WorkCentre® 4250/4260 Series

Quick Use Guide

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Xerox WorkCentre 4250/4260 Series Quick Use Guide

Thank you for choosing the WorkCentre 4250/4260 Series. If you work through the procedures in this book in the order they are presented, you will successfully:

Connect the WorkCentre 4250/4260 Series Printer to a network

Set-up the WorkCentre 4250/4260 Series Printer

Install optional features

Operate the WorkCentre 4250/4260 Series Printer

Contents

For information about Safety, Regulatory Information, Environmental Compliance, Illegal Copies, and Product Recycling and Disposal, please refer to the relevant sections in the User Guide.

If you require more detailed information about any of the features available on your device, please refer to the User Guide and the System Administration CD.

For product support and information about ordering consumables and print media go to the Xerox website *www.xerox.com/support*.

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Install the WorkCentre 4250/4260 Series

1   Unpack the machine and any hardware options.

2   Locate the Installation Instructions.

3   Follow the Installation Instructions to assemble the machine and hardware options. The result will be one of the following configurations.

Features	WorkCentre 4250	WorkCentre 4250S/ 4260S	WorkCentre 4250X/ 4260X	WorkCentre 4250XF/ 4260XF
Digital Copying	Standard	Standard	Standard	Standard
Direct/Network Printing	-	Standard	Standard	Standard
Scan	-	Standard	Standard	Standard
E-mail	-	Standard	Standard	Standard
Fax	Optional	Optional	Standard	Standard
Paper Tray 1 & Bypass	Standard	Standard	Standard	Standard
Paper Tray 2	Optional	Optional	Optional	Standard
High Capacity Feeder	Optional	Optional	Optional	Optional/ Standard
Stand *(see Note)	Optional	Optional	Optional	Standard/ Not needed
Finisher	Optional	Optional	Optional	Standard
USB Thumb Drive	Standard	Standard	Standard	Standard
80 GB Hard Drive	Standard	Standard	Standard	Standard
Foreign Device Interface	Optional	Optional	Optional	Optional
System Memory (256MB)	Standard	Standard	Standard	Standard
Additional Memory (256MB)	Optional	Optional	Optional	Optional

NOTE: *The type of stand available depends on the configuration.*

4   In addition you will have:
- Power Cord
- User Documentation CD
- System Administration CD
- Print Driver CD (Not supplied with the WorkCentre 4250 copier only machine)
- Nuance CD (Not supplied with the WorkCentre 4250 copier only machine)
- Quick Use Guide (this book)
- Toner Cartridge
- Control Panel Labels
- Product Enablement Key
- Telephone Cable (WorkCentre 4250/4260 Series 'X' and 'XF' machine with Fax only).

Switch On the Machine

Once the machine has been assembled it must be configured. This is done using the Product Enablement Key when the machine is switched on for the first time.

The Product Enablement Key is delivered in a plastic tube inside the box with the machine. The procedure to configure the machine is as follows:

Product Enablement Key

1   Locate the tube containing the **Product Enablement Key**. Remove the plastic card and carefully press out the key.
2   Connect the Power cord to the machine and a suitable power supply outlet.
3   Switch on the machine.
4   Install the Product Enablement Key into the Card Reader Slot at the back of the machine.

Card Reader slot

Green LED
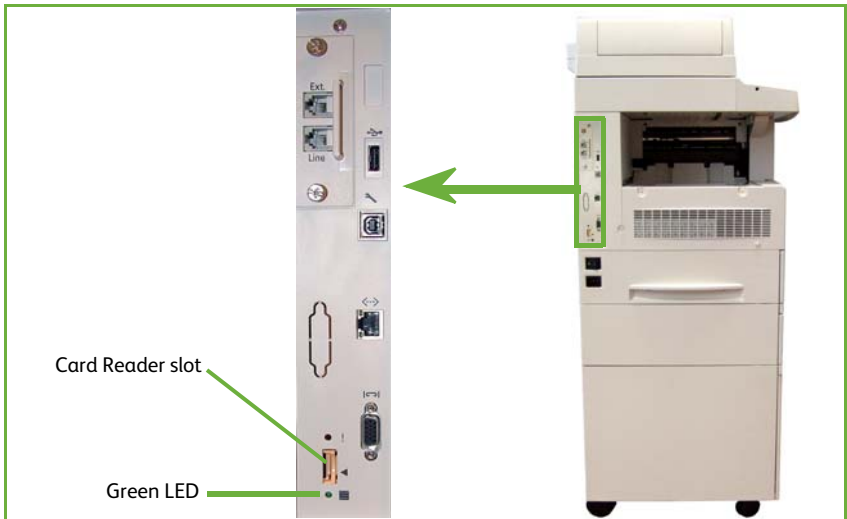
5   The *Language Default* screen will be displayed. Select your chosen language and then select **Save**.
6   The *Installation Wizard* screen will be displayed. Select **Next**.
7   The *Product Enablement Settings* screen will be displayed. Follow the instructions on the screen.

    NOTE: *When the Green LED light stops blinking and remains on continuously (about 10 seconds), the configuration is successful.*

8   Remove the Product Enablement Key and select **Next** on the display.

9   The *Default Paper Size* screen is displayed. Select either A4 or 8.5 x 11 inches and select **Next**.

10   The *Customer Support and Supplies Numbers* screen is displayed. Enter the **Customer Support Telephone Number** and the **Supplies Telephone Number** and select **Next**.

    NOTE: *This is for reference only. You may leave these fields blank if you do not have the information.*

11   The next 4 screens will allow you to set the **Date Format**, **Date**, **Clock Format** and **Time**. Follow the instructions to enter the appropriate information and select **Next** on each screen.

12   The *Congratulations* screen will be displayed. This indicates that you have successfully completed the System Settings portion of the Xerox Installation Wizard. Select **Finish** to continue.

    NOTE: *In some locations a popup screen will appear asking for the Page Pack Passcode. If this occurs, contact your Customer Support Representative for the passcode.*

13   The machine will display a *Machine Self Test In Progress* screen while the machine applies the configuration settings. When this is complete the machine will display the *Basic Copying* screen. Your machine is now ready for you to use.

14   If the Fax feature is installed, the Fax installation Wizard screen is displayed.Refer to *Fax Setup on page 15*.

Your WorkCentre 4250/4260

①
Control Panel:
Touch Screen and
Numeric Keypad

②
Document Feeder:
Used for scanning
multiple documents.
The **Document
Glass** underneath is
used for scanning
single documents,
bound documents etc.

③
Output Tray:
Collects output

④
Bypass Tray:
Used for non-standard
printing media

⑤
Paper Trays:
Tray 2 and HCF are standard on
the WorkCentre 4250/4260XF and
are optional on other
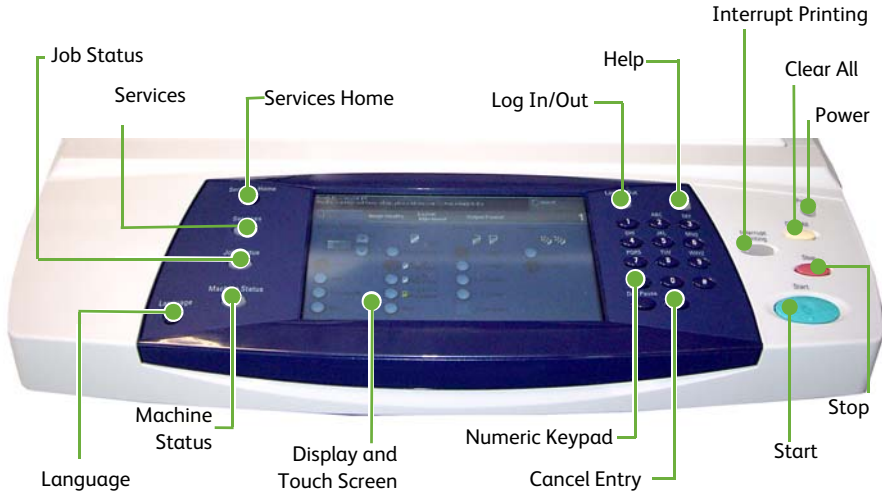configurations.

Inside the Device

There are Customer Replaceable Units
in the device, the Toner Cartridge (**6**)
and the Drum Cartridge (**7**).

The Serial Number is on the inside of
the front cover.

Control Panel Overview

Interrupt Printing

Help

Clear All

Power

Job Status

Services

Services Home

Log In/Out

Machine Status

Language

Display and Touch Screen

Numeric Keypad

Cancel Entry

Stop

Start

Item	Description
Services Home	Displays the Services screen to enable selection of features.
Services	Use to access the feature options.
Job Status	Use to view the current job status and other job queues.
Machine Status	Use to access machine information, status, Serial Number and to print reports.
Display and Touch Screen	Displays the current machine status and screens to select machine features.
Help	Displays help messages for features and error messages.
Language	Used to select the language shown on the display.
Power	Use to reactivate the machine from power save mode.
Log In/Out	Provides access to machine setups for the Administrator.
Numeric Keypad	Use to enter numeric characters.
Cancel Entry	Cancels the entry made on the Numeric Keypad.

Item	Description
Clear All	Press once to clear a current entry. Press twice to return to default settings.
Interrupt Printing	Use to interrupt the current job to run a more urgent job.
Stop	Stops the job in progress.
Start	Use to activate a job.

Load Paper into the Paper Trays

1 Open the paper tray and load paper into the tray. Do NOT fill above the Max line.

2 Adjust the guides to hold the paper against the right side of the tray.

3 When you close the tray, the *Paper Settings* screen will display. Input the size, type and color of the paper you have loaded and select **Confirm**.

Guides
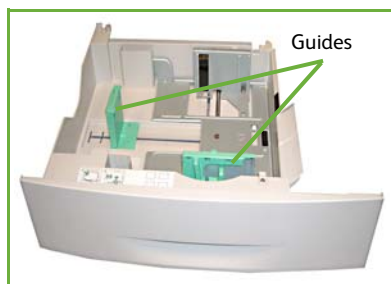
Loading Documents

Documents can be loaded either into the Document Feeder or onto the Document Glass.

Guides

1 Load documents to be copied face up in the input tray of the Document Feeder with the top of the document to the left or rear of the tray.

2 Move the Document Guide to just touch both sides of the document.

Or...........

3 ....open the Document Feeder and place single documents face down on the Document Glass aligned with the rear left corner.

NOTE: *Documents are only scanned once even when several copies are selected.*

Connecting to the Network

Follow these instructions to connect the machine to an Ethernet TCP/IP network.

If you are connecting your machine to a different type of network, or you wish to use other protocols, refer to the *System Administration CD*.

Test the device

Before connecting the machine to your network, make sure that it is operating correctly as a copier.

1   Place a document in the Document Feeder and make 3 copies.
2   If the copies are made successfully, install the network connection as described in the next steps. If copying is not successful, refer to *Troubleshooting on page 33*.

Network Connection using TCP/IP

You can set up the TCP/IP network connection using either of the following methods:
- **DHCP**: Use this method to allow a DHCP server to automatically assign an IP address. This is the factory default setting.
- **Static IP address**: Use this method to manually assign an IP address provided by the network administrator.

When the machine is powered on, it automatically uses DHCP to obtain its network configuration. To use a static IP address, DHCP must be turned off and the IP address, gateway address, subnet mask, and DNS Server address must be entered manually.

1   Connect the Ethernet cable to the RJ45 connector on the back of the machine.

    NOTE: *The Ethernet cable is not supplied by Xerox.*

2   To setup the address using DHCP, see *Network Setup Using DHCP on page 10*. If you want to set a static IP address, skip to *Network Setup Using a Static IP Address on page 11*.

RJ45 Network Connector
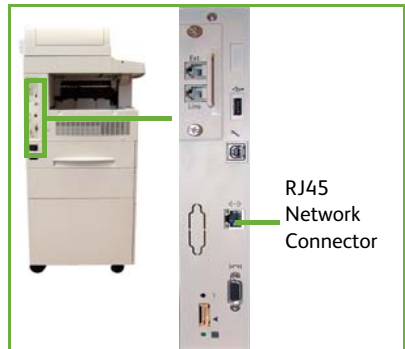
Network Setup Using DHCP

After the machine starts, it negotiates with the DHCP server for an IP address. Wait two minutes for the network setup to complete and then check the allocated IP address as follows:

1   Press the **Machine Status** button. The IP address is displayed in **Machine Status** page.

2   Confirm that an IP address has been allocated and that it is an appropriate IP address for your network.

   NOTE: *If the IP address starts with 169.xxx.xxx.xxx, the DHCP server has not properly allocated an address or DHCP is not enabled on your network. Contact your network administrator for assistance.*

Network Setup Using a Static IP Address

   Before you begin, obtain the following information from your network administrator:
   - IP Address
   - Gateway Address
   - Subnet Mask
   - DNS Server Address

1   Press the **Log In/Out** button on the Control Panel, enter the Administrator's Password **[1111]** and select **Enter**.

2   Press the **Machine Status** button then select **Tools > Connectivity and Network Setup > Advanced > Network Setting > Network Setup > TCP/IP Options**.

3   Select **HTTP** and **Enable**. Select **Save**.

4   Select either **TCP/IP IPv4 SETUP** or **TCP/IP IPv6 SETUP**.

5   Select the **Dynamic Addressing** button.
   By default, DHCP will be selected. Select **Disabled** to disable DHCP and select **Save**.

6   Select **Name/Address**. Enter the *Host Name*, by selecting the Keyboard symbol. Enter the *IP Address* by touching each box and entering the number using the *Numeric Keypad*. Select **Save**.

7   Select **Subnet and Gateway**. Enter the *Subnet Mask* and *IP Gateway.* Select **Save**.

8   If you do not wish to configure DNS settings proceed to the next step. If you wish to configure DNS settings select the **DNS Configuration** button. Enter the *Domain Name* and the *Preferred DNS Server* address. Select **Save**.

9   The static IP address is now set. Press the **Log In/Out** button and select **Confirm** to logout and close the Tools menu.

Install Print Drivers

This procedure describes how to install Print Drivers using the Print Driver CD.

NOTE: *If you wish to install different print drivers or are using a different operating system refer to the System Administration CD for full details.*

The Print Drivers are on the Drivers CD that was delivered with your machine.

You can use the Drivers CD to install multiple components such as printer drivers, user documentation and PPDs (PostScript® Printer Descriptions) at the same time. To use the installer, load the *Drivers CD-ROM* delivered with your machine.

1   At the client workstation insert the *Driver CD* into the CD drive.
2   If the CD does not start automatically, go to the **Start** menu, click **Run** and browse to the CD drive. Click **Setup** and click **OK**. Click **OK** to start the installation procedure.
3   Select the language for the installation and click **Continue**. The driver screen is displayed.

NOTE: *The selections are:*
Install Print and Scan Drivers - *Installs both the print drivers and the scan drivers.*
Install Print Driver - *Installs just the print drivers.*
Install Scan Driver - *Installs just the scan drivers.*

To install Print Drivers use the instructions below.

4   Click **Install Drivers**.
5   Click **Install Print Drivers**.

NOTE: *The PCL6 Driver is installed by default.*

6   To install the PCL 5 or PS Print Drivers, click **Option** and check the boxes for the drivers required.
7   Enter the Printer's IP address, DNS name or UNC path for the device.
8   Click **Install**.
9   Follow the on screen messages to complete the installation.
10 When the Print Driver is successfully installed, either send a test print from the print driver or submit a job to the WorkCentre 4250/4260 Series printer.
11 If the printing operation is successful, continue on to the next setup procedure in this document. If the print operation failed, refer to *Troubleshooting on page 33*.

For a full explanation refer to the System Administration CD that accompanied your machine.

E-mail Setup

If you wish to setup the E-mail service follow this procedure. If you do not want to setup this service at this time continue on to *Fax Setup on page 15*.

NOTE: *If you do not see the E-mail button on the Services Home screen, enable E-mail in the Tools Pathway. (Press* **Log In/Out > Password [1111] > Enter > Machine Status > Tools > User Interface > Service Enablements > E-mail > Enable***).*

Before starting the setup procedure, please ensure the following items are available or the following actions have been performed:

- Ensure the machine is fully functioning on the network and that the E-mail service is available on the **Services Home** screen.
- Ensure that the TCP/IP and HTTP protocols are configured on the machine and fully functional. Refer to *Network Setup Using a Static IP Address on page 11*.
- Obtain the IP Address of a functional SMTP mail server that accepts inbound mail traffic.
- Ensure the DNS settings are configured correctly and obtain the Domain Name address, if applicable.
- Create an E-mail account which the machine will use as the default *From* address.
- Test the E-mail account by sending an E-mail to the Xerox machine account. This task should be completed at a mail client on your network that supports SMTP (Simple Mail Transfer Protocol) and POP3 (Post Office Protocol 3).

You will use CentreWare Internet Services to configure E-mail settings and this is accessed through your web browser.

1 Open your Web browser and enter the TCP/IP address of the machine in the Address bar. Press **Enter**.

2 Click **Properties > Connectivity > Protocols > TCP/IP**.

3 Enter the domain name in the *Domain Name* box (for example: abc.xyz.company.com). It is only necessary to configure the DNS settings if Host Names are to be used.

NOTE: *If Dynamic Addressing has been set on the machine (DHCP or BootP) the Domain Name will not be accessible. If you need to change it, click* **Static** *from the IP Address Resolution menu list.*

4 Scroll to the bottom of the screen and click the **Apply** button to implement any changes.

5 Enter the current administrator tools *User Name* and *Password*. The default is **[admin]** which is case sensitive, and **[1111]**.

6 From the *Protocols* menu click **SMTP Server**.

7 Click either *IP Address* or *Host Name* and enter the *Host Name* or the *IP Address* and *Port Number* (1-65535) of the SMTP Server. The default Port is 25.

*8* Check the *Server Requires SMTP Authentication* box if required.

9	Enter the *Login Name* and *Password*.
10	Click **Apply** to confirm your settings.
11	From the *Properties* menu, click **Services > E-mail Settings > Defaults**.
12	To amend the settings on the E-mail Setup screen, click **Edit** for each options group.

NOTE: *A From: address is required to send e-mails from the device. Click Edit in the General group to specify a default From: address.*

13	When you have made your selections click **Apply**.

NOTE: *For more information on all of the E-mail features including setting up address books, please refer to the System Administration CD.*

Fax Setup

The WorkCentre 4250X/XF and 4260X/XF Series configurations have Fax installed as standard. The Fax Kit will require setup when the machine is installed.

Setting up the Fax Kit

1   Set up the Fax Kit using the instructions in the Kit.

2   Connect the telephone line to the *Line* connector on the device.

3   If you wish to attach a handset to the device, connect the handset to the *Ext.* connector.

4   Press the **Log In/Out** button on the Control Panel, enter the Administrator's Password **[1111]** and select **Enter**.

5   Press the **Machine Status** button then select **Tools > User Interface > Service Enablements > Embedded Fax**. The Fax Install Screen will appear.

Handset (Ext.) connector

Line connector

6   Select the required (or nearest) country location by selecting the entry in the *Country Setup* list and select **Next**.

7   Select the required dialing method. For a tone line select **Tone**. For a 10 pulse per second line select **Pulse**. If in doubt, select **Tone**.

8   Select the keypad symbol for *Fax Number* and enter the fax telephone number for the device.

9   Select the keypad symbol for *Machine Name* and enter a custom name for the device.

10   Select **Save** and **Close.** The device will reboot. The machine will now send and receive fax transmissions using default settings. If you wish to change the Fax Setup enter the Tools Pathway as described in steps 4 and 5 and select **Tools > User Interface > Fax Service Settings**. The various Fax options can be selected and changed.
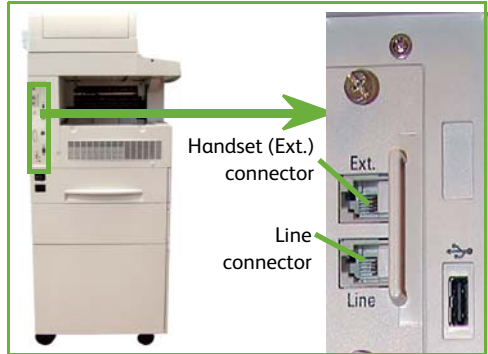
Installing Option Kits

This section provides instructions on how to install and configure optional features:
- Network Accounting
- Server Fax

NOTE: *For more instructions on installing and configuring Server Fax and Network Accounting, refer to the System Administration CD.*

Installing Option Kits

All the Option Kits are installed in the same way. Each kit will contain a Feature Enablement Key and instructions.

1 With the machine switched on, insert the Feature Enablement Key into the Card Reader slot at the rear of the machine. Indicator lights on the Feature Enablement Key will highlight (first red, blinking green and then solid green).

2 When the feature is successfully installed a pop-up message will tell you that the feature is configured and ask you to remove the Feature Enablement Key.

Card Reader slot
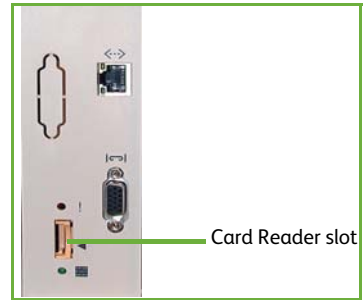
Network Accounting

Network accounting provides the ability to manage usage of the machine with detailed cost analysis capabilities.
Print, Scan, Fax and Copy jobs are tracked at the machine and stored in the job log. Users must enter their User ID and Account ID to access the machine and information about the numbers of jobs performed is recorded in a job log.

Installing the kit

Install the kit. Refer to *Installing Option Kits on page 16*.

Enable Network Accounting

1 Press the **Log In/Out** button on the Control Panel, enter the Administrator's Password **[1111]** and select **Enter**.
2 Press the **Machine Status** button then select **Tools > Accounting > Accounting Enablement > Authentication Mode**.
3 Select the **On** button under Network Accounting header.
4 Select **Save**.
5 Press the **Log In/Out** button and select **Confirm** to logout.

NOTE: *Refer to the System Administration Guide for more information.*

Server Fax

The Server Fax feature enables Users to send documents to one or more fax machines via the telephone network without having a dedicated telephone line connected to the machine. This is achieved by connecting the machine to a network Fax Server which can manage fax transmissions throughout an organisation.

Installing the kit

1   Install the kit. Refer to *Installing Option Kits on page 16*.

Enable Server Fax

2   Press the **Log In/Out** button on the Control Panel, enter the Administrator's Password **[1111]** and select **Enter**.
3   Press the **Machine Status** button then select **Tools > User Interface > Service Enablements > Server Fax**.
4   Select **Enable.**
5   Select **Save**.
6   Press the **Log In/Out** button and select **Confirm** to logout and close the Tools menu.

NOTE: *Refer to the System Administration Guide for more information.*

Making Copies

1   Load the documents to be copied either face up in the Document Feeder or face down to the rear left corner of the Document Glass.

2   Press the **Services Home** button and then **Copy**. The *Copy* screen will be displayed.

3   Select the required features using the Touch Screen.

    The features are shown in the table below.

Copy	Image Quality	Layout Adjustment	Output Format
Reduce / Enlarge Reduce or enlarge the image 25 % to 400 %	**Original Type** Define the original document as text, text and photo, or photo to optimise resolution settings	**Original Size** Set size of original	**Booklet Creation** Automatically print document as a booklet
Paper Supply Select the tray/ size of paper	**Lighten / Darken** Lighten or darken the output	**Book Copying** Copy bound documents	**Covers** Insert covers
2-Sided Copying 1 or 2 sided copy options	**Background Suppression** Automatically reduce or eliminate a dark background	**Image Shift** Move the image on the page	**Transparency Separators** Insert blank or printed dividers between each transparency
Copy Output Collate and staple options		**Edge Erase** Delete the edges of the image	**Page-layout** Prints several images on 1 page
			Store Job Save job to the device

4   Enter the number of copies required, using the numeric keypad and then press **Start**.

    NOTE: *To confirm the Copy job, press the **Job Status** button on the Control Panel to display the Job Status screen. The queued copy job will be displayed in the queue.*

Additional Copy Features

Reduce / Enlarge

Originals can be reduced or enlarged between 25 % and 400 %. To use this option, select the **Copy** tab. Select any one of the preset *reduce/enlarge* ratios or select **More** to access custom settings.

Image quality adjustment

You can enhance the copy quality of the output based on the type and quality of the original being scanned. To use this option, select the **Image Quality** tab.

Original Type: Select the type of document to be copied, either Text, Text and Photo or Photo.

Lighten / Darken: Adjusts the lightness or darkness of the output.

Background Suppression: Use to automatically reduce or eliminate the dark background resulting from copying coloured paper or newspaper originals.

Creating booklets

A sequential set of either 1-sided or 2-sided originals can be copied to create handy booklets. The machine produces 2-sided prints automatically, which when folded, produces a booklet with all the pages in the correct sequence. The machine will also reduce and correctly position each image to fit on the selected paper.

To use this option, load the originals in the Document Feeder and select the **Output Format** tab and **Booklet Creation**.

Multiple images
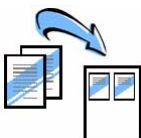
This feature is used to copy two or more documents, in a reduced size, onto one sheet of paper. It is ideal for creating handouts, storyboards or documents used for archival purposes. To use this option, load the originals in the Document Feeder and select the **Output Format** tab and choose **Page Layout**. You can copy one, two or four separate originals onto one side of a sheet of paper.

Printing a Document

1   Ensure that the correct printer driver has been installed on your PC. To install the print drivers refer to *Install Print Drivers on page 12*.

You can also access the Print Drivers from the Drivers CD or you can download the latest versions from the Xerox website at *www.xerox.com/support*.

2   Open the document to be printed. Click **File > Print** and select the Xerox WorkCentre 4250/4260 Series from the list of printers displayed.

3   To change the default printing properties click **Properties**.

The print driver has various tabs that contain options and properties.

- Use the **Paper/Output** tab to choose the job type, type of media, size and color, and output choices such as 2-sided prints.
- The **Layout/Watermark** tab has various options to add watermarks to pages, change page orientation (landscape or portrait) and enable booklet and multi-up printing.
- The **Advanced** tab contains various font and printing options, such as reduce and enlarge image.
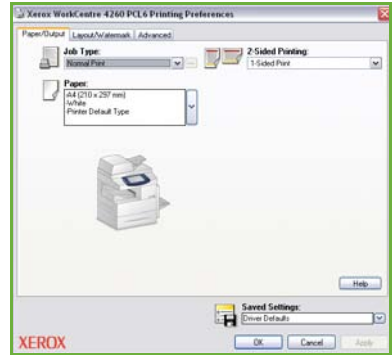
Choose the options required for your printing job and click **OK** to print the document.

4   The print job will be sent to the machine and will appear in the *Active Jobs* queue until it is printed. To view the queue at the device, press the **Job Status** button on the control panel.

Additional Print Features

Rotate image

This feature enables you to rotate the page through 180 degrees. To use this option, click the **Advanced** tab and click on **Image Options**. Select **Enabled** to rotate page images 180 degrees from their current orientation. Select **Disabled** to turn the feature off.

Saved settings

Frequently (or rarely) used features of a print job can be saved with the *Saved Settings* option. This enables you to name, save, and recall almost all selectable features of a print job. You can store up to 50 different job settings. To use this option, click the **Paper/Output** tab, click **Save Settings** down arrow. Select **Save As** to save current settings or select a previously saved setting.

Toner Saver

If you are printing draft documents you can reduce the toner (dry ink) used by using the *Draft Mode* feature. The image will be lighter than normal but will be legible and ideal for checking or proofreading a document. To conserve toner, click the **Advanced** tab and open **Image Options**. In **Draft Mode** select **On**.

Add watermark

The *Watermark* feature lets you create and print background text or bitmaps, across the pages of your documents. You can create your own watermarks or edit existing ones. You can also specify watermarks to be printed in the foreground or background or printed only on the first page. To use this option, click the **Layout/ Watermark** tab and click the appropriate choices from the **Watermark** section.

Sending a Fax

NOTE: *This feature is available on all machines, but is standard on WorkCentre* 4250X/XF and 4260X/XF *configurations.*

1   Load the documents to be faxed either face down on the Document Glass or face up into the Document Feeder.

2   Press the **Services Home** button and choose the **Fax** option. This displays the *Fax* screen.

3   Enter the recipient's fax number by:

- Keypad Dial - select the Enter Number area on the touch screen and enter the number using the numeric keypad.
- Manual Dial - if a telephone handset is attached to the device, select Manual Dial and dial the number on the handset, or use the numeric keypad to dial.
- Speed Dial - select Speed Dial and select a pre-set speed dial number.
- Add - add several recipients to the Send List to send a fax to several recipients. This button provides access to the dial directory for individuals and groups.

Select the required features for your fax job from the following table:

Fax	Image Quality	Layout Adjustment	Fax Options
2-Sided Scanning 1-sided or 2-sided originals	**Lighten / Darken** Lighten or darken the output	**Original Size** Set size of original	**Store for Polling** Save the fax on the local machine
Original Type Define the original document as text, text and photo, or photo to optimise resolution settings	**Background Suppression** Automatically reduce or elimate a dark background		**Remote Polling** Retrieve faxes stored on other machines
Resolution Set the quality of image	**Color Mode** Black and white or color scan		**Delay Send** Specify when the fax should be sent
			Send Header Text Add information to the start of the fax

Fax	Image Quality	Layout Adjustment	Fax Options
			Mailboxes Send a fax to a local or remote mailbox
			Fax Sending Features Specify the line rate used at the start of the fax transmission
			Fax Reports Select the fax confirmation or error report

4   Press **Start** to transmit your fax.

NOTE: *To confirm the Fax job, press the* **Job Status** *button on the Control Panel to display the Job Status screen. The queued job will be displayed.*

Additional Fax Features

Delayed send

This feature enables you to specify the time the fax is transmitted. This option can be used to delay transmission of a fax job to an off-peak period to reduce the cost of the call. To use this option, select the **Fax Options** tab. Select **Fax Options > Delayed Send**.

Change the resolution

The Resolution affects the appearance of the fax at the receiving fax terminal. To use this option, select the **Fax** tab and choose from the available options under *Resolution*. You can select **Standard** for most text documents, **Fine** for line art and photos, and **Superfine** for high resolution graphics and photos.

Set up an Address Book

Use this feature to store destination names and fax numbers in your device. Entries stored here will be available for selection within the *Send List* feature on the **Fax options** tab. Select the **Fax** tab and then **Address Book**. Enter *Individual* fax details. Dialing *Groups* can also be set up comprising several *Individual* entries.

Fax Reports

Numerous fax reports can be printed. To access the fax report options, select the **Fax Options** tab, then select **Fax Reports**. Select the desired fax report.

Alternatively, press the **Machine Status** button and select **Machine Information > Information Pages >** and then select the desired report.

Network Scanning

Network Scanning enables you to scan your hard copy documents and store them as electronic files.

1 Load the documents to be scanned either face down on the Document Glass or face up into the Document Feeder.

2 Press the **Services Home** button on the Control Panel. Select the **Network Scanning** option. This displays the *Network Scanning* screen.

3 Select the Scanning Template you require from the list.

4 If required, modify the template settings from the options on the **Network Scanning, Advanced Settings, Layout Adjustment** and **Filing Options** tabs.

Network Scanning	Advanced Settings	Layout Adjustment	Filing Options
Output Color Black and white, grayscale, or color scan	**Lighten / Darken** Lighten or darken the output	**Original Size** Set size of original	**File Name** If file name already exists
2-Sided Scanning Original can be 1 or 2 sided, second side can be rotated	**Background Suppression** Automatically reduce or elimate a dark background	**Scan to Edge** Scan the complete page	**Document Management Fields** Enter index information about your document
Original Type Text, photo or text and photo	**Resolution** From 72x72 to 600x600 dpi		**Add File Destinations** Add additional file destinations to any template
Resolution Sets the scan settings to suit how the scanned image will be used	**Quality/File Size** Optimum quality versus file size		**File format** PDF, TIF or JPEG

Network Scanning	Advanced Settings	Layout Adjustment	Filing Options
	Update Templates Use a recently created or updated template before the system automatically adds it to the template list		

5   Press **Start** to scan your documents.

NOTE: *To confirm the scan job, press the* **Job Status** *button on the Control Panel to display the Job Status screen. The queued job will be displayed.*

Additional Network Scanning Features

Creating Scanning Templates

Templates are used in network scanning to define the destination and scan settings for your scan job. Your workflow will be more efficient if you create specific templates for your most frequent scanning jobs.

New templates are based on the settings configured for the Default Template or you can copy and modify existing templates. Up to 250 templates can be displayed.

1 Open your Web browser and enter the TCP/ IP address of the machine in the Address bar. Press **Enter** and click the **Scan** tab.

2 In the *General Information* window, enter a name for your template in the *Template Name* box. Optionally you can add a description and the name of the owner.

3 Click **Add** to create the new template. The template will appear in the **Templates** list on the left hand side.

Name / Format

4 To select the name and the format of the scanned document, click **Edit**. Enter a name for the scanned document and choose the format from: TIFF, mTIFF, JPEG or PDF. Click **Apply**.

Destination Services

5 The scan can be sent to a file repository setup by the System Administrator or transmitted as a fax if *Server Fax* is enabled on the device. Click **File** and/or **Fax** as appropriate. If you click File, select the file repository to which your scanned images will be sent.

Document Management Fields

6 If you wish to add data to assist document management of your scanned images, click **Add** and complete the appropriate information.

Scan Options

7 To change the scanning options click **Edit**. You will be able to set *2-Sided*, *Original Type* and advanced scanning settings such as *Lighten/Darken*, *Color Options*, *Original Input* and *Resolution*. You may also choose to print a confirmation report and job log.

8 When you have made your selections, click **Apply**.

Sending an E-mail

1 Load the documents to be E-mailed either face down on the Document Glass or face up into the Document Feeder.

2 Press the **Services Home** button on the Control Panel.

3 Select **E-mail**.

4 Select **From** and enter the address you want to appear in the *From* field of the E-mail.

> **NOTE:** *This field may have been preset by the Administrator and may not be editable.*
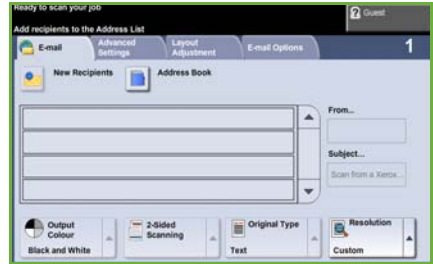
5 Select **New Recipient** and enter the E-mail address of the recipient. If an address book has been set up, select **Address Book** and enter the name of the recipient. The address book will be searched and the recipient can be selected from the resulting list of names. Multiple recipients can be added to the *Address List* in this way.

6 Select any setting appropriate for your document from either the **E-mail, Advanced Settings, Layout Adjustment** or the **E-mail Options** tabs.

E-mail	Advanced Settings	Layout Adjustment	E-mail Options
Output Color Black and White, Grayscale or Color	**Lighten/Darken** Lighten or darken the image	**Original Size** Set size of original	**File format** PDF, TIF or JPEG
2-Sided Scanning Original can be 1 or 2 sided	**Background Suppression** Suppress dark backgrounds	**Scan to Edge** Scan the complete page	**Reply To** Set E-mail address
Original Type Text, Photo or Photo and Text.	**Quality/File Size** Optimum quality versus file size		**Message** Enter message contents
Resolution From 72x72 to 600x600 dpi	**Resolution** From 72x72 to 600x600 dpi		

7 Press **Start** to scan your document and send it as an attachment to an E-mail.

> **NOTE:** *To confirm the job, press the **Job Status** button on the Control Panel. The job will be displayed in the job queue.*

Additional E-mail Features

Color Attachments

When the Color scan option is selected you will also be able to attach a full color image to your email in a JPEG format. This format is a better compression format for color bitmaps.

To enable Color scan to E-mail select the **E-mail** tab and choose the *Output Color* option. Select **Full Color**.

NOTE: *The maximum image resolution for color images is 300x300 dpi.*

Enhance your WorkCentre's productivity

The WorkCentre 4250/4260 Series is a powerful multi function device with many digital functions integrated into one sleek system. It is designed to support large workgroups in different production environments. You can do more with less and streamline your workflow with these productivity enhancing features.

Customize your device

The machine can be setup to reflect your office's workflow. For example, the initial screen you see when you walk up to the machine can be either the *Machine Status, Job Status* or one of the *Services*. Default settings for each of the Services can be set to your own requirements such as the default paper tray, customized reduction ratios and 2-sided copying to save on paper.

To explore the options, access **Tools** and explore the **Feature Defaults** and **Copy Service Settings**.

On-line Address Book

The Address Book comes in handy when you have built up a list of frequent fax or mail recipients. Use this feature to program the Address Book with recipients' details like E-mail address or fax numbers. Address Numbers registered for the Address Book can also be used as speed dial codes.

If configured, your machine is able to support both company (LDAP) and Local Address books. Local address books can be imported from a **.csv** file in **Internet Services > Properties > Services > E-mail Settings**.

Remote Administration

Your multi function machine contains its own *CentreWare Internet Services* site. The site is accessed from your web browser. As a user, you can obtain information about the machine, and any jobs sent to the machine, from the comfort of your own desktop.

The various tabs on the web page contain different options to assess the status of the machine, media it contains, jobs in queue and Administrator setups. You can even send a print-ready job over the Internet with this feature.

Simply open your web browser and enter the IP address of the device.

Send paper documents as E-mail

Scanned documents can be sent as E-mail attachments to a specified E-mail recipient or recipients. Access to the E-mail features is gained using the **Services Home** button on the Control Panel and the **E-mail** option on the display. This is an excellent feature for scanning documents for your own use. Simply select the E-mail feature, enter your own E-mail address and scan the document. Moments later it will be in your E-mail Inbox.
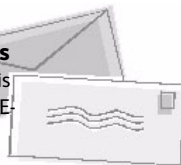
Easy Consumable Management

Consumables are items on the machine that need replenishing or replacing, such as paper, staples, and customer replaceable units. Units like the Toner Cartridge and Staple Cartridge are customer replaceable, meaning you can replace the consumable without having to call out a Xerox service representative. This enables you to reduce down time.

Powerful Documents

The machine is not just any ordinary printer, you can use your machine to print and create documents tailored to your needs, be it for a presentation, as handouts or as meeting notes.

For example, the *Booklet Creation* feature enables the production of booklets or multi-page copies from 1 or 2-sided originals. *Bound Originals* can be scanned in color and sent to yourself using E-mail for inclusion in your electronic documents. Presentation packs can be created using the *Multi-up* feature, and many more. You are only limited by your imagination.
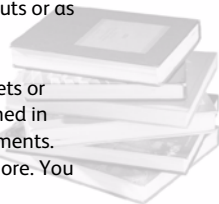
Troubleshooting

A variety of situations can effect the quality of your output. For optimal performance, ensure the guidelines in the User Guide are followed. The documentation and the fault messages on the machine help you to locate and resolve a problem easily.

Some problems can be resolved by switching off and switching on your device. Wait approximately 20 seconds before switching the machine ON. If after rebooting your machine the problem has not been resolved, have a look at some of the areas below to identify solutions.

| Problem	Solution
The machine will not power on	• Check to see that the machine is not in Low Power Mode as indicated by the green light on the Control Panel. Touch the User Interface screen to re-activate. • Check to see that the power cord is correctly installed. • Press the ON/OFF button to ON (I).
Documents will not feed through the Document Feeder	• Ensure that all staples or paper clips have been removed from the originals. • Ensure the document feeder is not overloaded. Max. 100 documents. • Ensure that the edge guides are adjusted to touch the sides of the originals.
The machine will not print from a workstation	• Make sure that an active network cable is connected to the workstation. • Check that the Network Setup is correct. Refer to *Connecting to the Network on page 10*.
Cannot send an E-mail	• Check if the machine is connected on the network as a printer. • Check that E-mail is enabled. Refer to *E-mail Setup on page 13*.
Paper jams	• Load the paper in the paper trays with the seam side of the paper up. • Load the paper in the Bypass Tray with the seam side down. • If the paper curls excessively, flip the paper over in the applicable paper tray. • Use paper from a fresh package.
Cannot fax a document	• Ensure your machine is connected to a working telephone line and check for a dial tone. • Check that Fax is enabled. Refer to *Fax Setup on page 15*.

Paper jams

The screen will indicate the location of the jam.

- Follow the instructions on the display to clear the paper from the paper path.

- Ensure that all jam clearance doors and covers are returned to their correct positions.

NOTE: *Jam Clearance areas may vary depending on your machine model and configuration.*

Side Cover Area Jam

Paper Jam Area

Fuser Area

Finisher Area Jam

1b   1a   1c
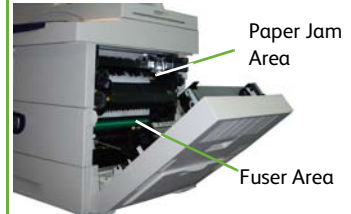
Document jams

The display will indicate when a document jam has occurred.

- Follow the instructions on the display and remove all the documents from the document feeder and document glass as instructed. The illustration below shows the document feeder jam clearance areas.

Lift the Document Feeder cover

Lift the Feed Assembly cover

- When instructed to do so, re-order the documents as at the start of the job and reload into the document feeder. The documents will be recycled automatically to recover the job integrity.

Lower Jam Clearance Cover handle

Help

When using your device, detailed and timely help is available at your fingertips. You can access Help information and tips from a variety of sources.

On the device

Press **Help** at any time to access the on-line help screens. Messages, screen instructions and graphics provide additional information.

Documentation

Most answers to your questions will be provided by the documentation that is supplied on CDs with the WorkCentre 4250/4260 Series. Alternatively you can access the documents from *www.xerox.com/support.*

- *User Guide* - contains instructions and information about all the features on the device.
- *System Administration Guide* - provides detailed instructions and information about connecting your machine to the network and installing optional features.

On the Print Driver
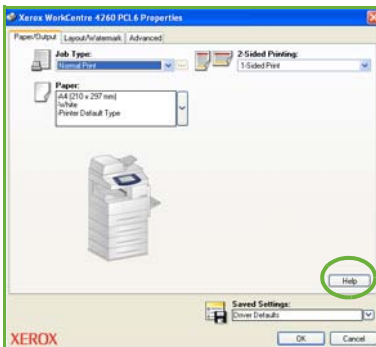
Click **Help** on the printer driver screen or press [F1] on the PC keyboard for information on the displayed printer driver screen.

On CentreWare Internet Services

Click **Index** to view the contents of the Internet Services site.

Click **Help** to take you to the Xerox on-line support web site.

Greenwich Mean Time Offset

http://wwp.greenwichmeantime.com/.

City/Region/Country	GMT Offset	City/Region/Country	GMT Offset	City/Region/Country	GMT Offset
International Date Line West	-12.0	Switzerland	+1.0	Chennai	+5.5
Midway Island	-11.0	Luxembourg	+1.0	Kolkata	+5.5
Samoa	-11.0	Austria	+1.0	Mumbai	+5.5
Hawaii	-10.0	Croatia	+1.0	New Delhi	+5.5
Alaska	-9.0	Czech Republic	+1.0	Almaty	+6.0
Pacific Time (US, Canada)	-8.0	Finland	+1.0	Novosibirsk	+6.0
Tijuana	-8.0	Denmark	+1.0	Astana,	+6.0
Mountain Time (US, Canada)	-7.0	Sweden	+1.0	Dhaka	+6.0
Central America	-6.0	Poland	+1.0	Sri Jayawardenen-pura	+6.0
Central Time (US, Canada)	-6.0	Norway	+1.0	Rangoon	+6.5
Guadalajara	-6.0	Italy	+1.0	Bangkok	+7.0
Bogota	-5.0	Greece	+2.0	Hanoi	+7.0
Lima	-5.0	Turkey	+2.0	Jakarta	+7.0
Quito	-5.0	Bulgaria	+2.0	Krasnoyarsk	+7.0
Eastern Time (US, Canada)	-5.0	Egypt	+2.0	Beijing	+8.0
Atlantic Time (Canada)	-4.0	Isreal	+2.0	Chongqing	+8.0
Caracas	-4.0	South Africa	+2.0	Hong Kong	+8.0
La Paz	-4.0	Jordan	+2.0	Urunqi	+8.0
Newfoundland	-3.0	Syria	+2.0	Irkutsk	+8.0
Brazilia	-3.0	Finland	+2.0	Ulaan Bataar	+8.0
Buenos Aires	-3.0	Moscow	+3.0	Kuala Lumpur	+8.0
Greenland	-3.0	St. Petersburg	+3.0	Singapore	+8.0
Azores	-1.0	Volgograd	+3.0	Taipei	+8.0
Cape Verde Islands	-1.0	Kuwait	+3.0	Seoul	+9.0
Casablanca	0.0	Tehran	+3.5	Yakutsk	+9.0
Monrovia	0.0	Abu Dhabi	+4.0	Guam	+10.0
UK	0.0	Muscat	+4.0	Port Moresby	+10.0
Eire	0.0	Baku	+4.0	Vladivostok	+10.0
Portugal	0.0	Yerevan	+4.0	Magadan	+11.0
East Africa	0.0	Tbilisi	+4.0	Soloman Islands	+11.0
Holland	+1.0	Kabul	+4.5	New Caledonia	+11.0
Belgium	+1.0	Ekaterinburg	+5.0	Fiji	+12.0
France	+1.0	Islamabad	+5.0	Kamchatka	+12.0
Spain	+1.0	Karachi	+5.0	Marshall Islands	+12.0
Germany	+1.0	Tashkent	+5.0	Nuku'alofa	+13.0