XEROX

DocuMate

DocuMate 752
scanner
user's guide

Table of Contents

Welcome

The information in this guide will cover hardware and software features that may not be available for the scanner model you purchased. Please disregard any information that does not apply to your scanner.

Some of the illustrations in this guide may not look exactly as they appear on your computer's screen. The differences are minor and do not affect the steps to use the features.

What's in the Box (752)

DocuMate Scanner

Power Supply
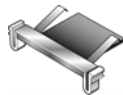
Replacement
ADF Pad

Power Cord

USB Cable

Installation Disc
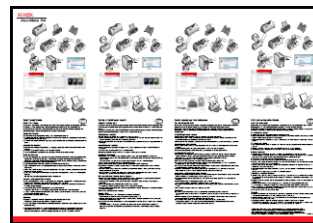
Quick Install Guide

Technical
Support Card

Unpack and Assemble the Scanner

To unpack the scanner:

The scanner is heavy. Two people should unpack, assemble and move the scanner.

1. Carefully remove the scanner top from the shipping box.

2. Set the top on a level surface, making sure that the hinges are not folded under and supporting the weight of the top.

3. Remove all of the shipping tape and foam from the input tray and the scanner lid.

4. Remove the scanner body from the shipping box.

5. Place the scanner body on a level surface that can support the weight of the scanner. If the scanner is on an uneven surface it may stall when scanning from the flatbed.

6. Remove the protective white page from the scanner glass and all shipping tape from the scanner body.

To assemble the scanner:

1. Holding the top with two hands, align the hinges on the scanner lid with the slots in the scanner body.

2. Lower the lid to the scanner body sliding the hinges into place.
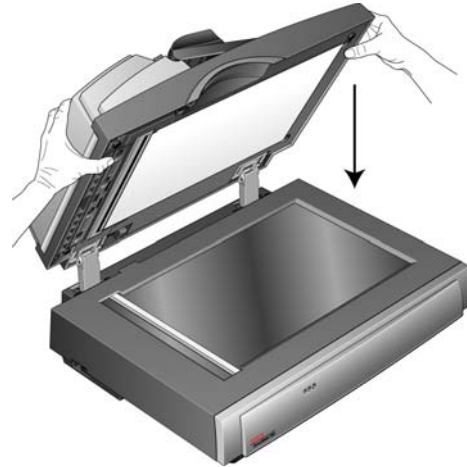
3. Press the ADF cover release and open the Automatic Document Feeder cover.

ADF Cover Release
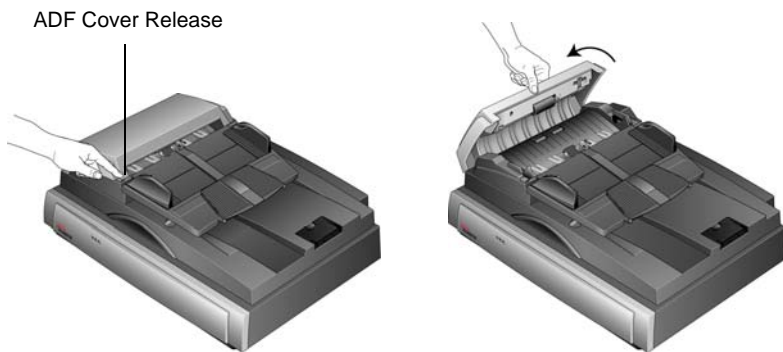
4. Carefully remove any foam particles that may have gotten inside the document feeder, and close the cover.

5. Lift the input tray up to reveal the two legs folded into the bottom of the tray.
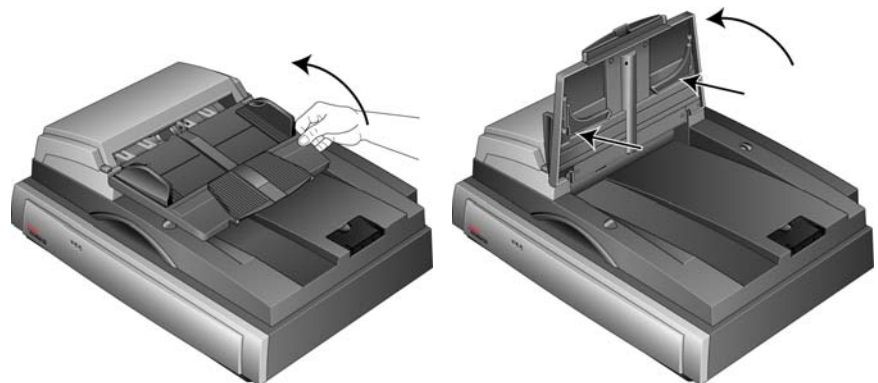
6. Swing out the legs, then lower the tray so the legs fit into the slots in the scanner lid.
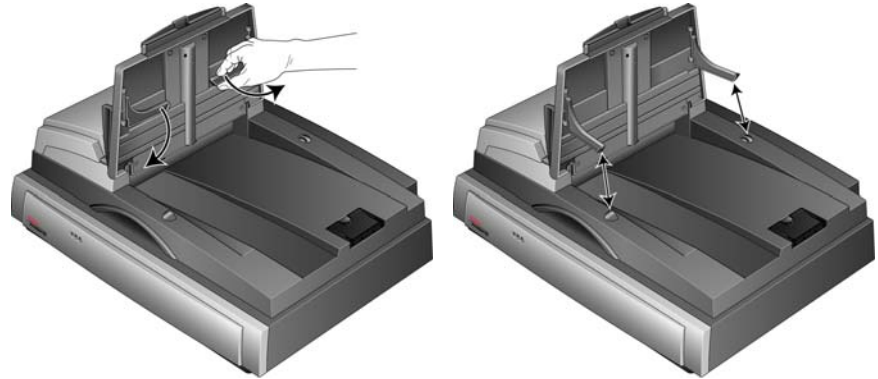
7. Flip up the input tray extension to fully extend it.
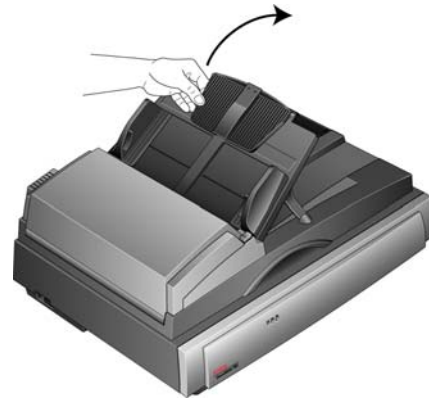
8. Plug the ADF cable into the ADF port on the back of the scanner. The ADF will not work if the cable is loose or not plugged in.
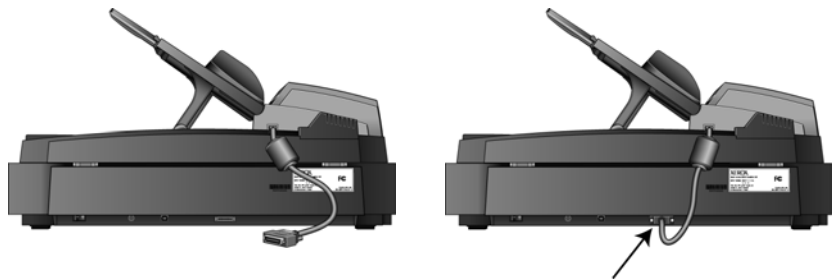
9. Slide the scanner locking tab to its unlocked position.
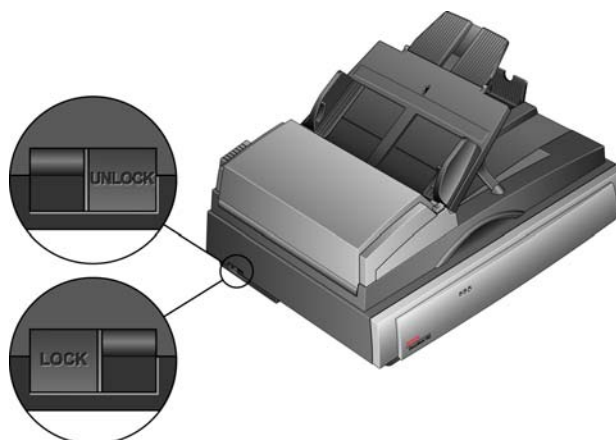
NOTE: The locking tab protects the scanner's scan head by holding it securely in position. Lock the scanner when transporting it from one location to another, but remember to unlock it before scanning. The scanner will not scan when locked.

10. When you're finished assembling the scanner, place it on a level surface on your desk. If the scanner is on an uneven surface, it may stall when scanning from the Flatbed.

Installation

Please make sure of the following before you begin installation:

- **If your computer has Antivirus or Antispyware software running, you may see messages during installation asking you to allow the installation to proceed. Although the messages will differ based on the software your computer is running, in each case you should allow the installation to proceed. Alternatively, you can turn off the AntiVirus or AntiSpyware software before installing your scanner. But if you do, make sure to turn it back on again when installation is finished.**

- **If your computer is running Windows Vista, you may see the Vista User Account Control screen asking you to confirm system changes. Click the continue button to allow the installation to proceed.**

What You Need

IBM-compatible Pentium™ 4 PC, or AMD equivalent with:

- A DVD-ROM drive

- An available Universal Serial Bus (USB) port

- Microsoft® Windows® operating system: 2000 (Service Pack 4), 32-bit XP (Service Pack 2), 32-bit or 64-bit Vista

  Your scanner is compatible with Service Pack 3 for Windows XP and Service Pack 1 for Windows Vista.

- *Windows 2000 and XP:* Minimum of 512 megabytes (MB) of internal memory (RAM)

  Windows Vista: Minimum of 1 gigabyte (GB) of internal memory (RAM)

- 350 MB minimum of free hard disk space

A VGA or SVGA Monitor

The recommended settings for your monitor are:

- Color quality of 16-bit or 32-bit

- Resolution set to at least 800 x 600 pixels

Install the Software

1. Start Microsoft Windows and make sure no other applications are running.

2. Insert the Installation Disc into your computer's DVD-ROM drive.

The disc automatically starts.

NOTE: If the disc does not start, check the following:

• Make sure the disc drive's door is completely shut.

• Make sure the disc was inserted in the drive in the proper direction (label side up).

To launch the disc manually:

• Open the Windows option for My Computer. You can do this by double-clicking on the **My Computer** icon on your desktop.

• Double-click the icon for your DVD-ROM drive.

• The Installation menu for the disc should now open.

If the menu does not open:

• From the list of files on the disc, double-click the file named START32.EXE.

3. On the Installation menu, select **Install Products**.
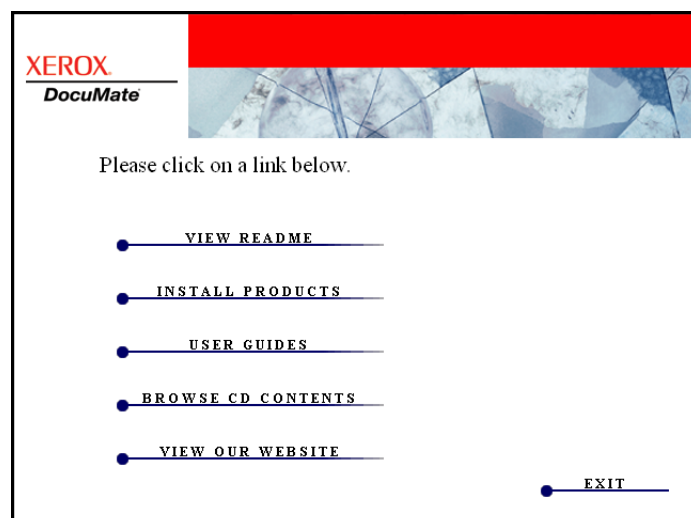
4. Make sure the box for **Scanner Driver** is checked.
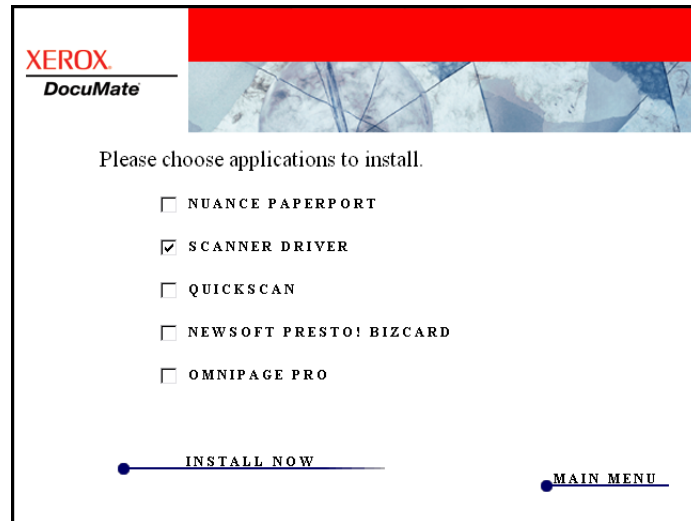
5. Click **Install Now**.

   The Welcome to the One Touch 4.0 Setup Wizard opens.

6. Click **Next**.

7. On the Xerox License Agreement window, read the license agreement. If you accept the terms, select **I Agree** then click **Next**.

   If you choose not to accept the license agreement, the installation will terminate and the scanner driver will not be installed.

8. The next window lists the choices of the drivers that you can install for your scanner.
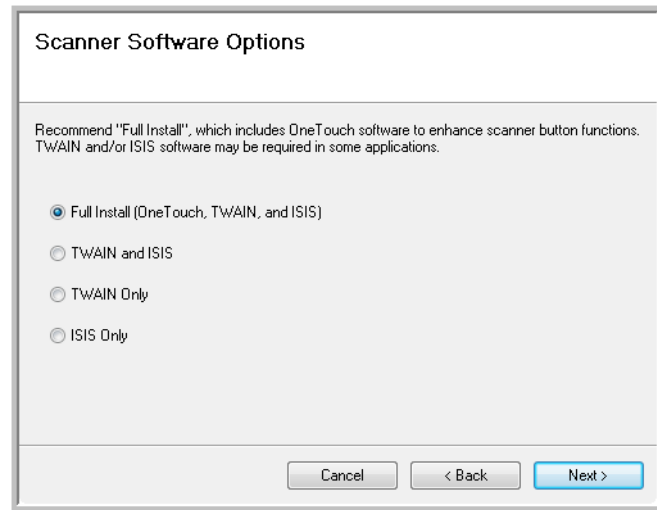
9. Select the option you want. Click **Next**.

    *   **Full Install**—This is the **recommended** installation. It installs the One Touch 4.0 software which is the necessary software for the One Touch buttons to work. It also installs the TWAIN and ISIS drivers.

    *   **TWAIN and ISIS**—The TWAIN and ISIS drivers are installed. The One Touch 4.0 software will not install and you cannot use the One Touch features. If your scanner has buttons, you will not be able to scan with the buttons on the scanner.

    *   **TWAIN only**—The TWAIN driver is installed without the One Touch software or the ISIS driver. You can use the TWAIN driver to scan from TWAIN applications. If your scanner has buttons, you will not be able to scan with the buttons on the scanner.

    *   **ISIS only**—The ISIS driver is installed without the One Touch software or the TWAIN driver. You can use the ISIS driver to scan from ISIS applications. If your scanner has buttons, you will not be able to scan with the buttons on the scanner. Refer to your ISIS scanning application for instructions on using this interface.

NOTE: All scanners have the One Touch software and TWAIN driver available. If you do not have ISIS driver install options, as described above, then your scanner does not have an ISIS driver available.

NOTE: If your computer is running Windows XP or Windows Vista, Microsoft's Windows Image Acquisition (WIA) interface for scanning is always available, regardless of your selection on this window. Refer to your Windows documentation for instructions on using this interface.

10. During installation you will see this window asking you to select one of the images for your Color Space setting.
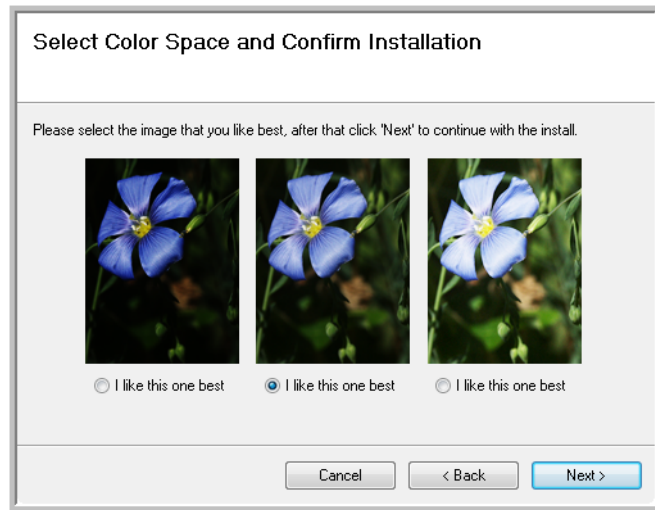
11. Select the option that looks best to you and click **Next**.

12. **STOP** when you see the "Complete the installation by connecting your hardware" window. Do **NOT** click **OK** yet. Leave the window open and proceed to the next section.
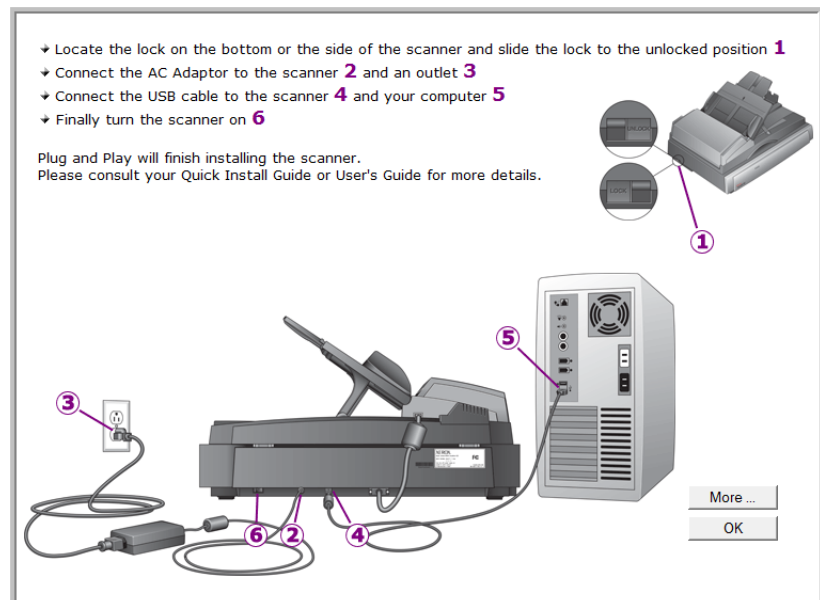
Connect the Power Supply

1. Plug the power supply into the power port on back of the scanner.

NOTE: Only use the power supply included with your scanner. Connecting any other type of power supply may damage your scanner, and will void its warranty.

2. Plug the power cord into the power supply and into a wall outlet.

Connect the USB Cable and Turn on the Power

Your scanner connects to any available USB port. Check your computer's manual for USB port locations.

1. Remove any protective tape from the USB cable.

2. Plug the USB cable into the USB port on the scanner then into a USB port on the computer.

USB Symbol

3. Turn on the power switch, located on the back of the scanner to the left of the power port.

   The status light comes on and flashes indicating that the scanner is receiving power.

   If you are using Windows XP and have plugged the USB cable into a USB 1.1 port, an information bubble may open explaining that "A HI-SPEED USB device is plugged into a non-HI-SPEED USB hub". Plug the USB cable into a USB 2.0 port (if available) or just disregard the message. If you leave it plugged into the USB 1.1 port, your scanner may scan a bit slower.

   Your computer then recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software to run the scanner.

   If your computer is running Windows XP or Windows Vista, you will see a message similar to the following.

   Xerox DocuMate
   Device driver software installed successfully.
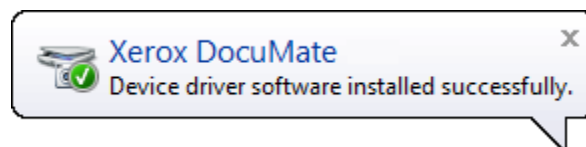
4. When you're certain that the software has completely loaded, return to the "Complete the installation by connecting your hardware" window.
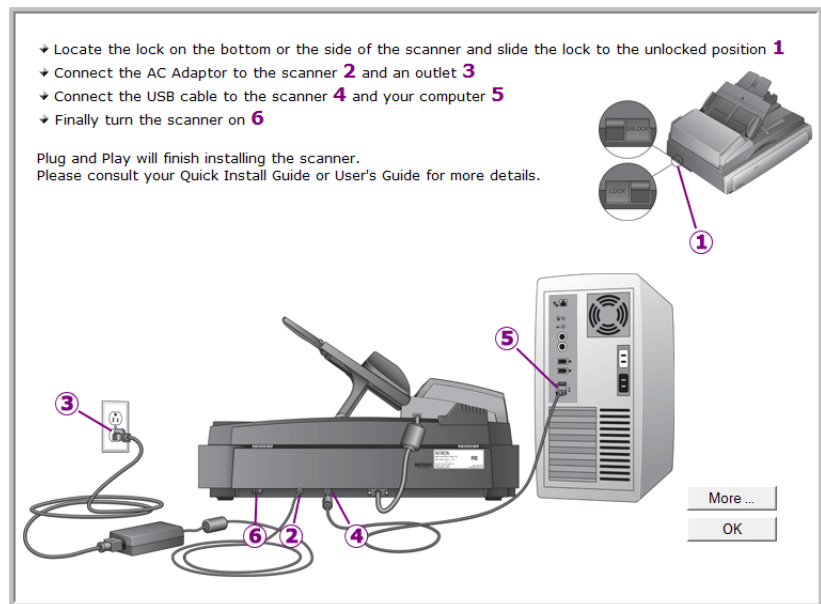
5. Click **OK**.

   You can also click **More** to see a quick overview about accessing and navigating the One Touch software. When you're finished reading the additional information, click **OK**.

6. Click **Close** on the Installation Complete window to close and exit the software installer.

View the User Guides

1. Return to the Main Menu window and click **User Guides**.

2. The User Guides window opens.

3. Click the links of the Guides you want to view.

   The User Guides are in Adobe® PDF format. The Scanner Readme file is in HTML format and will open in any standard browser.

   If you need to, click **Adobe Reader** to install it now. Follow the instructions on the installation windows.

   If your computer already has Adobe Reader installed, please do not select it unless the version provided on the installation DVD is a newer version than the one currently installed on your computer.

To view and save the User Guides:

1. Click the name of a User Guide you want to view and it will open in Adobe Reader or Adobe Acrobat. Use the Adobe **Save** command to save that User Guide on your computer.

2. Return to the User Guides window and repeat the process to open, view, and save all the other User Guides you want. **The Scanner Readme file has late-breaking news about your scanner.**

3. When you're finished, click **Main Menu** to return to the Main Menu window and click **Exit**.

4. Remove the disc and store it in a safe place.

That's it! Installation is finished and your Xerox scanner is ready to scan.

Loading Documents to Scan

NOTE: Always remove any staples or paper clips from documents before inserting them into the scanner's Automatic Document Feeder, or placing them on the flatbed glass. Staples and paper clips can jam the feed mechanism and scratch the internal components. Also remove any labels, stickers, or Post-It™ notes that may come off during the scanning process and get stuck in the scanner. Misuse as described here will void your scanner's warranty.

From the Automatic Document Feeder

1. Adjust the paper guides for the width of the documents being scanned.
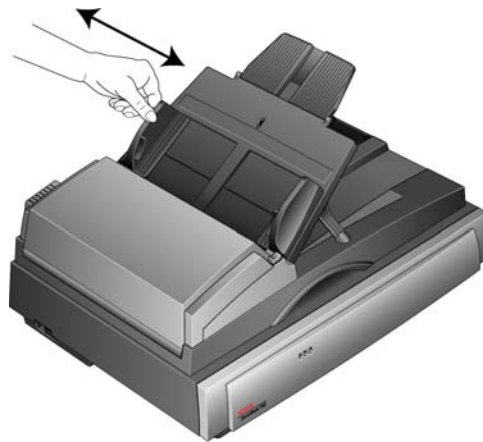
2. Place the documents in the scanner *face up* with their tops pointing into the Automatic Document Feeder (ADF).
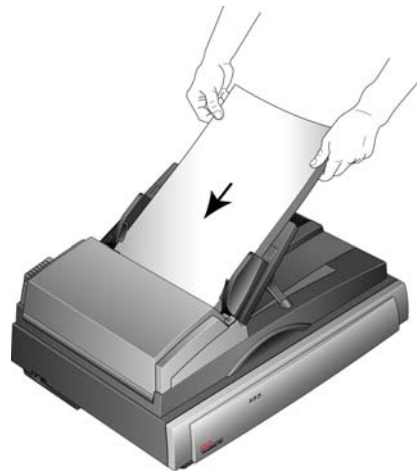
The 752 can scan pages that are portrait or landscape.
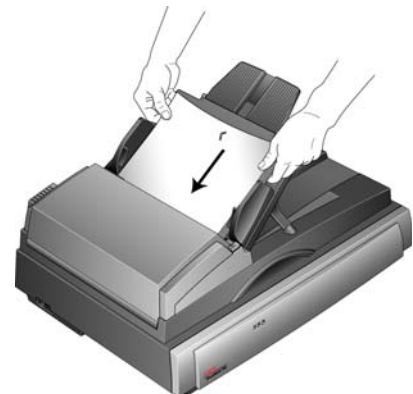
From the Flatbed Glass

1. Remove any paper from the Automatic Document Feeder (ADF).

   The scanner automatically detects if paper is in the ADF and will scan pages in it. You must remove these pages prior to scanning if you want to scan from the flatbed.

2. Lift the scanner cover and place the document face down on the glass.

3. Align the item with the arrow on the reference frame for the size of the page being scanned, then close the cover.
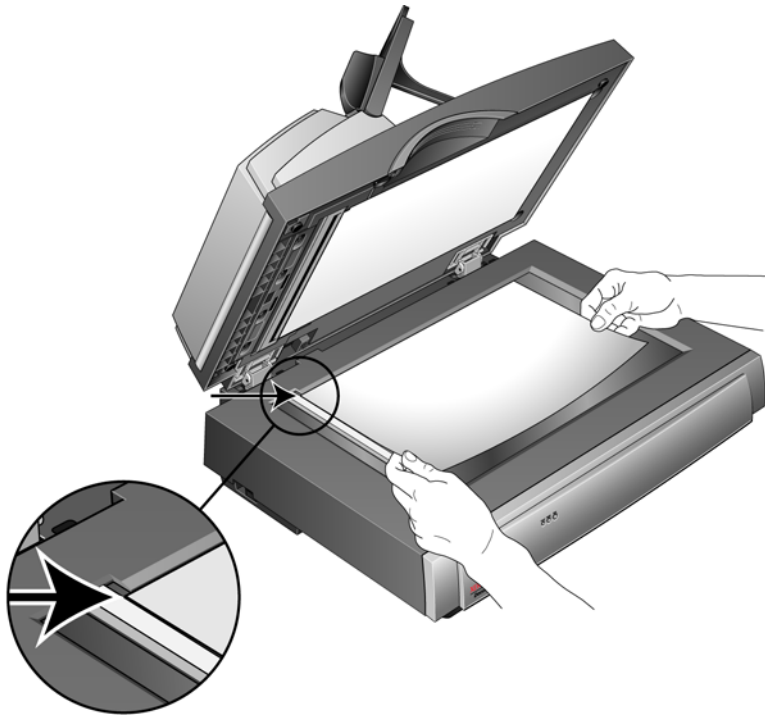
Scanning from One Touch

One Touch is your main scanning interface for using the scanner. From One Touch you can scan directly to folders on your computer or network drive. One Touch also scans directly to any application on your computer that will open and process a scanned image. This means that you can scan without having to open a scanning application first.

Using One Touch

If there are buttons on the scanner, the One Touch Button Panel mirrors the buttons on the scanner.

For instance, the DocuMate 515 has 3 buttons on the scanner named "Email", "Copy", and "Scan". The button panel will have also have those 3 buttons with the same name. This is similar to the 7600, which has 5 buttons on the scanner and 5 buttons on the One Touch Button Panel.

For most scanners, the One Touch Button Panel will have 9 scanning options. On scanner models such as the DocuMate 262i and DocuMate 162, the control panel on the scanner has an LED number with an arrow button or a Function button to cycle through the 9 functions. Scanners that do not have any buttons, such as the DocuMate 510 and DocuMate 752, will still have the 9 on screen One Touch buttons.

The DocuMate 632 scanner has 99 scanning options. To quickly scroll through the 99 functions, on the scanner, press and hold down the up or down arrow and the LED will fast-scroll through the functions.

Scanning with the One Touch Scanner Buttons

DocuMate 515 and 520, or the 7600

Press one of the buttons on the scanner to start scanning.

DocuMate 250

Press the button on the scanner.

DocuMate 150

Press the Function button to scroll to the function number you want to use. Then press the Scan button to start scanning.

DocuMate 152 or 162

Press the Function button to scroll to the function number you want to use. Then press the Simplex button to scan one side of the page, or the Duplex button to scan both sides.

DocuMate 252, 262, 262i, 272, or 632

Press the arrow button to scroll to the function number you want to use. Then press the Simplex button to scan one side of the page, or the Duplex button to scan both sides.

Scanning with the One Touch Button Panel

1. Place a document in the scanner.

2. Click on the One Touch icon to open the panel.

3. Click on one of the icons in the One Touch button panel.

4. The scanner starts scanning and sends the image to the destination specified in the One Touch Properties window.
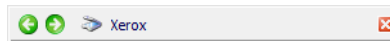
The Title Bar
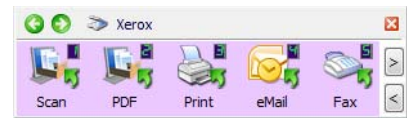
The Button View

The Hardware View

The Detail View

Navigating the One Touch Button Panel

The Title Bar

• Green arrows—click to cycle through the panel views.

• Scanner icon—click to open the scanner's hardware properties.

• Red "X"—click to close the One Touch panel.

The Button View

• *Left-click* on a Destination Application icon to start scanning.

• *Right-click* on a Destination Application icon to open the One Touch Properties.

The Detail View

• *Left-click* on a Destination Application icon to start scanning.

• *Right-click* on a Destination Application icon to open the One Touch Properties.

• *Single-Left-Click* on the detailed information to open the One Touch Properties.

The Hardware View

• *Left-click* on the scanner icon to return to the Button view.

• *Right-click* on the scanner icon to open the scanner's hardware properties.

Configuring the One Touch Buttons

When you installed the scanner, the software configured each One Touch button with appropriate settings consisting of: a **Destination Application**, a **Scan Configuration**, and a **File Format**.
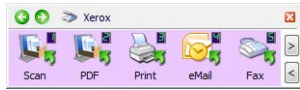
1. Click the One Touch icon.

2. Right-click a button on the One Touch Button Panel. For example, right click on the Scan button.

3. The One Touch Properties window opens for that button.

The button name.

The Destination Application. This is the application that opens when scanning is finished.

Click to select options.

The file format of the scanned item.

The settings that the scanner uses when scanning with the currently selected button (in this case button 1).
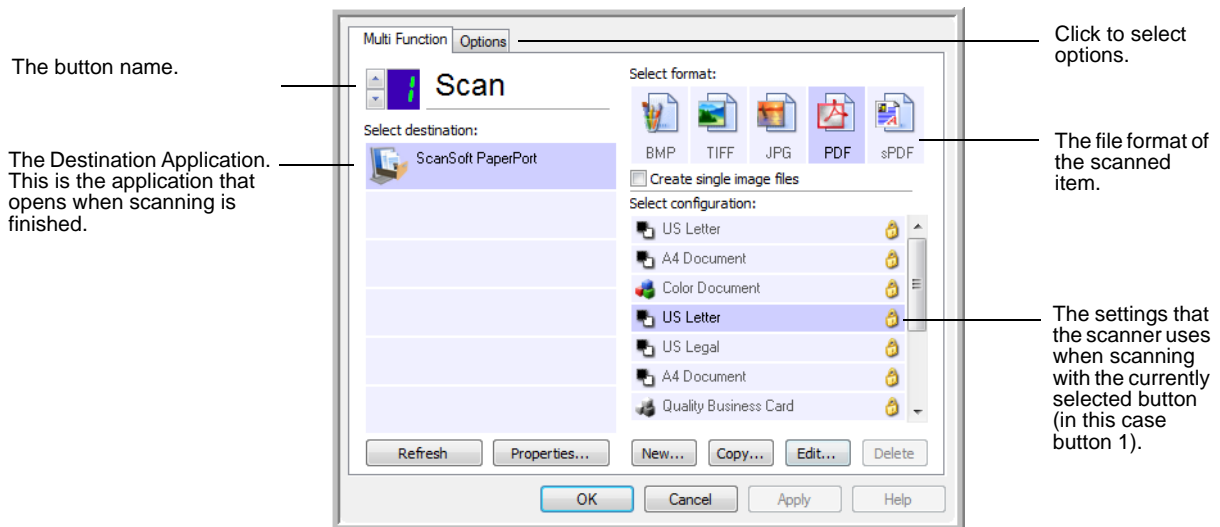
NOTE: Grayed out options in the One Touch Properties window are not appropriate for your scanner model.

Changing a Button Setting

1. Select the button you want to change the settings

   For scanners with an LED or scanners without buttons, click the up or down arrow next the LED number in the One Touch Properties interface.

   For scanners with multiple buttons on the scanner, such as the DocuMate 515 and 7600, there will be one tab for each button on the scanner across the top of the One Touch Properties window.

2. Click on an application name in the **Select Destination** list.

3. Select a file format in the **Select Format** panel.

4. Select a scanning configuration in the **Select Configuration** list.

5. Click on **OK** to save the changes.

6. Click on the button that you made the changes for.

7. The scanner starts scanning and sends the image to the application, with the file format and scanning configuration you specified.

Creating a New Scan Configuration

The scan configurations are where you select the scanning resolution, mode (color, black&white, or grayscale), and a number of other settings.
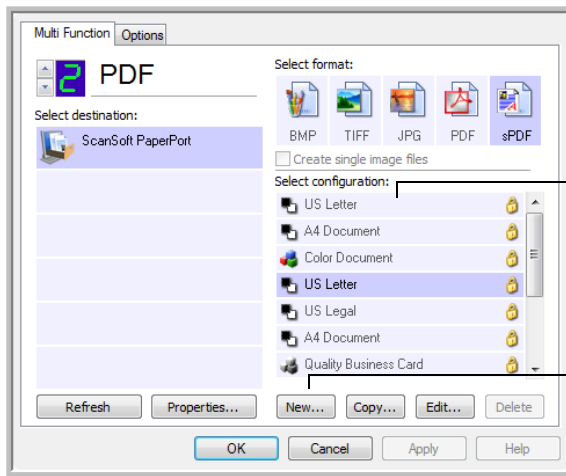
The Scan Configurations.

Click **New** to create a new Scan Configuration.

To create a new configuration:

1. Scroll through the applications in the Select Destination list and click the application you want for the new scan configuration.

2. Click the **New** button.

   If you want to start from the settings of another configuration, select the configuration, then click the **Copy** button.

   The Scan Configuration Properties dialog box opens.

The Scan Settings Tab

1. On the Scan Configuration Properties dialog box, type a name.
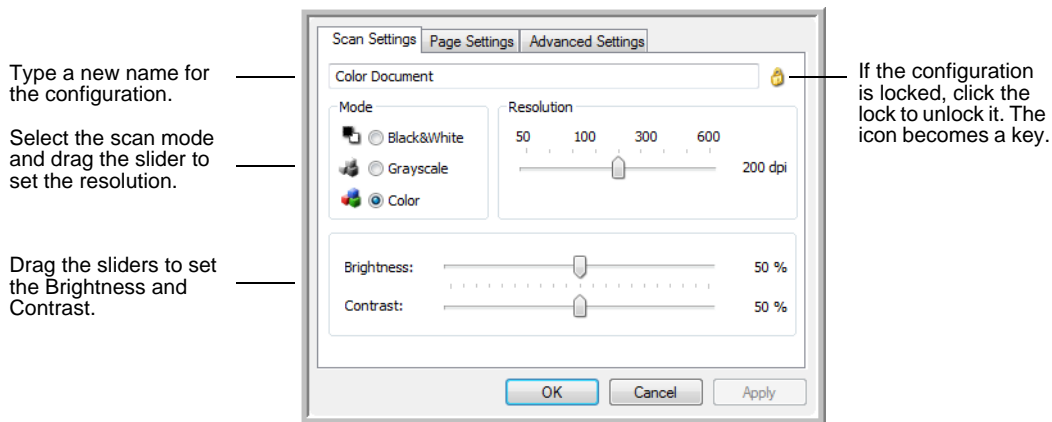
Type a new name for the configuration.

Select the scan mode and drag the slider to set the resolution.

Drag the sliders to set the Brightness and Contrast.

If the configuration is locked, click the lock to unlock it. The icon becomes a key.

2. Select scan settings for the new scan configuration.

   Mode—Select a scanning mode:

   • **Black&White** to scan in black and white.

- **Grayscale** to scan items such as documents containing drawings or black and white photographs.

- **Color** to scan color photographs and other color items. Color scans have the largest file size.

Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution.

Brightness and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black&White mode.

3. If you want to lock the configuration, click the key icon to change it from a key to a lock.

4. Click on **Apply** to save the changes on the Scan Settings tab.

5. If there are no other settings you want to change, click **OK** to save the new configuration.

   It will now be in the list of Scan Configurations on the One Touch Properties window for the appropriate Destination Applications.

The Page Settings Tab

1. Click the **Page Settings** tab to select options applicable to how you want the image to appear after scanning.

   The options in this window are specific to the scanner model you purchased. Options not available for you hardware model will be grayed out or not in the window.

   Click to toggle between inches and millimeters.
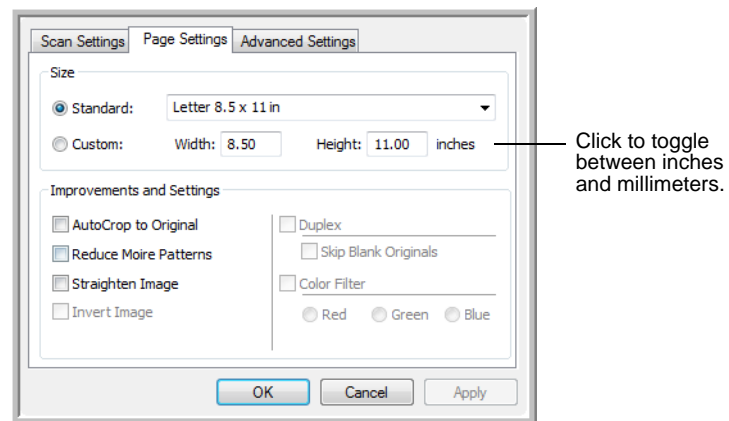
Standard—Click the menu arrow and choose a page size from the list.

Custom—Enter the horizontal and vertical page dimensions in the boxes. Click the name of the units, inches or millimeters, to toggle between them.

Improvements and Settings—One the options that apply to the selected scanning mode on the Scan Settings tab are available.

- **AutoCrop to Original**—Select this option to let the scanner automatically determine the size of the item being scanned.

  Always use the paper guides on the scanner so the page is not skewed. Skewed pages may not crop properly.

- **Reduce Moiré Patterns**—Moiré patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moiré Patterns** will limit or eliminate moiré patterns in the scanned image. This option is only available for the Grayscale or Color Mode lower resolutions.

- **Straighten Image**—Select this option to let the scanner automatically determine if a page is skewed, then straighten its image. If the page is fed through at too great an angle, the image may not scan correctly. In that case, re-scan the page using the paper guides to feed the paper in straight.

- **Invert Image**—Only available for Black&White Mode, this option reverses the black and whites of an image.
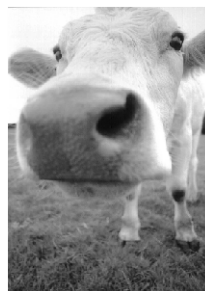
Original Image	Inverted Image

- **Autorotate 90**—This option rotates the image 90 degrees to the right.

- **Duplex**—Select to have both sides of the page scanned at the same time.

- **Skip Blank Originals**—Select this option to have the scanner skip pages that are completely blank. This option is only available if Duplex is selected.

- **Color Filter**—Color filter is the ability of your scanner to automatically remove a color from a scanned item. Color filter applies to Black&White or Grayscale Mode.

The original with a red watermark over black text.   The scanned item with the red filtered out.

- **Double-Feed Detection**—select this option to have the scanner detect when more than one page has fed through the scanner at a single time.

- **Action**—Click on the arrow and select the action you want the scanner to take when a double feed has been detected. Abort stops scanning. Prompt tells you that a double feed has occurred.

2. Click on **Apply** to save the changes on the Page Settings tab.

3. If there are no other settings you want to change, click **OK** to save the new configuration.

   It will now be in the list of Scan Configurations on the One Touch Properties window for the appropriate Destination Applications.

The Advanced Settings Tab

1. Click the **Advanced Settings** tab.

   The options of the Advanced Settings tab are for the Color or Grayscale scanning mode.
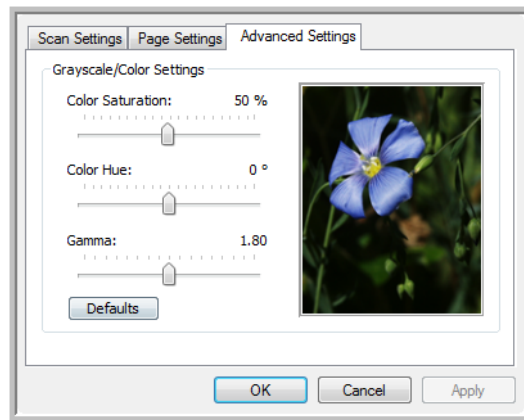
2. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.

   Saturation—the strength or purity of a color.

   Hue—the color your eyes see as reflected from the image.

   Gamma—controls the brightness of the midtone colors.

3. Click on **Apply** to save the changes on the Advanced Settings tab.

4. If there are no other settings you want to change, click **OK** to save the new configuration.

   It will now be in the list of Scan Configurations on the One Touch Properties window for the appropriate Destination Applications.

Selecting Document and File Format Options

The File Format options that you select determines the file format of the scanned document. Appropriate format options and file types are available for the type of Destination Application selected for the button.

The available options are for images and text.

Image Formats   Text Formats; TEXT is only one of
                      several text formats available.
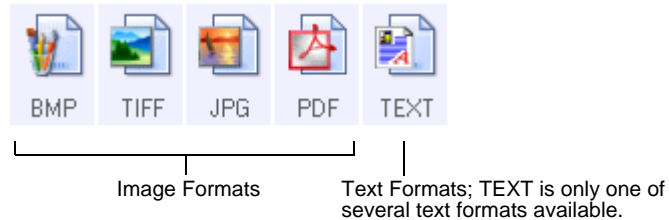
NOTE: For the One Touch OCR options to work, one of the Nuance OCR applications must be installed. Not all of the text file formats shown are available for all scanner models.

For instance, PaperPort has a basic OCR engine that One Touch accesses to create editable text files. The DocuMate 510 and the 7600 scanners came with PaperPort and the optional text files are limited to TEXT, RTF, XLS and HTML.

Most other scanners ship with an OmniPage OCR module that One Touch uses for advanced OCR options and will create a wide variety of file types. This module is automatically installed when you installed One Touch from the installation disc.

Create Single Image Files

The TIFF and PDF formats, as well as the text document formats, support multiple page documents. Select **Create single image files** if you want one file created for each image scanned. Note that this option is automatically selected and disabled if you have selected a format that only supports single pages, such as BMP or JPG.
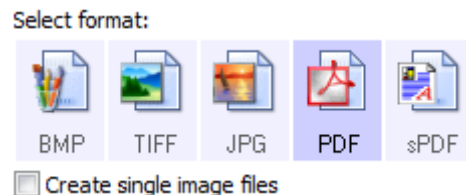
Image Formats

Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than the JPEG format.

To select a JPEG or PDF file size:

1. Select **JPG** or **PDF** as the page format, then right-click on the icon.
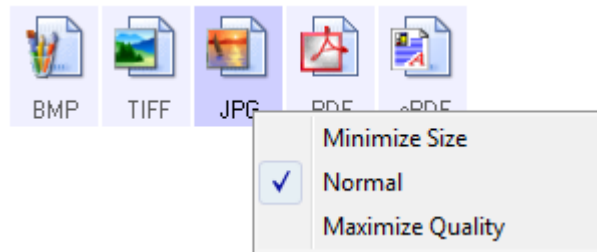
2. Choose the file size/image quality option for your scanned images.
3. Click **OK** or **Apply** on the One Touch Properties window.

Text Formats

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text.

As you select Destination Applications that are text applications, the text format icon changes to match the file type of the application. In some cases, the Destination Application supports several file types, and you can right-click on the icon to choose the particular file type for that application.

The specific text format; this example is for Microsoft Word Rich Text Format.

To select a file type for the text format:

1. Select the Destination Application.

2. Right-click on the text format icon.

Example menu of the TEXT when the Destination Application is Microsoft Word.
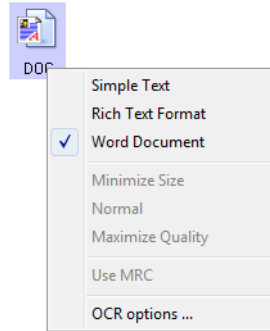
Example menu of the TEXT format when the Destination Application is Transfer to Storage.
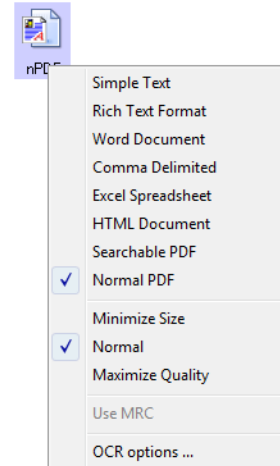
3. Choose the file type that you want for the text format.

   Your selection of a file type pertains only to the button currently selected on the One Touch Properties window.

   Click on **OCR Options...** to see a set of selections for the OCR features when you scan text.

   Note that the OCR Options settings apply to all buttons. If you change them for one button, those changes apply to the other buttons as well.

4. Click **OK** or **Apply** on the One Touch Properties window.

Scanning with Optical Character Recognition (OCR)

1. In the One Touch Properties window select a text editing program such as Microsoft Word.

2. Select a text format in the Select Format panel.

3. Click **OK** to save the changes and close the One Touch Properties window.

4. On the One Touch button panel, click the button you set for scanning with OCR.

   The scanner starts scanning and your scanned pages appear in the Destination Application with the text ready for editing and other text processing.

Selecting One Touch Properties Options

The One Touch Options determine the types of Destination Applications available for a button, as well as additional options that apply to all of the scanning buttons.

To select options:

1. Open the One Touch Properties window and click the **Options** tab.
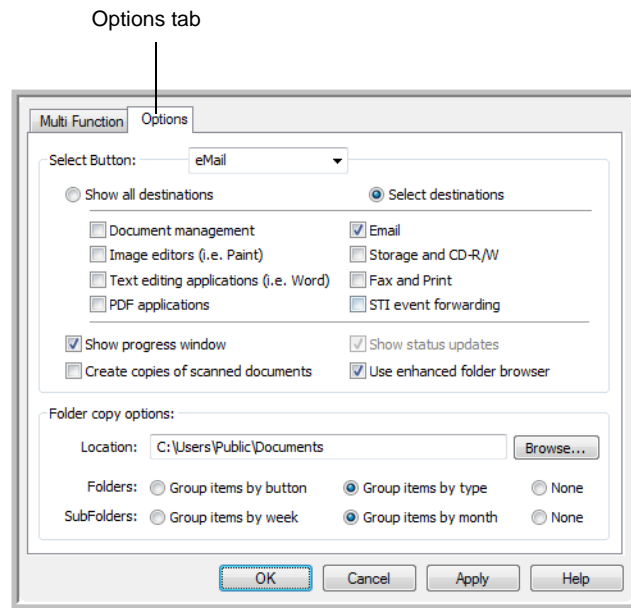
Options tab

2. Click the **Select Button** menu arrow and choose the button for new options. The example above shows the eMail button is selected.

3. Select button options as described below.

   Show All Destinations—The list of Destination Applications available for the selected button will include all of the applications on your computer that can receive scanned images.

   Select Destinations—Individually choose the types of applications to include in the list of Destination Applications. Check the boxes for the type of application to include.

4. Click **Apply** then click the **Multi Function** tab to see the changes.

Global Options

*   **Use enhanced folder browser**—Select this option if you want to save your scans to a network location that is not a mapped drive on your computer.

*   **Create copies of scanned documents**—Images sent to a printer, fax or eMail application are temporary files that are not saved to your computer. Use create copies of scanned documents if you want a copy saved on your hard drive. Selecting this option enables the Folder Copy Options field for you to choose where the files are saved.

Scan and Burn to a CD

If you have a CD burner attached to your computer, you can scan directly from your scanner onto a CD. This feature is available only on computers running Windows XP or Windows Vista.

1. Open the One Touch Properties window.

2. Choose a button to use for scanning and burning to a CD.

    Select **Burn to CD** as the Destination Application.
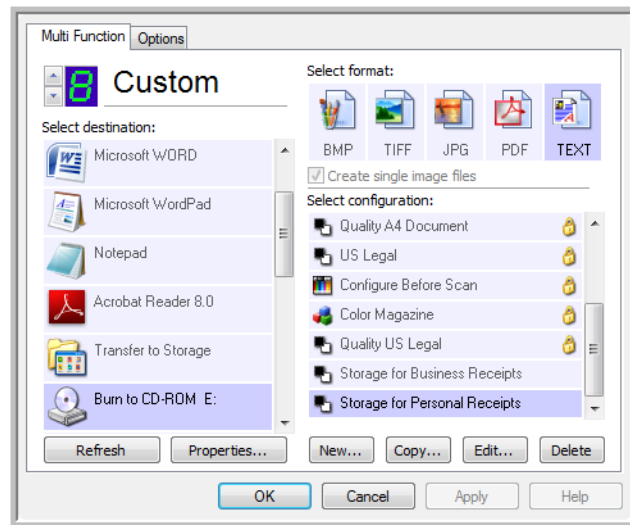
3. Choose a Format and a Scan Configuration.

4. Click **OK**.

5. Now start scanning using the button you selected to use to scan and burn to a CD.

    When scanning is finished, a bubble message on the screen tells you that files are waiting to be burned to the CD.

6. Open the One Touch window, select **Burn to CD** and click the **Properties** button.

    The One Touch 4.0 Link Properties window opens

7. Make sure a blank CD is in the CD burner.

8. Click the **Burn to CD** button. The CD burner begins and your scanned documents are written to the CD.

NOTE: If other files are also waiting to be burned to the CD, they will get written with the One Touch files on the CD.

Transferring Scanned Documents to Storage

With the Transfer to Storage scanning process, you can scan documents and save them in a folder in one step. The process is ideal for archiving documents without having to manually save or process them in any other way. If you choose a text format for the file format, the documents are also automatically converted by the OCR process into editable text and numbers before being stored.

1. Open the One Touch Properties window.

2. Select **Transfer to Storage** as the Destination.

3. Click the **Properties** button.

   In the "Storage Location" browse to the folder you want your scanned documents saved.

Your scanned documents will be stored at the location you specified on the One Touch 4.0 Link Properties window.
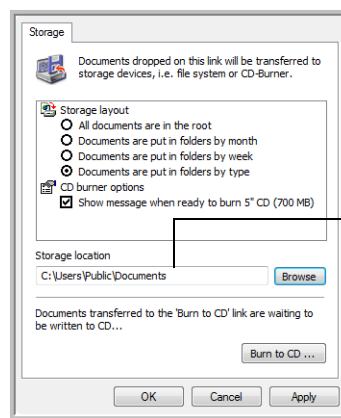
4. Choose a file format for your document.

Choose a text format to have the OCR process convert text to editable text before the scanned documents are stored in their archive location.
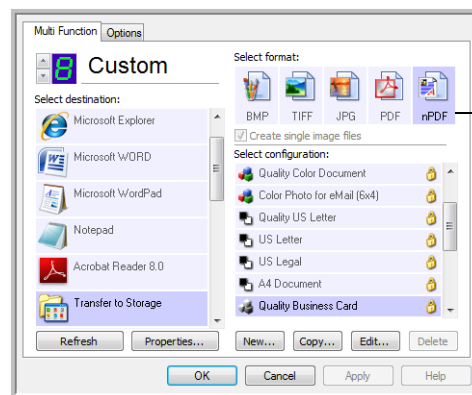
5. Choose a Scan Configuration. Click **OK**.

Now scan the document using the button you set to use the Destination Application as Transfer to Storage.

Scanning to Multiple Archive Folders

When scanning to the Transfer to Storage destination, you can scan them to multiple folders. For example, one folder might be for "Business Receipts," a second folder might be for "Personal Receipts," and a third folder might be for "Annual Receipts."

To scan to multiple folders, you create multiple configurations, each with a different storage location for the scanned documents, then assign a different scan configuration to each button.

NOTE: The selections you make using the Storage Options tab override the storage location that is set in the Storage Link Properties.

Setting up multiple folders for transfer to storage:

1. Using Microsoft Windows, create the folders that you want to use for storing scanned items.

2. Open the One Touch Properties window.

3. Select **Transfer to Storage** as the Destination Application.

4. Click the **New** button.

Select Transfer to Storage.

Click the New button.
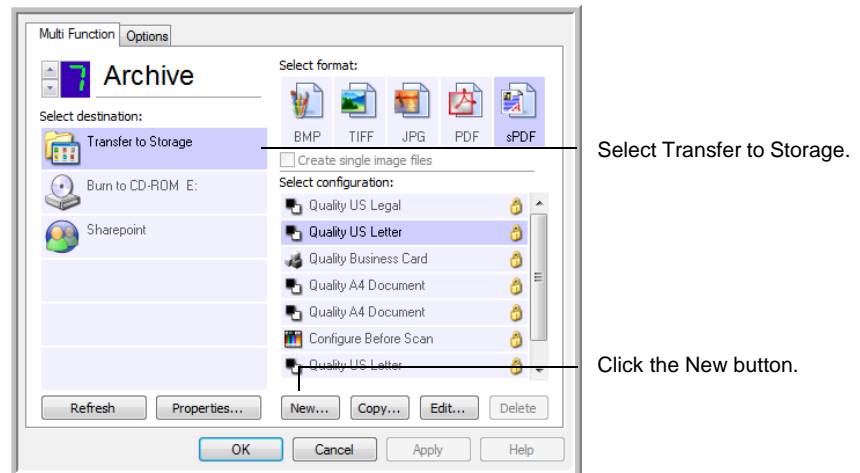
5. To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as "Business Receipts."

6. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.

7. Click the **Storage Options** tab. This is where you set the different folder locations for the new configurations.
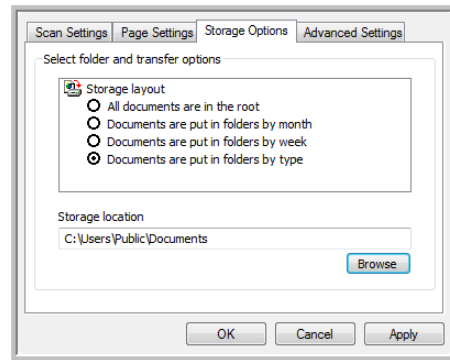
8. Click the **Browse** button and select the folder you created for storing the scanned documents.
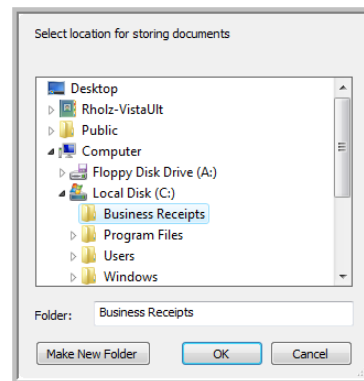
9. Click **OK**. The selected folder will now be set as the Storage Location, such as "Business Receipts".
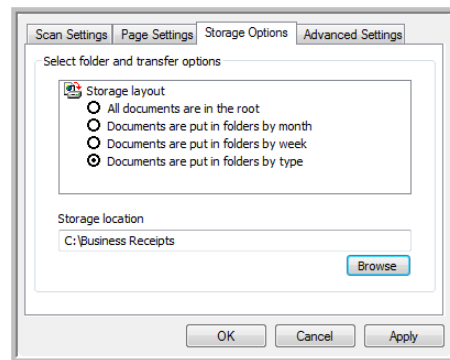
10. Click **OK**.

11. Repeat the process to create additional new configurations, such as "Personal Receipts."

    Make sure to designate separate folders as the Storage Locations for the new configurations.

12. You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration scans documents to separate folders.

The new configurations apply to the Transfer to Storage Destination Application.
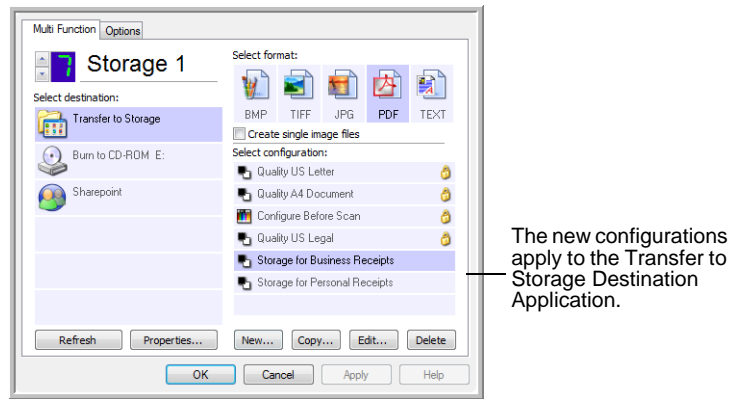
13. Now click the arrow buttons to select a scanner button for each new configuration. Click **Apply** to set that button for that configuration.

    The following examples show that buttons 7 and 8 have been set to scan to each of the new configurations.
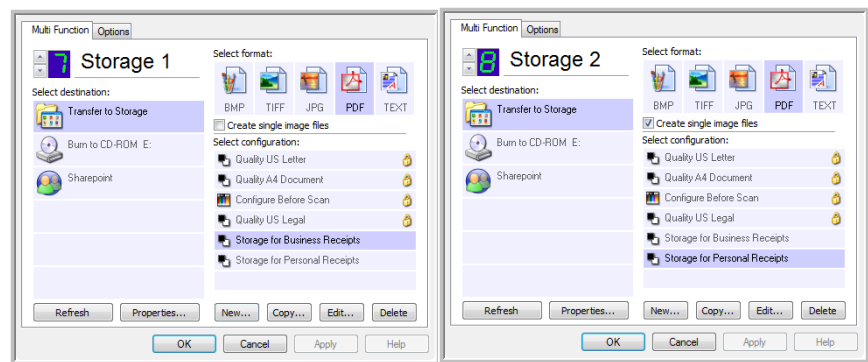
Scan to multiple storage folders:

1. Insert the documents you want to scan to storage.

2. On the One Touch Button Panel, click on the first button that you set to scan to a Storage folder.

3. When scanning is finished, insert the next set of documents.

4. On the One Touch Button Panel, click on the next button that you set to scan to a Storage folder.

When scanning is finished, the documents are stored in the two separate folders.

Scanning with Kofax VRS

Some scanner models ship with a Kofax® Virtual ReScan® (VRS™) module. This module utilizes the Kofax VRS technology for improving scanned image quality in one-step scanning from One Touch. For scanners that have a full version of the Kofax VRS software, this link is initialized when you install the Kofax software. For other models, this module was installed automatically when you install One Touch from the installation disc.

The VRS options appear on the Scan Configurations Properties window that you use to create a new scan configuration.
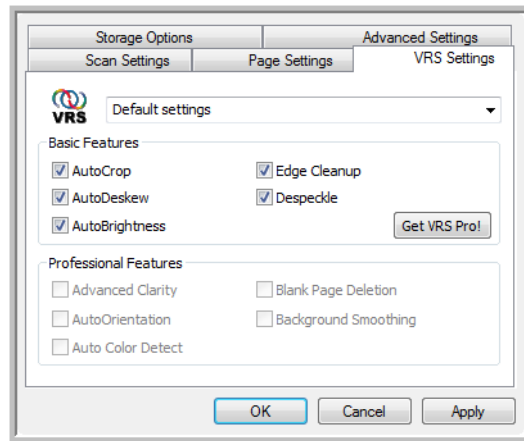
The VRS logo on scan configuration indicates that VRS is enabled when scanning using that configuration.

The VRS icon on the top of the One Touch Panel and on the scan configuration indicates that the feature is enabled for the current scan configuration.
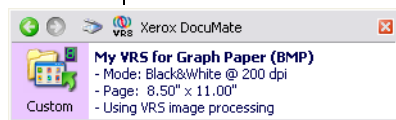
The summary of the scan settings also indicates VRS settings.
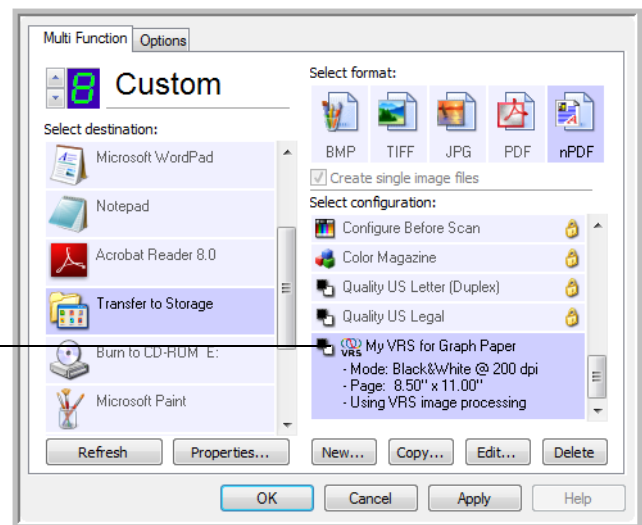
Checking the Hardware and Setting the Lamp Power Saving

1. Right-click on the One Touch icon and choose **Show Hardware** from the pop-up menu.

    Show Hardware...

    Check for Online Updates...

    Show Quick Reference...
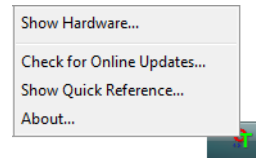
    About...

2. The Hardware Properties dialog box opens and shows information about your Xerox scanner.
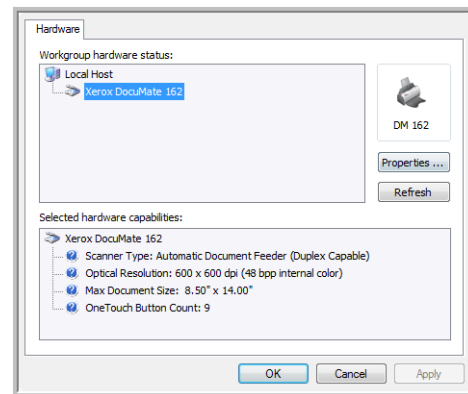
3. Click the **Properties** button.
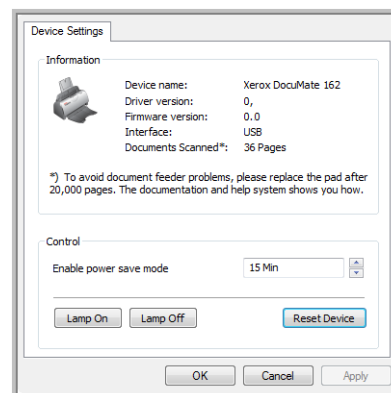
    Your scanner has a built-in power saving feature that is set to power down after 15 minutes of idle time. Click the up or down arrow to adjust the time-out from 1 minute to a maximum of 3 or 4 hours.

4. Click the arrows for the Lamp time-out setting and choose a time setting.

    To turn the lamp on and off manually without turning off power to the scanner, click the **Lamp On** or **Lamp Off** buttons.

    To return the scanner to its factory settings, click **Reset Device**.

5. Click **OK** to save the changes and close the dialog box.

Scanning from TWAIN

Instead of scanning from One Touch you can scan from any application that will access the TWAIN driver. Applications that you can scan with the TWAIN interface include Adobe® Acrobat®, Adobe® Photoshop®, Nuance PaperPort, Nuance OmniPage, and so forth.

You can also access the TWAIN interface when you're scanning from the One Touch software, without opening any other TWAIN-compliant software first.

Accessing the TWAIN Interface

From One Touch

1. Open the One Touch Properties window.

2. Select a Destination Application such as Microsoft Paint.

3. Select **Configure Before Scan**, then right-click on Configure Before Scan and select TWAIN from the menu.
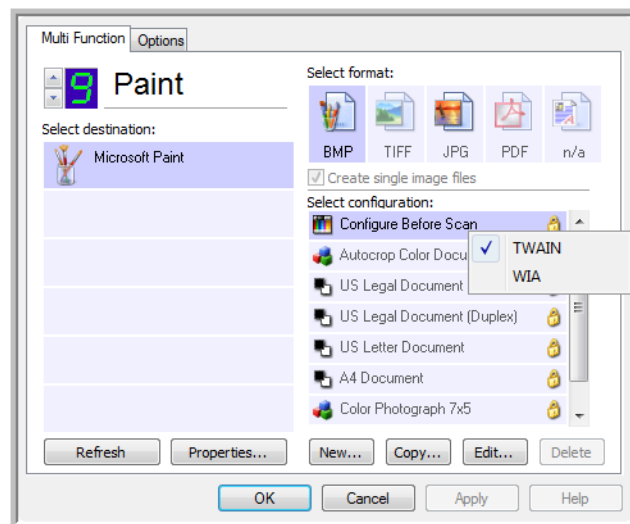
4. Click **OK**.

5. Click on the button you set for Configure Before Scan. In the example above, button 9 is being used.

6. The TWAIN interface will now open.

From Applications

Each TWAIN-compliant software application has its own specific steps to open the TWAIN interface, but the basic process is similar for most of them.

1. Open an application that is TWAIN-compliant.

2. Use the application's command that opens the TWAIN interface.

   For example, in PaperPort click on the Scan button then choose **TWAIN: Xerox [scanner model]** when prompted. Also, many Microsoft Office applications can access the TWAIN interface from the **Insert** menu, by choosing **Picture** then **From Scanner or Camera**. Select your Xerox scanner from the drop-down menu. Then click **Custom Insert**. Note that your scanner may be listed twice. One listing is for choosing TWAIN Interface, the other is usually for choosing the WIA Interface.

3. The TWAIN Interface will open.

Please refer to an application's user guide for the appropriate steps to open the TWAIN Interface for your scanner.

Scanning from the TWAIN Basic Interface

The Basic Interface can scan a preview of the image so you can adjust its appearance before scanning the final image.
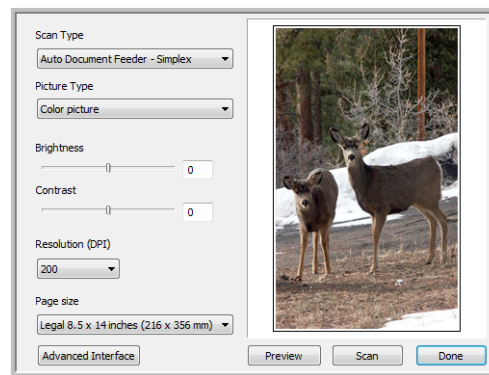
To scan from the Basic Interface:
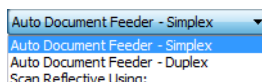
1. From the **Scan Type** menu, choose the option to scan:
   - **Auto Document Feeder-Simplex**—Scans single-sided documents from the Automatic Document Feeder.
   - **Auto Document Feeder-Duplex**—Scans double-sided documents from the Automatic Document Feeder.
   - **Scan Reflective Using**—Scans the document on the Flatbed.

2. Choose the color, grayscale, or black and white option from the **Picture Type** menu.

3. Choose a resolution from the **Resolution** menu.

4. Choose a page size from the **Page Size** menu.

5. Click the **Scan** button.

6. When you're finished scanning items, click **Done** to close the Basic Interface.

7. The scanned images will appear in PaperPort, or other TWAIN application you're using.

NOTE: If you want to preview a document before scanning from the ADF, make sure only one page is loaded into the scanner.

1. Click the **Preview** button.

2. The scanner scans the item and displays a preview image.

3. Adjust the **Brightness**, **Contrast**, and **Resolution** until the picture is what you want. You can also change the picture type again, for example, from color to grayscale.

4. When you are satisfied with the preview image, remember to place the document into the ADF again if you're scanning a stack of pages. Click **Scan**.

- **AutoCrop**—Select this option to let the scanner determine the size of the items being scanned. When scanning from the ADF, always make sure the paper guides are adjusted to the edge of the paper, so the page is not skewed. Skewed pages may not crop properly. When scanning from the flatbed, make sure the item is on the flatbed glass to the top and edge of the flatbed.

- **Straighten**—Select this option to have the scanner automatically determine if a page is fed through at an angle and attempt to straighten the image. If a page is fed through at too great of an angle, the image will not straighten properly, always make sure the paper guides are adjusted to the edge of the paper to prevent excessive skew.

- **Autorotate 90**—This option rotates the image 90 degrees to the right.

Scanning from the TWAIN Advanced Interface

The Advanced Interface has a wide range of image adjustments for scanning.

1. Open the TWAIN Interface.

    If the Basic Interface opens, click the **Advanced Interface** button.
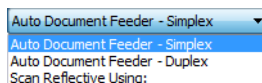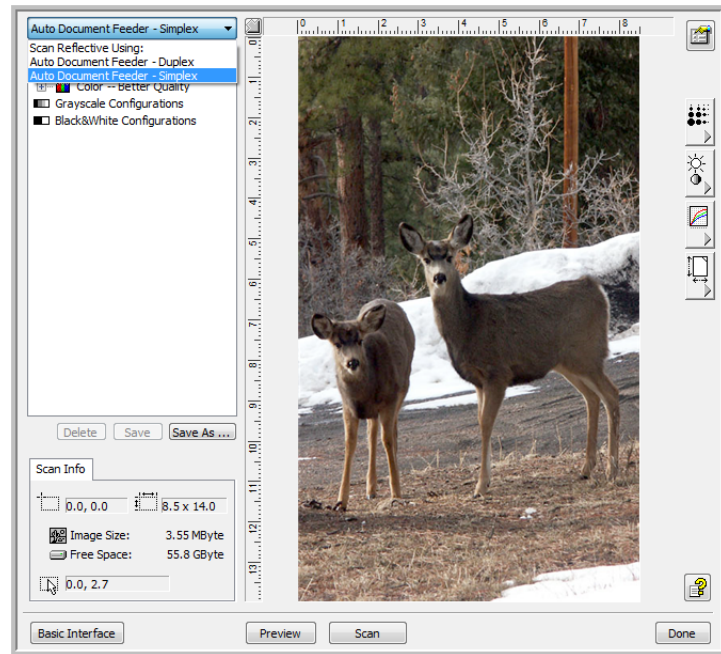
2. From the **Scan Type** menu, choose the option to scan:

    •   **Auto Document Feeder-Simplex**—Scans single-sided documents from the Automatic Document Feeder.

    •   **Auto Document Feeder-Duplex**—Scans double-sided documents from the Automatic Document Feeder.

    •   **Scan Reflective Using**—Scans the document on the Flatbed.

3. Click one of the icons to select a configuration.

    The configuration settings appear as a list. Click the + (plus) sign to see the full list. Click the - (minus) sign to collapse the list.
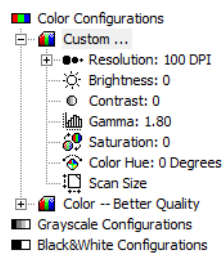
    •   **Color** scans the image in full color. Use this setting to scan color photographs and other color images.

    •   **Grayscale** scans the image using up to 256 true shades of gray. Use this setting to scan black and white photographs and other higher quality black and white images. You can also scan a color photo with this setting to turn its colors into grey shades.

    •   **Black&White** is for letters, memos, pen and ink drawings, and other black and white material.

4. Click the **Scan** button.

5. When you're finished scanning items, click **Done** to close the Advanced Interface.

6. The scanned images will appear in PaperPort, or other TWAIN application you're using.

NOTE: If you want to preview a document before scanning from the ADF, make sure only one page is loaded into the scanner.

1. Click the **Preview** button.

2. The scanner scans the item and displays a preview image.

3. Adjust the **Brightness**, **Contrast**, and **Resolution** until the picture is what you want. You can also change the picture type again, for example, from color to grayscale.

4. When you are satisfied with the preview image, remember to place the document into the ADF again if you're scanning a stack of pages. Click **Scan**.

Adjusting the Image with the Advanced Interface

You can adjust the scan settings on the Advanced Interface to produce the best possible image for the documents you're scanning.

1. On the left side of the Advanced Interface, select a configuration.

2. Click a setting in the list of settings, or click its corresponding button on the right side of the Advanced Interface.
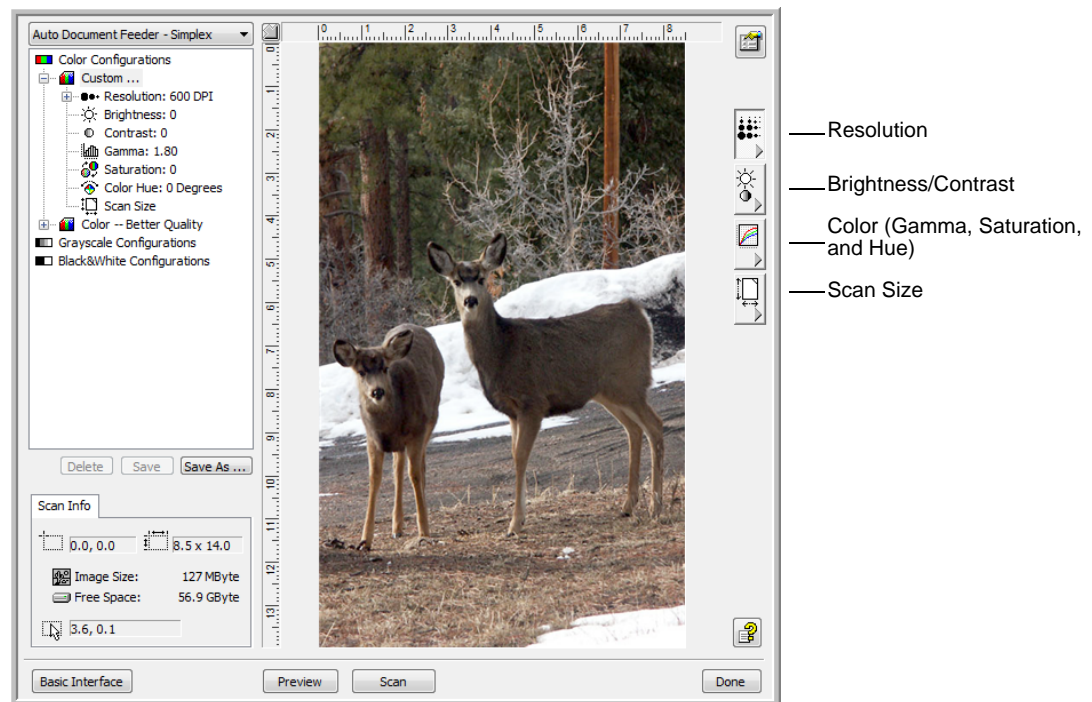
NOTE: The scan settings for a configuration applies only to that type of configuration. For example, the Black&White Configuration does not have a setting for the Color Hue.

Adjusting the Resolution

Resolution determines the amount of detail you can see in the scanned image. The resolution setting for a scan is in dots-per-inch (dpi). The higher the resolution, the finer the details. However, higher dpi settings also take longer to scan and produce larger file sizes. For black and white documents, 75 to 150 dpi will make a copy of similar quality to the original. If you are scanning photographs to make copies, 150 to 200 dpi will make a direct size copy of similar image quality to the original. You would use a higher dpi setting to enlarge a picture from the original size.
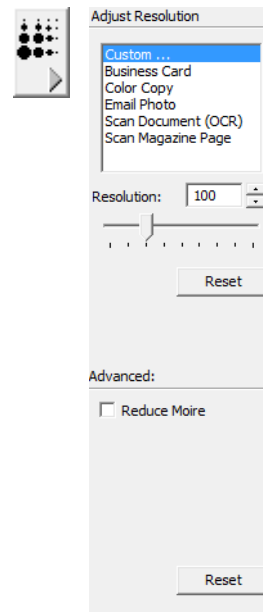
To adjust the resolution:

1. To use one of the preset resolutions for typical scanned items, click one of the options in the list.

2. To set the resolution manually, drag the **Resolution** slider to the left to decrease the resolution or to the right to increase it.

3. Click **Reset** to return the resolution to its original setting.

The resolution panel also includes an advanced setting for Moiré patterns. Moiré patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. To scan the image and limit or eliminate moiré patterns, select the **Reduce Moiré** option. This option is not available for high resolution settings.

Adjusting the Brightness and Contrast

Sometimes an item is scanned with the brightness and contrast set to be too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

Contrast is only available for Color and Gray Scale configurations.
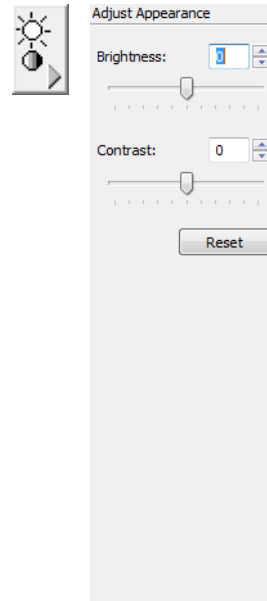
To adjust the brightness and contrast:

1. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.

2. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.

   You can also type a number directly into the brightness or contrast setting boxes, or click the up and down arrows next to the box to increase or decrease the setting.

3. Click **Reset** to return the settings to their original numbers

Adjusting Gamma, Saturation, and Color Hue

If you're using the Color Configuration to scan, you can adjust a group of color settings. Gamma controls the brightness of the color midtones. Saturation is the strength or purity of a color and hue is the color your eyes see as reflected from the image.
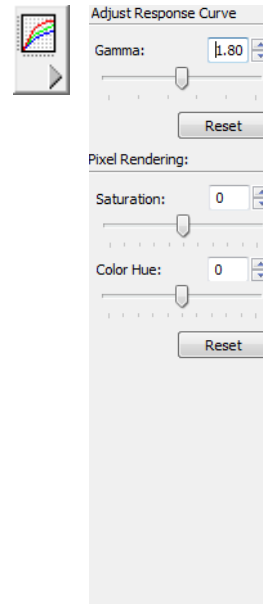
To adjust the color settings:

1. Drag the **Gamma**, **Saturation**, and **Color Hue** sliders to the left to decrease the settings or to the right to increase the settings.

   You can also type a number directly into the setting boxes, or click the up and down arrows next to the boxes.

2. Click **Reset** to return the settings to their original numbers.

Adjusting Input Size

You can select from a list of standard scan sizes, or adjust the input size to scan only specific sections of an image. For example, if you're scanning a photograph and want to focus on one section, you can click and drag a selection box around the area you want to scan.

```
Adjust Input Size

Input Image Size:

Custom ...
6.0x4.0 Photo/Card
7.0x5.0 Photo/Card
8.0x10.0 Photo
8.3x11.7 A4
8.5x11 US Letter
8.5x14.0 US Legal
```
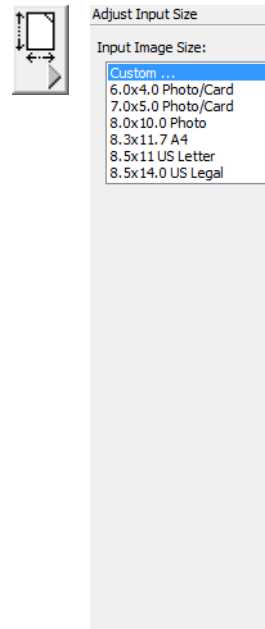
To manually set the image size:

1. Place an item on the scanner glass and click **Preview** in the TWAIN interface.

2. In the previewed image, click and drag a box around the area you want to scan.

3. The dotted outline shows the selected area in the image.

4. You can now move or resize the outline to select the specific area you want to scan.

   To move the dotted outline, put the pointer in the selected area, then click and drag the mouse.

   To resize the selected area, put the pointer on a dotted line, then click and drag the mouse.

5. If you want to remove the selected area and start over, click **Remove** on the Scan Info box.

6. When the settings are what you want, click **Scan**.

This example shows a manually selected area
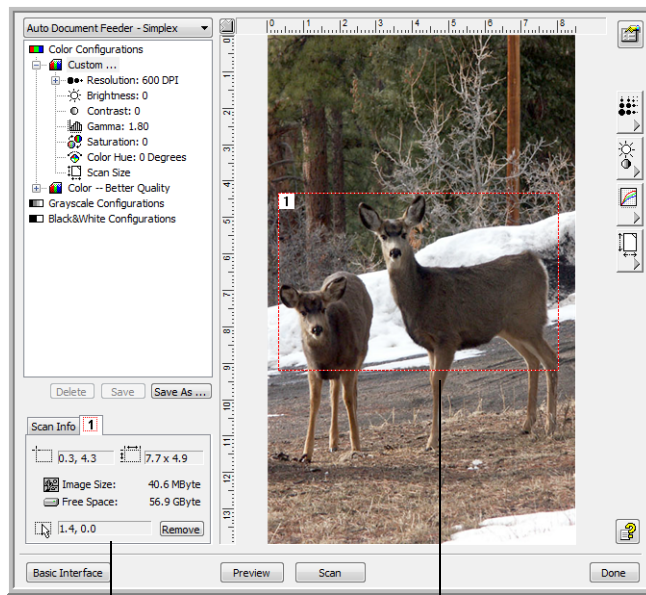
This is the image that appears on the PaperPort desktop when scanning is finished.

The Scan Info box shows the size and position of the area.

The selected scan area.

The ruler units

The ruler around the edges of the image help you precisely position a custom sized image. You can change the ruler units to suit the type of measurements you want.

Click the **Ruler Units** button. The ruler units across the top and down the side of the window cycle through centimeters, inches, and pixels.

The Scan Info Box

The following figure shows the information on the Scan Info box.

Tabs for each selected area. Click a tab to see the information for its area.

Location of the top left corner of the image in the Preview window.

Physical size of the image to scan.

Size of the file of the scanned image.

Current location of the pointer as you drag it on the Preview window.

Click to remove the selected area.

The space on your computer's hard drive.

Creating a New Advanced Interface Profile

You can create and save Advanced Interface profiles.

To create a new profile:

1. Select one of the preset profiles, for example Custom.
2. Adjust the settings and click the **Save As** button.
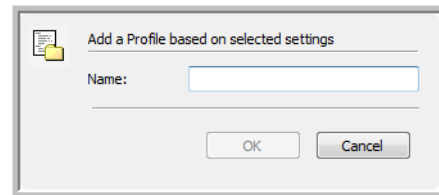
3. Type a name for the new profile and click **OK**. The name must be at least two characters long.

To change or delete a profile you created:

1. Select your profile from the configuration list.
2. Make changes to the profile as needed, and then click **Save**.
3. If you want to delete the selected profile, click **Delete**.

Troubleshooting

In addition to the troubleshooting information contained in this section, please see the Readme file on your installation disc. The Readme file contains additional information that may help you diagnose problems with the scanner.

Problem: The scanner won't scan. What's wrong?

Check for one of these possible problems:

- **Are the cables loose or not plugged in securely?** Inspect the cable connections. Make sure the cables are plugged in securely.
- **Is the scanner's status light on?** Turn on the scanner's power. If the status light doesn't come on, plug the power supply into another electrical outlet.
- **Did you select another source in the scanning software?** If you use multiple TWAIN devices with your computer, such as digital cameras and scanners, you may have selected another source for images.

Problem: The ADF won't feed pages properly.

Clean the scanner following the instructions in the Maintenance section. If the ADF pad or feed rollers are dirty, they will feel smooth and slip on paper instead of grabbing them.

Problem: Paper always jams halfway through the scanner on my ADF with Flatbed scanner.

Open the scanner lid and make sure there are no items on the flatbed glass.

Problem: Paper keeps jamming in the scanner.

First, try cleaning the scanner. If there are still paper feed issues, try replacing the ADF pad. The ADF pad will wear down over time and will need to be replaced. Paper constantly jamming is a sign that the ADF pad may be worn and needs to be replaced.

Problem: The rollers are spinning but the scanner doesn't grab the pages.

Make sure the paper is fully seated in the scanner's input tray. The paper sensor might be triggered but the paper isn't far enough in the scanner to allow the rollers to pick up the pages.

Status Light Troubleshooting

A blue or green status light indicates the normal state of the scanner.

Normal Operation

- **Blinking blue or green:** indicates the scanner is waking up from power saving and preparing to scan.
- **Steady blue or green:** indicates the scanner is ready to scan.

Errors

If your scanner experiences hardware problems, the status light blinks red. Below are some troubleshooting options you can try if you see a flashing red light.

- Open the scanner and make sure there is no paper jammed in the ADF. Make sure the cover is fully closed before proceeding.
- Turn off the scanner, restart the computer, then turn the scanner back on after Windows has finished loading.
- Make sure the USB cable is plugged into the computer and the scanner.

  If you are using a USB hub, try plugging the USB cable directly into the back of the computer.

  If the cable is already plugged into the computer, try plugging it into a different USB port.

  Try a different USB cable.

  The USB cable should be no longer than 6 feet (182 cm). If the USB cable is longer than 6 feet, there will be communication problems between the scanner and the computer.

- Make sure the power cord is plugged in.

  If you are using a UPS battery back-up, surge protector or power strip, try plugging the scanner directly into the wall. Sometimes the power fluctuation in these devices can cause communication problems. If the problem persists, order a replacement power supply from Xerox.

- The ADF pad may not be fully seated in the scanner body. Open the scanner, press down on the ADF pad and make sure it snaps into place.

Uninstalling Your Scanner

To uninstall our Xerox scanner, remove the One Touch software, and any other scanning software provided with the scanner.

Uninstalling the Scanner and One Touch Software

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.

2. *Windows 2000 and Windows XP:* Double-click the **Add/Remove Programs** icon.

   Windows Vista: Double-click the **Programs and Features** icon.

3. From the list of programs, select **One Touch 4.0**.

   Click the **Change/Remove** button.

4. Click **Yes** when asked to confirm that you want to remove these software programs.

5. Follow these same steps to select and remove the **Kofax VirtualReScan** and **OneTouch 4.0 ScanSoft OmniPage OCR** modules from the installed programs list.

6. The One Touch 4.0 software is removed from your computer.

7. **Unplug the USB cable from the scanner**.

8. Close all open windows and restart your computer.

Maintenance

This section contains information about maintenance, scanner specifications, and spare parts.

Clearing Paper Jams

If your scanner stops scanning due to a paper jam in the Automatic Document Feeder, a warning dialog box opens after a few moments.

To clear a paper jam:

1. Press the ADF cover release to open the Automatic Document Feeder.
2. Remove the jammed paper and close the cover.
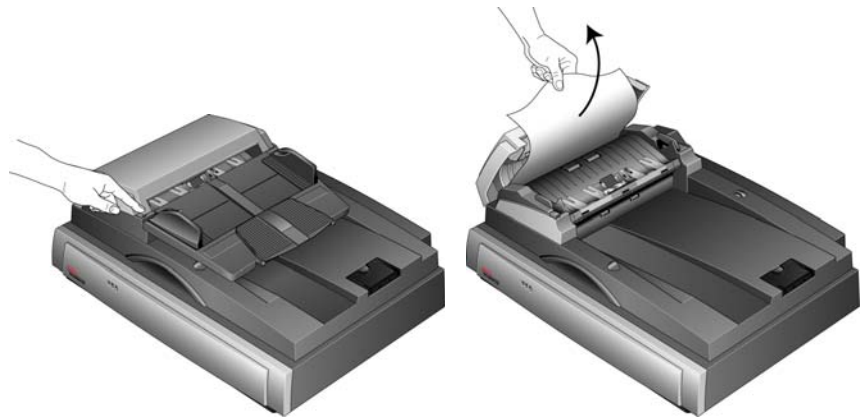
To reduce the number of paper jams, smooth and straighten the paper before scanning and adjust the guides to the paper size.

Care and Maintenance

Regular maintenance of your scanner can help to ensure continual optimal performance.

Cleaning the Automatic Document Feeder

You may need to clean the ADF feed mechanism if your documents do not feed easily into the ADF, or several feed in at the same time.

To clean the ADF:

1. Wet a soft cloth with some Isopropyl rubbing alcohol (95%).
2. Open the ADF cover

3. Wipe the feed roller from side to side. Rotate the roller to clean its entire surface.

    NOTE: Please be careful when cleaning the roller. The roller is designed to rotate in one direction only. As you're cleaning the roller, make sure it rotates easily, and continue rotating it in that direction while wiping it clean. Do NOT force the roller to rotate in the opposite direction. Forcing the roller to rotate will damage it, and may cause the scanner to feed pages incorrectly.

4. Wipe the ADF pad from top to bottom. Be careful not to snag the cloth on the springs on either side of the pad.
5. Close the cover when you're finished.

Cleaning the Scanner Glass

To ensure the best quality scanned item, wipe the entire flatbed scanner glass with a soft, dry, clean cloth to rid the glass of dust or other debris.

If any residue remains after wiping the glass with a dry cloth, try dampening the cloth with 95% Isopropyl rubbing alcohol and wipe off the residue.

NOTE: When cleaning the glass, make sure to clean the thin strip of glass next to the flatbed glass. This thin strip of glass is the area where the ADF passes the paper across the glass. If lines appear on the images scanned from the ADF, but not from the Flatbed, the glass may be dirty.

Clean the thin plate of glass here when cleaning the flatbed glass.
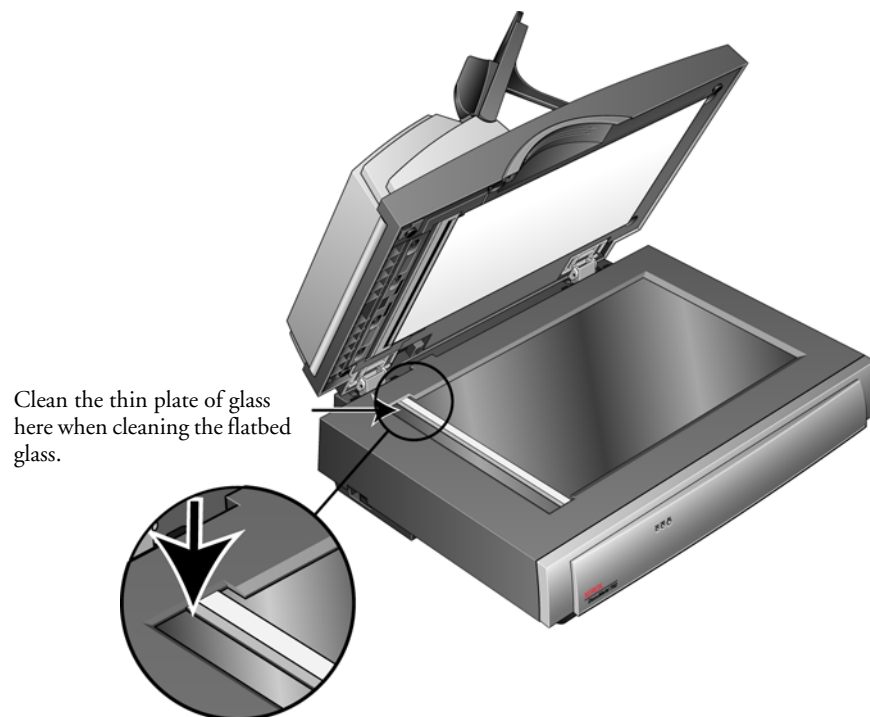
Replacing the ADF Pad Assembly

The ADF pad will wear out and is designed to be a user-replaceable part. Problems with documents feeding into the ADF is an indication that the pad is wearing thin.
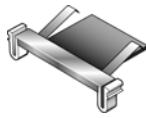
To replace the ADF Pad assembly:

1. Open the ADF cover. The pad assembly is located inside the ADF.

2. Squeeze the plastic clamps that hold the pad assembly in place and lift the pad up and out. Reverse the procedure to replace the new pad into its slots.

Xerox DocuMate 752 Scanner Specifications

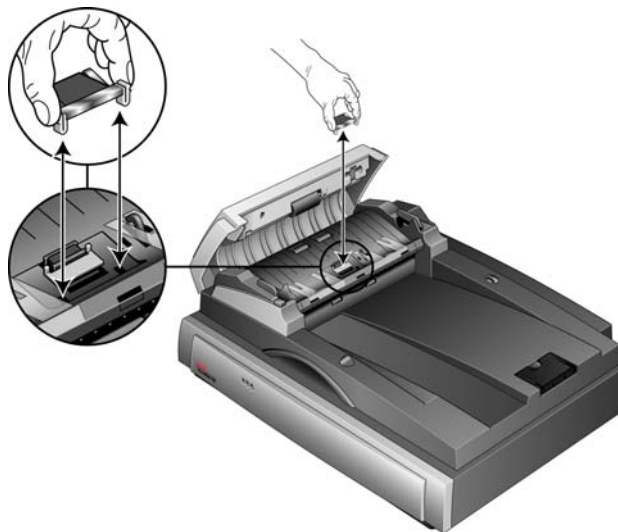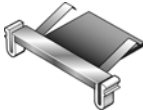|	
Optical resolution	600 dpi
Output bit depth	24-bit color, 8-bit grayscale, 1-bit bitonal (black & white)
Maximum item size	11.7" x 17" (297x 432 mm)
Minimum item size (ADF)	4" x 6" (102 x 152 mm)
Scan method	Automatic Document Feeder and single-pass Flatbed
ADF specifications	
Scanning speeds tested with:	Scanning speeds are evaluated with Black & White scanning at 200 dpi (dots-per-inch). U.S. Letter (8.5" x 11") (216 x 279 mm)
Scanning Speed	Portrait: 50 pages per minute, 100 images per minute Landscape: 60 pages per minute, 120 images per minute
Capacity	120 sheets of 16lb paper (60 g/m^2)
Paper Thickness	16 - 28 lbs. (60 -105 g/m^2)
Light source	Cold cathode fluorescent lamp
Interface	USB 2.0 High Speed
Scanner dimensions	
Width	26.37 inches (670 mm)
Depth	20.23 inches (514 mm)
Height	9.8 inches (249 mm)
Weight	43.9 pounds (19.9 kg)
Operating temperature	50°–104° F (5°–35° C without condensation)
Relative humidity	40%–70% (@35° C without condensation)
Power adaptor	Desk-Top, 3P, 100-240Vac, 24Vdc, 2.0A, 48W, HEG42-240200-7, HiTron, PMD-4 Conn., Class I, 0~40°C, RoHS
Power consumption	≤ 38.3 Watts (24V/1.6A) (during operation) ≤ 27.5 Watts (24V/0.85A) (on standby, motor off, lamp on) ≤ 8.5 Watts (24V/0.38A), (power save, motor off, lamp off, after 15 minutes without scanning, can be adjusted by software) ≤ 1 Watt (power off)
Power cord	US: AC, 3P, 10A/125V, L=180cm, 3C*18AWG, RoHS UK: AC, 3P, 3A/250V, L=180cm, 3C*0.75mm2, RoHS EUR (CEE): AC, 2P+G, BASE, 16A /250V, L=180cm, 3C*0.75mm2, RoHS
USB cable	185 cm, 28AWG, with core, RoHS compliant
Safety and agency certifications	UL, cUL, TUV/GS, FCC Class A, CE, WEEE, RoHS

Xerox DocuMate 752 Scanner Parts List

Please use the following part names and numbers when ordering replacements for your scanner.

Part Name	Part Number
ADF Pad	57-0115-000
USB Cable	35-0102-000
AC Power Cord	35-0103-000 (U.S.) 35-0104-000 (EUR) 35-0105-000 (U.K.)
Power Supply	37-0078-100

Appendix A   Notices

Section 1: Safety Introduction

Notices and Safety

Please read the following instructions carefully before operating the machine and refer to them as needed to ensure the continued safe operation of your machine.

Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

The safety and environment testing and performance of this product have been verified using Xerox materials only.

WARNING: Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your Xerox representative for more information.

Section 2: EMC

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

WARNING: In order to allow this equipment to operate in close proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.

Changes and modifications to this equipment not specifically approved by Xerox may void the user's authority to operate this equipment.

Section 3: Operational Safety Information

Your Xerox equipment and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times:

Do These

- Always follow all warnings and instructions that are marked on or supplied with the equipment.

- Before cleaning this product, unplug the product from the electrical outlet. Always use materials specifically designated for this product, the use of other materials may result in poor performance and create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain conditions.

- Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department to arrange relocation of the copier to a location outside of your building.

- Always locate the machine on a solid support surface that has adequate strength to support the weight of the machine.

- Always locate the machine in an area that has adequate ventilation and room for servicing.

- Always unplug this equipment from the electrical outlet before cleaning.

NOTE: Your Xerox machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

Do Not Do These

- Never use a ground adapter plug to connect the equipment to a power outlet that lacks a ground connection terminal.

- Never attempt any maintenance function that is not specifically described in this documentation.

- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.

- Never locate the machine near a radiator or any other heat source.

- Never override or "cheat" any of the electrical or mechanical interlock devices.

- Never place this equipment where people might step on or trip on the power cord.

Section 4: Electrical Information

Warning - Electrical Safety Information

1. The power receptacle for the machine must meet the requirements stated on the data plate on the rear of the machine. If you are not sure that your electrical supply meets the requirements, please consult your local power company or an electrician for advice.

2. The socket outlet shall be installed near the equipment and shall be easily accessible.

3. Use the power cable that is supplied with your machine. Do not use an extension cord or remove or modify the power cord plug.

4. Plug the power cable directly into a correctly grounded electrical outlet. If you are not sure whether or not an outlet is correctly grounded, consult an electrician.

5. Do not use an adapter to connect any Xerox equipment to an electrical outlet that lacks a ground connection terminal.

6. Do not place this equipment where people might step or trip on the power cable.

7. Do not place objects on the power cable.

8. Do not override or disable electrical or mechanical interlock devices.

9. Do not push objects into slots or openings on the machine. Electrical shock or fire may result.

Electrical Supply

1. This product shall be operated from the type of electrical supply indicted on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.

2. **WARNING:** This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace the outlet.

3. Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.

Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

Section 5: Emergency Power Off

If any of the following conditions occur, turn off the machine immediately and **disconnect the power cable(s) from the electrical outlet(s)**. Contact an authorized Xerox Service Representative to correct the problem:

- The equipment emits unusual odors or makes unusual noises.

- The power cable is damaged or frayed.

- A wall panel circuit breaker, fuse, or other safety device has been tripped.

- Liquid is spilled into the machine.

- The machine is exposed to water.

- Any part of the machine is damaged.

Section 6: Maintenance Information

1. Any operator product maintenance procedures will be described in the user documentation supplied with the product.

2. Do not carry out any maintenance on this product which is not described in the customer documentation.

3. Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could cause a dangerous condition.

4. Use supplies and cleaning materials only as directed in this manual.

5. Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

6. Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals.

Section 7: Product Safety Certification

This product is certified by the following Agency using the Safety standards listed:

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1 1st (2003) First Edition (USA/Canada)
TUV	IEC60950-1: 2001 First Edition

Section 8: Regulatory Information

Certifications in Europe

CE The CE mark applied to this product, symbolizes XEROX's declaration of conformity with the following applicable European Union Directives, as of the dates indicated:

December 12, 2006:	Council Directive 2006/95/EC as amended. Approximation of the laws of the member states related to low voltage equipment.
December 31, 2004:	Council Directive 2004/108/EC as amended. Approximation of the laws of the member states related to electromagnetic compatibility.
March 9, 1999:	Council Directive 99/5/EC on radio equipment and telecommunications terminal equipment and the mutual recognition of the conformity.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your XEROX Limited representative or by contacting;

Environment, Heath and Safety

The Document Company Xerox

Bessemer Road

Welwyn Garden City

Herts

AL7 1HE

England, Telephone +44 (0) 1707 353434

Section 9: Compliance Information

Product Recycling & Disposal: USA & Canada

Xerox operates a worldwide equipment take back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit: www.xerox.com/environment.html.

If you are managing the disposal of your Xerox product, please note that the product contains lamp(s) with mercury, and may contain lead, Perchlorate and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: http://www.eiae.org/.

Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see: http://www.dtsc.ca.gov/hazardouswaste/perchlorate/.

European Union

RoHS and WEEE Compliance

This product is compliant with RoHS Regulations of the European Parliament and Council Directive on the Restrictions of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (2002/95/EC), and with the Waste Electrical and Electronic Equipment (WEEE) Directive (2002/96/EC).

Some equipment may be used in both a domestic/household and a professional/business application.

Professional/Business Environment

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Energy Star for the USA

Energy Program Compliance

As an ENERGY STAR partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

ENERGY STAR and the ENERGY STAR MARK are registered United States marks.

The ENERGY STAR Imaging Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory. Your machine will be delivered with the timer for switching to Power Save Mode from the last copy/print out, set at 15 minutes. A more detailed description of this feature can be found in the Machine Setup Section of this guide.

Section 10: Illegal Copies

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency
Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

Postal Money Orders.

Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.

3. Obligations or Securities of any Foreign Government, Bank, or Corporation.

4. Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)

6. Passports. (Foreign Passports may be photographed.)

7. Immigration Papers.

8. Draft Registration Cards.

9. Selective Service Induction Papers that bear any of the following Registrant's information:

Earnings or Income	Dependency Status
Court Record	Previous military service
Physical or mental condition	

Exception: U. S. Army and Navy discharge certificates may be photographed.

10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)

11. Reproducing the following is also prohibited in certain states: Automobile Licenses — Drivers' Licenses — Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Current bank notes or current paper money.

2. Obligations or securities of a government or bank.

3. Exchequer bill paper or revenue paper.

4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.

5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).

6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.

7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.

8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.

9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

Currency notes

Bank notes and cheques

Bank and government bonds and securities

Passports and identification cards

Copyright material or trademarks without the consent of the owner

Postage stamps and other negotiable instruments

Note: This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Section 11: EH&S Contact Information

Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, please contact the following customer help lines:

USA: 1-800-828-6571
Canada: 1-800-828-6571
Europe: +44 1707 353 434

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