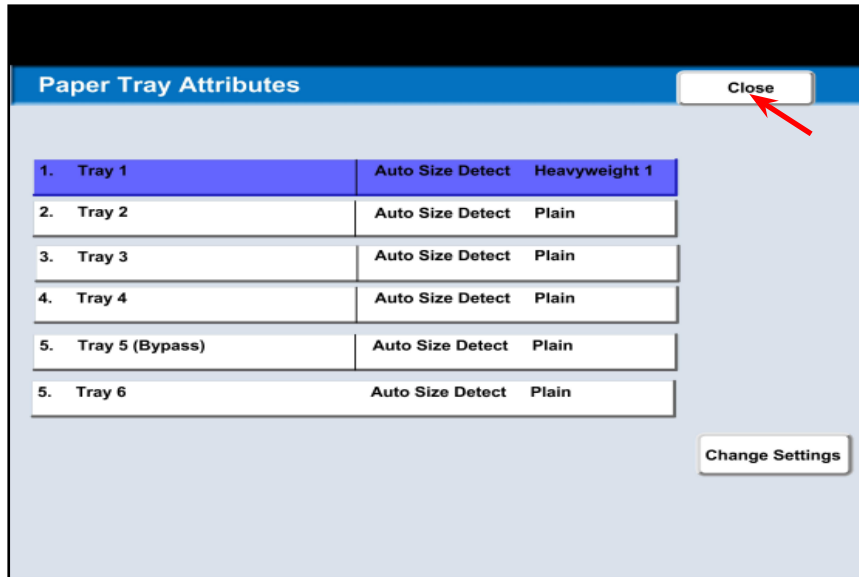


Fig. 9
Press **Close**.

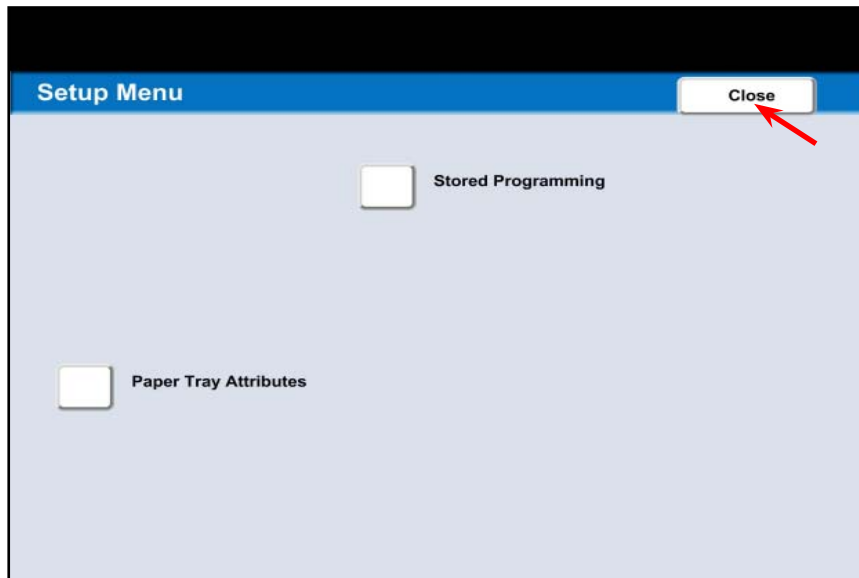


Fig. 10
Press **Close**.



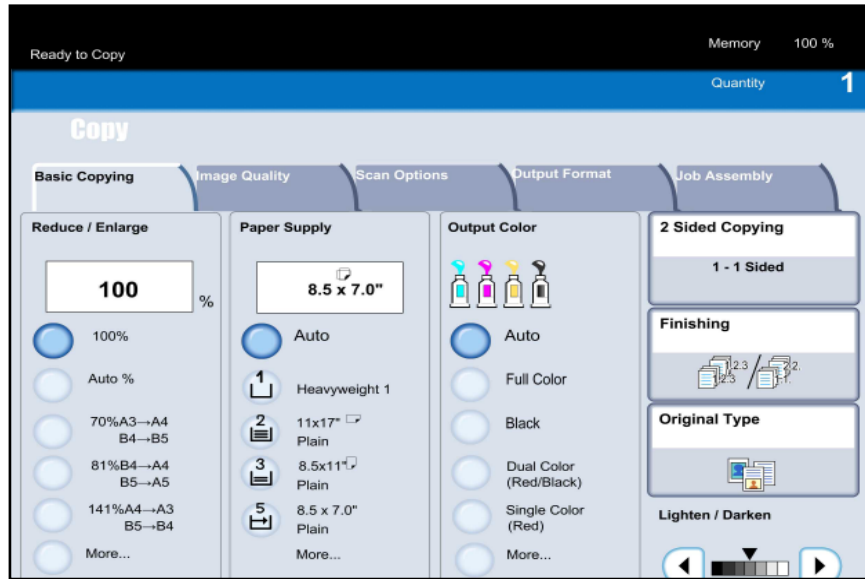


Fig. 11
The selected changes have been made.



Fig. 1
Place documents on the Automatic Document Feeder.

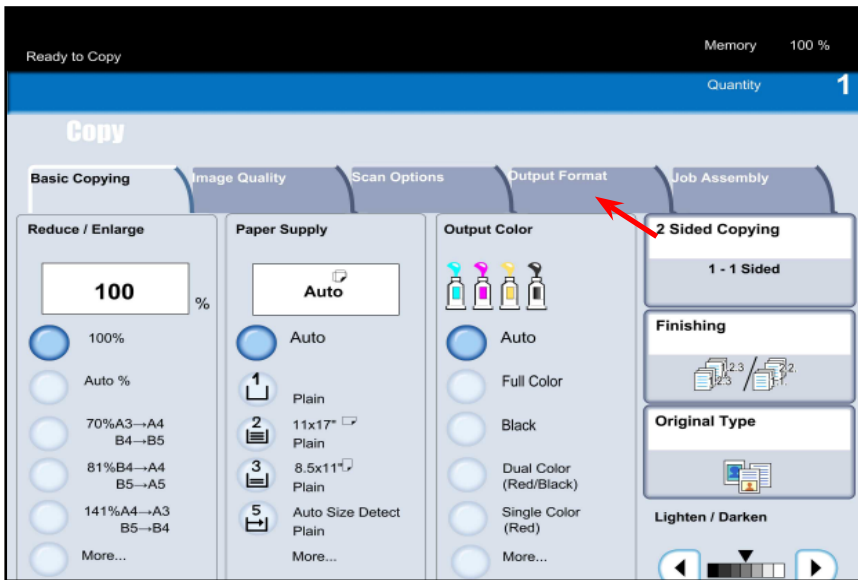


Fig. 2
Press **Output Format**.





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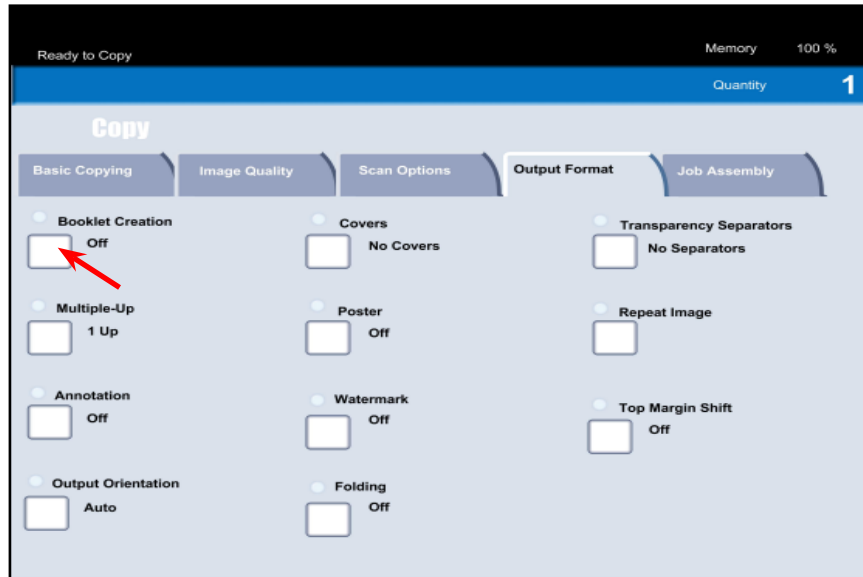


Fig. 3
Select **Booklet Creation**.

Booklet Creation for Copy

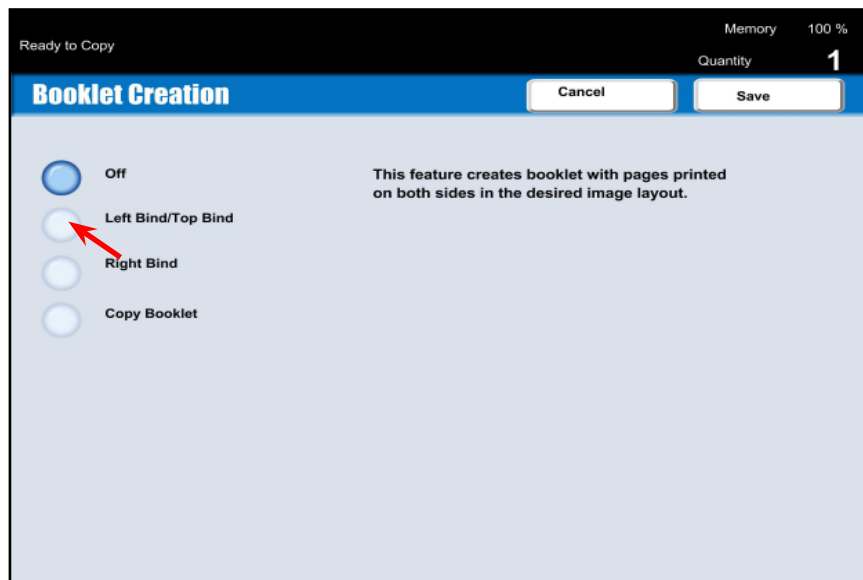


Fig. 4
Select **Left Bind/Top Bind**.



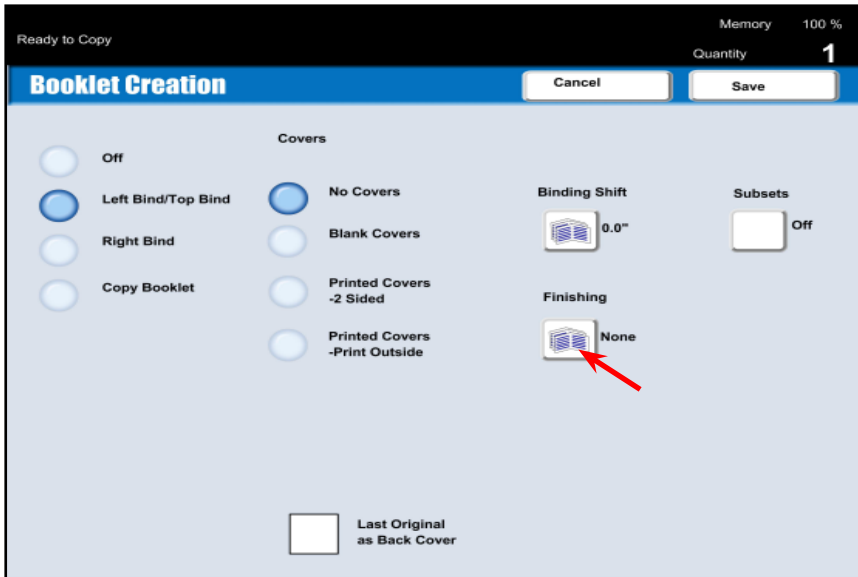


Fig. 5
Select **Finishing**.

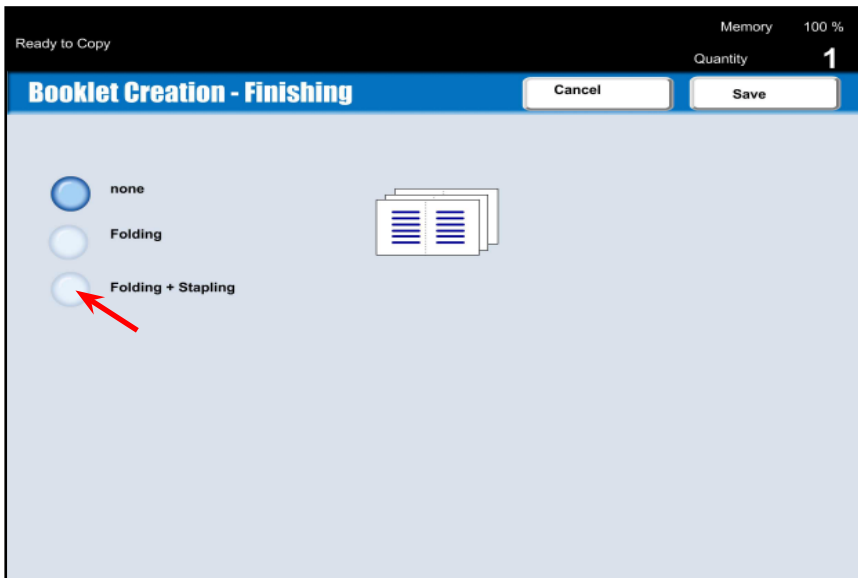


Fig. 6
Select **Folding + Stapling**.



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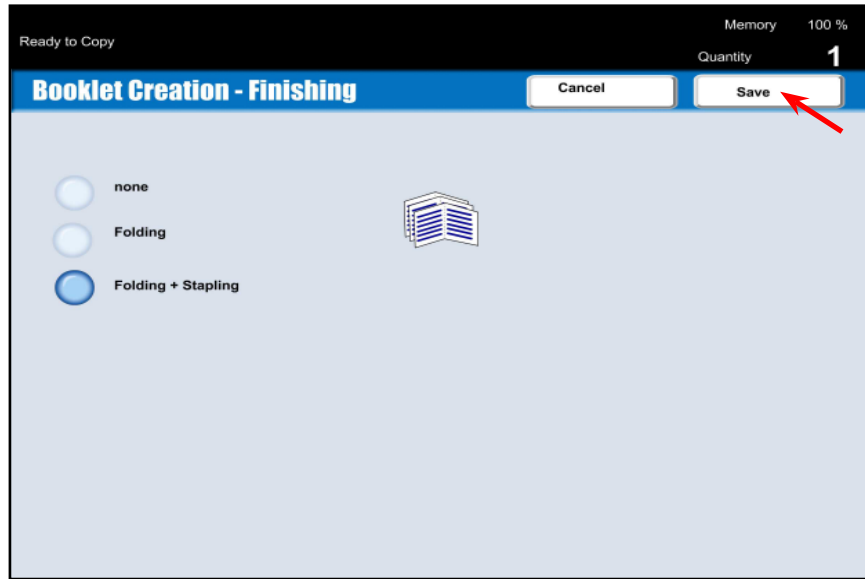


Fig. 7
Press **Save**.

Booklet Creation for Copy

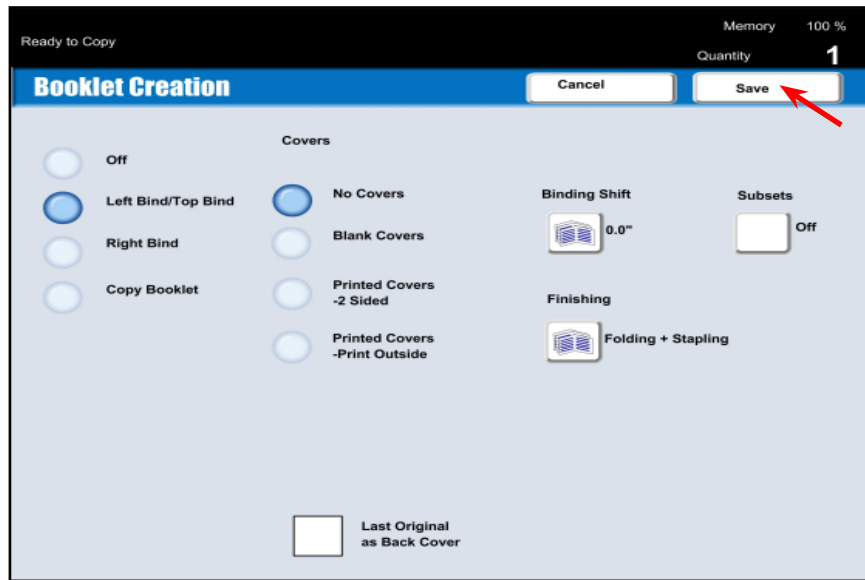


Fig. 8
Press **Save**.





Fig. 9
Press **Start**.



Fig. 10
Output will be printed.





Fig. 11
Sample of finished booklet.



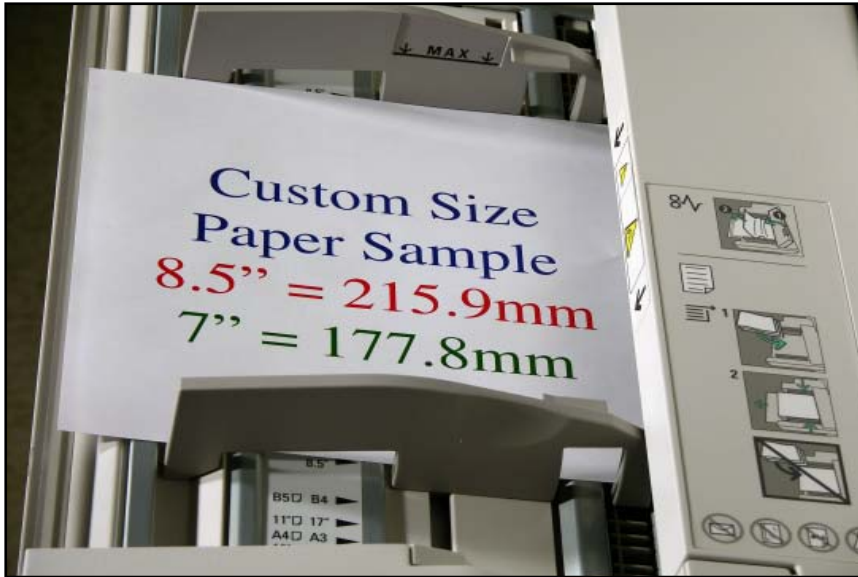


Fig. 1
Place paper in the bypass tray.

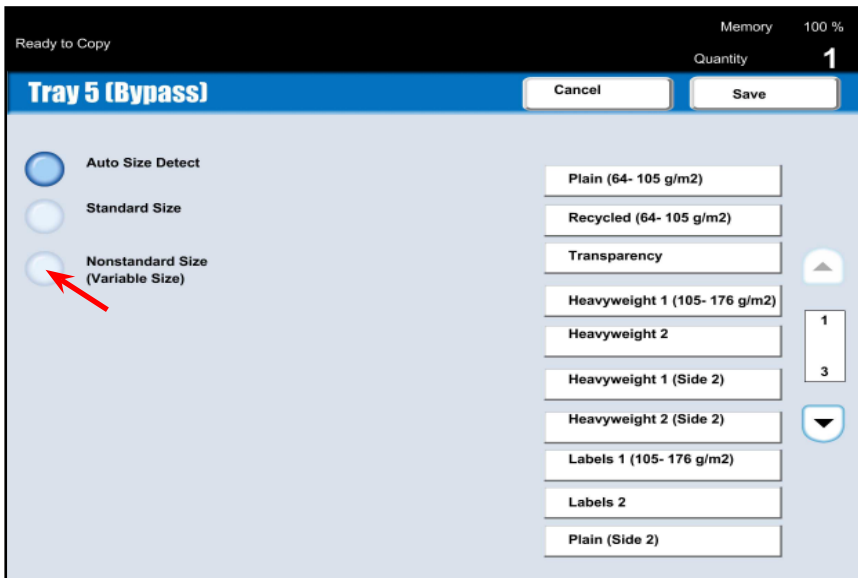


Fig. 2
Press **Nonstandard Size**.



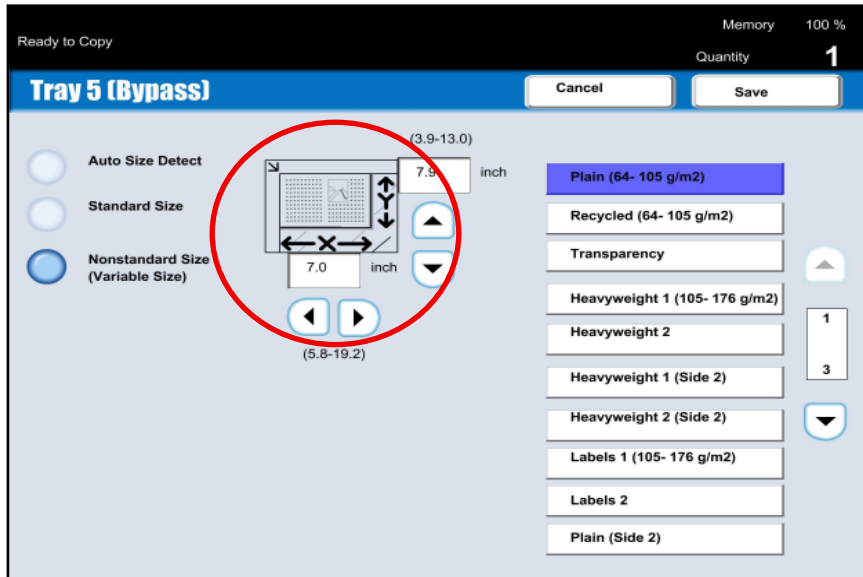


Fig. 3
Enter nonstandard size.

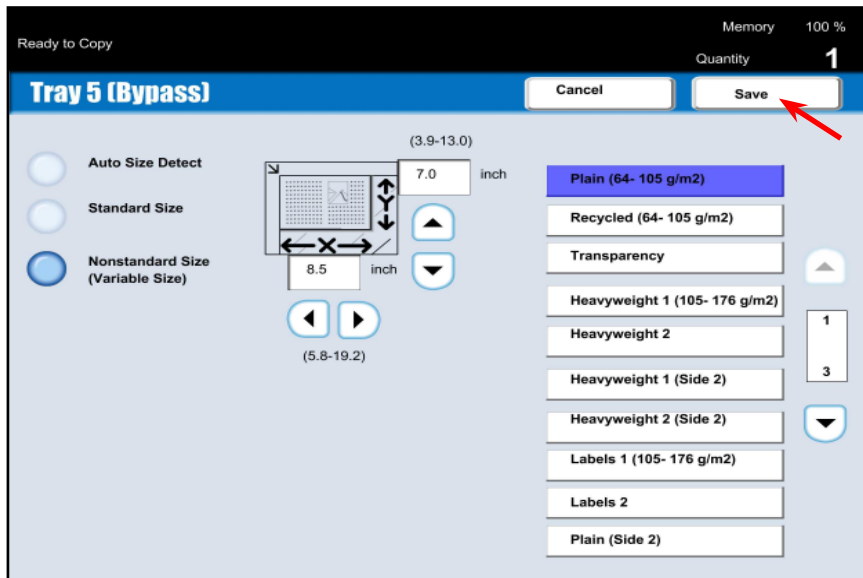
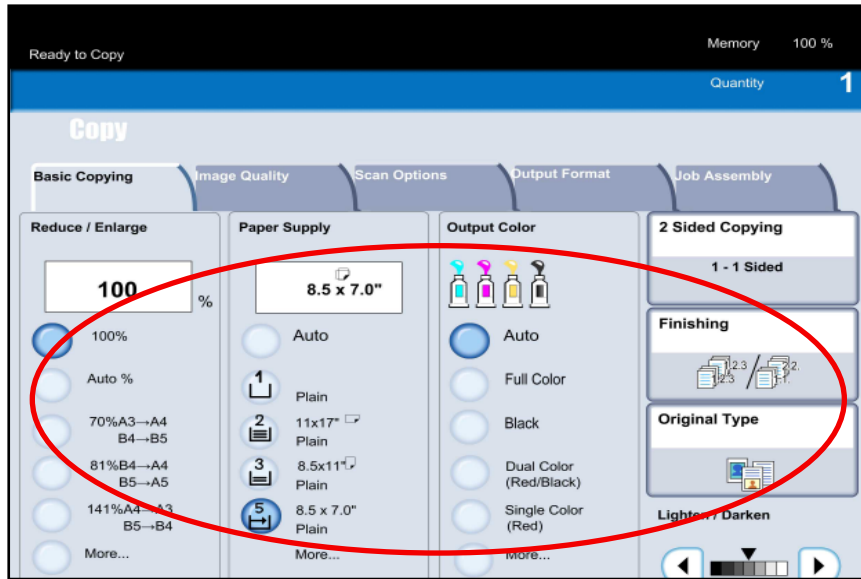


Fig. 4
Press **Save**.



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Fig. 5
Make other required selections for this job.

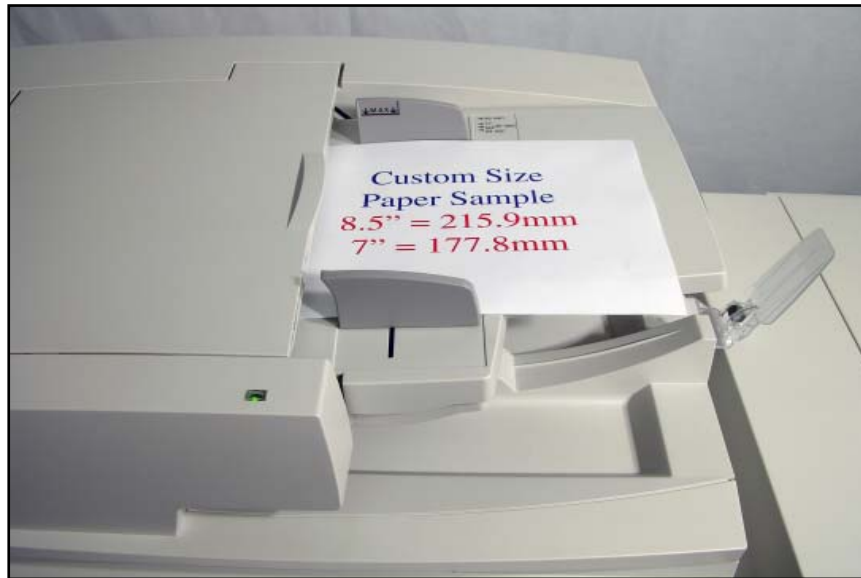


Fig. 6
Place document(s) on the Document Feeder or Document Glass.

Custom Paper Size for Copy





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Fig. 7
Press **Start**.

Custom Paper Size for Copy



Fig. 1
Using both hands gently open the front cover.

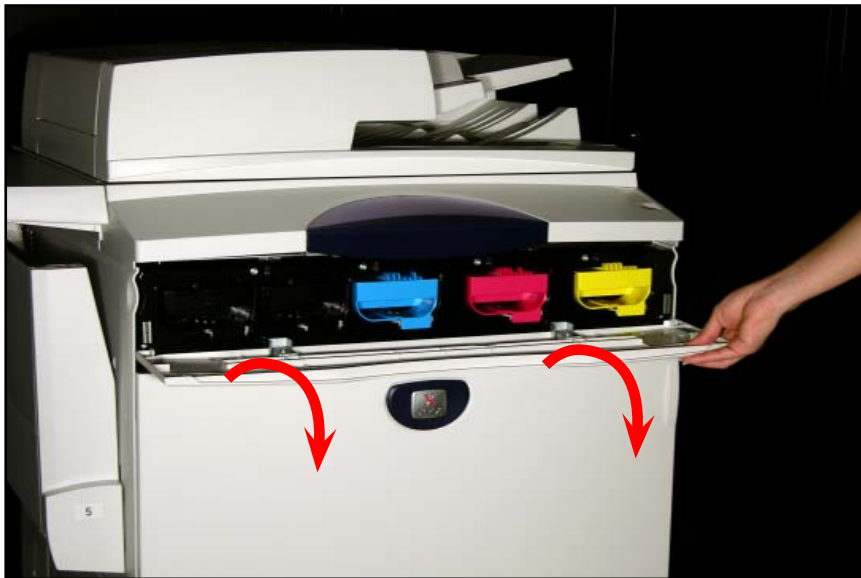


Fig. 2
Select the toner cartridge that needs to be replaced.

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Replacing Toner Cartridge



2 of 4



Fig. 3
Pull the toner cartridge indicated in the message on the display out.

Note: “Y” stands for Yellow, “M” for Magenta, “C” for Cyan, and “K” for Black.



Fig. 4
Lightly shake the “new” toner cartridge three or four times up and down and to the left and right.

Replacing Toner Cartridge





Fig. 5
Insert the toner cartridge as far as possible.



Fig. 6
Be sure the toner cartridge is seated properly.

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Replacing Toner Cartridge





Fig. 7
Close the front cover.

Type of Consumable/Periodical Replacement Part	Part Number
Black Toner [K] (Western Hemisphere)	006R01219
Yellow Toner [Y] (Western Hemisphere)	006R01220
Magenta Toner [M] (Western Hemisphere)	006R01221
Cyan Toner [C] (Western Hemisphere)	006R01222
Black Toner [K] (Eastern Hemisphere)	006R01223
Yellow Toner [Y] (Eastern Hemisphere)	006R01224
Magenta Toner [M] (Eastern Hemisphere)	006R01225
Cyan Toner [C] (Eastern Hemisphere)	006R01226
Drum Cartridge (Black)	013R00602
Drum Cartridge (Color)	013R00603
Fuser 120V	008R12988
Fuser 220V	008R12989
Waste Toner Container	008R12990
Charge Corotron	013R00604
Staple Refills for Advanced Finisher	008R12941
Staple Cartridge for Advanced Finisher	008R12964
Staple Cartridge for Professional Finisher	008R12925



Fig. 1
Press **Log in/Out**.

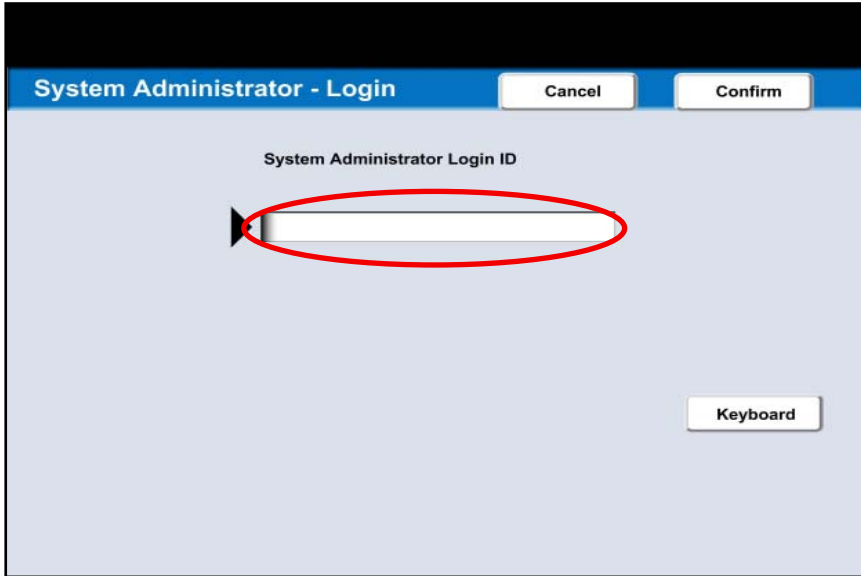


Fig. 2
Enter Password.

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Auditron Setting for Copy

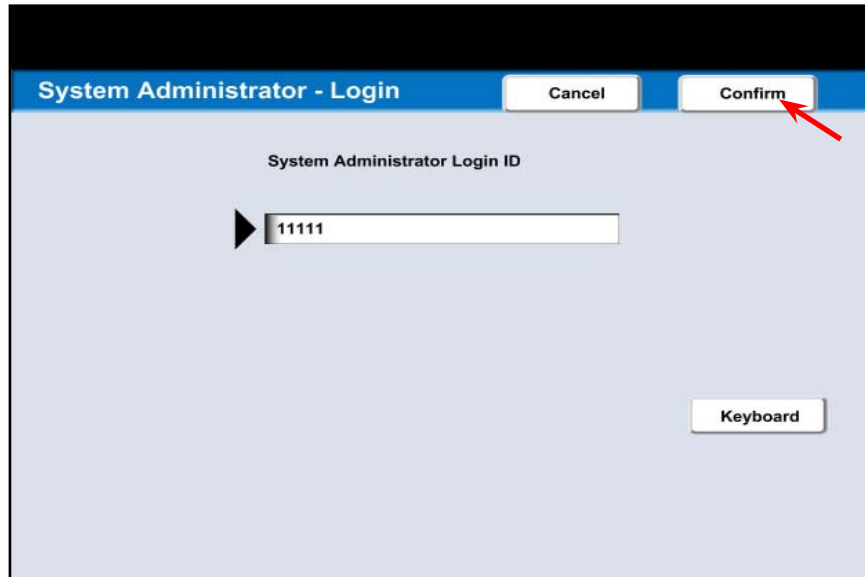


Fig. 3
Press **Confirm**.

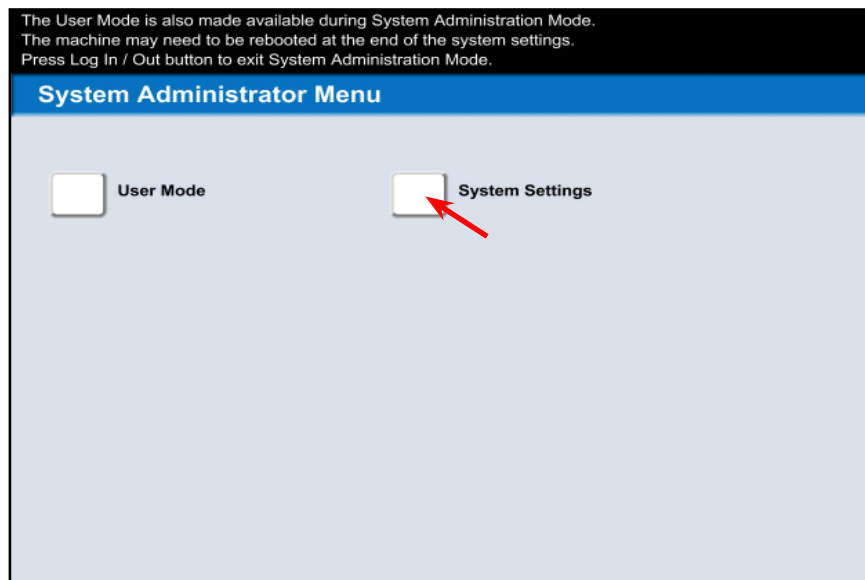


Fig. 4
Press **System Settings**.

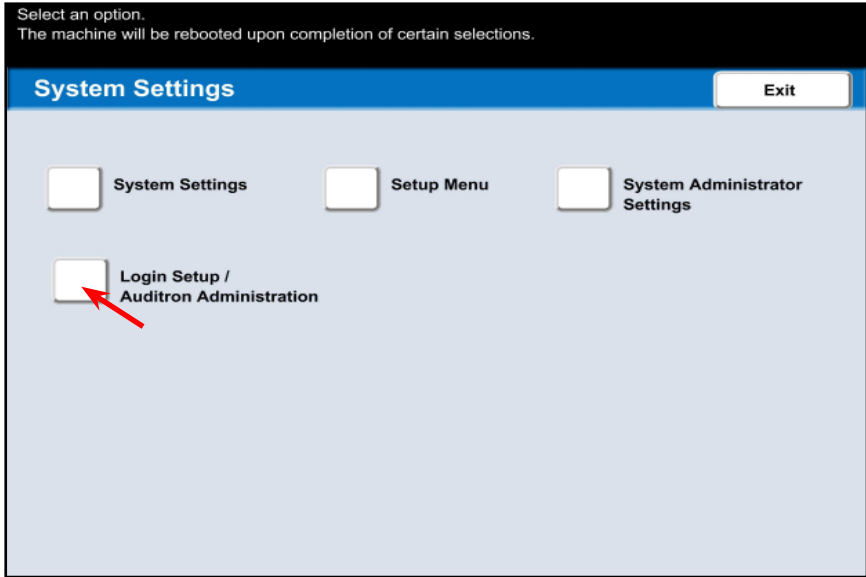


Fig. 5
Press **Login Setup / Auditron Administration**.

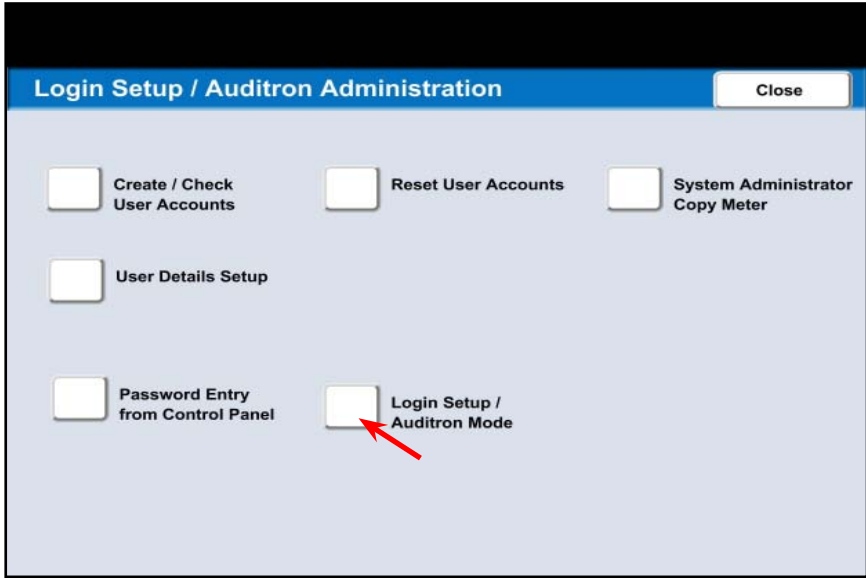


Fig. 6
Press **Login Setup / Auditron Mode**.

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Auditron Setting for Copy

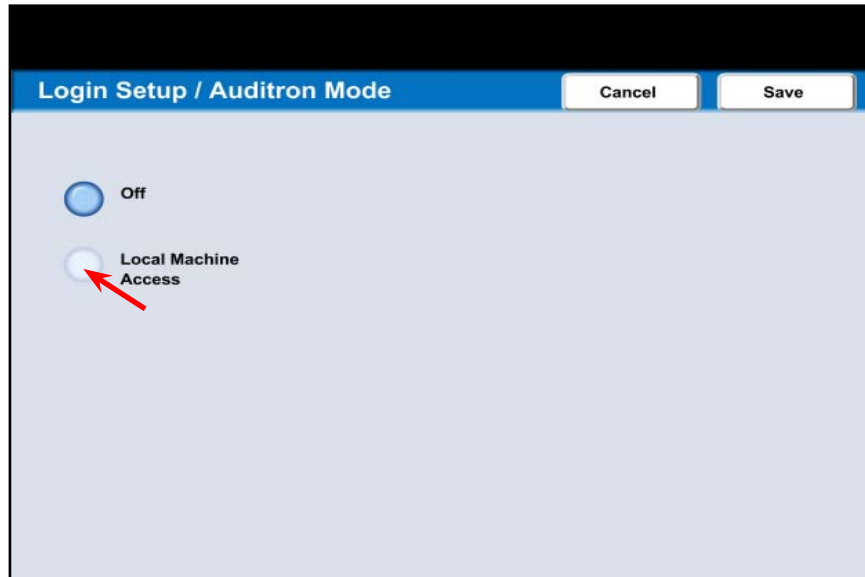


Fig. 7
Press **Local Machine Access**.

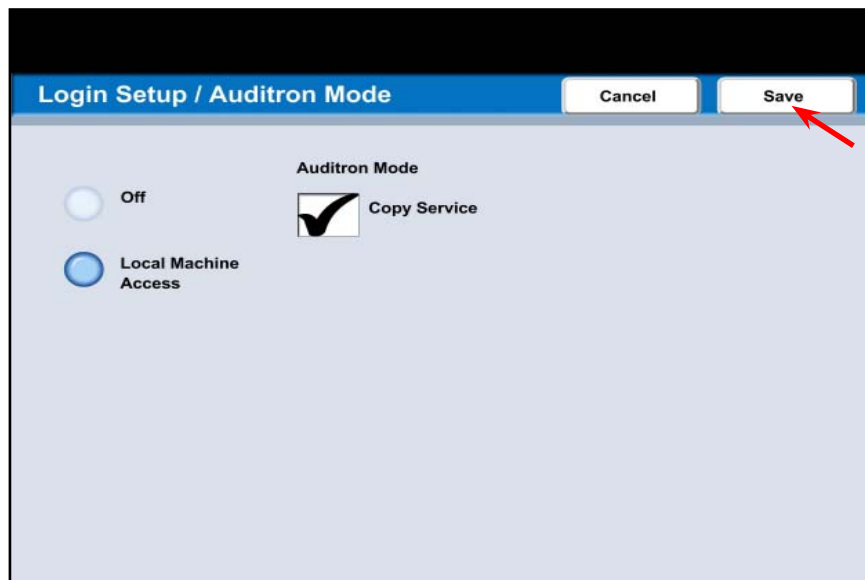


Fig. 8
Press **Save**.

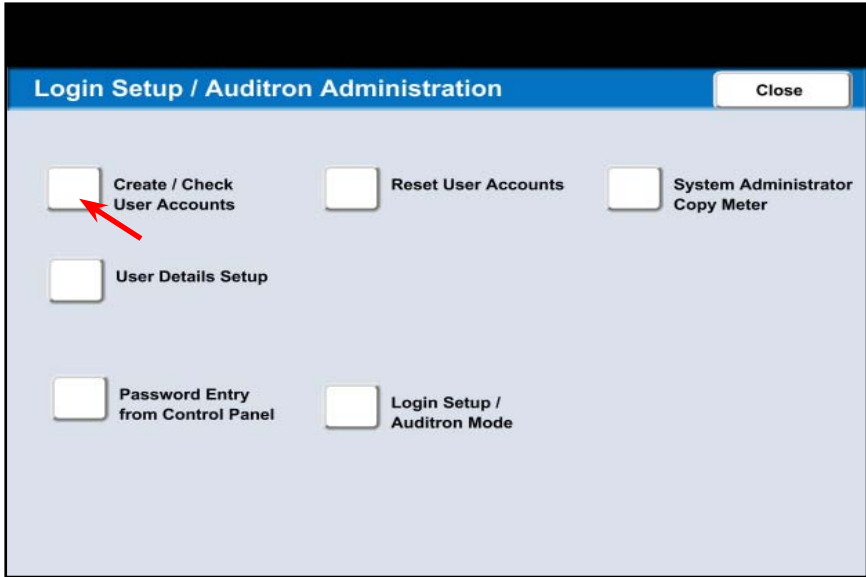


Fig. 9
Press **Create / Check User Accounts**.

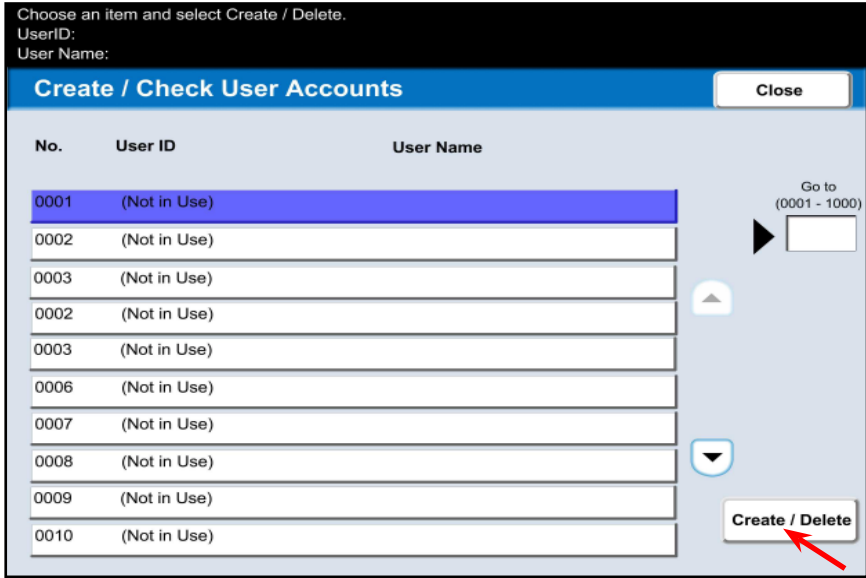


Fig. 10
Select 0001 (Not in use). Press **Create / Delete**.

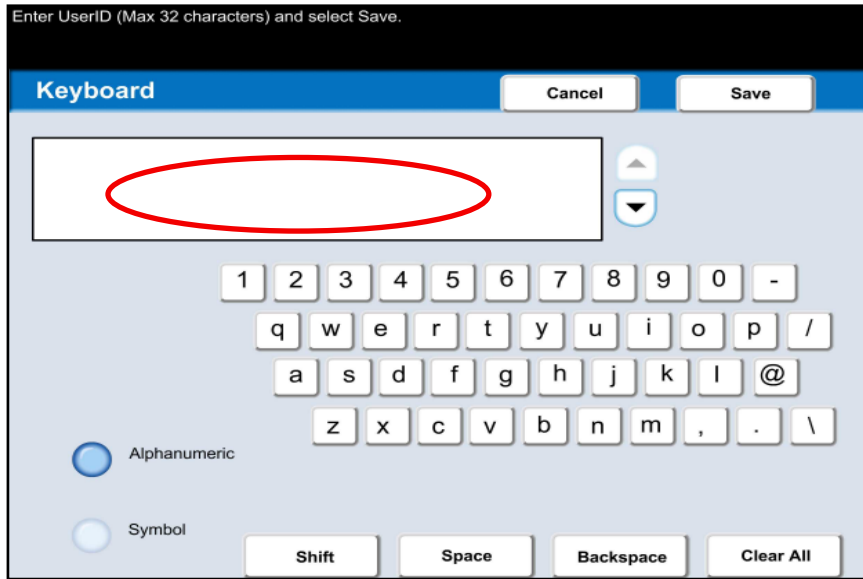


Fig. 11
Enter UserID.

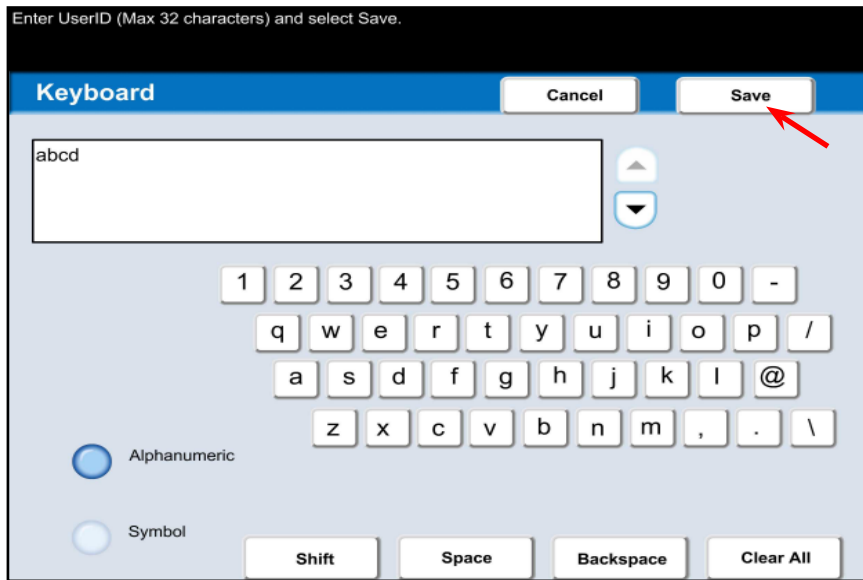


Fig. 12
Press **Save**.



Account No. 0001 - Create / Delete Close

UserID

User Name **Account Limits**

2. 0/9999999

Password
 Reset User Account

Reset Total Impressions

Fig. 13
 Press **Password**.

Enter the password twice and select Save. Password must be between 4 - 12 characters.
 Leave the fields blank and select Save if you do not want to assign a password.

Account No. 0001 - Password Cancel Save

New Password

Re-enter Password

Keyboard Next

Fig. 14
 Press **Keyboard**.



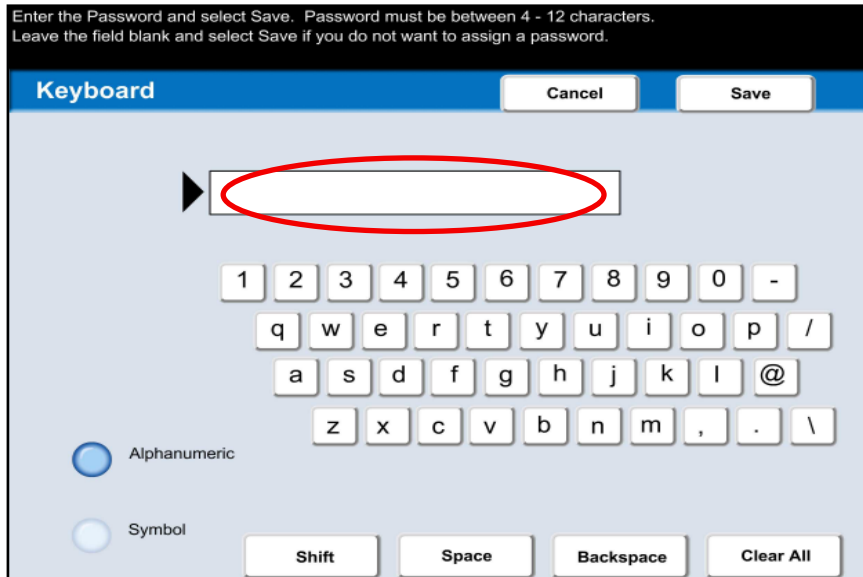


Fig. 15
Enter Password.

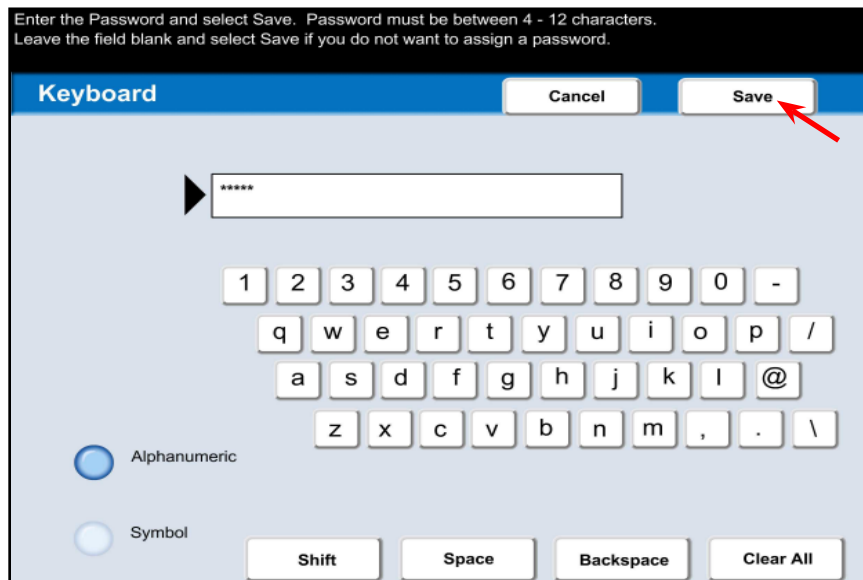


Fig. 16
Press **Save**.

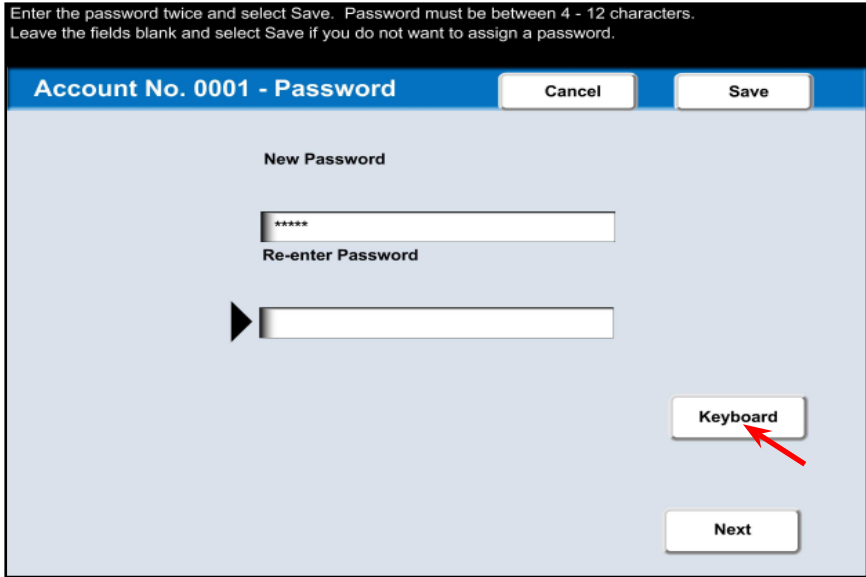


Fig. 17
Press **Keyboard**.

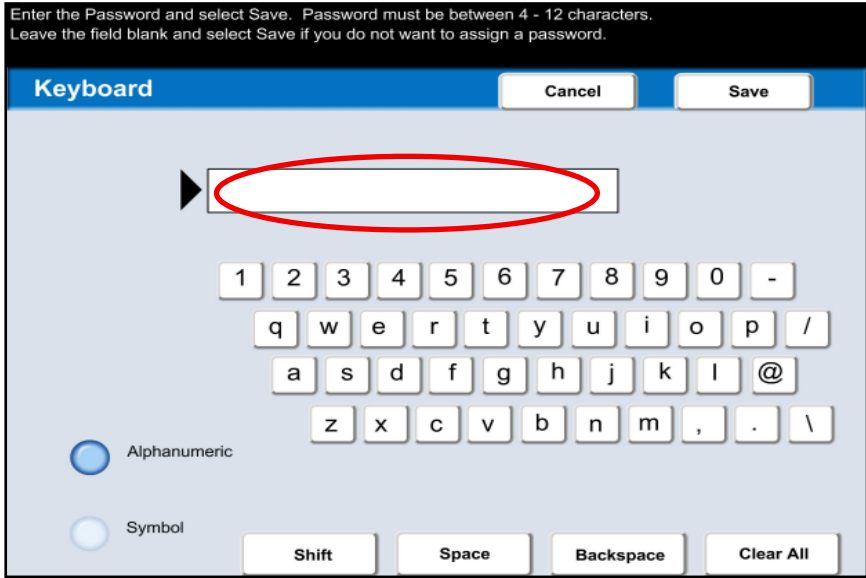


Fig. 18
Re-enter Password.

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Auditron Setting for Copy

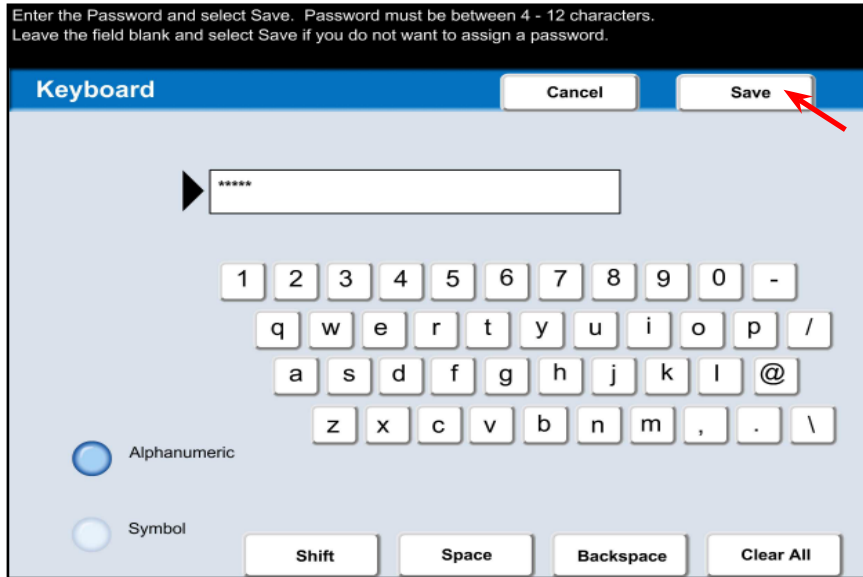


Fig. 19
Press **Save**.



Fig. 20
Press **Save**.



Account No. 0001 - Create / Delete Close

UserID

User Name

Account Limits

Password

Reset User Account

Reset Total Impressions

Fig. 21
 Press **Account Limits**.

Account No. 0001 - Account Limit Close

Copy Service

	1 Color	2 Black
Total Impressions	<input type="text" value="0"/>	<input type="text" value="0"/>
Account Limit	<input type="text" value="9999999"/>	<input type="text" value="9999999"/>

Color Access
 Free Access

Change Account Limit

Fig. 22
 Select **Color Access**.



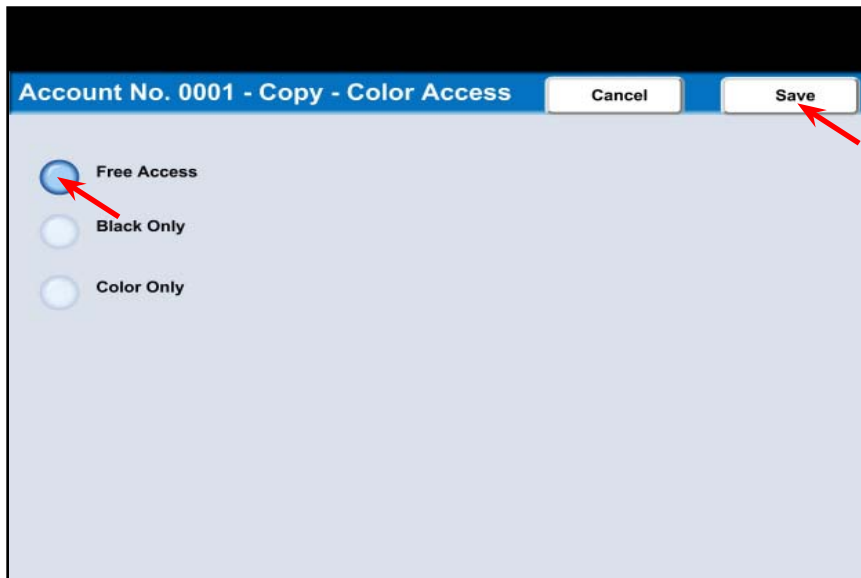


Fig. 23
Select **Free Access**. Press **Save**.

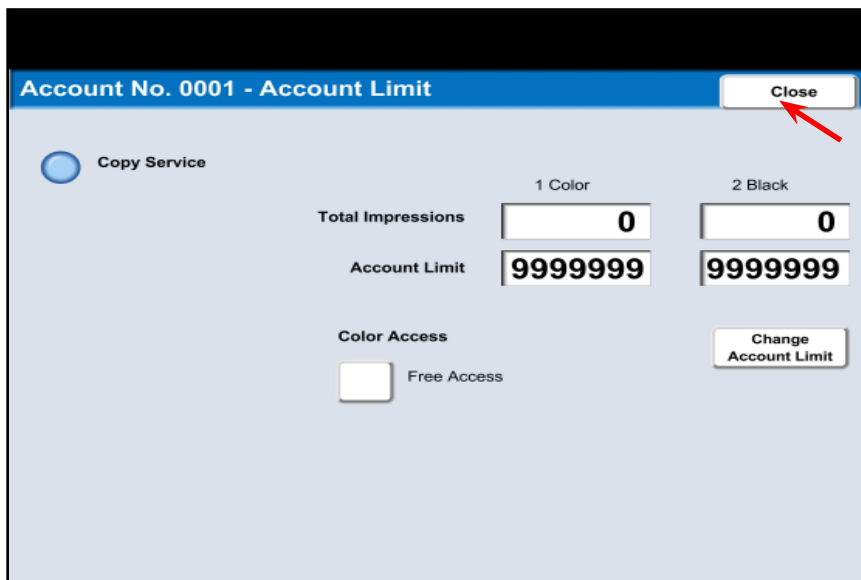


Fig. 24
Press **Close**.



Account No. 0001 - Create / Delete **Close**

UserID

User Name **Account Limits**

2. 0/9999999

Password

Reset User Account

Reset Total Impressions

Fig. 25
 Press **Close**.

Choose an item and select Create / Delete.
 UserID:
 User Name:

Create / Check User Accounts **Close**

No.	User ID	User Name
0001	abcd	(No Name)
0002	(Not in Use)	
0003	(Not in Use)	
0002	(Not in Use)	
0003	(Not in Use)	
0006	(Not in Use)	
0007	(Not in Use)	
0008	(Not in Use)	
0009	(Not in Use)	
0010	(Not in Use)	

Go to (0001 - 1000)

Create / Delete

Fig. 26
 Press **Close**.

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Auditron Setting for Copy



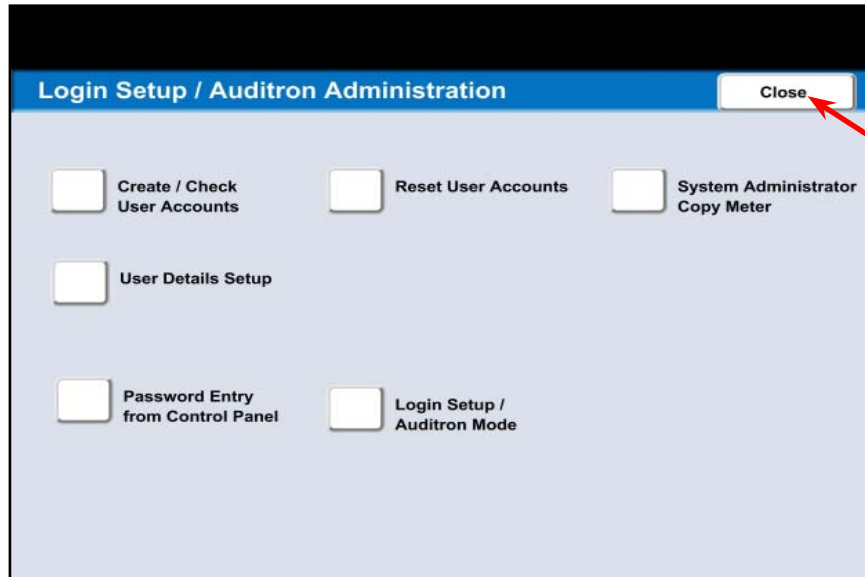


Fig. 27
Press **Close**.

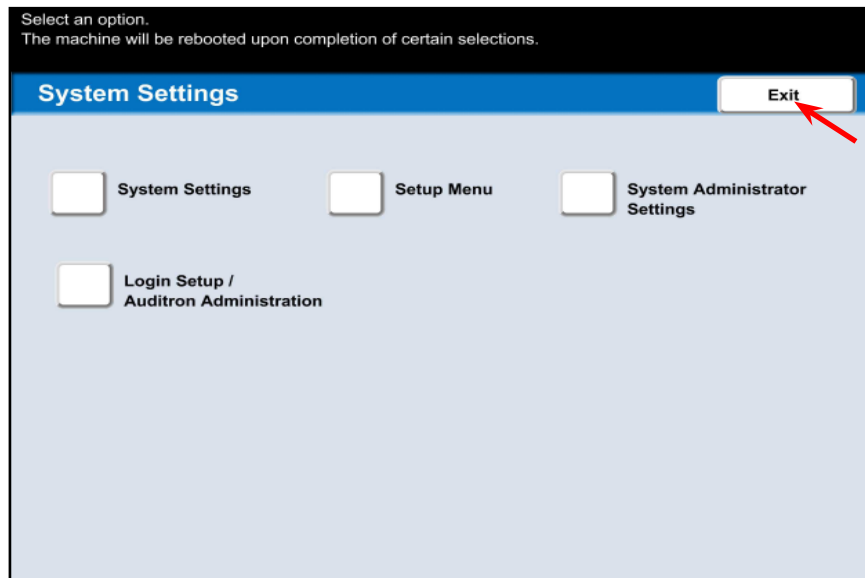


Fig. 28
Press **Exit**.

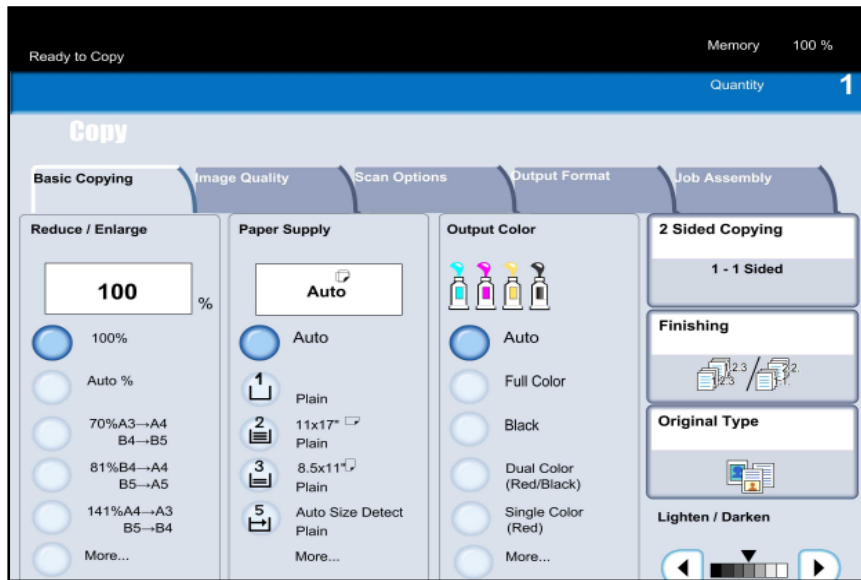


Fig. 29
Machine reboots after changes are made.



Fig. 1
Press **Machine Status**.

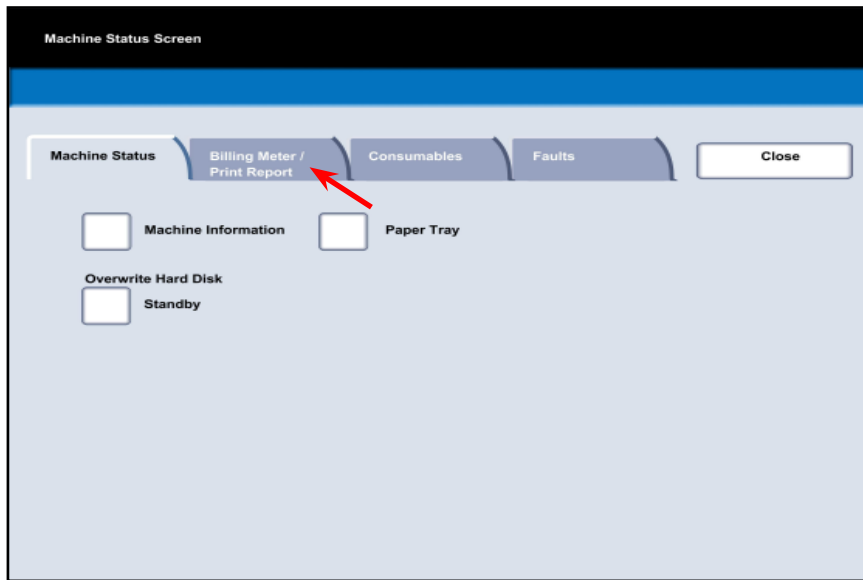


Fig. 2
Press **Billing Meter/Print Report**.

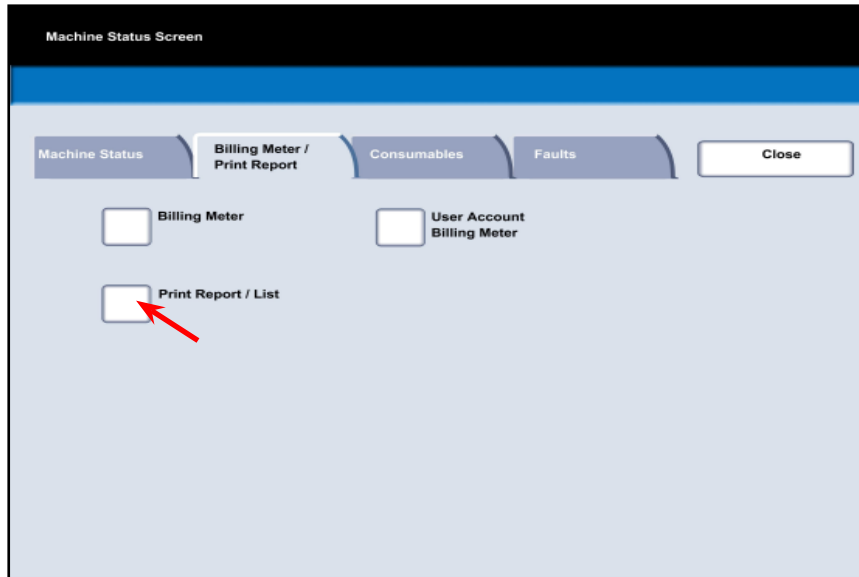


Fig. 3
Press **Print Report/List**.

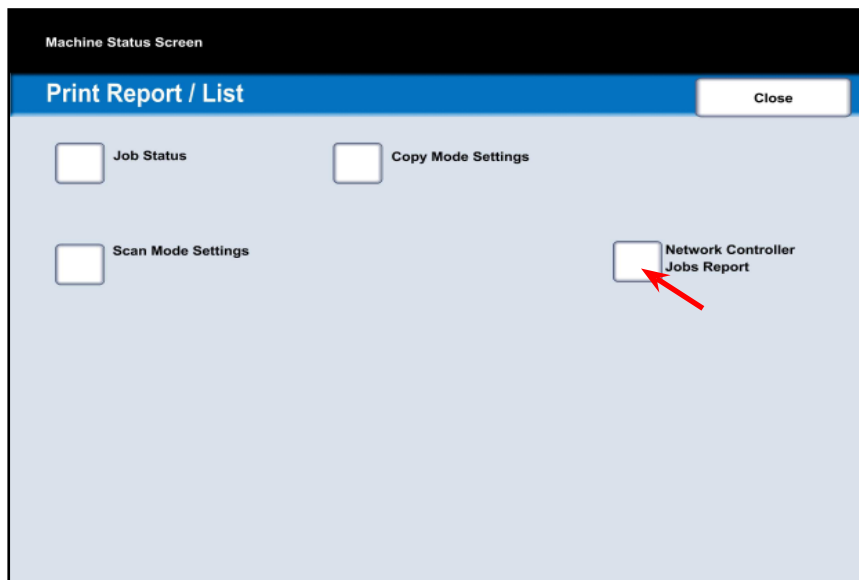


Fig. 4
Press **Network Controller Jobs Report**.



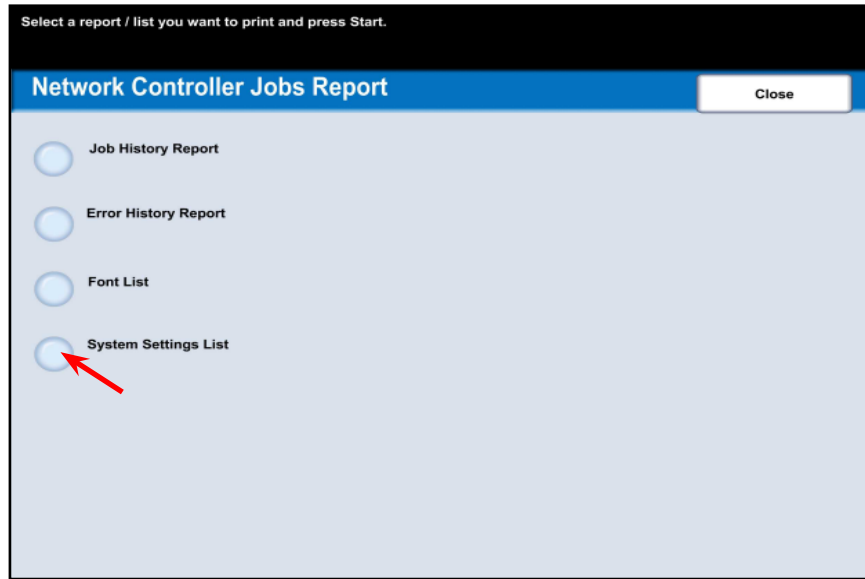


Fig. 5
 Press **System Settings List**.

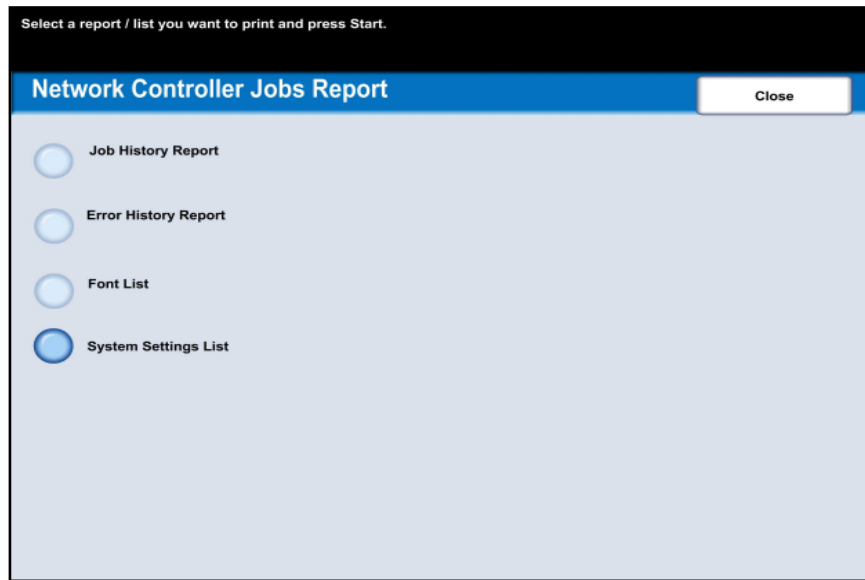


Fig. 6
 System Settings List is now selected for printing.





Fig. 7
Press **Start**.

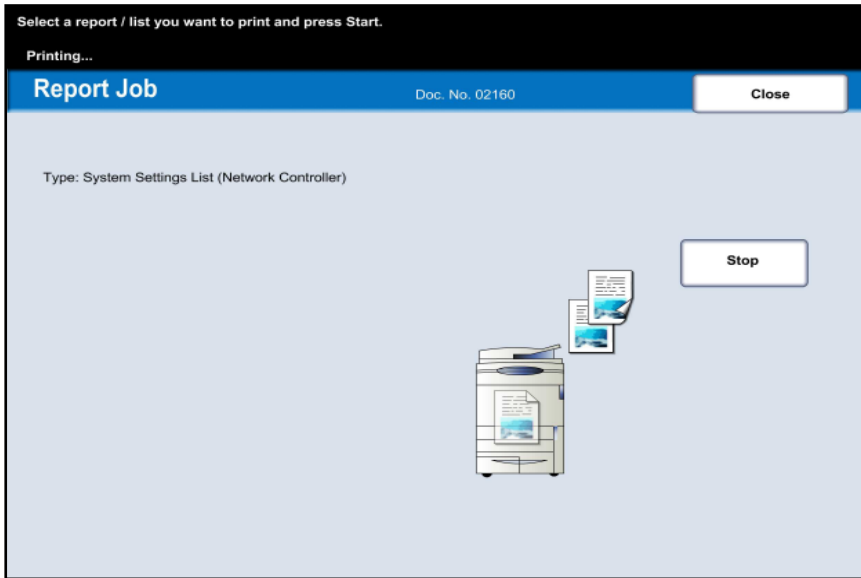


Fig. 8
The System Settings List report is printing.

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System Settings List

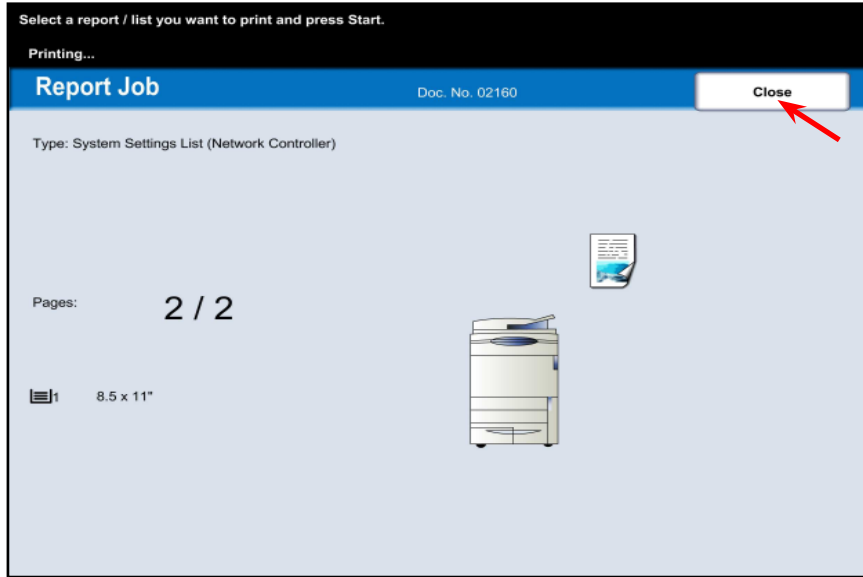


Fig. 9
 Press **Close** several times or the screen will timeout to the main screen automatically.



Fig. 10
 Pick up the System Settings List report.





Configuration Server: DC_250 Generated: 04/05/05 23:25:47

Server Info

Password Enabled: Yes
 Memory (MB): 256
 Software: EFI Fiery System 6e
 Version: eOz5.051a
 Disk Size (MB): 33276
 Free Disk Space (MB): 32856
 System ID: FFC08DDFDA66EFB3

Enable Port 9100: No
 Enable E-mail Services: No
 Enable Scan to FTP: No
 Enable Proxy Setup: No
 Enable FTP Printing: Yes
 Require Password for Printing: No
 Timeout (sec): 30
 Enable SNMP: Yes
 Enable LDAP: No
 Enable SNTp: No

Server Setup

Server Name: DC_250
 Print Start Page: No
 Use Character Set: Windows
 Enable Printing Groups: Yes
 Enable Printed Queue: Yes
 Jobs Saved in Printed Queue: 10
 Clear Each Scan Job: Manually
 Enable mailbox passwords: Yes
 Preview While Processing: No
 Enable SNTp: No
 Time Zone: UTC

Printer Setup

DC250 Setup
 Publish Direct Connection: Yes
 Publish Print Queue: Yes
 Publish Hold Queue: Yes
 Personality: Auto

PS Setup

Convert Paper Sizes: No
 Cover Page: Off
 Print to PS Error: No
 Allow Courier Substitution: Yes
 Color Mode: CMYK
 Offset Mode: Off
 Offset Position: Current
 Print Master: Yes
 Text/Graphics Enhancement: Off
 Image quality: Off
 Text/Graphics Quality: Normal

PCL Setup

Paper Size: Letter
 Default Orientation: Portrait
 Form Length (lines): 60
 Font Size (pt): 12.00
 Font Pitch (char/in): 10.00
 Symbol set: PC_8
 Font Source: INTERNAL
 Font Number: 0
 Append CR to LF: Yes
 Paper Size for System Pages: US

Color Setup

RGB Source Profile: EFIRGB
 Rendering Style: Presentation
 CMYK Simulation Profile: SWOP-Coated (EFI)
 CMYK Simulation Method: Full (Output GCR)
 RGB Separation: Output
 Use Media Defined Profile: Off
 Output Profile: ICCLOD0
 Pure Black Text/Graphics: On
 Black Overprint: Text/Graphics
 Spot Color Matching: On

Job Log Setup

Auto Print Job Log Every 55 Jobs: No
 Auto Clear Job Log Every 55 Jobs: No

Network Setup

Port Setup
 Ethernet Setup
 Enable Ethernet: Yes
 Ethernet Address: 00-E0-81-56-18-A3
 Ethernet Speed: Auto Detect
 Protocol Setup
 Enable AppleTalk: Yes
 AppleTalk Zone: *
 Enable TCP/IP: Yes (Ethernet)
 Ethernet Setup
 Enable Auto IP Configuration: Yes
 Select Protocol: DHCP
 IP Address: 192.168.2.7
 (DHCP/192.168.2.1)
 Subnet Mask: 255.255.255.0
 (DHCP/192.168.2.1)
 Get Gateway Address Automatically: Yes
 Use Gateway on: Ethernet
 Gateway Address: 192.168.2.1
 (DHCP/192.168.2.1)
 DNS Setup
 Enable DNS: No
 Enable IPX/SPX: No
 Service Setup
 Enable LPD: Yes
 Enable PS Server: No
 Enable Windows Printing: Yes
 Server Name: DC_250_561A86
 Server Comments:
 Workgroup or Domain: WORKGROUP
 Use Automatic Configuration: Yes
 Node type: Failed
 WINS IP Address: Failed
 Point and Print Drivers: PS
 Enable Web Services: Yes
 Enable IPP: Yes

Note:
 Please have a copy of your Settings List available when contacting Customer Support. This may speed up the support process.



Configuration
Server: DC_250
Generated: 04/05/05 22:58:55

Job Log Page Size: Letter/A4
Enable Mixed Media Reporting in Job Log: Yes

Options
System ID: FFCDBDDFDA66EFB3
EFI Data Center : E581B17709FBB4E8 : Disabled
EFI Secure Erase : 5C9CEE17CBEB727 : Disabled

BIOS Setup
BIOS Version: 1.70 11/19/04
DIABLO Version
base: 3_1-RO-07_FEB_2005
diablo: 2.4.26-04_OCT_2004
fdisk: EXT2-RO-IDE-04_OCT_2004
kernat: 2.6.4-04_FEB_2005
platform: X6-CONSOLE-02_03_2005
system: SYSMEM-106M-04_JAN_2005
Installed Options:
EFI Spot On
EFI Auto Trapping

Printer Info
Firmware Version: 0.219.05.23.0/0.0/0.0/2.1.0
Serial Number: VGW535529

Installed Options

Sample of System Settings List.



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