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# Xerox<sup>®</sup> 770 Digital Color Press System Administration Guide



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**PROMOTONER**

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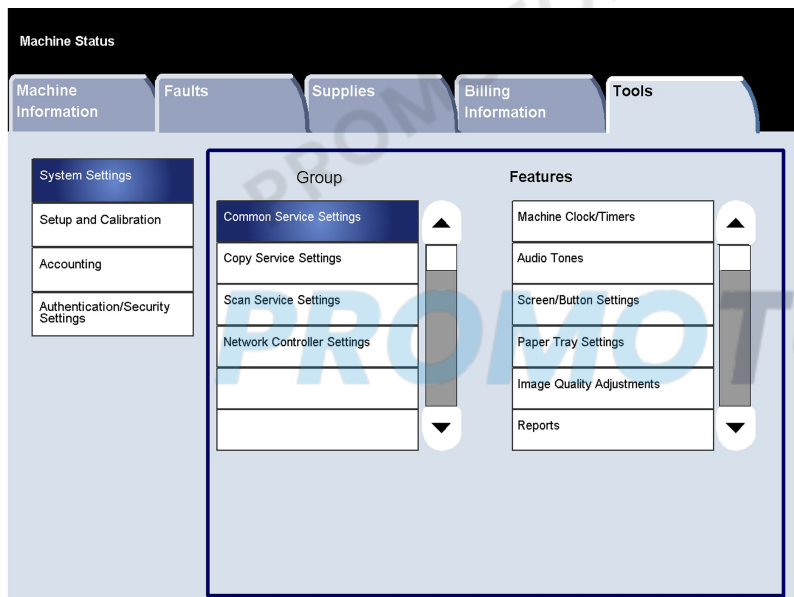
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# 1

## Administrator overview

### Enter/exit administrator mode

1. Press the **Log In/Out** button on the control panel.  
The UI displays a numeric keypad.
2. Enter the system administrator ID.  
  
The default ID is 11111.
3. Touch **Enter**.
4. Press the **Machine Status** button on the control panel.
5. Touch the **Tools** tab on the UI.  
The UI displays the System Settings screen.



6. Select the desired Mode, Group, and Feature (such as:  
**System Settings > Common Service Settings > Machine Clock/Timers**).
7. To exit the administrator mode, press the **Log In/Out** button on the control panel.  
The UI displays the Logout screen.
8. Touch **Logout**.

# Customizing the UI buttons/screens

The administrator may customize specific buttons and screens:

- The user may switch to a specific feature without having to return to the **All Services** screen. This is accomplished by assigning specific features to the three custom control panel buttons. By default from manufacturing, the **Copy** feature is assigned to the first custom button, **Review** is assigned to the third custom button, and the second custom button is not assigned to anything (Not in Use).
- Specific screens may be displayed after the machine is switched on, when it exits the **Power Saver** mode, and/or after **Auto Clear** is selected.

## Assigning a feature to the screens and buttons

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Screen/Button Settings**.
  - To set or change the default screen, select **Screen Default**.
  - To set or change a button on the UI, select the desired custom button option (**Custom Button 1, Custom Button 2, Custom Button 3**).
5. Select **Change Settings**.
6. Select the desired setting for the feature.

Choices are shown on the displayed list.
7. If desired, select another feature to set or change and repeat the previous steps.
8. Select **Save**.

The previous screen is displayed.
9. Select **Close**.

The main Tools tab screen is displayed.
10. Exit administrator mode.

### Related Topics:

[Screen/Button Settings](#)

[Assigning Screen/Button Settings](#)

# Power Saver/Energy Saver mode

The Power Saver/Energy Saver feature sets the time that lapses until the machine enters a reduced power consumption mode. There are two power saver modes: Low Power and Sleep. The modes are activated when all copy and/or print jobs have been completed and there are no jobs currently processing.



The machine automatically enters the Low Power mode after 15 minutes of inactivity; this is the manufacturing default time. After 60 minutes of inactivity, the machine then enters Sleep mode; this is the manufacturing default time. The time intervals for both the Low Power and Sleep modes may be changed to reflect a value of 1-240 minutes for each mode.

Here are two examples:

- If Low Power Mode is set to 15 minutes and Sleep Mode is set to 60 minutes, Sleep Mode activates after 60 minutes of total inactivity, not 60 minutes after Low Power Mode begins.
- If Low Power Mode is set to 15 minutes and Sleep mode is set to 20 minutes, Sleep Mode activates 5 minutes after Low Power Mode begins.

## Low Power mode

In this mode, the power to the UI and fuser unit is lowered to save power. The display goes out, and the **Power Saver** button on the control panel lights. To use the machine, press the **Power Saver** button. The **Power Saver** button goes out to indicate that the Power Saver feature is canceled.

## Sleep mode

In this mode, the power is lowered more than in the Low Power mode. The display goes out, and the **Power Saver** button on the control panel lights. To use the machine, press the **Power Saver** button. The **Power Saver** button goes out to indicate that the Power Saver feature is canceled.

## Set/change the power saver mode time intervals

### NOTE

The time intervals for both the Low Power and Sleep modes may be changed to reflect a value of 1-240 minutes for each mode.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings** > **Common Service Settings**.
4. Select **Machine Clock/Timers**.
5. Select **Power Saver/Energy Saver**.
6. Select **Change Settings**.
7. Select the desired time interval for both the Low Power and Sleep modes.

### NOTE

The default time for Low Power mode is 15 minutes. The default time for Sleep mode is 60 minutes. Ensure that the Sleep mode interval is configured with a longer amount of time than the Low Power mode time interval.

8. Select **Save**.

The previous screen is displayed.

Administrator overview

9. Select **Close**.

The main Tools tab screen is displayed.

10. Exit administrator mode.

[Related Topics:](#)

[Machine Clock/Timers](#)

## Exiting power saver mode

The machine exits power saver mode either by pressing the **Power Saver** button on the control panel or when it receives print data for an incoming print job.

## Tools tab overview (administrator mode)

The following tables provide a listing of the various items that can be set or changed while logged in as administrator. The items appearing in these tables depend on machine configuration and the optional feeding and finishing devices connected to the machine.

Tools	System Settings Setup and Calibration Accounting Authentication/Security Settings
-------	--

### Tools > System Settings

System Settings	Common Service Settings Copy Service Settings Scan Service Settings Network Controller Settings
-----------------	--

### Tools > System Settings > Common Service Settings

Machine Clock/Timers	Date Time Auto Clear Auto Job Release Auto Print Power Saver/Energy Saver Timers Printer Lockout Duration Time Zone Daylight Savings
----------------------	--

(continued)

Audio Tones	Control Panel Select Tone Control Panel Alert Tone Base Tone Machine Ready Tone Job Complete Tone 1 Job Complete Tone 2 Fault Tone Auto Clear Alert Tone Alert Tone Out of Paper Warning Tone Low Toner Alert Tone Stored Programming Tone
Screen/Button Settings	Screen Default Service Screen Default Service Screen After Auto Clear Auto Display of Login Screen All Services All Services Screen Default Job Type on Job Status screen Custom Buttons 1-3 Default Language Customize Keyboard Button
Paper Tray Settings	Custom Paper Settings Paper Tray Attributes Custom Paper Color Settings Paper Tray Attributes on Setup Paper Tray Attributes During Loading Paper Tray Priority Tray 5 (Bypass) - Paper Size Defaults
Image Quality Adjustment	Image Quality Calibration
Reports	Print Reports Button Job History Report 2 Sided Report
Maintenance	Initialize Hard Disk Delete All Data Software Options Alignment Adjustment Adjust Paper Curl NVM Read/Write Finisher Adjustment (optional)
Watermark	Date Format Default Watermark Effect Default Watermark Font Size Background Pattern Font Color Density Watermark/Background Contrast Force Watermark - Copy Custom Watermark 1 to 3

Administrator overview

(continued)

Secure/Hybrid Watermark	Secure Watermark Control Digital Codes Settings Force Secure Watermark Secure Watermark Defaults Secure Watermark Effect
Other Settings	Auto Job Promotion Offset Stacking (Standard/Booklet Maker Middle Tray) - optional Offset Stacking (High Capacity Stacker - Stacker Cart) - optional Unload High Capacity Stacker - optional Default Print Paper Size Paper Size Settings Millimeters/Inches Keyboard Input Restriction Operation of Up/Down Buttons Data Encryption (optional) Service Representative Restricted Operation Software Download Document Feeder Tray Elevation Estimated Job Time

[Tools](#) > [System Settings](#) > [Copy Service Settings](#)

Preset Buttons	Paper Supply - Button 2 Paper Supply - Button 3 Paper Supply - Button 4 Paper Supply - Button 5 Reduce/Enlarge - Button 3 Reduce/Enlarge - Button 4 Reduce/Enlarge - Button 5 Stapling Buttons 4 and 5(optional) Punching Buttons 4 and 5 (optional) Front Cover Tray-Buttons 3 and 4 Back Cover Tray-Buttons 3 and 4
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(continued)

Copy Defaults	Paper Supply Reduce/Enlarge Original Type Lighten/Darken Sharpness Background Suppression 2 Sided Mixed Size Originals Edge Erase: Top Edge, Bottom Edge, Left Edge, Right Edge, 2 Sided Original - Side 2 Center Erase/Binding Edge Erase Image Shift - Side 1 and 2 Image Rotation - Rotation Direction Original Orientation Pages per Side Copy Output Uncollated - Default Separators Tray (optional Standard/Booklet Maker Finisher) Output Destination Face Up/Down Option Sample Job Annotations - Stored Comment, Comment on Side 1 and Side 2, Comment - Font Size, Comment - Font Color Date - Position on Side 1 and Side 2, Font Size Page Numbers - Style, Position on Side 1 and Side 2, Font Size Bates Stamp - Number of Digits, Position on Side 1 and Side 2, Font Size Tab Margin Shift - Shift Value Booklet Creation - Default Cover Tray Covers - Default Front Cover Tray Default Back Cover Tray Separators - Default Separator Tray
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 The logo for PROMOTONER, featuring the word "PROMOTONER" in a bold, blue, sans-serif font. The letter "E" is stylized with horizontal bars in pink and yellow.

(continued)

Copy Control	<p>Memory Full Procedure</p> <p>Maximum Stored Pages</p> <p>2 Sided Original Scan Options</p> <p>Auto Paper Off</p> <p>Mixed Size Originals - 2 Sided Copy</p> <p>Fine-tune 100 %</p> <p>Pseudo-Photo Gradation Mode</p> <p>Original Type - Lightweight (See-Through Paper)</p> <p>Face Up/Down - Reverse Order, Auto (Single Sheet)</p> <p>Default Trim Margin (optional SquareFold Trimmer Module)</p> <p>Auto Image Positioning - Below 105 gsm, Above 106 gsm</p> <p>Annotations - Comment Density</p> <p>Comment Position - Top Left, - Top Center, - Top Right, - Left Center, - Center, - Right Center, - Bottom Left, - Bottom Center, and - Bottom Right</p> <p>Date Position - Top Left, - Top Center, - Top Right, - Bottom Left, - Bottom Center, and - Bottom Right</p> <p>Page Number Position - Top Left, - Top Center, - Top Right, - Bottom Left, - Bottom Center, and - Bottom Right</p> <p>Bates Stamp - Top Left, - Top Center, - Top Right, - Bottom Left, - Bottom Center, and - Bottom Right</p> <p>Quantity Display</p> <p>Maximum Number of Sets</p> <p>Sample Output to Stacker - Top Tray (optional Standard/Booklet Maker Finisher)</p>
Original Size Defaults	<p>A/B Series</p> <p>Inch Series</p> <p>Others</p> <p>Custom Size</p>
Reduce/Enlarge Presets	Not applicable

**Tools > System Settings > Scan Service Settings**

Original Size Defaults	Not applicable
Output Size Defaults	Not applicable
Reduce/Enlarge Presets	Not applicable
Other Settings	<p>Memory Full Procedure</p> <p>Maximum Stored Pages</p> <p>Saturation</p> <p>Background Suppression Level</p> <p>Normal</p> <p>Color Space</p> <p>TIFF Format</p> <p>Image Transfer Screen</p> <p>Print Login Name on PDF Files</p>

## Tools > System Settings > Network Controller Settings

Connectivity and Network Setup	Ethernet Rated Speed TCP/IP - IP Address Resolution TCP/IP - IP Address TCP/IP - Subnet Mask TCP/IP - Gateway Address Frame Type
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## Tools > Setup and Calibration

Setup	Stored Programming Paper Tray Attributes
Calibration	Not applicable

## Tools > Accounting

Create/Check User Accounts	UserID User Name Account Limit Reset User Account
Reset User Accounts	All User Accounts All Feature Access Settings All Account Limits Total Impressions All Authorization Groups Print Auditron Report
System Administrator Copy Meter	Not applicable
Accounting Type	Accounting Disabled Local Accounting
Auto Reset of User Billing Information	Off Reset Every Year Reset Every Quarter Reset Every Month
Copy Activity Report	Disabled/Enabled

## Tools > Authentication/Security Settings

System Administrator Settings	System Administrator Login ID System Administrator Passcode
-------------------------------	--

Administrator overview  
(continued)

Authentication	Login Type Access Control Create/View User Accounts Reset User Accounts Create Authentication Groups User Details Setup Maximum Login Attempts Passcode Policy
Allow Users to Disable Active Settings	Not applicable
Job Status Default	Active Jobs View Completed Jobs View
Overwrite Hard Disk	Number of Overwrites Schedule Image Overwrite





# 2

## System Settings > Common Service Settings

Use the Common Service Settings to select the default settings that affect the machine itself. Common Service Settings includes the following features:

### **Machine Clock/Timers**

Use this feature to set the machine clock time and the time intervals for various timers, including the power saver/energy saver timer.

### **Audio Tones**

Use this feature to select whether or not to sound an alarm for various machine functions; for example an alarm can be set to sound when a job ends or there is a fault.

### **Screen/Button Settings**

Use this feature to set specific screens and buttons that are displayed when the power is turned on, such as an alarm sound for when the machine exits Power Saver.

### **Paper Tray Settings**

Use this feature to set items relating to the paper and trays.

### **Image Quality Adjustment**

Use this feature to set the image quality processing method that is used when the machine is scanning an original.

### **Reports**

Use this feature to set the options which affect printable reports. For example, by selecting a specific option, the machine will automatically print out a report after a specified number of jobs has been processed.

### **Maintenance**

Use this feature to further customize the machine settings (such as creating an alignment adjustment for a specific stock), to initialize the machine hard disk, or to delete data.

### **Watermark and optional Secure Watermark**

Use this feature to configure default settings for commonly used watermarks.

## Other Settings

Use this feature to assign a variety of settings for commonly used features (such as default paper sizes).

### Related Topics:

[Tools > System Settings > Common Service Settings](#)

# Machine Clock/Timers

Use the Machine Clock/Timers feature to set the machine clock time and time intervals for various options:

## Date

Sets the date of the machine clock. The date set here prints on lists and reports. Select from three different options when setting the date:

- Year/Month/Day
- Month/Day/Year
- Day/Month/Year

## Time

Sets the time of the machine clock. The time set here prints on lists and reports. Select either a 12-hour or 24-hour representation.

## Auto Clear

Sets the time period which determines when the machine returns to its default screen; in other words, if a given time period elapses with no operation, the machine automatically returns to the initial (default) screen. When this option is set for **On**, select a time period between 30-900 seconds, in one second intervals.

### NOTE

Even if **Off** is selected, any currently scanned and pending jobs continue processing after one minute of inactivity on the machine.

## Auto Job Release

If an error occurs during a copy or scan job, this sets the time that elapses until the current job is automatically cleared, and thereby enables the completion of the next job. When set for **On**, select a time period between 4-99 minutes, in one minute increments. Select **Off** if you do not want to use this feature.

## Auto Print

Set the time from the end of print job until the execution of next print job. When set for **On**, select a time period between 1-240 seconds, in one second intervals. If **Off** is selected, printing can start immediately, once the machine is ready.

### Power Saver/Energy Saver Timers

Allows the amount of time specified to elapse before the machine enters Low Power Mode or Sleep Mode. Options include:

- From Last Operation to Low Power Mode: Specify a time period between the last operation and entering into the Low Power mode in the range from 1-1240 minutes, in one minute increments.
- From Last Operation to Sleep Mode: Specify a time period between the last operation and entering into the Sleep mode from 1-240 minutes, in one minute increments.

#### NOTE

Set the Sleep Mode time for a longer time interval than the Low Power Mode time.

### Printer Lockout Duration

When set for **On**, select the time from the start to the end of printer lockout. Set the values from 0-23 hours and to 59 minutes. If you select **Off** no printer lockout occurs.

### Time Zone

Sets the time difference from Greenwich Mean Time (GMT).

### Daylight Savings Time

With this feature enabled, the machine automatically adjusts the current time when the summer time starts and ends. Options include:

- **Adjust off:** Select this feature if you do want to use the Daylight Savings feature.
- **Adjust by Month, Day & Time:** Select this feature to specify the start of the daylight savings feature, by month, day and time.
- **Adjust by Month, Week, Day of Week & Time:** Select this feature to specify the start of the daylight savings feature, by month, week, day of the week and time.

#### Related Topics:

[Set/change the power saver mode time intervals](#)

## Setting the Machine Clock/Timers

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Machine Clock/Timers**.
5. Select the item to be set or changed. Options include:
  - Date
  - Time
  - Auto Clear
  - Auto Job Release

- Auto Print
  - Power Saver/Energy Saver Timers
  - Printer Lockout Duration
  - Time Zone
  - Daylight Savings Time
6. Select **Change Settings**.
  7. Select the desired setting for the option.
  8. Select **Save**.  
The previous screen is displayed.
  9. If desired, select another option to set or change and repeat the previous steps.
  10. Select **Close**.  
The main Tools tab screen is displayed.
  11. Exit administrator mode.

## Audio Tones

Use the **Audio Tones** feature to select whether or not to sound an alarm for various machine functions; for example an alarm can be set to sound when a job ends or there is a fault. Options include:

### Control Panel Select Tone

Select the volume level that sounds when a button on the UI is correctly selected. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

### Control Panel Alert Tone

Select the volume level that sounds when a non-functioning (or grayed-out) button is selected or when an error occurs. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

### Base Tone

For a button that toggles (the setting changes each time it is pressed), select the volume level that sounds when the button is in its initial (first) position. This is the sound made when the **Interrupt** button is released. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

### Machine Ready Tone

Set the volume level that sounds when the machine is ready to copy or print or after the machine powers on. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

### Job Complete Tone 1

Select the volume level that sounds when the machine successfully completes the specific cycle, such as a copy job. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**. The default setting is Copy.

**Job Complete Tone 2**

Select the volume level that sounds when the machine successfully completes the specific cycle, such as a copy job. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**. The default setting is Print Report.

**Fault Tone**

Select the volume level that sounds when there is an error termination. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

**Auto Clear Alert Tone**

Select the volume level that sounds when the automatic clear feature is enabled. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

**Alert Tone**

Select the volume level that sounds when a fault, such as a paper jam occurs, and the fault is left unattended. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

**Out of Paper Warning Tone**

Select the volume level that sounds when there is no paper in the paper tray and the job is left unattended. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

**Low Toner Alert Tone**

Select the volume level that sounds when it is time to replace the drum toner cartridge. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

**Stored Programming**

Select the volume level that sounds when the Stored Programming feature is enabled. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

**Setting Audio Tones**

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Audio Tones**.
5. Select the item to be set or changed. Options include:
  - Control Panel Select Tone
  - Control Panel Alert Tone
  - Base Tone
  - Machine Ready Tone
  - Job Complete Tone 1, 2
  - Fault Tone
  - Auto Clear Alert Tone

- Alert Tone
  - Out of Paper Warning Tone
  - Low Toner Alert Tone
  - Stored Programming
6. Select **Change Settings**.
  7. Select the desired setting for the option.
  8. Select **Save**.  
The previous screen is displayed.
  9. If desired, select another option to set or change and repeat the previous steps.
  10. Select **Close**.  
The main Tools tab screen is displayed.
  11. Exit administrator mode.

## Screen/Button Settings

Use the Screen/Button Settings feature to set specific screens and buttons that are displayed when the power is turned on, when exiting Power Saver, and more. Options include:

### Screen Default

Assign a default screen that displays when the machine powers on; selections include **Services, Copy, Job Status, or Machine Status**.

### Service Screen Default

Assign a default to the service screen; selections include **All Services, Copy, or Stored Programming**.

### Service Screen After Auto Clear

Assign a default service screen that displays after Auto Clear occurs; select either **All Services or Last Selection Screen**.

### Auto Display of Login Screen

When the Authentication feature is used, select whether or not to automatically display the login screen after turning the machine on or after canceling the Power Saver/Energy Saver mode.

### All Services

Set the layout of service buttons that appear on the All Services screen when pressing the **All Services** button on the control panel.

### All Services Screen Default

Select whether or not the All Services screen displays a functional description of a button when it is selected.

**Job Type on Job Status screen**

Select the job types that to display on the Completed Jobs tab of the Job Status screen when the **Job Status** button on the control panel is pressed.

**Custom Buttons 1-3**

Assign features to the three custom buttons on the control panel. For example, one button may be assigned to the Copy feature, and the other two buttons assigned to Stored Programming and Language.

**Default Language**

Set the default language for the machine; this language appears on the UI.

**Customize Keyboard Button**

Use this option to enter and save frequently used information and to create a customized button on the UI keyboard screen. Frequently used information may be a domain name, an IP address, or other related data; for example: www.xerox.com. Only one UI keyboard button may be customized.

**Assigning Screen/Button Settings**

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Screen/Button Settings**.
5. Select the item to be set or changed. Options include:
  - Screen Default
  - Service Screen Default
  - Service Screen After Auto Clear
  - Auto Display of Login Screen
  - All Services
  - All Services Screen Default
  - Job Type on Job Status screen
  - Custom Buttons 1-3
  - Default Language
  - Customize Keyboard Button
6. Select **Change Settings**.
7. Select the desired setting for the option.
8. Select **Save**.
 

The previous screen is displayed.
9. If desired, select another option to set or change and repeat the previous steps.
10. Select **Close**.
 

The main Tools tab screen is displayed.

11. Exit administrator mode.

## Paper Tray Settings

Use the **Paper Tray Settings** feature to set items relating to the paper and trays, including the following components:

### Custom Paper Settings

Use this feature to assign and set specific paper attributes to a custom paper. Attributes include:

- Name
- Paper Type (such as plain, uncoated, or uncoated stock)
- Paper Weight
- Alignment Adjustment: Use this feature to make adjustments to the image based on the alignment output of a document. Adjustments can be modified such as: registration, perpendicularity, skew, and magnification.
- Adjust Paper Curl: Use this feature when the output contains too much paper curl.
- Auto Air Assist Values: Use this feature to switch on/off fans in a paper tray in order to eliminate misfeeds, multifeeds, paper jams, or other possible tray feeding problems.
- Adjust Fold Position: Use this feature allows to adjust the fold position for various paper types, as well as set adjustment values to various default types. This option is available only if the machine is equipped with either the optional Standard Finisher or Booklet Maker Finisher.

PROMOTONER



## Paper Tray Attributes

Use this feature to configure settings for specific paper characteristics for the paper that is loaded in each tray; options include:

- Paper Size
- Paper Type (such as plain, uncoated, or uncoated stock)
- Paper Weight
- Paper Color
- Alignment Adjustment: Use this feature to make adjustments to the image based on the alignment output of a document. Adjustments can be modified such as: registration, perpendicularity, skew, and magnification.
- Adjust Paper Curl: Use this feature when the output contains too much paper curl.
- Auto Air Assist Values: Use this feature to switch on/off fans in a paper tray in order to eliminate misfeeds, multifeeds, paper jams, or other possible tray feeding problems.
- Adjust Fold Position: Use this feature allows to adjust the fold position for various paper types, as well as set adjustment values to various default types. This option is available only if the machine is equipped with either the optional Standard Finisher or Booklet Maker Finisher.

## Custom Paper Color Settings

Use this feature to assign a custom name for the color paper loaded in the machine. A maximum of twelve characters can be entered for each custom color paper name.

## Paper Tray Attributes on Setup Screen

The selection made on this screen determines whether or not the **Paper Tray Attributes** option is displayed on the **Tools** tab.

## Paper Tray Attributes During Loading

This features determines whether or not the Paper Tray Attributes option is displayed on the User Interface when a paper tray is opened and closed.

## Paper Tray Priority

Use this feature to set the paper tray priority sequence for automatic tray selection. Automatic tray selection occurs when a tray containing the appropriate paper is automatically selected by the machine for copying or printing.

## Tray 5 (Bypass) Paper Size

Use this feature to assign specific paper sizes to Tray 5 (Bypass). This will facilitate easier copying when using Tray 5 (Bypass). A maximum of twenty paper sizes can be assigned to the Tray 5 (Bypass) size selections.

## Auto Tray Switching Control

Use this feature to choose the auto tray switching method and how to copy mixed size documents.

### Related Topics:

[Adjust Fold Position \(Finisher Adjustment\)](#)

[Adjusting the fold position](#)

[Adjusting the Single Fold position](#)

[Adjusting the Booklet Fold position](#)

[Adjusting the C Fold position](#)

[Adjusting the Z Fold position](#)

[Adjusting the Z Fold Half Sheet position](#)

## Assigning Custom Paper Settings

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Paper Tray Settings**.
5. Select **Custom Paper Settings**.  
The Custom Paper Settings screen displays.
6. Select the item to be set or changed.
7. Select **Change Settings**.

A secondary Custom Paper screen opens and displays a variety of options:

- Name
  - Paper Type and Paper Weight
  - Alignment Adjustment
  - Adjust Paper Curl
  - Auto Air Assist Values
  - Adjust Fold Position
8. Select the desired option.
  9. Select **Change Settings**.
  10. Make the required changes to the option as instructed on the UI.
  11. Select **Save**.

The Custom Paper Settings screen displays.

12. If desired, select another option to set or change and repeat the previous steps.
13. When finished, select **Close**.  
The Paper Tray Settings screen displays.
14. Select **Close**.  
The main Tools tab screen is displayed.
15. Exit administrator mode.

## Custom Paper Settings > Adjust Paper Curl

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Paper Tray Settings**.  
The Paper Tray Settings screen displays.
5. Select **Custom Paper Settings**.  
The Custom Paper Settings screen displays.
6. Select a custom paper item.
7. Select **Change Settings**.  
  
A secondary Custom Paper screen opens and displays a variety of options.
8. If required, select **Name**.
  - a) Select **Change Settings**.
  - b) Enter the desired name for the custom paper.
  - c) Select **Save**.  
The previous screen is displayed. This screen reflects the custom paper name.
9. Select **Adjust Paper Curl**.
10. Select **Change Settings**.
11. Select **Type A**.
  - a) Select **Close**.  
The previous screen is displayed.
  - b) Select **Sample Printout**.  
Review the sample for paper curl. If paper curl is still present, select **Adjust Paper Curl** and continue.
  - c) Select **Adjust Paper Curl**.
  - d) Select **Change Settings**.
12. Select **Type B**.
  - a) Select **Close**.  
The previous screen is displayed.
  - b) Select **Sample Printout**.  
Review the sample for paper curl. If paper curl is still present, select **Adjust Paper Curl** and continue.
  - c) Select **Adjust Paper Curl**.
  - d) Select **Change Settings**.
13. Select **Type C**.
  - a) Select **Close**.  
The previous screen is displayed.
  - b) Select **Sample Printout**.  
Review the sample for paper curl. If paper curl is still present, select **Adjust Paper Curl** and continue.
  - c) Select **Adjust Paper Curl**.
  - d) Select **Change Settings**.
14. Select one of the **Type 1-10** items.

15. Select **Change Settings**.
  16. Assign the desired parameters to the paper curl Type (1-10) option.
    - a) Select the **Name** field.
    - b) Use the keyboard to enter a name.
    - c) Select the appropriate settings for 1 Sided-Face Up, 1 Sided-Face Down, and 2 Sided output.  
Use the arrow buttons to select the correct amount of curl.
- NOTE**
- Selecting **Auto** lets the system automatically adjust the paper curl.
- d) Select **Sample Printout**.  
Review the sample for paper curl. If the sample printout still continues too much curl, further adjust the paper curl parameters and print another sample printout.
17. Continue adjusting the paper curl parameters until satisfied with the printouts. Once a satisfactory printout is achieved, select **Save**.  
The Adjust Paper Curl screen is displayed.
18. Select **Close**.  
The secondary custom paper screen is displayed.
19. Select **Close**.  
The Custom Paper Settings screen displays.
20. Select **Close**.  
The Paper Tray Settings screen displays.
21. Select **Close**.  
The main Tools tab screen is displayed.
22. Exit administrator mode.

## Custom Paper Settings > Alignment Adjustment

1. Load paper in the desired tray.
2. Login as administrator.
3. Access the Tools tab on the UI.
4. Select **System Settings > Common Service Settings**.
5. Select **Paper Tray Settings**.  
The Paper Tray Settings screen displays.
6. Select **Custom Paper Settings**.  
The Custom Paper Settings screen displays.
7. Select a custom paper item.  
(For example, select **Custom Paper 1**.)
8. Select **Change Settings**.  
A secondary Custom Paper screen opens and displays a variety of options. For example, the screen displays Custom Paper 1 at the top of it.
9. If required, select **Name**.
  - a) Select **Change Settings**.
  - b) Enter the desired name for the custom paper.
  - c) Select **Save**.

The previous screen is displayed. This screen reflects the custom paper name.

10. Select **Alignment Adjustment**.

11. Select **Change Settings**.

The Alignment Adjustment Setup screen displays.

12. Select **Alignment Adjustment Type Setup**.

13. Select **Change Settings**.

The Alignment Adjustment Type Setup screen displays.

14. Select an alignment item (**Type 1-20**) to set (create) or adjust (revise).

For the purposes of this procedure Type X represents **Type 1-20**.

15. Select **Change Settings**.

The Type X screen displays (for example Type 1).

16. Make the following selections:

a) Select **Name** and then **Change Settings**.

b) Enter a recognizable name (such Letter Size or A4).

c) Select **Save** to return to the Type X screen.

17. Select **Sample Printout**.

The Type X - Sample Printout screen displays.

18. Select the tray in which you loaded paper, and then select either 2 Sided or 1 Sided, and the number of sheets.

19. Press **Start** on the control panel.

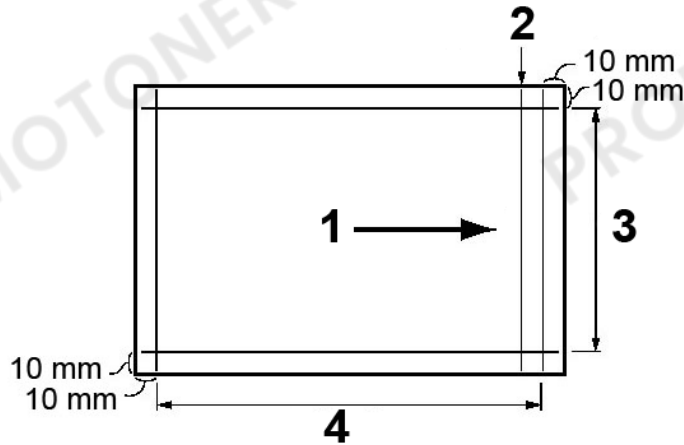
20. Retrieve and review the sample printout.

**PROMOTONER**

- a) If the position of the sample output is correct, a line is printed at a position 10 mm from the edge of the paper.

**NOTE**

Two lines are printed on the image of side 1 and one line is printed on the image of side 2 of the sample that is printed with Sample Printout to indicate the paper feed direction.



1	Paper feed direction
2	Line that appears only on Side 1
3	Y direction
4	X direction

- b) Select **Save** or Close to return to the Type X screen.
- c) If the position of the line on the sample output is misaligned, make adjustments accordingly; proceed to the next step.
21. If the image needs adjustment, select one of the alignment items.
- **X Print Position**
  - **Y Print Position**
  - **X% - Magnification Width**
  - **Y% - Magnification Length**
  - **Perpendicularity**
  - **Skew**
22. Select **Change Settings**.  
The selected alignment item screen displays.
23. Enter the desired changes and select **Save**.  
The Type X screen displays (for example Type 1).
24. Print another sample printout, review the sample, and if necessary continue to make adjustments as required.

25. After you complete adjustment, print a final sample printout with **Sample Printout** and check the adjustment results.
26. Select **Save**.  
The Alignment Adjustment Type Setup screen displays.
27. Select **Close**.  
The Alignment Adjustment Setup screen displays.
28. Select the tray where the paper is loaded; this tray will be assigned to the current Type X.
29. Select **Change Settings**.  
The Alignment Adjustment Setup Tray window displays.
30. Select the type to which you made the adjustments (for example **Type 1**), and then select **Save**.  
The Alignment Adjustment Setup screen displays.
31. Select **Close**.  
The secondary custom paper screen is displayed.
32. Select **Close**.  
The Custom Paper Settings screen displays.
33. Select **Close**.  
The Paper Tray Settings screen displays.
34. Select **Close**.  
The main Tools tab screen is displayed.
35. Exit administrator mode.

[Related Topics:](#)

[Alignment Adjustment](#)

## Assigning Paper Tray Attributes

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Paper Tray Settings**.
5. Select **Paper Tray Attributes**.  
The Paper Tray Attributes screen is displayed.
6. Select the desired paper tray.
7. Select **Change Settings**.  
The tray settings screen is displayed.
8. Select **Change Settings**.
9. Make the desired changes to the paper tray attributes:
  - Paper Size
  - Paper Type and Paper Weight
  - Paper Color
  - Alignment Adjustment

- Adjust Paper Curl
  - Auto Air Assist Values
  - Adjust Fold Position
10. Select **Save**.  
The Paper Tray Attributes screen is displayed (showing a list of the paper trays).
  11. If desired, select another paper tray and repeat the previous steps.
  12. When finished, select **Close**.  
The Paper Tray Settings screen displays.
  13. Select **Close**.  
The main Tools tab screen is displayed.
  14. Exit administrator mode.

## Paper Tray Attributes > Adjust Paper Curl

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Paper Tray Settings**.  
The Paper Tray Settings screen displays.
5. Select **Paper Tray Attributes**.  
The Paper Tray Attributes screen is displayed.
6. Select the desired paper tray.
7. Select **Change Settings**.  
The paper tray setting confirmation screen displays.
8. Select **Change Settings**.
9. Select **Adjust Paper Curl**.
10. Select **Type A**.
11. Select **Sample Printout**.  
Review the sample for paper curl. If paper curl is still present, continue to the next step.
12. Select **Type B**.
13. Select **Sample Printout**.  
Review the sample for paper curl. If paper curl is still present, continue to the next step.
14. Select **Type C**.
15. Select **Sample Printout**.  
Review the sample for paper curl. If paper curl is still present, continue to the next step.
16. Select one of the **Type 1-10** items.
17. Select **Change Settings**.
18. Assign the desired parameters to the paper curl Type (1-10) option.
  - a) Select the **Name** field.
  - b) Use the keyboard to enter a name.



- c) Select the appropriate settings for 1 Sided-Face Up, 1 Sided-Face Down, and 2 Sided output.

Use the arrow buttons to select the correct amount of curl.

#### NOTE

Selecting **Auto** lets the system automatically adjust the paper curl.

- d) Select **Sample Printout**.  
Review the sample for paper curl. If the sample printout still continues too much curl, further adjust the paper curl parameters and print another sample printout.
- 19. Continue adjusting the paper curl parameters until satisfied with the printouts. Once a satisfactory printout is achieved, select **Save**.  
The Adjust Paper Curl screen is displayed.
- 20. Select **Close**.  
The Paper Tray Attributes screen is displayed.
- 21. Select **Close**.  
The Paper Tray Settings screen displays.
- 22. Select **Close**.  
The main Tools tab screen is displayed.
- 23. Exit administrator mode.

## Paper Tray Attributes > Alignment Adjustment

1. Load paper in the desired tray.
2. Login as administrator.
3. Access the Tools tab on the UI.
4. Select **System Settings > Common Service Settings**.
5. Select **Paper Tray Settings**.  
The Paper Tray Settings screen displays.
6. Select **Paper Tray Attributes**.  
The Paper Tray Attributes screen is displayed.
7. Select the desired paper tray.
8. Select **Change Settings**.  
The paper tray setting confirmation screen displays.
9. Select **Change Settings**.
10. Select **Alignment Adjustment**.
11. Select **Change Settings**.  
The Alignment Adjustment Setup screen displays.
12. Select **Alignment Adjustment Type Setup**.
13. Select **Change Settings**.  
The Alignment Adjustment Type Setup screen displays.
14. Select an alignment item (**Type 1-20**) to set (create) or adjust (revise).  
  
For the purposes of this procedure Type X represents **Type 1-20**.
15. Select **Change Settings**.  
The Type X screen displays (for example Type 1).

16. Make the following selections:

- a) Select **Name** and then **Change Settings**.
- b) Enter a recognizable name (such Letter Size or A4).
- c) Select **Save** to return to the Type X screen.

17. Select **Sample Printout**.

The Type X - Sample Printout screen displays.

18. Select the tray in which you loaded paper, and then select either 2 Sided or 1 Sided, and the number of sheets.

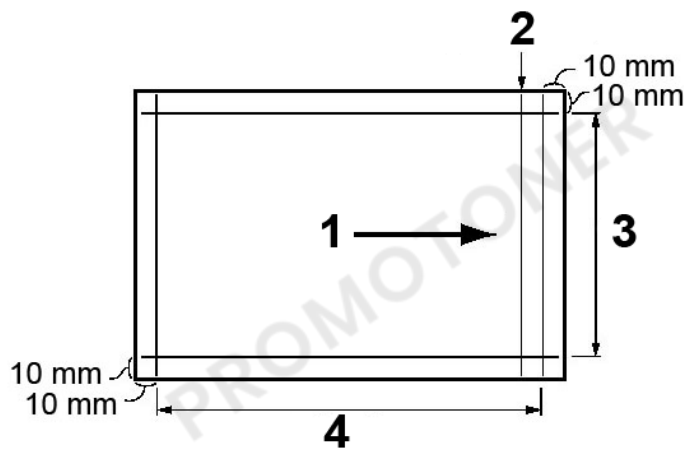
19. Press **Start** on the control panel.

20. Retrieve and review the sample printout.

- a) If the position of the sample output is correct, a line is printed at a position 10 mm from the edge of the paper.

**NOTE**

Two lines are printed on the image of side 1 and one line is printed on the image of side 2 of the sample that is printed with Sample Printout to indicate the paper feed direction.



1	Paper feed direction
2	Line that appears only on Side 1
3	Y direction
4	X direction

- b) Select **Save** or Close to return to the Type X screen.

- c) If the position of the line on the sample output is misaligned, make adjustments accordingly; proceed to the next step.

21. If the image needs adjustment, select one of the alignment items.

- **X Print Position**
- **Y Print Position**
- **X% - Magnification Width**

- **Y% - Magnification Length**
  - **Perpendicularity**
  - **Skew**
22. Select **Change Settings**.  
The selected alignment item screen displays.
  23. Enter the desired changes and select **Save**.  
The Type X screen displays (for example Type 1).
  24. Print another sample printout, review the sample, and if necessary continue to make adjustments as required.
  25. After you complete adjustment, print a final sample printout with **Sample Printout** and check the adjustment results.
  26. Select **Save**.  
The Alignment Adjustment Type Setup screen displays.
  27. Select **Close**.  
The Alignment Adjustment Setup screen displays.
  28. Select the tray where the paper is loaded; this tray will be assigned to the current Type X.
  29. Select **Change Settings**.  
The Alignment Adjustment Setup Tray window displays.
  30. Select the type to which you made the adjustments (for example **Type 1**), and then select **Save**.  
The Alignment Adjustment Setup screen displays.
  31. Select **Close**.  
The paper tray setting confirmation screen displays.
  32. Select **Confirm**.  
The Paper Tray Attributes screen is displayed.
  33. Select **Close**.  
The Paper Tray Settings screen displays.
  34. Select **Close**.  
The main Tools tab screen is displayed.
  35. Exit administrator mode.

#### Related Topics:

[Alignment Adjustment](#)

## Assigning Custom Paper Color Settings

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Paper Tray Settings**.
5. Select **Custom Paper Color Settings**.  
The Custom Paper Color Settings screen is displayed.

6. Select one of the custom color paper items.
7. Select **Change Settings**.

The keyboard screen opens.

8. Enter the desired name for the custom color paper.
9. Select **Save**.

The Custom Paper Color Settings screen is displayed.

10. If desired, select another custom color paper and repeat the previous steps.
11. When finished, select **Close**.

The Paper Tray Settings screen displays.

12. Select **Close**.
- The main Tools tab screen is displayed.

13. Exit administrator mode.

## Setting the option for Paper Tray Attributes on Setup Screen

1. Login as administrator.
  2. Access the Tools tab on the UI.
  3. Select **System Settings > Common Service Settings**.
  4. Select **Paper Tray Settings**.
  5. Select **Paper Tray Attributes on Setup Screen**.
  6. Select one of two choices:
    - **Disabled:** When selected, the paper tray attributes option does NOT display on the Tools tab.
    - **Enabled:** When selected, the paper tray attributes option DOES display on the Tools tab.
  7. Select **Save**.
- The Paper Tray Settings screen displays.
8. Select **Close**.
- The main Tools tab screen is displayed.
9. Exit administrator mode.

## Setting the option for Paper Tray Attributes During Loading

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Paper Tray Settings**.
5. Select **Paper Tray Attributes During Loading**.
6. Select one of two choices:
  - **Off:** When selected, the UI does not display the paper tray attributes while loading paper in a tray.
  - **On:** When selected, the UI displays the paper tray attributes while loading paper in a tray.

7. Select **Save**.  
The Paper Tray Settings screen displays.
8. Select **Close**.  
The main Tools tab screen is displayed.
9. Exit administrator mode.

## Setting the Paper Tray Priority

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Paper Tray Settings**.
5. Select **Paper Tray Priority**.
6. Select a priority setting and assign a specific tray to that priority setting.

### NOTE

Only one tray may be set to each priority.

7. Repeat the previous step until all available trays are assigned to priority settings.
8. Select **Save**.  
The Paper Tray Settings screen displays.
9. Select **Close**.  
The main Tools tab screen is displayed.
10. Exit administrator mode.

## Setting the Tray 5 (Bypass) Paper Size Defaults

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Paper Tray Settings**.
5. Select **Tray 5 Paper Size Defaults**.  
The Tray 5 Paper Size Defaults screen is displayed.
6. Select one of the paper size items.
7. Select **Change Settings**.  
The paper size screen is displayed.
8. Select one of the paper series choices. If selecting **Custom**, set the numeric values by using the arrow buttons.
9. Select **Save**.  
The Tray 5 Paper Size Defaults screen is displayed.
10. If desired, select another paper size item and repeat the previous steps.
11. When finished, select **Close**.  
The Paper Tray Settings screen displays.
12. Select **Close**.  
The main Tools tab screen is displayed.

13. Exit administrator mode.

## Setting Auto Tray Switching Control

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Paper Tray Settings**.
5. Select **Auto Tray Switching Control**.  
The Auto Tray Switching Control screen is displayed.
6. Select **Auto Tray Switching**.
  - a) Select **Change Settings**.
  - b) Select either **Enable during Auto Paper Select** or **Enable for Same Paper Type, Weight and Color**.
  - c) Select **Save**.  
The Auto Tray Switching Control screen is displayed.
7. Select **Targeted Type and Weight (Copy Jobs)**.
  - a) Select **Change Settings**.
  - b) Select the desired settings for the paper type (such as plain or coated) and for the paper weight.
  - c) Select **Save**.  
The Auto Tray Switching Control screen is displayed.
8. Select **Targeted Paper Color (Copy Jobs)**.
  - a) Select **Change Settings**.
  - b) Select either **All Colors** or **Selected Color Only**.
  - c) If selecting **Selected Color Only**, select the desired color.
  - d) Select **Save**.  
The Auto Tray Switching Control screen is displayed.
9. Select **Targeted Type and Weight (Reports)**.
  - a) Select **Change Settings**.
  - b) Select the desired settings for the paper type (such as plain or coated) and for the paper weight.
  - c) Select **Save**.  
The Auto Tray Switching Control screen is displayed.
10. Select **Targeted Paper Color (Reports)**.
  - a) Select **Change Settings**.
  - b) Select either **All Colors** or **Selected Color Only**.
  - c) If selecting **Selected Color Only**, select the desired color.
  - d) Select **Save**.  
The Auto Tray Switching Control screen is displayed.
11. When finished, select **Close**.  
The Paper Tray Settings screen displays.

12. Select **Close**.  
The main Tools tab screen is displayed.
13. Exit administrator mode.

## Adjust Air Assist Values

### NOTE

This feature may or may not be available on your machine/configuration.

The Adjust Air Assist Values feature can be accessed from two different areas:

- **Common Service Settings > Paper Tray Settings > Custom Paper Settings**
- **Common Service Settings > Paper Tray Settings > Paper Tray Attributes**

Use the auto air assist feature to switch on/off fans in a paper tray in order to eliminate misfeeds, multifeeds, paper jams, or other possible tray feeding problems. Air assist value options include the following:

#### **Auto**

This is the default setting. With this option the paper tray blowers automatically adjust using settings that are optimized for Xerox papers.

#### **Standard Table**

Select this setting when the Auto option does not provide the tray with optimum feed capability. This setting uses a pre-programmed look-up table that uses the best-known set of values for the paper that is programmed for the tray.

#### **Multi-Feed Handling Table**

Select this option to have the automatic settings incrementally adjust in order to reduce multifeeds.

#### **Misfeed Handling Table**

Select this option to have the automatic settings incrementally adjust in order to reduce misfeeds.

#### **Custom Table 1, 2, 3, 4**

With these four options, the paper tray blowers are controlled by parameters that are set by your service representative.

#### **Force OFF**

Select this option to keep the paper tray blowers always switched off; in this mode, the blowers are not automatically controlled. This mode is reserved for special media.

### Related Topics:

[Custom Paper Settings > Adjust Air Assist Values](#)

[Paper Tray Attributes > Adjust Air Assist Values](#)

## Custom Paper Settings > Adjust Air Assist Values

### NOTE

This feature may or may not be available on your machine/configuration.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Paper Tray Settings**.  
The Paper Tray Settings screen displays.
5. Select **Custom Paper Settings**.  
The Custom Paper Settings screen displays.
6. Select a custom paper item.
7. Select **Change Settings**.  
A secondary Custom Paper screen opens and displays a variety of options.
8. If required, select **Name**.
  - a) Select **Change Settings**.
  - b) Enter the desired name for the custom paper.
  - c) Select **Save**.  
The previous screen is displayed. This screen reflects the custom paper name.
9. Select **Adjust Air Assist Values**.
10. Select **Change Settings**.
11. From the Adjust Air Assist Values screen, select the desired option which that best suits the environment and print/copy jobs:
  - **Auto**
  - **Standard Table**
  - **Multi-Feed Handling Table**
  - **Misfeed Handling Table**
  - **Custom Table 1, 2, 3, 4**
  - **Force OFF**
12. Select **Save**.  
The previous screen is displayed.
13. If necessary select **Close**.
14. Select **Save** or **Close** to return to the Custom Paper Settings screen.
15. Select **Close**.  
The Paper Tray Settings screen displays.
16. Select **Close**.  
The main Tools tab screen is displayed.
17. Exit administrator mode.



## Paper Tray Attributes > Adjust Air Assist Values

### NOTE

This feature may or may not be available on your machine/configuration.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Paper Tray Settings**.  
The Paper Tray Settings screen displays.
5. Select **Paper Tray Attributes**.  
The Paper Tray Attributes screen is displayed.
6. Select the item to be set or changed.
7. Select **Change Settings**.  
A secondary screen opens and displays a variety of options.
8. If required, select **Name**.
  - a) Select **Change Settings**.
  - b) Enter the desired name.
  - c) Select **Save**.  
The previous screen is displayed.
9. Select **Adjust Air Assist Values**.
10. Select **Change Settings**.
11. From the Adjust Air Assist Values screen, select the desired option which that best suits the environment and print/copy jobs:
  - **Auto**
  - **Standard Table**
  - **Multi-Feed Handling Table**
  - **Misfeed Handling Table**
  - **Custom Table 1, 2, 3, 4**
  - **Force OFF**
12. Select **Save**.  
The previous screen is displayed.
13. If necessary select **Close**.
14. Select **Save** or **Close** to return to the Paper Tray Attributes screen.
15. Select **Close**.  
The Paper Tray Settings screen displays.
16. Select **Close**.  
The main Tools tab screen is displayed.
17. Exit administrator mode.

# Image Quality Adjustment

Use the Image Quality Adjustment feature to change settings for image quality and calibration.

## Image Quality

Select the image quality processing method that is used when the machine is scanning an original. Image quality options include the following:

- **Photo and Text Recognition:** Use this option set the default level for all photo and text copy jobs. Photo and text is used with Original Type when copying jobs.
- **Output Color Recognition:** Use this option to change the recognition settings used when **Auto Detect** is selected on the Output Color area of the Copy tab. Choose between **More Black and White**, **Black and White**, **Normal**, **Color**, and **More Color**.
- **Photo Reproduction Level:** Use this option to change the reproduction setting used when **Auto** is selected on the Original Type screen. Choose between **More Text**, **Normal**, and **More Photo**.
- **Background Suppression (Color Copy):** Use this option to change the background suppression setting used when **Auto Suppression** is selected on the Image Enhancement screen. Choose between **High Quality** and **High Speed**.
- **Background Suppression (Black Copy):** Use this option to change the background suppression setting used when **Auto Suppression** is selected on the Image Enhancement screen. Choose between **High Quality** and **High Speed**.
- **Background Suppression (Scan Jobs):** Use this option to change the background suppression setting used when **Auto Suppression** is selected on the Image Enhancement screen. Choose between **High Quality** and **High Speed**.
- **Image Enhancement:** Use this option to select whether or not to carry out image enhancement. If **On** is selected, copy data is smoothed, to give a smoother appearance. If **Off** is selected, the machine does not perform any image enhancement.

## Calibration

Use Calibration to optimize the quality of copied jobs. The machine prints a calibration pattern, which then is placed on the document glass. The machine scans the calibration pattern and automatically make adjustments as required.

## Assigning Image Quality Adjustment options

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Image Quality Adjustment**.

The Image Quality Adjustment screen is displayed.

5. Select **Image Quality**.
6. Select the item to be set or changed.  
Choices are shown on the displayed list.
7. Select **Change Settings**.
8. Select the desired setting for the option.
9. Select **Save**.  
The Image Quality screen is displayed.
10. If desired, select another option to set or change and repeat the previous steps.
11. Select **Close**.  
The Image Quality Adjustment screen is displayed.
12. Select **Close**.  
The main Tools tab screen is displayed.
13. Exit administrator mode.

## Calibrating for copy jobs

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Image Quality Adjustment**.  
The Image Quality Adjustment screen is displayed.
5. Select **Calibration**.
6. Select **Copy Jobs**.
7. Select the appropriate Screen Type, Paper Supply, and Target.
8. Select **Start**.
9. Follow the instructions provided on the UI.
10. When finished, select **Close**.  
The Image Quality Adjustment screen is displayed.
11. Select **Close**.  
The main Tools tab screen is displayed.
12. Exit administrator mode.

## Reports

Use this feature to set the options which affect printable reports; options include:

### Print Reports Button

When enabled, the **Print Reports** button appears on the Machine Information tab. No system administrator login ID is required for printing the reports.

### Job History Report

Select **Print Report** to automatically print a Job History Report after a total of fifty jobs is processed.

## 2 Sided Report

When printing a report, select whether to print a 1-sided or 2-sided report.

## Setting the Reports options

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Reports**.
5. Select the item to be set or changed.
6. Select **Change Settings**.
7. Select the desired setting for the option.
8. Select **Save**.  
The Reports screen is displayed.
9. If desired, select another option to set or change and repeat the previous steps.
10. Select **Close**.  
The main Tools tab screen is displayed.
11. Exit administrator mode.

## Maintenance

Use this feature to further customize the machine settings for the following options:

### Initialize Hard Disk

Use this option to initialize the machine hard disk. This erases any current data on the hard disk.

### Delete All Data

Use this option to select **Delete Job** or **Run Job** when the machine memory is full.

### Software Options

This feature is for service representatives only. For more information, contact the Xerox Customer Support Center.

### NVM Read Write

The Xerox service representative uses this feature to change certain system settings. It also may occasionally be used by system administrators.

### Alignment Adjustment

Use this feature to configure the default settings for each of the Alignment Adjustment options.

### Adjust Paper Curl

Use this feature to change the paper curl settings either at point of need or to create individual paper curl profiles for specific paper types, weights, and trays.

**Adjust Fold Position (Finisher Adjustment) - optional**

This feature is available only if the optional Standard/Booklet Maker Finisher is connected to the machine. Use this feature to adjust the fold position on the printed output. If the optional C/Z Folder is also connected, more folding options are available.

**Related Topics:**

[Adjust Fold Position \(Finisher Adjustment\)](#)

[Adjusting the fold position](#)

[Adjusting the Single Fold position](#)

[Adjusting the Booklet Fold position](#)

[Adjusting the C Fold position](#)

[Adjusting the Z Fold position](#)

[Adjusting the Z Fold Half Sheet position](#)

**Initializing the hard disk or deleting data**

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Maintenance**.  
The Maintenance screen displays.
5. To initialize the machine hard disk, select **Initialize Hard Disk**.
  - a) From the Initialize Hard Disk screen, select the partition to be reformatted.
  - b) Select **Start**.
  - c) Select **Yes**.  
When reformatting completes successfully, a message screen appears.
  - d) Select **Confirm**.
  - e) Select **Close** to return to the Maintenance screen.
6. To delete the machine data, select **Delete All Data**.
  - a) From the Delete All Data screen, select **Start**.

**IMPORTANT**

Do not use this function unless authorized and have checked with the Xerox service representative. Selecting **Start** deletes all data recorded in the machine. This includes all user settings, and data recorded automatically by the system.

- b) Upon completion, select **Close** to return Maintenance screen.
7. Select **Close**.  
The main Tools tab screen is displayed.
8. Exit administrator mode.

**Maintenance > Adjust Paper Curl**

1. Login as administrator.

2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Maintenance**.  
The Maintenance screen displays.
5. Select **Adjust Paper Curl**.
6. Select one of the **Type 1-10** items.
7. Select **Change Settings**.
8. Assign the desired parameters to the paper curl Type (1-10) option.
  - a) Select the **Name** field.
  - b) Use the keyboard to enter a name.
  - c) Select the appropriate settings for 1 Sided-Face Up, 1 Sided-Face Down, and 2 Sided output.  
Use the arrow buttons to select the correct amount of curl.

#### NOTE

Selecting **Auto** lets the system automatically adjust the paper curl.

- d) Select **Sample Printout**.  
Review the sample for paper curl. If the sample printout still continues too much curl, further adjust the paper curl parameters and print another sample printout.
9. Continue adjusting the paper curl parameters until satisfied with the printouts. Once a satisfactory printout is achieved, select **Save**.  
The Adjust Paper Curl screen is displayed.
10. Select **Close**.  
The Maintenance screen displays.
11. Select **Close**.  
The main Tools tab screen is displayed.
12. Exit administrator mode.

## Maintenance > Alignment Adjustment

1. Load paper in the desired tray.
2. Login as administrator.
3. Access the Tools tab on the UI.
4. Select **System Settings > Common Service Settings**.
5. Select **Maintenance**.  
The Maintenance screen displays.
6. Select **Alignment Adjustment**.
7. Select **Change Settings**.  
The Alignment Adjustment Setup screen displays.
8. Select **Alignment Adjustment Type Setup**.
9. Select **Change Settings**.  
The Alignment Adjustment Type Setup screen displays.
10. Select an alignment item (**Type 1-20**) to set (create) or adjust (revise).

For the purposes of this procedure Type X represents **Type 1-20**.

11. Select **Change Settings**.

The Type X screen displays (for example Type 1).

## 12. Make the following selections:

- Select **Name** and then **Change Settings**.
- Enter a recognizable name (such Letter Size or A4).
- Select **Save** to return to the Type X screen.

13. Select **Sample Printout**.

The Type X - Sample Printout screen displays.

## 14. Select the tray in which you loaded paper, and then select either 2 Sided or 1 Sided, and the number of sheets.

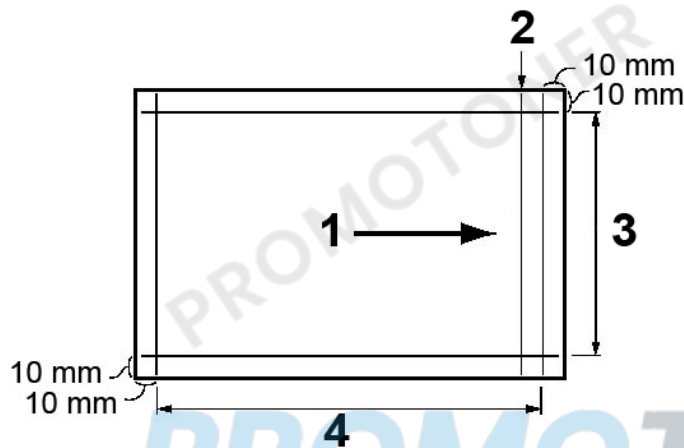
15. Press **Start** on the control panel.

## 16. Retrieve and review the sample printout.

- If the position of the sample output is correct, a line is printed at a position 10 mm from the edge of the paper.

**NOTE**

Two lines are printed on the image of side 1 and one line is printed on the image of side 2 of the sample that is printed with Sample Printout to indicate the paper feed direction.



1	Paper feed direction
2	Line that appears only on Side 1
3	Y direction
4	X direction

- Select **Save** or Close to return to the Type X screen.

- If the position of the line on the sample output is misaligned, make adjustments accordingly; proceed to the next step.

## 17. If the image needs adjustment, select one of the alignment items.

- X Print Position**

- **Y Print Position**
- **X% - Magnification Width**
- **Y% - Magnification Length**
- **Perpendicularity**
- **Skew**

18. Select **Change Settings**.

The selected alignment item screen displays.

19. Enter the desired changes and select **Save**.

The Type X screen displays (for example Type 1).

20. Print another sample printout, review the sample, and if necessary continue to make adjustments as required.

21. After you complete adjustment, print a final sample printout with **Sample Printout** and check the adjustment results.

22. Select **Save**.

The Alignment Adjustment Type Setup screen displays.

23. Select **Close**.

The Alignment Adjustment Setup screen displays.

24. Select the tray where the paper is loaded; this tray will be assigned to the current Type X.

25. Select **Change Settings**.

The Alignment Adjustment Setup Tray window displays.

26. Select the type to which you made the adjustments (for example **Type 1**), and then select **Save**.

The Alignment Adjustment Setup screen displays.

27. Select **Close**.

The Maintenance screen displays.

28. Select **Close**.

The main Tools tab screen is displayed.

29. Exit administrator mode.

[Related Topics:](#)

[Alignment Adjustment](#)

## Watermark

Use this feature to configure default settings for commonly used watermarks; options include the following:



**Date Format**

Set the default date format as it appears on the Annotation and Watermark screens in the **Output Format** tab (Copy feature). When selected, the default date format is printed on the copy output when **On** is selected for the Annotation/Date feature or when the Date option in the Watermark feature is selected.

- Choose from the following Date Format options: 20yy/mm/dd, mm/dd/20yy, dd/mm/20yy, and 20yy-mm-dd.
- The option selected here becomes the default setting for both the Annotation and Watermark features.

**Default Watermark Effect**

Select the default setting for Text Effect; this default value appears on the Watermark screen in the Output Format tab (Copy feature). This setting determines how the background text (watermark) appears on the printed output. Text Effect selections include: **Off**, **Embossed**, and **Outline**.

**Default Watermark**

Select the default watermark from a displayed list.

**Font Size**

Select from four possibilities: 48 point, 64 point, 80 point or a custom size of 24 to 80 point.

**Background Pattern**

Select the background pattern to be used for the watermark option (on the Output Format tab/Copy feature). Select from eight patterns: **wave**, **circle**, **stripes**, **chain**, **beam**, **rhombic**, **sunflower**, and **fan**.

**Font Color**

Select the font color for printing the background watermark text. You can choose between **Black**, **Magenta**, or **Cyan**.

**Density**

Select the density for printing the background watermark text. You can select from three levels: **Lighter**, **Normal**, or **Darker**.

**Watermark/Background Contrast**

Select the text/background contrast for printing watermark information. You can select from contrast levels 1 to 9.

**Force Watermark Copy**

Select **On** to force all copy jobs to print with a watermark. Select **Off** if you do not want all copy jobs printed with a watermark.

**Custom Watermark 1-3**

Create your own watermark.

## Selecting the Watermark options

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Watermark**.  
The Watermark screen displays.
5. Select the item to be set or changed.
6. Select **Change Settings**.
7. Select the desired option for the Watermark feature.
8. Select **Save**.  
The Watermark screen displays.
9. If desired, select another option to set or change and repeat the previous steps.
10. Select **Close**.  
The main Tools tab screen is displayed.
11. Exit administrator mode.

## Secure Watermark (optional)

The optional Secure Watermark feature is designed to provide security management of paper documents by embedding job deterrence information into your paper document. This information may include job type, date and time of job start, user information, document name, and other such related information.

### NOTE

It is assumed that you have purchased the security option that enables the Secure Watermark feature. If you did not, contact your Xerox Representative to purchase this option.

A digital code is put onto your copies in order to prevent unauthorized recopying/printing of sensitive materials. Options selected here define what the default settings will be for the Secure Watermark features on the Output Format tab of the Copy feature. The following options are available for configuring the default settings for each of the Secure Watermark options:

### Secure Watermark Control

Select whether or not to set Secure Watermark Detection. Selections are **Off** or **On**.

### Digital Codes Settings

Set a Decoding Passcode and a Custom Digital Watermark.

### Force Secure Watermark

Select whether or not to force a secure watermark for Copy Job and Report. Selections are **Off** or **On**.

### Secure Watermark Defaults

Select the Protection Code setting. The selections are **Off** or **Prevent Duplication**.

## Secure Watermark Effect

Set **Default Secure Watermark, Background Pattern, Background Contrast, and Custom Secure Watermarks 1,2, and 3.**

## Selecting the Secure Watermark options

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings.**
4. Select **Secure Watermark.**  
The Secure Watermark screen displays.
5. Select desired feature from the Secure Watermark screen.
6. Select the desired setting for the feature.
7. Select **Save.**  
The Secure Watermark screen displays.
8. If desired, select another feature to set or change and repeat the previous steps.
9. Select **Close.**  
The main Tools tab screen is displayed.
10. Exit administrator mode.

## Other Settings

Use this feature to assign a variety of settings for commonly used features; options include the following:

### Offset Stacking (Right Middle Tray)

This feature is available only when the Standard/Booklet Maker Finisher is connected to the machine. Select the default offset stacking option for the finisher tray:

- **None:** If this option is selected, the finishing tray will not offset any output.
- **Offset per set:** If this option is selected, the finishing tray will offset each set of a copy/print job. This option also offsets each job.
- **Offset per job:** If this option is selected, all the sets of a job are delivered on one stack to the output area. When the next job starts, that job is offset from the previous job in the tray. This option does not offset each set of a job.

### Offset Stacking (Stacker - Stacker Cart)

This feature is available only when the High Capacity Stacker (HCS) is connected to the machine. Offsetting means that each copy set is delivered to the center tray and shifted slightly to separate it from the previous job. When a copy set is delivered to the front of the tray, the next set is delivered to the rear of the tray. Options for the offset function for the High Capacity Stacker include the following:

- **None:** If this option is selected, the finishing tray will not offset any output.
- **Offset per set:** If this option is selected, the finishing tray will offset each set of a copy/print job. This option also offsets each job.
- **Offset per job:** If this option is selected, all the sets of a job are delivered on one stack to the output area. When the next job starts, that job is offset from the previous job in the tray. This option does not offset each set of a job.

When **Offset per Set** or **Offset per Job** is selected, the machine slightly shifts the output position per set or per job (print job) respectively.

### Unload High Capacity Stacker

This feature is available only when the High Capacity Stacker (HCS) is connected to the machine. Allows you to determine the timing to stop the machine when the **Unload Output** button is pressed. Select either **Stop When Current Set Completes** and **Stop Immediately**.

### Default Print Paper Size

Set the default paper size, A4 or 8.5 × 11 in. on which to print reports and/or lists.

### Paper Size Settings

Specify the size of paper to be automatically detected when you use standard sizes for a document or the machine is set to detect sizes of a document. Select one of the following options:

- **A/B Series (8 × 13 in.)**
- **A/B Series**
- **A/B Series (8K/16K)**
- **A/B Series (8 × 13 in./8 × 14 in.)**
- **Inch Series**

### Millimeters/Inches

Select the unit of measurement that will be displayed on the screen; select either **Millimeters** or **Inches**.

### Keyboard Input Restriction

Select whether or not to restrict the display of the virtual keyboard on the machine UI. To prevent characters from being garbled when switching character sets, you can limit input to ASCII characters. If you select **On (ASCII Only)**, the keyboard displayed shows ASCII characters only.

### Operation of Up/Down Buttons

Select whether or not to enable continuous scrolling when pressing the scroll buttons.

### Display of Consumables Screen

Select whether or not to display the consumables status when a replacement is required; options include:

- **Off:** Does not display the consumables status screen.
- **When power is switched on:** Displays the consumables status screen at startup.
- **When Auto Clear is activated:** Displays the consumables status screen when **Auto Clear** is executed.

### Data Encryption

If you want the recorded data on the hard disk encrypted, select **On** as the default setting for this feature. By switching on the data encryption, all data written to the hard disk is automatically encrypted. Encryption prevents unauthorized access to the stored data. When encryption is on, an encryption key must be set.

#### NOTE

This is an optional feature that may not be available on your machine; it is part of the optional Data Security Kit. For more information, contact the Customer Support Center.

### Encryption Key for Confidential Data

This optional feature sets an encryption key to encrypt confidential information such as the passcode of the system administrator. Encrypting confidential information prevents a network hacking and an unauthorized access to the information. Enter an encryption key of 4 to 12 characters using alphanumeric characters.

#### IMPORTANT

If you change the existing encryption key, you may not restore confidential information from a backup. The factory default encryption key is **x-admin**.

#### NOTE

This is an optional feature that may not be available on your machine; it is part of the optional Data Security Kit. For more information, contact the Customer Support Center. Furthermore, a service representative can block changes to the settings of this feature.

### Service Representative Restricted Operation

Select whether or not to restrict the operation by the service representative in order to protect the security settings from being altered by someone impersonating the service representative; options include the following:

- **Off:** The service representative is not restricted from any operations on the machine.
- **On:** The service representative cannot change the following settings: Delete All Data, Secure Watermark, Data Encryption, Encryption Key for Confidential Data, Service Representative Restricted Operation, System Administrator Settings, Maximum Login Attempts by System Administrator, Overwrite Hard Disk, and Creating/Changing Users with System Administrator Rights.

When **On** is set, set a maintenance passcode of 4 to 12 digits in the Maintenance Passcode screen. Entering the passcode is required when the service representative performs maintenance.

#### IMPORTANT

When **On** is set and if you lose the system administrator's user ID and passcode, the items restricted to the service representative cannot be changed or reset to their default values.

### Software Download

This feature is not supported; however, it may still be accessible. This feature is only for service representative use. Contact the Customer Support Center. Select Disabled as the default setting.

### Document Feeder Tray Elevation

When a document is loaded in the document feeder, set the timing which tells the document feeder tray when to raise. Select either **When loading originals** or **When pressing Start**.

- **When loading originals:** Select this option if you want the elevator tray to raise when you load documents in the document feeder.
- **When pressing Start:** Select this option if you want the document feeder elevator tray to raise when you press the Start button on the control panel.

### Estimated Job Time

Select the default setting that is displayed for the estimated job completion time.

## Selecting options for the Other Settings feature

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Other Settings**.  
The Other Settings screen displays.
5. Select the item to be set or changed.
6. Select **Change Settings**.

7. Select the desired setting for the option.
8. Select **Save**.  
The Other Settings screen displays.
9. If desired, select another option to set or change and repeat the previous steps.
10. Select **Close**.  
The main Tools tab screen is displayed.
11. Exit administrator mode.

## Setting the Data Encryption options

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Other Settings**.  
The Other Settings screen displays.
5. Select **Data Encryption**.
6. Select **Change Settings**.
7. Select **On**.  
The Data Encryption screen displays.
8. Select **Keyboard** and from the Keyboard screen, enter the desired encryption key password.

Enter a 12-character encryption key; the default encryption key is 12 ones (111111111111).

9. Select **Save**.  
The Data Encryption screen displays.
10. Select **Keyboard** again.
11. From the Keyboard screen reenter the same encryption key one more time.
12. Select **Save**.  
The Data Encryption screen displays.
13. Select **Save**.  
The Other Settings screen displays.
14. Select **Close**.  
The main Tools tab screen is displayed.
15. Exit administrator mode.

## Setting options for Encryption Key for Confidential Data

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Other Settings**.  
The Other Settings screen displays.
5. Select **Encryption Key for Confidential Data**.
6. Select **Change Settings**.  
The Encryption Key for Confidential Data screen displays.

7. Select **Keyboard** and from the Keyboard screen, enter the desired encryption key password.

Enter a 12-character encryption key; the default encryption key is 12 ones (111111111111).

8. Select **Save**.  
The Encryption Key for Confidential Data screen displays.
9. Select **Keyboard** again.
10. From the Keyboard screen reenter the same encryption key one more time.
11. Select **Save**.  
The Encryption Key for Confidential Data screen displays.
12. Select **Save**.  
The Other Settings screen displays.
13. Select **Close**.  
The main Tools tab screen is displayed.
14. Exit administrator mode.

## Adjust Paper Curl

Use the Adjust Paper Curl feature when the printed output contains too much curl. This feature allows the user to select the desired paper curl setting in order to prevent your output from curling.

When paper is exposed to heat, the paper loses moisture and curls toward the heat source. High dry ink/toner coverage jobs tend to curl more due to the dryink/toner plastification effect on the paper surface. The system tries to reduce this by using mechanical devices within the paper path called decurlers.

Paper curl is caused by many variables, including:

- The weight of the paper and whether it is coated or uncoated.
- The amount of dry ink/toner and the area being covered on a sheet; the heavier the coverage, the greater the tendency to curl.
- How the paper is loaded in the tray. Make sure you load the paper as instructed on the ream wrapper.
- The atmospheric conditions of the room where the paper is stored, especially those related to humidity and temperature.
- The heat generated during the fusing processes.

Your system is designed with an automated setting to control curl. When using the system Default, the machine automatically sends paper through the proper decurler. The system Default automatically determines the amount of pressure needed at the different decurlers in order to reduce the output curl of the paper.



With some print jobs, the output prints still may be curled more than you desire even after using the system default. In those cases, use the Adjust Paper Curl feature to compensate for paper curl in the prints. Adjust Paper Curl settings are based on the job type and image density ratio. These settings are manually entered through one of three ways, and must be logged in as the administrator. Adjust Paper Curl can be accessed from the Tools tab on the UI by selecting:

- **System Settings > Common Service Settings > Paper Tray Settings > Custom Paper Settings**
- **System Settings > Common Service Settings > Paper Tray Settings > Paper Tray Attributes**
- **System Settings > Common Service Settings > Maintenance**

#### NOTE

It is important to remember that a successful paper curl correction setting used today may not be the same setting that you would use on another day. This is especially relevant if the room in which machine is located experiences changes in temperature and humidity.

#### Related Topics:

[Custom Paper Settings > Adjust Paper Curl](#)

[Paper Tray Attributes > Adjust Paper Curl](#)

[Maintenance > Adjust Paper Curl](#)

## Adjust Paper Curl options

While paper curl is caused by many variables, it is important to understand that the Adjust Paper Curl options, both the preset and custom options, use lookup tables for curl control that are based on the job's percentage of toner area coverage and the humidity values in the room where the machine sits. The Adjust Paper Curl feature includes the following options:

### Types A, B, and C

Types A, B, and C are system default settings. These preset options offer an alternative to creating and using a customized setting. Always use these settings first before using a customized setting. However, if the output is still curling more than desired, use one of the customized Types 1-10 settings.

### Types 1-10

Types 1-10 are customized by settings which are saved to the machine memory and can be recalled and used at point of need.

## Adjust Paper Curl Types A, B, C

If paper curl is a problem, using one of the preset Types A, B, or C settings usually eliminates the problem. However, due to the broad range of paper variables, image coverage, and environmental factors, these default settings may not result in satisfactory performance. Always refer to the latest Recommended Materials List (RML) for your machine for the recommended paper types and weights and the default paper curl (decurler) settings to use with them. This RML can be downloaded from [www.xerox.com](http://www.xerox.com).

### NOTE

The settings recommended in the RML were developed from testing a wide range of paper samples, percentage of toner area coverage, and environments. The outcome of this testing is the preset parameters shown in the list, and these parameters refer to how particular papers interact with the digital press decurling system.

As previously stated, to correct paper curl, always uses Types A, B, and C before using a customized paper curl setting. For example, if paper curl is a problem, do the following:

1. Select and use Type A; copy/print some samples and review the output.
2. If paper curl is still a problem, select and use Type B; copy/print some samples and review the output.
3. If paper curl is still a problem, select and use Type C; copy/print some samples and review the output.
4. If paper curl is still a problem, select and use one of the customized Types 1-10; copy/print some samples and review the output.

## Adjust Paper Curl Types 1-10

If the system default Types A, B, C did not successfully eliminate curl from the output, use one of the customized Types 1-10. These customized types allow the user to create and saved a paper curl profile based on paper type and weight, a specific paper tray, and upward or downward curl adjustments to the output. This customized paper profile is saved to the machine memory and can be recalled and used at point of need.

Paper Curl Types 1-10 include the following selections:

- Name: Enter a name specific so that later recall is not an issue.
- Paper type and weight: If accessing the **Adjust Paper Curl** feature from **Common Service Settings > Paper Tray Settings > Custom Paper Settings**, selecting a specific paper type and weight is available. This paper type and weight is assigned to the selected paper curl type (for example Type 1) and associated with the name entered and saved for that type.
- Paper tray: If accessing the **Adjust Paper Curl** feature from **Common Service Settings > Paper Tray Settings > Paper Tray Attributes**, selecting a specific paper tray is available. This paper tray is assigned to the selected paper curl type (for example Type 1) and associated with the name entered and saved for that type.

Paper curl selections also include the following:

- **1 Sided-Face Up:** This option allows you to set specific paper curl information for one-sided only printed output which exits the machine in the face up position.
- **1 Sided-Face Down:** This option allows you to set specific paper curl information for one-sided only printed output which exits the machine in the face down position.
- **2 Sided:** This option allows you to set specific paper curl information for two-sided printed output.

These 1-sided/2-sided selections allow you to adjust upward or downward curl as required, and based on these settings helps reduce or eliminate the curl in the printed output.

**Auto** may also be selected; this setting allows the machine system to automatically adjust the upward or downward curl based on the 1-sided or 2-sided selection.

If accessing the **Adjust Paper Curl** feature from **Common Service Settings > Maintenance**, the customized paper curl type becomes available for selection from either **Common Service Settings > Paper Tray Settings > Custom Paper Settings** or **Common Service Settings > Paper Tray Settings > Paper Tray Attributes**.

#### NOTE

Paper curl types created from **Maintenance** are NOT associated with a specific paper type/weight nor with a specific paper tray.

## Alignment Adjustment

The Alignment **Adjustment** feature allows you to create and store specific alignment adjustment procedures. These procedures allow you to accommodate different media types and how the image is registered, aligned, or magnified for side 1 and side 2 output. These procedures may be used at point of need in order to ensure optimum output quality of your prints.

Alignment adjustments can be made when the position of the output image is misaligned or skewed. This may be a result of paper expansion or contraction, cutting inaccuracy, or paper storage conditions.

You can create and save a maximum of 20 alignment procedures.

#### NOTE

It is recommended that you read through the entire Alignment Adjustment section before creating/editing or performing any actual alignment adjustments.

**Related Topics:**

[Custom Paper Settings > Alignment Adjustment](#)

[Paper Tray Attributes > Alignment Adjustment](#)

[Maintenance > Alignment Adjustment](#)

## Alignment Adjustment information

When printing duplex jobs and using different media types (including paper type, weight, and coating/uncoating), the output may require specific handling by the machine as it is moving through the paper path. With certain media types and duplex jobs, the images on side 1 and/or side 2 may be misregistered, skewed, perpendicularly misaligned, or stretched; this is where alignment procedures can be used to eliminate these type of issues.

Alignment adjustment procedures allow you to:

- Make adjustments to the image based on the alignment output of a document. Various adjustments can be modified such as: print position (registration), perpendicularity, skew, and magnification.
- Make adjustments when the position of the output image is misaligned or skewed. This may be a result of paper expansion or contraction, cutting inaccuracy, or paper storage conditions. To compensate for this scenario, the alignment adjustment feature can be used to adjust the image alignment.

## Things to consider when creating/using an alignment procedures

When creating alignment procedures for side 1 and/or side 2 prints, be aware of the following:

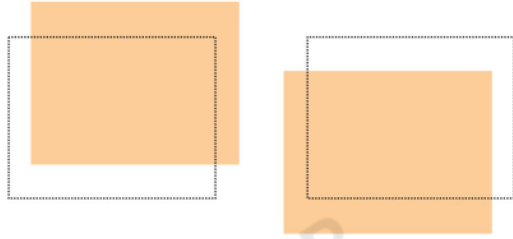
- Side 1/side 2 images may be misregistered because the paper is not the exact same size. It may vary slightly, with differences of +/- 1 mm, causing the image to be misregistered. To reduce the possibility of size differences, it is recommended that you use paper from the same lot when running duplex jobs.
- During the fusing process, the heat and pressure applied to the paper causes the paper to stretch. If the images on sides 1 and 2 are the same size, the stretching of the paper may cause the image on side 1 to be slightly larger than the image on side 2.

Creating an alignment adjustment procedure for these types of jobs allows you to reduce or eliminate the images being larger on side 1 than on side 2 prints.

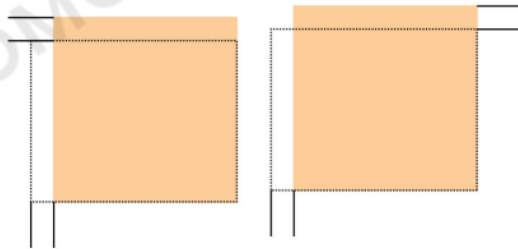
## Alignment Adjustment options

**Alignment Adjustment** includes the following options:

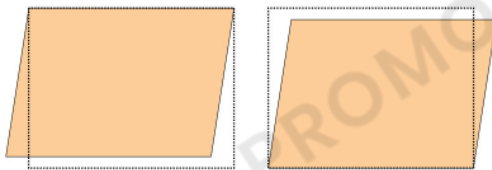
- **Name:** Provide a name specific so that later recall is not an issue.
- **X and Y Print Positions:** Adjust the position of the image in lead edge/paper feed direction (X position) or in the side edge/vertical direction (Y position). The X/Y Print Position often is referred to as registration.



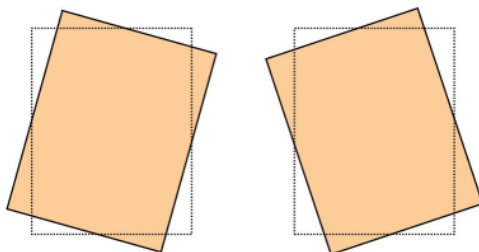
- **X/Y% Magnification** (Width/Length): Use this feature to correct for image stretch from side 1 to side 2. The image may be enlarged or reduced as necessary.



- **Perpendicularity**: Use this when the image is straight on the page, but the corners are slanted, not at right (90 degree) angles to each other. This feature adjusts the image digitally on the drum so that it will align with the paper for both side 1 and side 2.



- **Skew**: Use this when the entire image on the page is slanted and not straight. This feature adjusts the paper so that the image for side 1 and/or side 2 are not skewed but aligned with each other.



When selecting/editing the various Alignment options, consider these tips:

- The arrows above the paper illustration as shown on the UI indicate the feed direction.

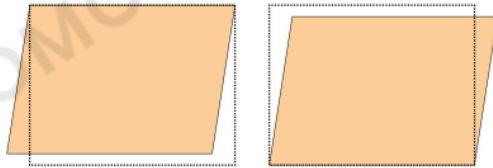
- Use the up/down arrow buttons to make the desired selections.
- As you click the up/down arrow buttons, the illustration moves indicating the direction that the image will move or increase/decrease on the paper.

#### NOTE

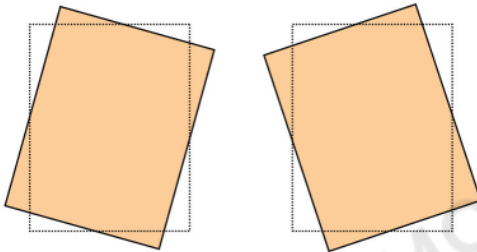
The factory default setting for all the Alignment options is zero.

The following adjustments can be made to the position of the output image:

- **Perpendicularity:** Use this when the image is straight on the page, but the corners are slanted, not at right (90 degree) angles to each other. This feature adjusts the image digitally on the drum so that it will align with the paper for both side 1 and side 2.



- **Skew:** Use this when the entire image on the page is slanted and not straight. This feature adjusts the paper so that the image for side 1 and/or side 2 are not skewed but aligned with each other.



- **Magnification:** Use this feature to correct for image stretch from side 1 to side 2. The image may be enlarged or reduced as necessary.

#### NOTE

When making adjustments to multiple items, perform the adjustments in the following order: Perpendicularity, Skew, X/Y % (width/length) Magnification, and finally X/Y Print Positions.

## Adjust Fold Position (Finisher Adjustment)

#### NOTE

The **Adjust Fold Position (Finisher Adjustment)** is available only when the Standard/Booklet Maker Finisher is connected to the machine. If the finisher is equipped with the optional C/Z Folder, additional fold position options become available with the **Adjust Fold Position** feature.

Use the **Adjust Fold Position (Finisher Adjustment)** for adjusting the fold position of the output. You can adjust the fold position for various paper types, as well as set adjustment values for a maximum of 10 default types. Furthermore, a set type can be assigned to each tray. Fold position adjustments can be set for single fold and booklet. In addition, if the optional C/Z Folder is connect, fold positions can be set for C fold, Z fold, and Z fold half sheet.

## Adjusting the fold position

### NOTE

**Adjust Fold Position** can be access from three separate areas in Common Service Settings (Tools/administrator mode):

- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Custom Paper Settings**
- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Paper Tray Attributes**
- **Tools > System Settings > Common Service Settings > Maintenance**

1. Load paper in the desired tray.
2. Login as administrator.
3. Access the Tools tab on the UI.
4. Select **System Settings > Common Service Settings**.
5. Select one of the following:
  - **Paper Tray Settings > Custom Paper Settings**
  - **Paper Tray Settings > Paper Tray Attributes**
  - **Maintenance > Finisher Adjustment**
6. Select **Adjust Fold Position**.
7. Select **Fold Position Type Setup**, and select **Change Settings**.
8. Select the paper fold position type you want to set or adjust, and select **Change Settings**.
9. Select **Name** and select **Change Settings**.
10. Enter the desired type name, and select **Save**.

### NOTE

The recommendation is to use a name such as Single Fold Plain that allows you to recall what the content of that fold type is.

11. Select the fold type, and select **Change Settings**.

### NOTE

For details on making each fold adjustment, refer to that specific fold procedure.

12. Select the desired settings, and select **Sample Printout**.
13. Select the tray in which you loaded paper in step 1, and then press the **Start** button.
14. Measure the fold position on the output sample, and adjust the fold position accordingly.
15. Make adjustments to the items if necessary.

16. After you finish making adjustments, print another output sample with **Sample Printout** and check the adjustment results.
17. Make adjustments accordingly by repeating the previous steps.
18. Select **Save**.
19. Select **Close** until the Adjust Fold Position screen appears.
20. Select the tray in which you loaded paper in step 1, and then press the **Start** button.
21. Select the adjusted fold position type, and select **Save**.
22. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.
23. Exit administrator mode.

## Adjusting the Single Fold position

### NOTE

**Adjust Fold Position** can be access from three separate areas in Common Service Settings (Tools/administrator mode):

- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Custom Paper Settings**
- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Paper Tray Attributes**
- **Tools > System Settings > Common Service Settings > Maintenance**

1. Load paper in the desired tray.
2. Login as administrator.
3. Access the Tools tab on the UI.
4. Select **System Settings > Common Service Settings**.
5. Select one of the following:
  - **Paper Tray Settings > Custom Paper Settings**
  - **Paper Tray Settings > Paper Tray Attributes**
  - **Maintenance > Finisher Adjustment**
6. Select **Adjust Fold Position**.
7. Select **Fold Position Type Setup**, and select **Change Settings**.
8. Select **Single Fold**, and select **Change Settings**.
9. Specify Sheets to be folded, and select **Sample Printout**.
10. Select the tray in which you loaded paper, and press the **Start** button.  
An output sample is printed.
11. Select **Close**.
12. Check the output sample printout, and measure the offset amount.
13. Select **Long at Left** or **Long at Right**.
14. Enter the measurement value you obtained previously in Values A Before Adjustment field by touching the up/down arrow buttons.
15. Select **Adjust**.
16. Select **Sample Printout** again to print an output sample printout, and check the adjustment results.
17. Make adjustments again if necessary.



18. Select **Save**.
19. Select **Close** until the Adjust Fold Position screen appears.
20. Select the tray in which you loaded paper in step 1, and then press the **Start** button.
21. Select the adjusted fold position type, and select **Save**.
22. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.
23. Exit administrator mode.

## Adjusting the Booklet Fold position

### NOTE

**Adjust Fold Position** can be access from three separate areas in Common Service Settings (Tools/administrator mode):

- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Custom Paper Settings**
- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Paper Tray Attributes**
- **Tools > System Settings > Common Service Settings > Maintenance**

1. Load paper in the desired tray.
2. Login as administrator.
3. Access the Tools tab on the UI.
4. Select **System Settings > Common Service Settings**.
5. Select one of the following:
  - **Paper Tray Settings > Custom Paper Settings**
  - **Paper Tray Settings > Paper Tray Attributes**
  - **Maintenance > Finisher Adjustment**
6. Select **Adjust Fold Position**.
7. Select **Fold Position Type Setup**, and select **Change Settings**.
8. Select **Booklet** and select **Change Settings**.
9. Press **Sample Printout**.
10. Select the tray in which you loaded paper, select **2-Sheet Stack**, and press the **Start** button.  
An output sample is printed.
11. Select the tray in which you loaded paper, select **15-Sheet Stack**, and press the **Start** button.  
An output sample is printed.
12. Select **Close**.
13. Check the output sample, and measure the position offset amount for 2-sheet stack and 15-sheet stack.
14. Press **Booklet Fold State (2 Sheets)**.
15. Select the state of the fold and staple position of the output paper, and enter the 2-sheet stack offset amount you measured in previously in Values A & B Before Adjustment field.
16. Select **Save**.

17. Set **Booklet Fold State (15 Sheets)** in the same way.

**NOTE**

The values between 2-sheet stack and 15-sheet stack are adjusted automatically.

**NOTE**

When you want to specify the number of sheets separately, use the set Variable-Sheet Booklet option to make the proper selections.

18. Press **Sample Printout** again to print an output sample, and check the adjustment results.
19. Make adjustments again if necessary.
20. Select **Save**.
21. Select **Close** until the Adjust Fold Position screen appears.
22. Select the tray in which you loaded paper in step 1, and then press the **Start** button.
23. Select the adjusted fold position type, and select **Save**.
24. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.
25. Exit administrator mode.

## Adjusting the C Fold position

**TIP**

The **C Fold**, **Z Fold**, and **Z Fold Half Sheet Fold Positions** are available only when the Standard/Booklet Maker Finisher AND optional C/Z Folder is connected.

**NOTE**

**Adjust Fold Position** can be accessed from three separate areas in Common Service Settings (Tools/administrator mode):

- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Custom Paper Settings**
- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Paper Tray Attributes**
- **Tools > System Settings > Common Service Settings > Maintenance**

1. Load paper in the desired tray.
2. Login as administrator.
3. Access the Tools tab on the UI.
4. Select **System Settings > Common Service Settings**.
5. Select one of the following:
  - **Paper Tray Settings > Custom Paper Settings**
  - **Paper Tray Settings > Paper Tray Attributes**
  - **Maintenance > Finisher Adjustment**
6. Select **Adjust Fold Position**.
7. Select **Fold Position Type Setup**, and select **Change Settings**.
8. Select **C Fold-A4** or **C Fold-8.5x11"**, and select **Change Settings**.
9. Press **Sample Printout**.
10. Select the tray in which you loaded paper, and press the **Start** button.

An output sample is printed.

11. Select **Close**.
12. Check the output sample, and measure the A and B fold position movement amounts.
13. Enter the measurement value you obtained previously in Values A & B Before Adjustment, and the final value you want after adjustment in Desired Values A & B.

#### TIP

Set value A and value B so that an edge of the paper does not extend past a fold position of the paper. An edge of paper extending past a fold position of the paper may cause a paper jam.

14. Select **Sample Printout** again to print an output sample, and check the adjustment results.
15. Make adjustments again if necessary.
16. Select **Save**.
17. Select **Close** until the Adjust Fold Position screen appears.
18. Select the tray in which you loaded paper in step 1, and then press the **Start** button.
19. Select the adjusted fold position type, and select **Save**.
20. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.
21. Exit administrator mode.

## Adjusting the Z Fold position

#### TIP

The **C Fold**, **Z Fold**, and **Z Fold Half Sheet Fold Positions** are available only when the Standard/Booklet Maker Finisher AND optional C/Z Folder is connected.

#### NOTE

**Adjust Fold Position** can be access from three separate areas in Common Service Settings (Tools/administrator mode):

- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Custom Paper Settings**
- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Paper Tray Attributes**
- **Tools > System Settings > Common Service Settings > Maintenance**

1. Load paper in the desired tray.
2. Login as administrator.
3. Access the Tools tab on the UI.
4. Select **System Settings > Common Service Settings**.
5. Select one of the following:
  - **Paper Tray Settings > Custom Paper Settings**
  - **Paper Tray Settings > Paper Tray Attributes**
  - **Maintenance > Finisher Adjustment**
6. Select **Adjust Fold Position**.
7. Select **Fold Position Type Setup**, and select **Change Settings**.

8. Select **Z Fold-A4** or **Z Fold-8.5x11"**, and select **Change Settings**.
9. Select **Sample Printout**.
10. Select the tray in which you loaded paper, and press the **Start** button.  
An output sample is printed.
11. Select **Save**.
12. Check the output sample, and measure the A and B fold position movement amounts.
13. Enter the measurement value you obtained in the previous step in Values A & B Before Adjustment, and the final value you want after adjustment in Desired Values A & B.

**TIP**

Set value A and value B so that an edge of the paper does not extend past a fold position of the paper. An edge of paper extending past a fold position of the paper may cause a paper jam.

14. Select **Sample Printout** again to print an output sample, and check the adjustment results.
15. Make adjustments again if necessary.
16. Select **Save**.
17. Select **Close** until the Adjust Fold Position screen appears.
18. Select the tray in which you loaded paper in step 1, and then press the **Start** button.
19. Select the adjusted fold position type, and select **Save**.
20. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.
21. Exit administrator mode.

## Adjusting the Z Fold Half Sheet position

**TIP**

The **C Fold**, **Z Fold**, and **Z Fold Half Sheet Fold Positions** are available only when the Standard/Booklet Maker Finisher AND optional C/Z Folder is connected.

**NOTE**

**Adjust Fold Position** can be access from three separate areas in Common Service Settings (Tools/administrator mode):

- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Custom Paper Settings**
- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Paper Tray Attributes**
- **Tools > System Settings > Common Service Settings > Maintenance**

1. Load paper in the desired tray.
2. Login as administrator.
3. Access the Tools tab on the UI.
4. Select **System Settings > Common Service Settings**.
5. Select one of the following:
  - **Paper Tray Settings > Custom Paper Settings**
  - **Paper Tray Settings > Paper Tray Attributes**

- **Maintenance > Finisher Adjustment**

6. Select **Adjust Fold Position**.
7. Select **Fold Position Type Setup**, and select **Change Settings**.
8. Select **Z Fold Half Sheet- A3**, **Z Fold Half Sheet- B4**, **Z Fold Half Sheet-11x17"**, or **Z Fold Half Sheet - 8K**, and select **Change Settings**.
9. Select **Sample Printout**.
10. Select the tray in which you loaded paper, and press the **Start** button.

An output sample is printed.

11. Select **Save**.
12. Check the output sample, and measure the A and B fold position movement amounts.
13. Enter the measurement value you obtained in the previous step in Values A & B Before Adjustment, and the final value you want after adjustment in Desired Values A & B.

**TIP**

Set value B so that an edge of the paper does not extend past a fold position of the paper. An edge of paper extending past a fold position of the paper may cause a paper jam.

14. Select **Sample Printout** again to print an output sample, and check the adjustment results.
15. Make adjustments again if necessary.
16. Select **Save**.
17. Select **Close** until the Adjust Fold Position screen appears.
18. Select the tray in which you loaded paper in step 1, and then press the **Start** button.
19. Select the adjusted fold position type, and select **Save**.
20. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.
21. Exit administrator mode.

**PROMOTONER**

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# 3

## System Settings > Copy Service Settings

Use **Copy Service Settings** to configure settings related to the **Copy** feature, including the following features:

### Preset Buttons

Use this feature to set the values for the **Reduce/Enlarge**, **Image Shift**, and **Edge Erase** preset buttons on the User Interface.

### Copy Defaults

Use this feature to view and change the settings for a variety of copying default values, such as Paper Supply, Reduce/Enlarge, Output Color, and Original Type defaults.

### Copy Control

Use this feature to view and change the settings for a variety of **Copy** options, such as Mixed Size Originals, Background Suppression, and more.

### Original Size Defaults

Use this feature to set defaults that are displayed on the Original Size screen within the Layout Adjustment tab.

### Reduce/Enlarge Presets

Use this feature to set up to 12 default reduction or enlargement ratios that are displayed on the Copy tab of the User Interface.

### Custom Colors

Use this feature to define up to six custom colors to be used on Output Color screen of the User Interface.

## Preset Buttons

Select the default settings for the Preset Buttons including the most commonly used paper tray and magnification percentage. By assigning default values to these buttons, you reduce the number of selections when choosing features for the copy process. Options include the following:

### Paper Supply Buttons 2, 3, 4

Select the default tray setting for the **Paper Supply Buttons** 2, 3, and 4. These buttons appear in the Paper Supply column on the basic Copy tab (Copy feature).

### Reduce/Enlarge Buttons 3, 4, 5

Select the default magnification setting for the **Reduce/Enlarge Buttons** 3, 4, and 5. These buttons appear in the Reduce/Enlarge column on the basic Copy tab (Copy feature).

### Image Shift Preset Buttons 1, 2, 3

Select the default setting for the **Image Shift Preset Buttons** 1, 2 and 3. These buttons appear on the Image Shift screen, which can be found by accessing the Copy feature, Layout Adjustment tab.

## Selecting the Preset Buttons

1. Login as administrator.
2. Select **System Settings > Copy Service Settings**.
3. Select **Preset Buttons**.  
The Preset Buttons screen displays.
4. Select the item to be set or changed.
5. Select **Change Settings**.
6. Follow the instructions on the UI to change the settings.
7. Select **Save**.  
The previous screen is displayed.
8. If desired, select another feature to set or change and repeat the previous steps.
9. Select **Close**.  
The main Tools tab screen is displayed.
10. Exit administrator mode.

## Copy Defaults

Use this feature to select the default settings for the various copy features. Selections made here are displayed on the Copy screen. When the power is switched on, when the machine exits the power saving mode, or when the **Clear All** button is pressed, these default settings are displayed. By assigning default values to commonly used features, you reduce the number of selections when choosing features for the copy process. Copy Defaults settings can be made for the following options:

- Paper Supply
- Reduce/Enlarge
- Output Color
- Single Color
- Dual Color



- Original Type
- Lighten/Darken
- Contrast, Sharpness
- Saturation
- Background Suppression
- Color Balance
- Color Shift
- 2 Sided Copying
- Mixed Size Originals
- Edge Erase
- Image Shift
- Image Rotation
- Annotations
- Bates Stamp
- Tab Margin Shift
- Booklet Creation
- Covers
- Separators

## Setting the Copy Defaults

1. Login as administrator.
2. Select **System Settings > Copy Service Settings**.
3. Select **Copy Defaults**.  
The Copy Defaults screen displays.
4. Select the item to be set or changed.
5. Select **Change Settings**.
6. Follow the instructions on the UI to change the settings.
7. Select **Save**.  
The previous screen is displayed.
8. If desired, select another feature to set or change and repeat the previous steps.
9. Select **Close**.  
The main Tools tab screen is displayed.
10. Exit administrator mode.

## Copy Control

The options here allow you to select the default settings that relate to the copy operation, including the following:

### Memory Full Procedure

While scanning/copying an original, if there is insufficient space on the machine hard disk, a screen appears. This screen asks the user how to handle the partially stored data.

If the user does not respond to this screen and a predetermined amount of time elapses, then the machine will either cancel the job or run the partially scanned-in/copied job. The setting selected here determines how the machine will handle that partially scanned-in/copied job. Select one of two choices:

- **Delete Job:** The stored data is deleted from the machine's hard disk.
- **Run Job:** The scanned-in/copied data is treated as valid and complete, and the job printed as is.

The amount of time that elapses between an error occurring and the way the machine handles the partially scanned-in/copied job can be set for a specific amount with **Auto Job Release** option (Machine Clock/Timers).

### Maximum Stored Pages

Set the maximum number of pages stored for a copy document. You can set from 1 to 2000 pages.

### Auto Paper Off

Select the default tray that will be used when **Auto ( Copy > Paper Supply)** is canceled because either **Auto%** or the **Independent X-Y% ( Copy > Reduce/ Enlarge)** is selected.

### Mixed Size Originals

Select the default setting that affects the 2-sided originals. Select either **Copy to New Sheet** or **Copy to Side 2**.

### Fine-tune 100%

The fine-tune value is applied to documents that are placed on the document glass for copying and either **Copy > Reduce/Enlarge > 100%** or **Reduce/Enlarge > Preset%** is selected. Set the value in the X/Y direction within the range 98 to 102 % in 0.1 % increments.

### Background Suppression (Photo and Text)

Specify whether the Background Suppression level is **Normal** or **Higher** for the Photo and Text feature.

### Background Suppression Level (Text)

Specify whether the Background Suppression level is **Normal** or **Higher** for the Text feature.

**Photo and Text/Printed Original**

Specify whether the **Printed Original** option is for **Normal**, **Inkjet**, or **Highlighted** for the Photo and Text feature.

**Original Type - See Through Paper**

Select the default setting for See - Through Paper. The selection made here is displayed on **Image Quality > Original Type**. Select either **Enabled** or **Disabled**.

**Face Up/Down Output**

Specify whether the Face Up/Down feature should be set to **Reverse Order**.

**Annotations - Edit Comment 1-8**

Select **Allow** or **Do Not Allow**.

**Bates Stamp - Edit Prefix 1-8**

Select **Allow** or **Do Not Allow**.

**Related Topics:**

[Machine Clock/Timers](#)

**Selecting the Copy Control options**

1. Login as administrator.
2. Select **System Settings > Copy Service Settings**.
3. Select **Copy Control**.  
The Copy Control screen displays.
4. Select the item to be set or changed.
5. Select **Change Settings**.
6. Follow the instructions on the UI to change the settings.
7. Select **Save**.  
The previous screen is displayed.
8. If desired, select another feature to set or change and repeat the previous steps.
9. Select **Close**.  
The main Tools tab screen is displayed.
10. Exit administrator mode.

**Original Size Defaults**

Set the original sizes displayed in **Layout Adjustment > Original Size**. You can assign original sizes to the buttons (except the **Auto Detect** button).

If you frequently make non-standard size copies, setting default non-standard sizes can avoid extra operations required during the use of the machine. Original Size Default options include the following:

### **A/B Series Size**

Select a size from A and B series sizes.

### **Inch Size**

Select a size from inch series sizes.

### **Others**

Select a size from other sizes.

### **Custom Size**

Enter any size. Set the width (X) from 15 to 432 mm, and the height (Y) from 15 to 297 mm in 1 mm increments.

## Selecting Original Size Defaults

1. Login as administrator.
2. Select **System Settings > Copy Service Settings**.
3. Select **Original Size Defaults**.  
The Original Size Defaults screen displays.
4. Select the item to be set or changed.
5. Select **Change Settings**.
6. Follow the instructions on the UI to change the settings.
7. Select **Save**.  
The previous screen is displayed.
8. If desired, select another feature to set or change and repeat the previous steps.
9. Select **Close**.  
The main Tools tab screen is displayed.
10. Exit administrator mode.

## Reduce/Enlarge Presets

Select a maximum of 12 default magnification levels. The selections made here appear on **Copy > Reduce/Enlarge > More > Preset%**.

### Selecting the Reduce/Enlarge Presets

1. Login as administrator.
2. Select **System Settings > Copy Service Settings**.
3. Select **Reduce/Enlarge Presets**.  
The Reduce/Enlarge Presets screen displays.
4. Select the item to be set or changed.
5. Select **Change Settings**.
6. Follow the instructions on the UI to change the settings.
7. Select **Save**.

The previous screen is displayed.

8. If desired, select another feature to set or change and repeat the previous steps.
9. Select **Close**.  
The main Tools tab screen is displayed.
10. Exit administrator mode.

## Custom Colors

Select a maximum of six custom colors. The selections made here appear on **Copy > Output Color**.

### Selecting the Custom Colors

1. Login as administrator.
2. Select **System Settings > Copy Service Settings**.
3. Select **Custom Colors**.  
The Custom Colors screen displays.
4. Select the item to be set or changed.
5. Select **Change Settings**.
6. Follow the instructions on the UI to change the settings.
7. Select **Save**.  
The previous screen is displayed.
8. If desired, select another feature to set or change and repeat the previous steps.
9. Select **Close**.  
The main Tools tab screen is displayed.
10. Exit administrator mode.

PROMOTONER

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# 4

## System Settings > Scan Service Settings

### NOTE

Scan Service Settings is an optional feature and may not be available on your machine. For more information, contact the Xerox Customer Support Center.

Use **Scan Service Settings** to configure settings related to the **Scan** feature, including the following features:

#### Original Size Defaults

Use this feature to set defaults that are displayed on **Layout Adjustment > Original Size**.

#### Output Size Defaults

Use this feature to set defaults that are displayed on the **Layout Adjustment > Reduce/Enlarge**.

#### Preset Buttons

Use this feature to set the values for the **Reduce/Enlarge**, **Image Shift**, and **Edge Erase** preset buttons on the User Interface.

#### Reduce/Enlarge Presets

Use this feature to set up to 12 default reduction or enlargement ratios that are displayed on the Copy tab of the User Interface.

#### Other Settings

Use this feature to review and edit a variety of common settings for the machine, such as maximum stored pages, background suppression, and more.

## Original Size Defaults

Set the original sizes for users who scan non-standard size originals. Defaults set here are displayed in **Layout Adjustment > Original Size**.

## Selecting Original Size Defaults

1. Login as administrator.
2. Select **System Settings > Scan Service Settings**.
3. Select **Original Size Defaults**.  
The Original Size Defaults screen displays.
4. Select the item to be set or changed.
5. Select **Change Settings**.
6. Follow the instructions on the UI to change the settings.
7. Select **Save**.  
The previous screen is displayed.
8. If desired, select another feature to set or change and repeat the previous steps.
9. Select **Close**.  
The main Tools tab screen is displayed.
10. Exit administrator mode.

## Output Size Defaults

Set the original sizes for users who scan non-standard size originals. Defaults set here are displayed in **Layout Adjustment > Reduce/Enlarge**.

### Selecting Output Size Defaults

1. Login as administrator.
2. Select **System Settings > Scan Service Settings**.
3. Select **Output Size Defaults**.  
The Output Size Defaults screen displays.
4. Select the item to be set or changed.
5. Select **Change Settings**.
6. Follow the instructions on the UI to change the settings.
7. Select **Save**.  
The previous screen is displayed.
8. If desired, select another feature to set or change and repeat the previous steps.
9. Select **Close**.  
The main Tools tab screen is displayed.
10. Exit administrator mode.

## Reduce/Enlarge Presets

Select a maximum of 12 default magnification levels. The selections made here appear on the **Copy** tab.



## Selecting the Reduce/Enlarge Presets

1. Login as administrator.
2. Select **System Settings > Scan Service Settings**.
3. Select **Reduce/Enlarge Presets**.  
The Reduce/Enlarge Presets screen displays.
4. Select the item to be set or changed.
5. Select **Change Settings**.
6. Follow the instructions on the UI to change the settings.
7. Select **Save**.  
The previous screen is displayed.
8. If desired, select another feature to set or change and repeat the previous steps.
9. Select **Close**.  
The main Tools tab screen is displayed.
10. Exit administrator mode.

## Other Settings

The options here allow you to select the default settings including the following:

### Memory Full Procedure

While scanning/copying an original, if there is insufficient space on the machine hard disk, a screen appears. This screen asks the user how to handle the partially stored data.

If the user does not respond to this screen and a predetermined amount of time elapses, then the machine will either cancel the job or run the partially scanned-in/copied job. The setting selected here determines how the machine will handle that partially scanned-in/copied job. Select one of two choices:

- **Delete Job:** The stored data is deleted from the machine's hard disk.
- **Run Job:** The scanned-in/copied data is treated as valid and complete, and the job printed as is.

The amount of time that elapses between an error occurring and the way the machine handles the partially scanned-in/copied job can be set for a specific amount with **Auto Job Release** option (Machine Clock/Timers).

### Maximum Stored Pages

Set the maximum number of pages stored for a copy document. You can set from 1 to 2000 pages.

### Saturation

Select the amount of color saturation for scanned data. Selections include **Pastel +2**, **Pastel +1**, **Normal**, **Vivid +1**, and **Vivid +2**.

### Background Suppression Level

Select the amount of background suppression for scanned data. Selections include **Normal** or **Higher +1**, **Higher +2**, and more.

### Color Space

Select if color space is to be enabled for scanned data. Select **Disabled** or **Enabled**.

### TIFF Format

Select the TIFF format for scanned data. Select either **TIFF V6** or **TTN2**.

### Image Transfer Screen

Select whether or not to display a message when the scan process is completed.

### Print Login Name on PDF Files

Select either **Yes** or **No**. If yes, the name of the user will be printed on the PDF. This is the user who is logged onto the system.

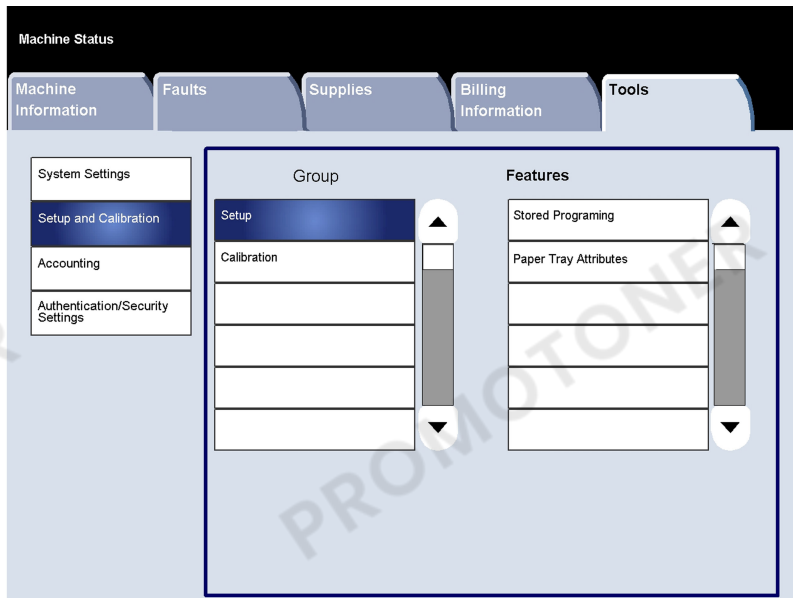
## Selecting Other Settings

1. Login as administrator.
2. Select **System Settings > Scan Service Settings**.
3. Select **Other Settings**.  
The Other Settings screen displays.
4. Select the item to be set or changed.
5. Select **Change Settings**.
6. Follow the instructions on the UI to change the settings.
7. Select **Save**.  
The previous screen is displayed.
8. If desired, select another feature to set or change and repeat the previous steps.
9. Select **Close**.  
The main Tools tab screen is displayed.
10. Exit administrator mode.

# 5

## Setup and Calibration

From the Setup and Calibration menu, assign Stored Programming information and paper tray attributes. This menu also allows the user to perform machine calibration for the copy mode; full system calibration should also be performed from the print server for optimal system performance.



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# Setup

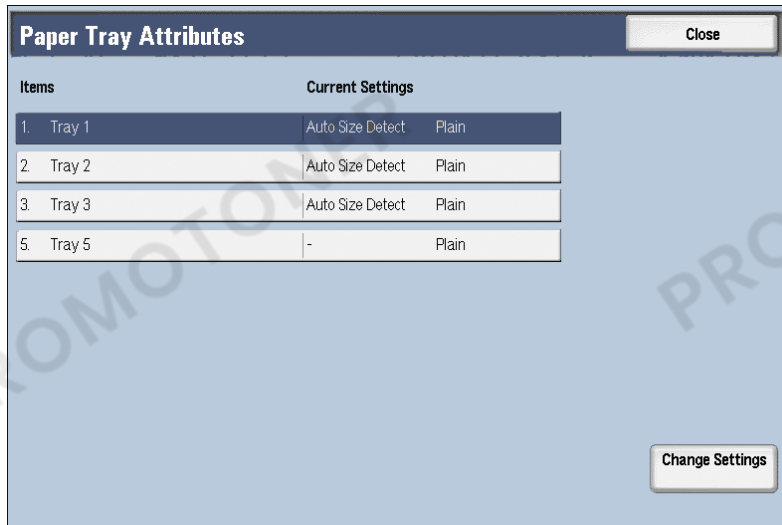
## Stored Programming

The Stored Programming screen allows administrators to store up to 40 jobs for future use.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Setup and Calibration**.
4. Select **Setup**.
5. Touch **Stored Programming**.
6. Touch **Store**.
7. Select the item to be set or changed.
8. Follow the screen instructions to change the settings.
  - To add and assign a new stored job, program the job with the desired features and options. This will be a stored job that users can access from the **Stored Programming** feature on the Services window or from the **Job Assembly** tab on the Copy window.
  - To change (or delete?) and existing stored job, XXXXX.
9. Press **Start** to save the programming.
10. Touch **Close**.  
The previous screen is displayed.
11. Exit administrator mode.

## Paper Tray Attributes

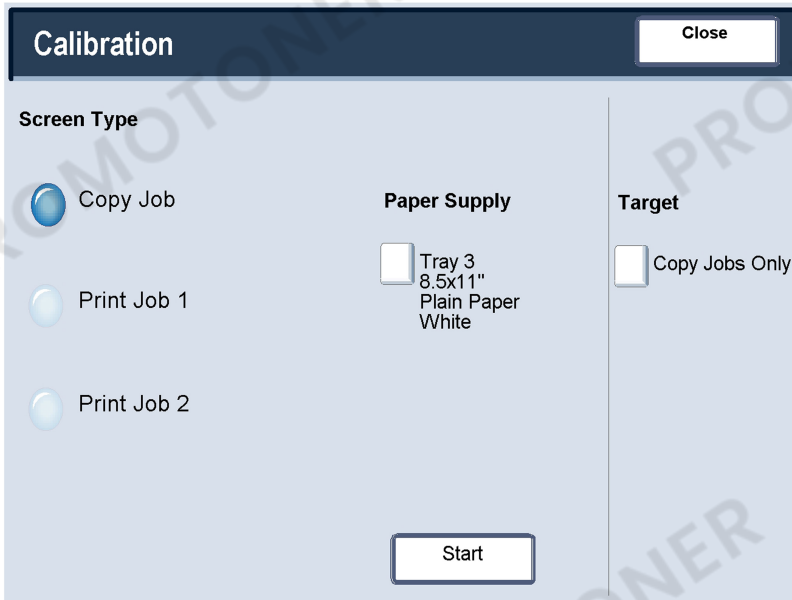
Paper Tray Attributes allows administrators to assign a paper size, paper type, and paper color for each paper tray on the machine.



1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Setup and Calibration**.
4. Select **Setup**.
5. Touch **Paper Tray Attributes**.
6. Select the appropriate paper tray.
7. Select **Change Settings**.
8. Follow the screen instructions to change items such as the Paper Size or Paper Type and Weight.
9. Select **Save**.  
The previous screen is displayed.
10. Select **Confirm**.  
The Paper Tray Attributes screen is displayed.
11. Select **Close**.  
The main Tools tab screen is displayed.
12. Exit administrator mode.

## Calibration

When you select Calibration, you will have the opportunity to move through a series of steps to optimize the quality of copied jobs. The machine will print a calibration pattern for you to place on the platen glass. The machine will scan the calibration pattern, and automatically make adjustments as required.



1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Setup and Calibration**.
4. Select **Calibration**.
5. Select the appropriate **Screen Type**, **Paper Supply**, and **Target**.
6. Select **Start**.
7. Follow the screen instructions.
8. Upon completion, select **Close** to return to Setup and Calibration.
9. Exit administrator mode.

# 6

## Overview of Accounting and Authentication/Security Settings

The machine has Accounting and Authentication/Security Settings features that are used for numerous security measures.

While the Accounting feature restricts access to the copy, scan, and print features, the Authentication/Security Settings restricts access to the Services area, which includes All Services, Job Status, and/or Machine Status pathways.

The Accounting and Authentication/Security Settings features generally work independently of each other, but there are instances when a change in one will affect the other. As an example, if you set the **Authentication** feature to **Login to Local Accounts**, **Local Accounting** is automatically set in the **Accounting** menu.

Only the administrator can set and control Accounting and Authentication/Security Settings.

### Related Topics:

[Accounting](#)

[Authentication/Security Settings](#)

## Accounting overview

The accounting feature allows you to:

- Restrict access to some or all of the print, copy and scan features. You may want certain departments or individuals to have access only to certain machine features.
- Prevent unauthorized users from using the machine. Only users with a valid User ID can access the machine. This allows you to determine which individuals are allowed to access the machine.

- Track the number of copies, scanned pages, and printed pages for any user account. This can be useful when machine expenses are shared among various departments. As an example, the human resources and maintenance departments can each be invoiced separately for their machine usage.
- Impose restrictions on individual accounts, such as limiting the number of copy, scan, and prints jobs that are allowed a user. As an example, you can allow the maintenance department to have unlimited access the copy and print features, but limit scanning.

**NOTE**

When used with Accounting, the Authentication/Security Settings features provide additional security options.

The type of information that users are prompted to enter when accessing machine features depends on the selected options for both the Accounting and Authentication/Security Settings features.

When the **Authentication/Security Settings > Authentication > Login Type** feature is enabled, each user of the machine must enter a UserID and password, thus providing administrative control and for the machine.

## Authentication/Security Settings overview

While the Accounting feature restricts access to copy, scan and print features, Authentication/Security Settings restricts access to the Services area, which includes All Services, Job Status and/or Machine Status pathways.

- Authentication cannot be used unless Accounting is enabled in the Accounting Type menu.
- The Accounting settings determine which features are available in Authentication/Security Settings.
- Authentication/Security Settings are available only to System Administrator accounts.



# 7

## Accounting

Accounting is a security feature that is designed to prevent unauthorized use of the machine.

### Accounting > Create/View User Accounts

Creating user accounts allows you to register user account information, such as User IDs, user names, and passcodes, and to impose restrictions:

- On the number of copy, scan and print pages allowed each user using the Accounting menu.
- On the Services pathways allowed using the Authentication/Security Settings menu.

#### NOTE

A maximum of 1000 users can be registered.

#### TIP

User IDs, and user names must be registered in Accounting before you can register users for Authentication

Each user account includes the following options:

#### User ID

Assign a user identification number to a specific account number. User IDs may have a maximum of 32 characters.

#### User Name

Assign a user name to correspond with the user ID and its related account number. User names may have a maximum of 32 characters.

### User Role

Select a user role for the user.

- **User:** No special privileges are give to the user.
- **System Administrator:** This user has most system administrator privileges except they cannot change the administrator passcode.
- **Account Administrator:** This user can view, register, delete, and change user account information; however, they cannot change passcodes. This user may also print an auditor report for each user.

### Account Limit

For a specific account, assign a maximum number of pages that can be used for copying and printing. Each account can be set for 1-9,999,999 pages in 1 sheet increments.

### Feature Access

Set the type of access that the account user will be allowed to use. Selections include copy, scan, and print.

## Create/view/edit a user account

### NOTE

The following procedure is presented using the Accounting menu screens, but this same process is also performed using the Authentication/Security Settings menu screens.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Accounting**.
4. Select **Create/View User Accounts**.
5. From the Create/View User Accounts screen, perform one of the following to select a user account:
  - To create a new account, select a (Not in Use) account, or
  - To edit a previously created account, select the desired one from the displayed list.
6. Select the **Create/Delete** button.
  - If creating a new account, use the numeric keypad, enter a four-digit number from 0001 to 1000, which corresponds to a (Not in Use) account. The entered number displays in the Go To field. Select the Create/Delete button; the User ID screen is displayed.
  - If editing a previously created account, continue to the next step.
7. Select the **UserID** button.

The User ID screen appears.
8. Using the keypad, enter a User ID of up to 32 characters and select **Save**.

The Account Create/Delete screen is displayed.

9. Select the **User Name** button.  
The User Name screen appears.
10. Using the keypad, enter a User Name of up to 32 characters and select **Save**.  
The Account Create/Delete screen is displayed.
11. Select **Account Limit**.  
The Account Limit screen is displayed.
12. Select the **Copy, Scan** or **Print Service** button to set account limits.
13. Select **Change Account Limit**.
14. Enter the maximum number of pages using numeric keypad and select **Save**.  
The Account Limit screen is displayed.
15. Select **Feature Access**.
16. Select the type of feature access you want to allow the user.
17. Select **Save**.  
The Account Limit screen is displayed.
18. Select **Close**.  
The Account Create/Delete screen is displayed.
19. Review the user account information and modify if required.
20. Select **Close**.  
The Create/View User Accounts screen is displayed.
21. Select **Close**.  
The main Tools tab screen is displayed.
22. Exit administrator mode.

## Resetting an individual user account

Use this procedure to delete an existing user account.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Accounting** or **Authentication/Security Settings**.
4. Select **Create/View User Accounts**.
5. From the Create/View User Accounts screen, select the desired user account.
6. Select **Reset Account**.

A screen is displayed and prompts Accept Reset or Cancel the reset? Carefully review the displayed information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.

7. Select **Reset** or **Cancel**.

Selecting **Reset** displays confirmation screen asking Are you sure? Select **Yes** to delete/reset the user account. Once the account is deleted, the Create/View User Accounts screen is displayed.

8. Select **Close**.  
The main Tools tab screen is displayed.
9. Exit administrator mode.

Related Topics:

[Resetting all user accounts \(Accounting\)](#)

[Resetting all user accounts \(Authentication\)](#)

## Accounting > Reset User Accounts

The **Reset User Accounts** feature allows administrators to reset all account data for all user accounts or to reset specific options for all user accounts.

### All User Accounts

This deletes all registered information for each user. It also deletes all data including the maximum number of pages, cumulative number of pages, color mode restrictions, printer statistics, and so forth.

### All Feature Access Settings

This resets the feature access limit for all users.

### All Account Limits

This resets the maximum number of pages for all users to the default value, 9999999.

### Total Impressions

This resets all auditor administration data for all users including the system administrator. The number of pages is also reset to 0.

### All Authorization Groups

This resets or unlinks users from authorization groups, and links those users to the default authorization group.

### Print the Auditor Report button

This prints a report that about the account information that will be deleted/reset. Depending on the option selected, the report contains either user account content data or administration data. The report is available for confirmation before resetting.

## Resetting all user accounts (Accounting)

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Accounting > Reset User Accounts**.
4. Select the desired option.

Choices are shown on the displayed list.

5. Select **Reset**.

A screen is displayed and prompts Accept Reset or Cancel the reset? Carefully review the displayed information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.

6. Select **Reset** or **Cancel**.

Selecting **Reset** displays confirmation screen asking Are you sure? Select Yes to delete or reset as applicable to the Reset User Accounts option selected.

7. Select **Close**.  
The main Tools tab screen is displayed.
8. Exit administrator mode.

#### Related Topics:

[Resetting an individual user account](#)

## System Administrator Meter (Copy Jobs)

You can check/reset the cumulative number of pages copied using the System Administration mode on the screen. The cumulative number of page is counted up to 9,999,999 pages.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Accounting > System Administrator's Meter (Copy Jobs)**.

The System Administrator's Meter (Copy Jobs) screen is displayed and the meter totals may be viewed and/or reset to zero.

4. To reset the meters, select **Reset**.

A second reset screen is not provided when resetting System Administrator's Meter (Copy Jobs). Once you select **Reset**, the Total Impressions meter is immediately reset to 0 (zero).

5. Select **Close**.  
The main Tools tab screen is displayed.
6. Exit administrator mode.

## Accounting > Accounting Type

**Accounting Type** allows the administrator to enable or disable the **Accounting** feature and specify the types of jobs that require account management.

#### TIP

The available Accounting Type selections depend on the Login Type setting used in **Authentication/Security Settings > Authentication**. As an example, if you select a Login Type of Login to Local Accounts in Authentication, then Local Accounting will automatically be selected in **Accounting > Accounting Type** and **Accounting Disabled** will be unavailable for selection.

#### Accounting Disabled

The machine does not require a user login ID and password in order to operate it.

Accounting

### Local Accounting

Enables the Accounting feature.

Once an **Accounting Type** is selected, additional choices are displayed:

#### Auditron Mode

Specify whether to perform account management for copy, print and scan services.

#### Verify User Details

Specifies whether to verify user details. Select **No** to allow access without verifying the User ID and Account ID. The entered information is logged on the machine. Select **Yes** to verify user information and then select a For Printer Jobs option.

#### Customize User Prompt

Specifies the type of user information used for the account administration feature. Select from the following options: **Display User ID and Account ID Prompts**, **Display User ID Prompt Only**, **Display Account ID Prompt Only**, or **Display No Prompts**.

## Selecting an Accounting Type

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Accounting > Accounting Type**.
4. Select an **Accounting Type**:
  - **Accounting Disabled**
  - **Local Accounting**
5. Select the desired Accounting Type options, if applicable.
  - Auditron Mode
  - Verify User Details
  - Customize User Prompt
6. Select **Save**.
7. Select **Close**.

The main Tools tab screen is displayed.
8. Exit administrator mode.

## Accounting > Auto Reset of User Billing Information

This feature allows you to reset Billing Information on particular dates.

1. Login as administrator.
2. Access the Tools tab on the UI.

3. Select **Accounting > Auto Reset of User Billing Information**.
4. Select the desired setting: **Off, Reset Every Year, Reset Every Quarter** or **Reset Every Month**.  
If you select **Reset Every Year, Reset Every Quarter** or **Reset Every Month**, you can then select the date the reset will occur.
5. Select **Save**.
6. If required, select **Close**.
7. Exit administrator mode.

## Copy Activity Report

Enabling this feature will automatically generate a printed usage report of an individual's completed copy service session.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Accounting > Copy Activity Report**.
4. Select **Disabled** or **Enabled**.

If you select **Enabled**, you have to option of adding the company name or other designation to the printed report.

5. Touch the Company Name text bar to access the keyboard and type in the information that you want to display.
6. Select **Save**.
7. Exit administrator mode.

The logo for PROMOTONER, featuring the word "PROMOTONER" in a bold, blue, sans-serif font. The letter "E" is stylized with horizontal bars in pink and yellow.

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# 8

## Authentication/Security Settings

Use the Authentication/Security Settings menu options to setup the login, access control and user accounts.

Authentication/Security Settings works in conjunction with the Accounting feature to provide additional security for your system.

### Types of users

**Authentication/Security Settings** controls how users access features. User information can be registered with the machine. The

**Authentication/Security Settings > Authentication** feature restricts operations according to the user type. Users are classified into the following types:

- **System administrators:** These are users who can enter System Administrator mode and change the machine settings. A system administrator uses a special user ID called a System Administrator ID.
- **Authenticated users:** These are users who are registered on the machine. When using a restricted service, an authenticated user is prompted to type the user ID and passcode on the authentication screen. There are three types of authenticated users:
  - **Authenticated users (with system administrator privileges):** These are users who have System Administrator privileges.
  - **Authenticated users (with account administrator privileges):** These are users who have Account Administrator privileges.
  - **Authenticated users:** Users with no system administrator or account administrator privileges.
- **Unauthenticated users:** Users who are not registered with the machine. An unauthenticated user cannot use restricted services.
- **General users:** Users other than system administrators in non-authentication mode.

## Types of authentication

Three types of authentication are used depending on where user information is stored:

- **Local Machine Authentication:** Uses the user information registered for the Account Administration feature to manage authentication. You need, therefore, to enable the Account Administration feature when you use Local Machine Authentication. The print data sent directly from a computer can be received on the machine after being authenticated by cross-checking the authentication information pre-configured on a client's print driver with the one registered on the machine.
- **Remote Authentication:** Uses a remote authentication server to manage authentication. User information is not registered on the machine.

### NOTE

A registered user ID on the remote authentication server can be a maximum of 32 characters, and the password a maximum of 128 characters. For SMB authentication, however, the password can be a maximum of 32 characters.

- **Xerox Secure Access:** A system that uses a magnetic-card, IC-card, and biometrics systems for authentication. If prompted, users must enter their user information on the machine's control panel.

## System Administrator Settings

The System Administrator Settings menu is used to set the system administrator ID and passcode. A new login ID and passcode is recommended to prevent users from making unauthorized changes and to ensure system security.

### System Administrator Login ID

The System Administrator's Login ID can be from 1 to 32 characters.

#### NOTE

The default system administrator Login ID is 111111.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > System Administrator Settings > System Administrator Login ID.**  
The System Administrator Login ID screen is displayed.
4. Select **On.**
5. Select **Keyboard**, then in the New System Administrator Login ID entry field, type a system administrator ID.
6. Select **Save.**

You must reenter the login ID information a second time.

7. Select **Keyboard** once more, and in the Re-enter System Administrator Login ID field, type the same system administrator ID.
8. Select **Save**.
9. Exit administrator mode.

## System Administrator Passcode

Set the passcode for the system administration mode. The passcode is used to access the control panel when Passcode Entry from Control Panel is set to On. A passcode must be entered for local account login. However, a passcode must always be entered when accessing either remotely or from the network.

### TIP

This is recommended for stronger security.

### NOTE

The default setting of the system administrator passcode is x-admin.

Set the password AFTER setting the system administrator UserID. The passcode must be 4-12 characters.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > System Administrator Settings > System Administrator Passcode**.
4. Select **Keyboard**.
5. Type the new password from 4-12 numeric digits in the New Passcode field.
6. Select **Save**.

### NOTE

To set no passcode, leave the passcode blank, and select Save.

7. In the **Re-enter Passcode** field, retype the same password.
8. Select **Save**.
9. Exit administrator mode.

## Authentication

Use the **Authentication** menu options to setup the login, access control and user accounts.

### Login Type

When a **Login Type** is selected, users are required to login to their accounts before accessing the copy, scan and/or print services. The availability of these services is determined by machine configuration and system administrator settings. The **Login Type** can be changed at any time to fit your needs.

The following options are available:

### No Login Required

The user does not require a login to access services.

### Login to Local Accounts

This is the direct operation of the machine from the UI. The system administrator sets the **Login Type**, and the users are thereafter required to login to their accounts before copy, scan, and/or print services can be accessed. Furthermore, the print data sent from a computer is received on the machine after being authenticated by cross-checking the authentication information that was pre-configured on a client's print driver with the one registered on the machine. The availability of the copy/scan/print services is determined by the machine configuration and the system administrator settings.

## Selecting the Login Type

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > Authentication > Login Type**.  
The Login Type screen is displayed.
4. Select the desired Login Type option.
5. Select **Save**.
6. Exit administrator mode.

## Access Control

The **Access Control** feature allows the system administrator to lock or unlock user access to various machine features. The following options are available with **Access Control**:

### Device Access

This option allows the administrator to lock or unlock user access to the **All Services**, **Job Status**, and/or **Machine Status** pathways. These pathways are accessed from the UI.

### Service Access

This option allows the administrator to lock or unlock user access to the copy, network scanning, and stored programming services.

### Feature Access

This option allows the administrator to lock or unlock user access to color copying.

## Selecting the Access Control options

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > Authentication > Access Control**.
4. Select **Device Access**.
  - a) Select **Unlocked** or **Locked** for each of the three pathway selections.
  - b) Select **Save**.

The previous screen is displayed.

5. Select **Service Access**.

- a) Select the desired service (such as **Copy**).
- b) Select **Change Settings**.
- c) Select **Unlocked** or **Locked**.
- d) Select **Save**.

The previous screen is displayed.

- e) Repeat the previous steps for other desired services.
- f) Select **Close** to return to the Access Control screen.

6. Select **Feature Access**.

- a) Select the desired service.
- b) Select **Change Settings**.
- c) Select **Unlocked** or **Locked**.
- d) Select **Save**.

The previous screen is displayed.

- e) Repeat the previous steps for other desired services.
- f) Select **Close** to return to the Access Control screen.

7. Select **Save**.

The main Tools tab screen is displayed.

8. Exit administrator mode.

## Authentication > Create/View User Accounts

### NOTE

Creating and viewing user accounts within Authentication is a similar procedure to creating and viewing user accounts in Accounting.

### Related Topics:

[Accounting > Create/View User Accounts](#)

## Create/view/edit a user account

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > Authentication**.
4. Select **Create/View User Accounts**.
5. From the Create/View User Accounts screen, perform one of the following to select a user account:
  - To create a new account, select a (Not in Use) account, or
  - To edit a previously created account, select the desired one from the displayed list.
6. Select the **Create/Delete** button.

## Authentication/Security Settings

- If creating a new account, use the numeric keypad, enter a four-digit number from 0001 to 1000, which corresponds to a (Not in Use) account. The entered number displays in the Go To field. Select the Create/Delete button; the User ID screen is displayed.
  - If editing a previously created account, continue to the next step.
7. Select the **UserID** button.  
The User ID screen appears.
  8. Using the keypad, enter a User ID of up to 32 characters and select **Save**.  
The Account Create/Delete screen is displayed.
  9. Select the **User Name** button.  
The User Name screen appears.
  10. Using the keypad, enter a User Name of up to 32 characters and select **Save**.  
The Account Create/Delete screen is displayed.
  11. Select **Account Limit**.  
The Account Limit screen is displayed.
  12. Select the **Copy, Scan or Print Service** button to set account limits.
  13. Select **Change Account Limit**.
  14. Enter the maximum number of pages using numeric keypad and select **Save**.  
The Account Limit screen is displayed.
  15. Select **Feature Access**.
  16. Select the type of feature access you want to allow the user.
  17. Select **Save**.
  18. Select **Close**.  
The Account Create/Delete screen is displayed.
  19. Review the user account information and modify if required.
  20. Select **Close**.  
The Create/View User Accounts screen is displayed.
  21. Select **Close**.  
The main Tools tab screen is displayed.
  22. Exit administrator mode.

## Resetting an individual user account

Use this procedure to delete an existing user account.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Accounting** or **Authentication/Security Settings**.
4. Select **Create/View User Accounts**.
5. From the Create/View User Accounts screen, select the desired user account.
6. Select **Reset Account**.

A screen is displayed and prompts Accept Reset or Cancel the reset? Carefully review the displayed information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.

7. Select **Reset** or **Cancel**.

Selecting **Reset** displays confirmation screen asking Are you sure? Select **Yes** to delete/reset the user account. Once the account is deleted, the Create/View User Accounts screen is displayed.

8. Select **Close**.  
The main Tools tab screen is displayed.
9. Exit administrator mode.

#### Related Topics:

[Resetting all user accounts \(Accounting\)](#)

[Resetting all user accounts \(Authentication\)](#)

## Authentication > Reset User Accounts

### NOTE

Resetting user accounts within Authentication is a similar same procedure to resetting user accounts in Accounting.

#### Related Topics:

[Accounting > Reset User Accounts](#)

## Resetting all user accounts (Authentication)

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > Authentication > Reset User Accounts**.
4. Select the desired option.

Choices are shown on the displayed list.

5. Select **Reset**.

A screen is displayed and prompts Accept Reset or Cancel the reset? Carefully review the displayed information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.

6. Select **Reset** or **Cancel**.

Selecting **Reset** displays confirmation screen asking Are you sure? Select Yes to delete or reset as applicable to the Reset User Accounts option selected.

7. Select **Close**.  
The main Tools tab screen is displayed.
8. Exit administrator mode.

[Related Topics:](#)

[Resetting an individual user account](#)

## Create Authorization Groups

Assign specific with privileges to access and use some features that are restricted under normal conditions. These users then can be divided into different authorization groups. A maximum twenty groups can be registered.

### Group Name

Enter a group name as necessary. The group name may contain a maximum 32 characters.

### Restrict Recipient Selection Method

Select either **Always Apply Restriction** or **No Restriction**. This option may not be available on some configurations.

### Allow User to Disable Active Settings

Select either **Allow** or **Do Not Allow**. The **Allow** selection permits the group members to disable the certain features during their user sessions (for example Watermark). This option may not be available on some configurations.

### When Protection Code is Detected

Select either **Delete Job Automatically** or **Allow Job to Resume**. The **Allow Job to Resume** selection temporarily allows the machine to process a job even if the machine detects a protection code on the original document. This option may not be available on some configurations.

## Creating/editing an authorization group

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > Authentication > Create Authorization Groups**.  
The Create Authorization Groups screen is displayed.
4. Select an item from the Group Name area (either an already-existing group or a **(Not In Use)** group to create a new one).
5. Select **Create/Delete**.  
The Authorization Group screen is displayed.
6. Select the **Group Name** item.
  - a) Select **Change Settings**.
  - b) Enter a group name (either a new one or edit an existing name).
  - c) Select **Save**.  
The Authorization Group screen is displayed.
7. Select the next item to be set or changed.
  - a) Select **Change Settings**.



- b) Make the appropriate selection for the group.
- c) Select **Save**.

The Authorization Group screen is displayed.

8. Repeat the previous steps for any other desired group options and when finished, select **Close**.

The Create Authorization Groups screen is displayed.

9. Repeat the previous steps to create or edit more groups.
10. When finished, select **Close**.

The main Tools tab screen is displayed.

11. Exit administrator mode.

## User Details Setup

This feature allows you to configure the settings for user ID authentication. The available settings depend on the authentication type selected at

**Tools > Authentication/Security Settings > Authentication > Login Type**. Possible options include the following:

- Mask User ID
- Failed Access Log
- Display Login Status
- Logout Confirmation
- UserID for Login

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > Authentication**.
4. Select **User Details Setup**.

The options that display depend on the type of authentication that is enforced; available options depend on the Login Type selected.

5. Select the item to be set or changed.
6. Select **Change Settings**.
7. Follow the instructions on the UI to change the settings.
8. Select **Save**.

The previous screen is displayed.

9. If desired, select another option to set or change and repeat the previous steps.
10. Select **Close**.

The main Tools tab screen is displayed.

11. Exit administrator mode.

## Maximum Login Attempts

You can set the number of attempts a person is allowed to enter the same system administrator's login ID after which access to the system is disabled. Set the number of authentication attempts allowed between 1-10.

### NOTE

The count is reset when the machine is restarted. To cancel the access rejection, shut down the machine by switching off the power and switching it on again.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > Authentication**.
4. Select **Maximum Login Attempts**.
5. Select either:
  - **Unlimited Attempts**
  - **Limit Attempts**: Enter a number from 1-10 using the up and down arrow buttons.
6. Select **Save**.  
The main Tools tab screen is displayed.
7. Exit administrator mode.

## Passcode Policy

Select the policy for accessing accounts. Select either **On** or **Off**. When **On** is selected, a passcode must be entered for local account login; however, a passcode must always be entered when accessing either remotely or from the network.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > Authentication**.
4. Select **Passcode Policy**.
5. Select **Change Settings**.
6. Select **Off** or **On**.
  - **Off**: A password is not required even if the password is set by System Administrator's Passcode of Creating/Viewing User Accounts.
  - **On**: Setting of System Administrator's Passcode of Creating/Viewing User Accounts becomes enabled and functional. Use a password when the control panel asks for it.
7. Select **Save**.  
The previous screen is displayed.
8. Select **Close**.  
The main Tools tab screen is displayed.
9. Exit administrator mode.

## Allow User to Disable Active Settings

This feature allows privileged users to temporarily disable certain active settings such as Force Watermark and Universal Unique ID that have been enabled by the system administrator to be applied to all jobs.

Select **Disable Active Settings** to temporarily disable the active settings before running a job.

Return to this screen and select **Enable Active Settings** at the end of your job. Otherwise the settings automatically become active when a job session is ended and logged out.”

- Enable Active Settings
  - Disable Active Settings
1. Login as administrator.
  2. Access the Tools tab on the UI.
  3. Select **Authentication/Security Settings**.
  4. Select **Allow User to Disable Active Settings**.
  5. Select either **Disable Active Settings** or **Enable Active Settings**:

Select **Disable Active Settings** to temporarily disable the active settings before running a job.

### IMPORTANT

Always return to this screen and select **Enable Active Settings** at the end of your job. Otherwise the settings automatically stay active when a job session is ended and logged out.

6. Select **Save**.  
The main Tools tab screen is displayed.
7. Exit administrator mode.

## Job Status Default

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings**.
4. Select **Job Status Default**.
5. Select **Completed Jobs View**.
6. Select the desired setting for the following options:
  - **Allow Job Viewing at All Times**: Select either **Require Login to View Jobs** or **No Job Viewing**.
  - **Hide Job Details**: Select either **Yes** or **No**.
7. Select **Save**.

The main Tools tab screen is displayed.

8. Exit administrator mode.

## Active Jobs View

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings**.
4. Select **Job Status Default**.
5. Select **Active Jobs View**.
6. Select **Yes** or **No** to hide the details.
7. Select **Save**.

The main Tools tab screen is displayed.

8. Exit administrator mode.

## Job Status Default

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings**.
4. Select **Job Status Default**.
5. Select **Completed Jobs View**.
6. Select the desired setting for the following options:

- **Allow Job Viewing at All Times:** Select either **Require Login to View Jobs** or **No Job Viewing**.
- **Hide Job Details:** Select either **Yes** or **No**.

7. Select **Save**.  
The main Tools tab screen is displayed.
8. Exit administrator mode.

## Overwrite Hard Disk (optional)

### TIP

This is an optional accessory and may be purchased at an additional cost to the customer. For more information, contact the Customer Support Center.

If this option is available on your machine, you can select whether or not to perform a hard disk overwrite process. If this option is on, you can select whether to overwrite one time or three times.

After deleting data from the hard disk, the area on the hard disk where the data was stored is overwritten. This prevents unauthorized retrieval or restoration of the previously recorded data. This applies to files and other information stored temporarily by the system.

**TIP**

Carefully read the following information:

- A service representative can block changes to the settings of this feature. For more information, refer to Service Representative Operation Limit.
- If the machine is powered off during the overwriting process, some files may remain on the hard disk.
- The data on the hard disk is erased by overwriting it one time. However, overwriting the data three times ensures that the data cannot be recovered. The three times overwrite process does take a longer amount of time to perform than the one time overwrite process.
- During the overwriting process, normal operations may run slower than normally.

### Overwrite Hard Disk > Number of Overwrites

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings**.
4. Select **Overwrite Hard Disk**.
5. Select **Number of Overwrites**.
6. Select one of the following choices:
  - **Off**
  - **1 Overwrite**
  - **3 Overwrites**
7. Select **Save**.  
The main Tools tab screen is displayed.
8. Exit administrator mode.

### Overwrite Hard Disk > Schedule Image Overwrite

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings**.
4. Select **Overwrite Hard Disk**.
5. Select **Schedule Image Overwrite**.
6. Select one of the following choices:
  - **Disable**
  - **Daily**
  - **Weekly**
  - **Monthly**
7. Select **Save**.  
The main Tools tab screen is displayed.
8. Exit administrator mode.

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