



**XEROX®**

**DocuColor 240 / 250**

# Quick Start Guide



701P43923  
May, 2005





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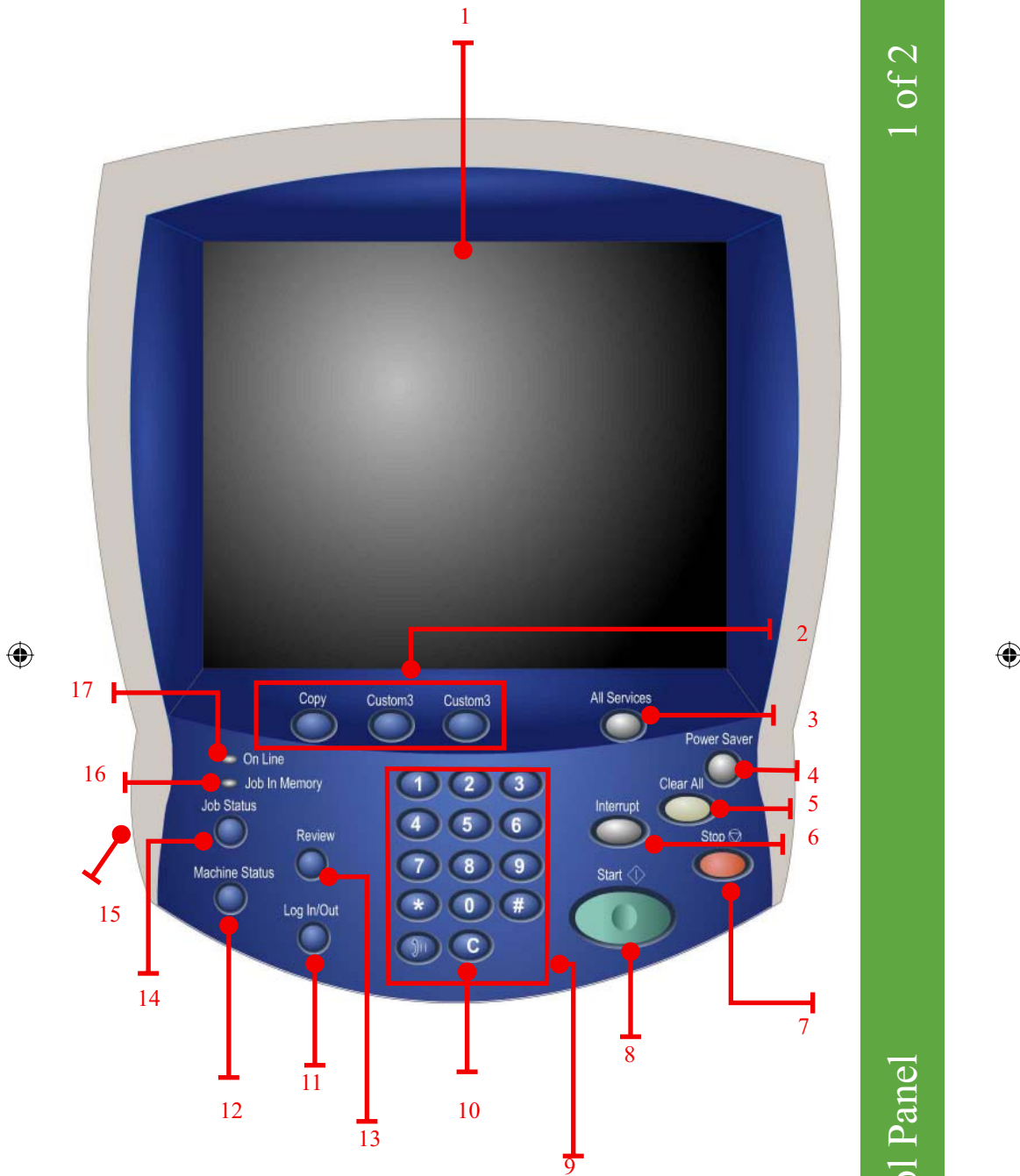
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Note:

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

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





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Control Panel





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



Fig. 1  
Press **All Services**.

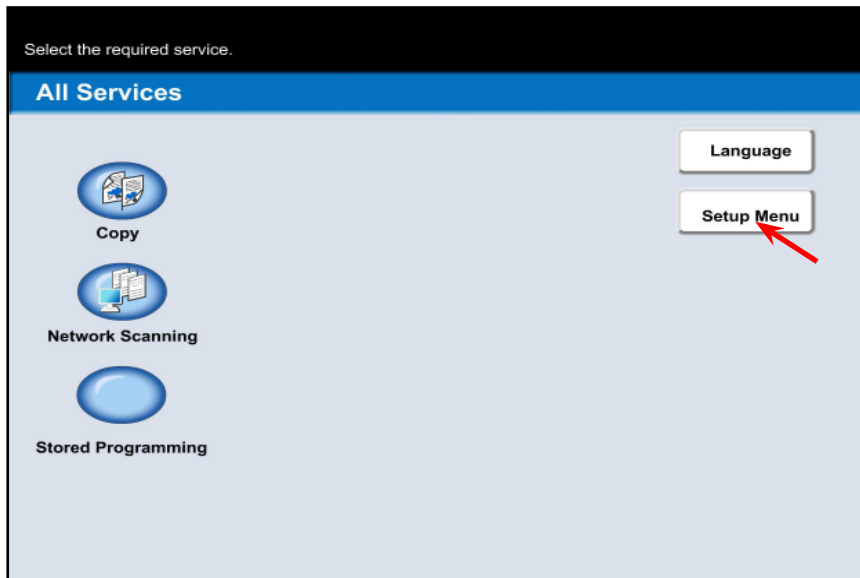


Fig. 2  
Press **Setup Menu**.



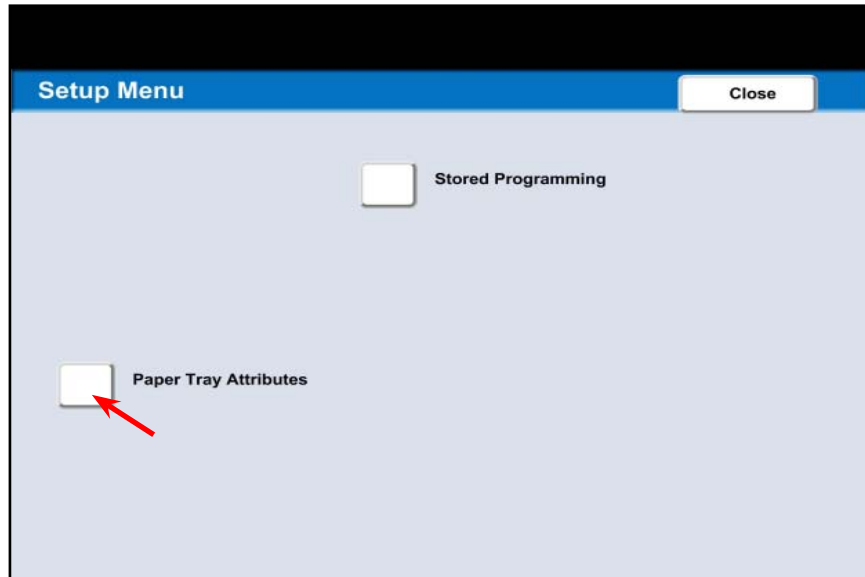


Fig. 3  
Press **Paper Tray Attributes**.

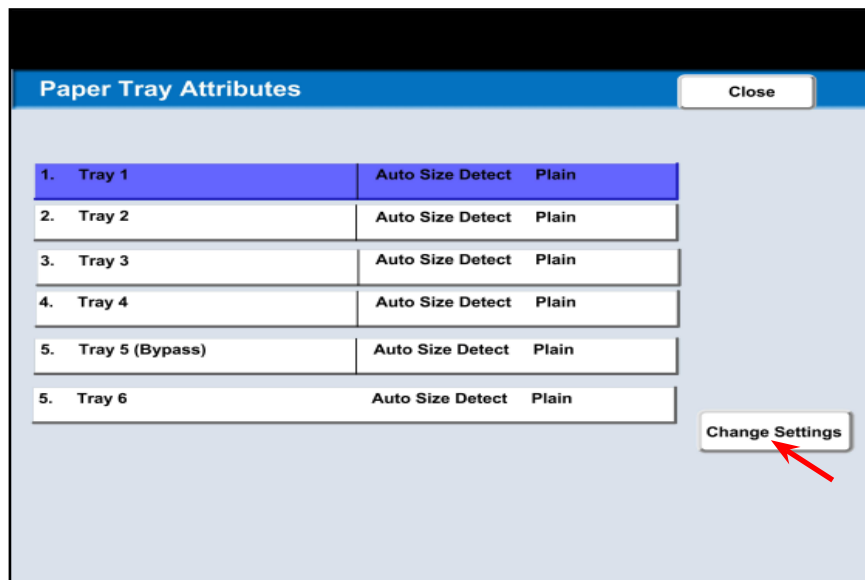


Fig. 4  
Select **1. Tray 1**. Press **Change Settings**.



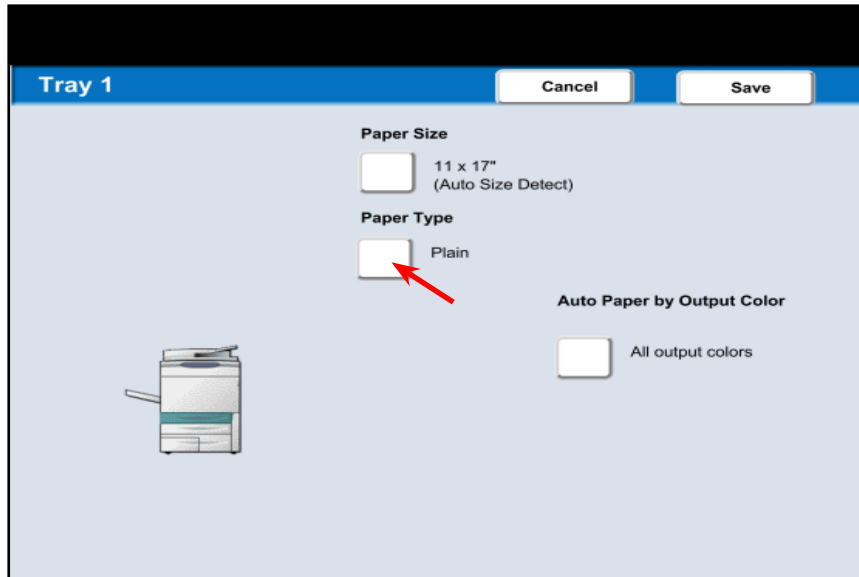


Fig. 5  
Press **Paper Type**.

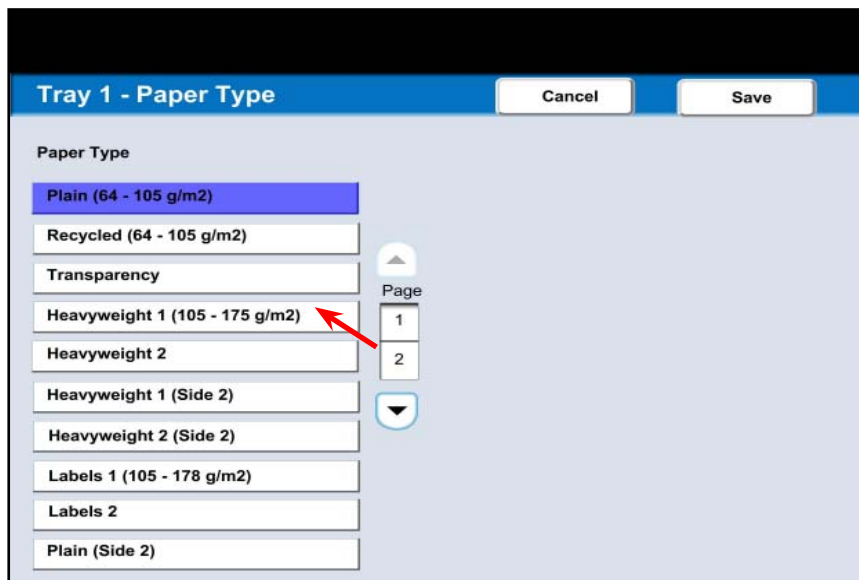


Fig. 6  
Select **Heavyweight 1**.



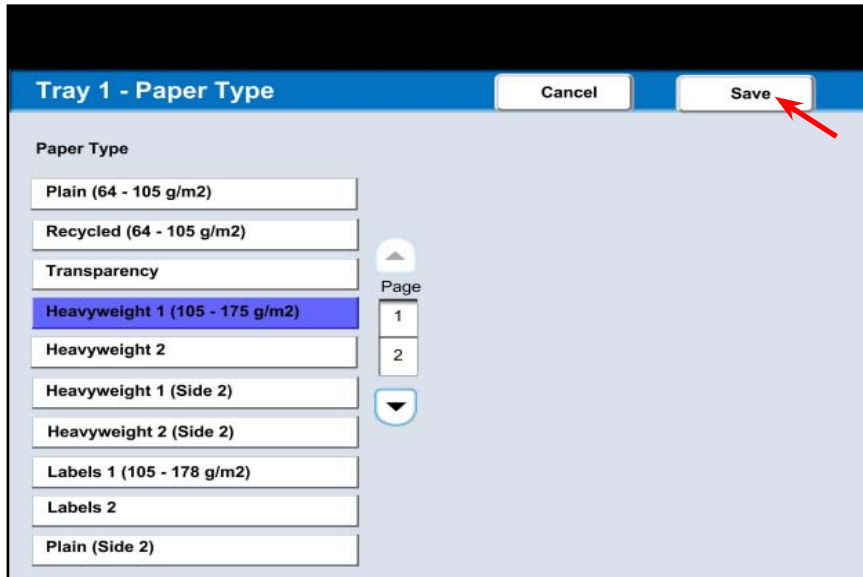


Fig. 7  
Press **Save**.

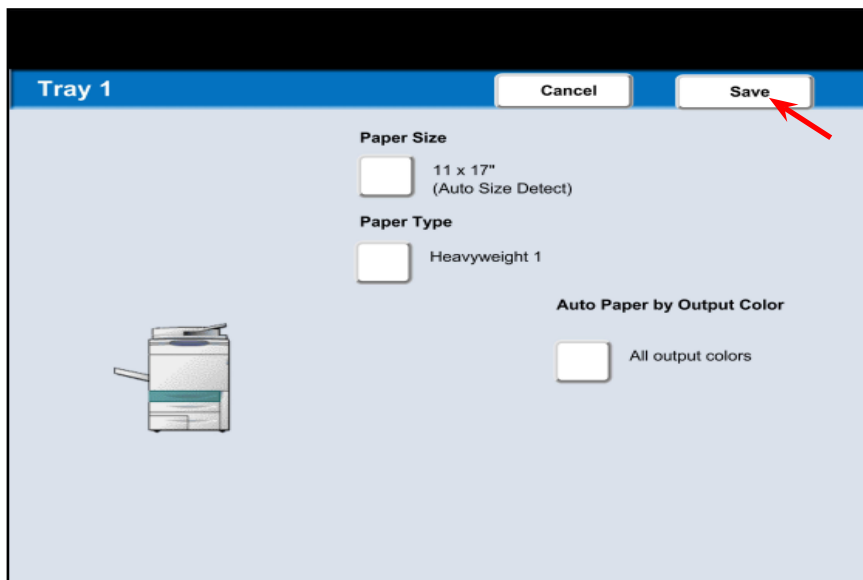


Fig. 8  
Press **Save**.



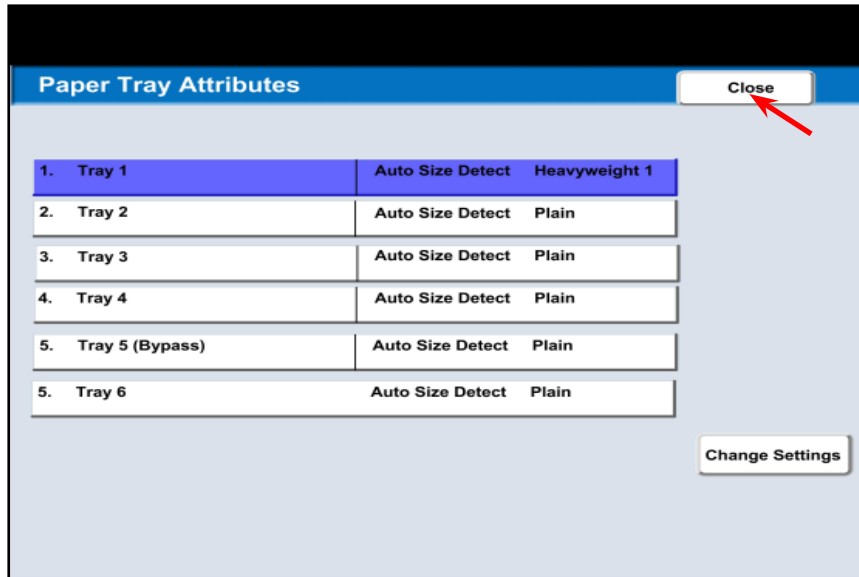


Fig. 9  
Press **Close**.

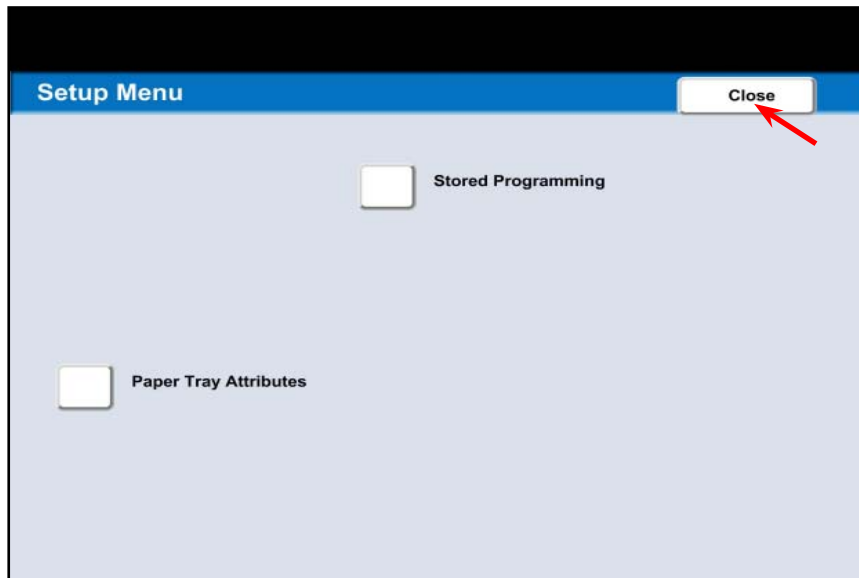


Fig. 10  
Press **Close**.



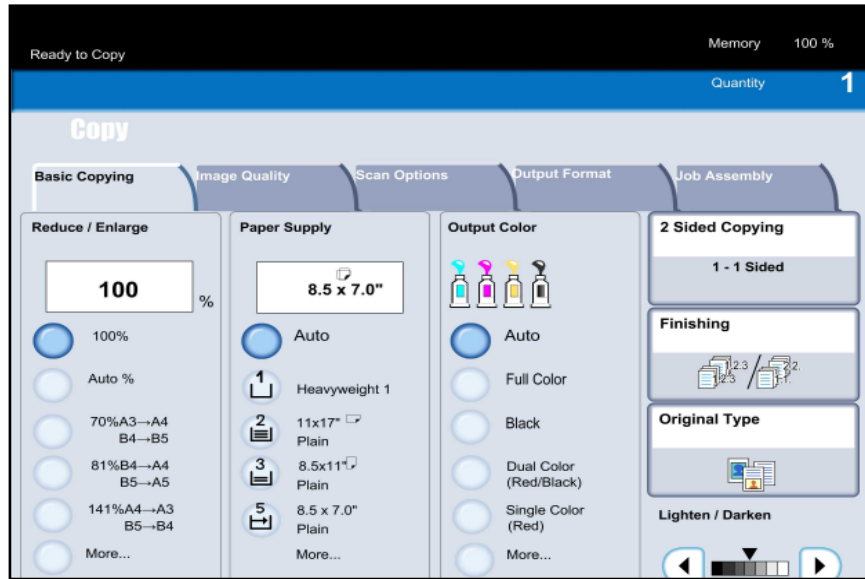


Fig. 11  
The selected changes have been made.



Fig. 1  
Place documents on the Automatic Document Feeder.

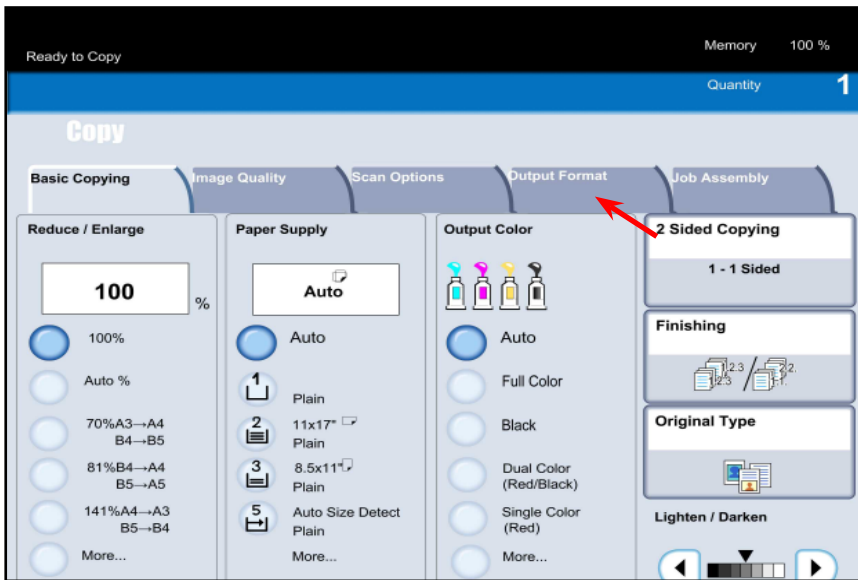


Fig. 2  
Press **Output Format**.





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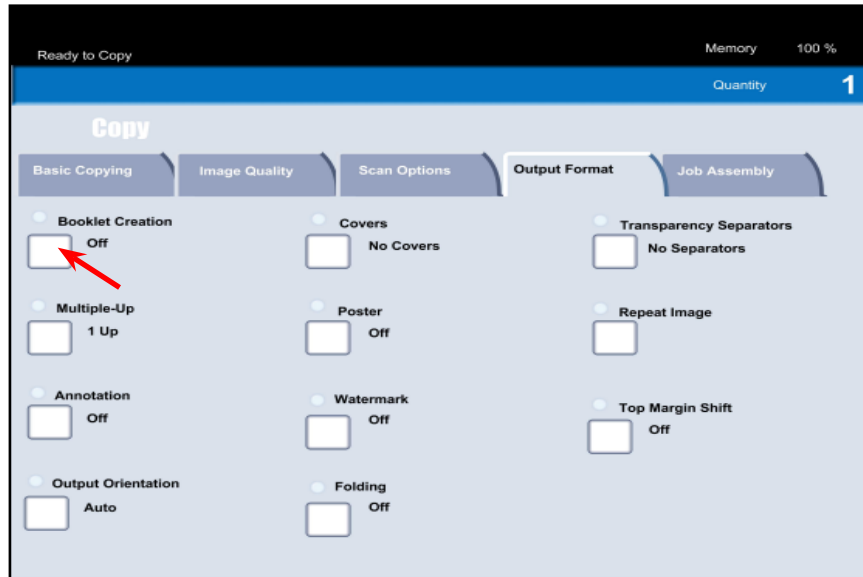


Fig. 3  
Select **Booklet Creation**.

Booklet Creation for Copy

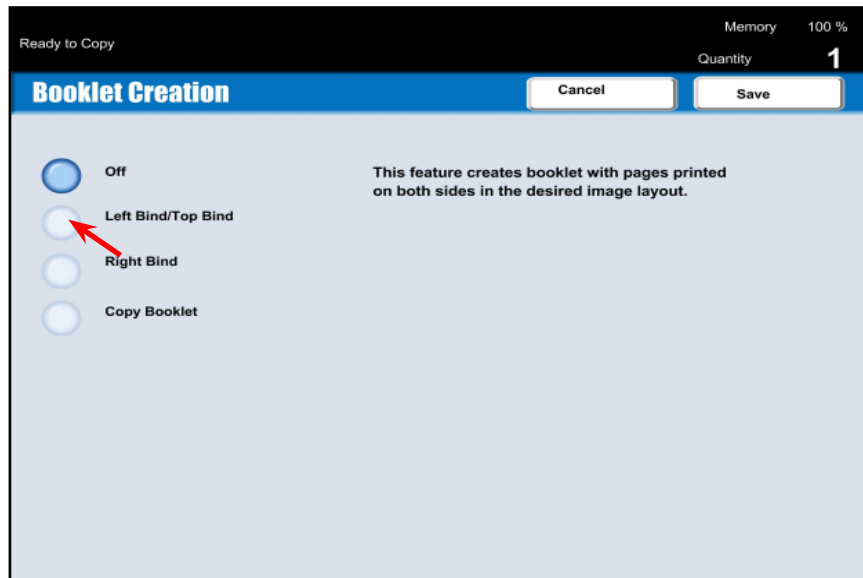


Fig. 4  
Select **Left Bind/Top Bind**.





Fig. 5  
Select **Finishing**.

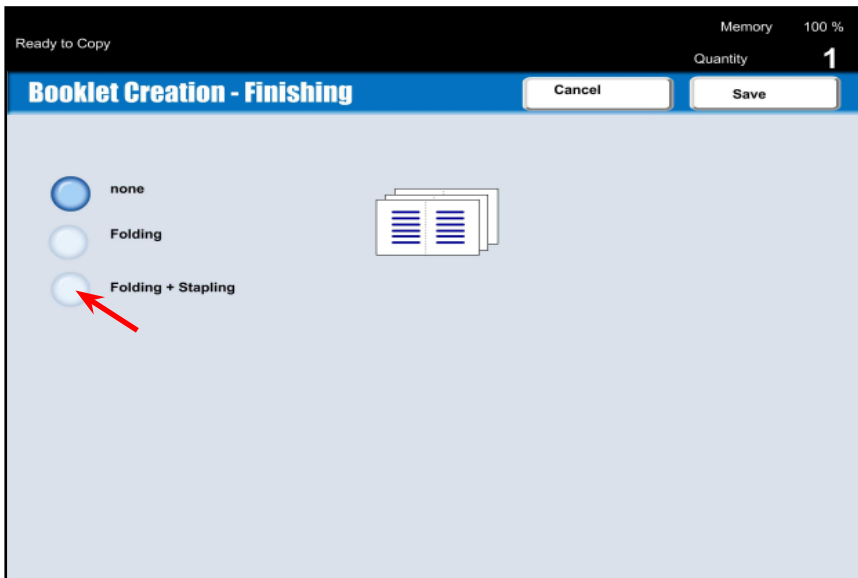


Fig. 6  
Select **Folding + Stapling**.

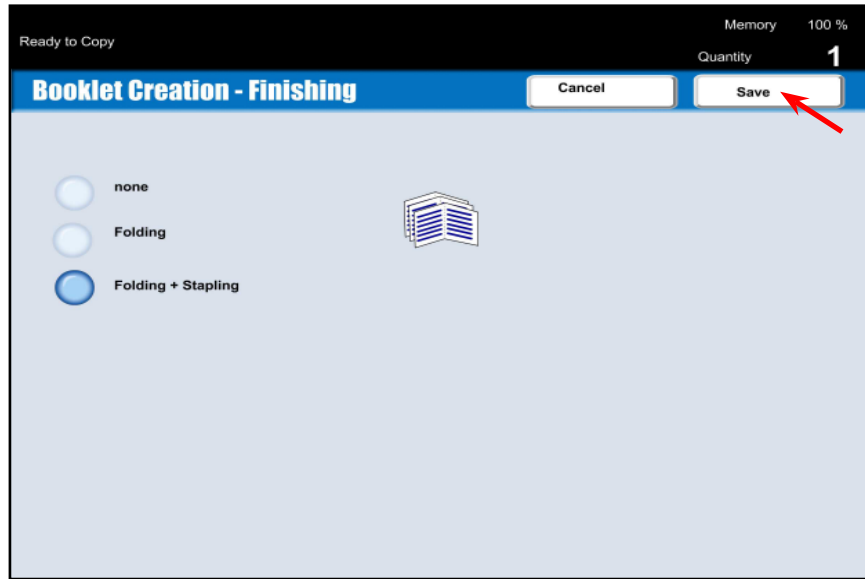


Fig. 7  
Press **Save**.



Fig. 8  
Press **Save**.





Fig. 9  
Press **Start**.



Fig. 10  
Output will be printed.





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Fig. 11  
Sample of finished booklet.

Booklet Creation for Copy





Fig. 1  
Place paper in the bypass tray.

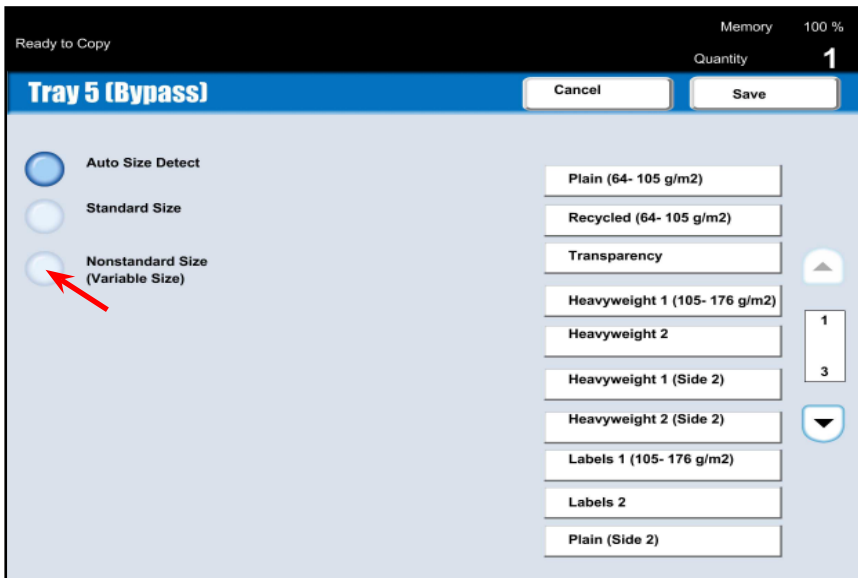


Fig. 2  
Press **Nonstandard Size**.



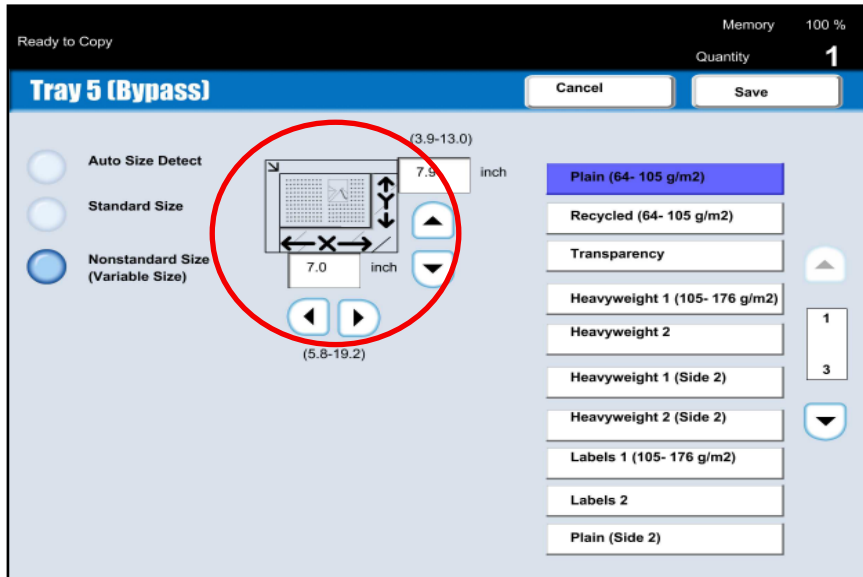


Fig. 3  
Enter nonstandard size.

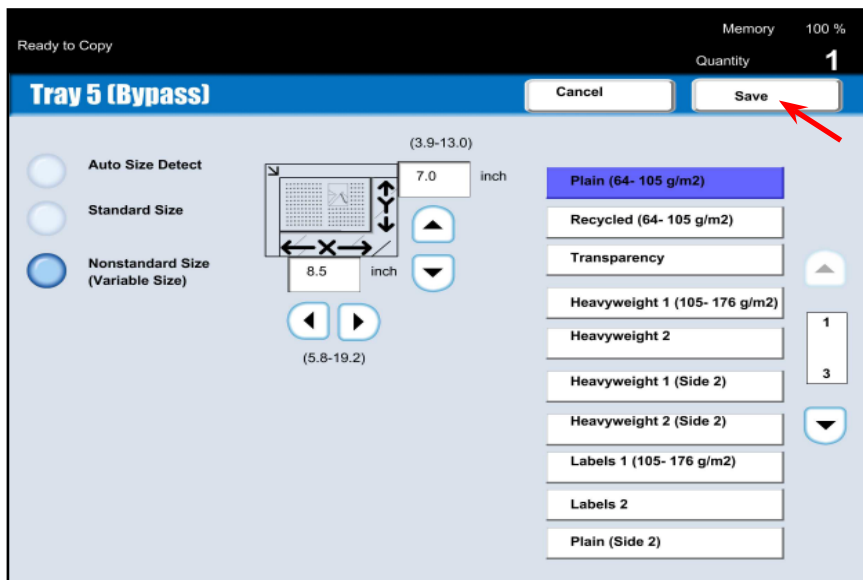
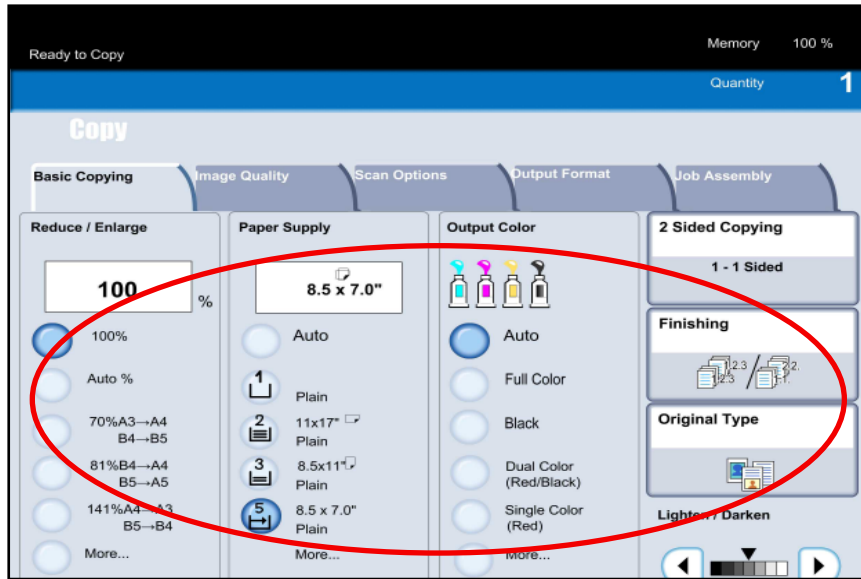


Fig. 4  
Press **Save**.



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Fig. 5  
Make other required selections for this job.



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

Custom Paper Size for Copy





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Fig. 7  
Press **Start**.

Custom Paper Size for Copy



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

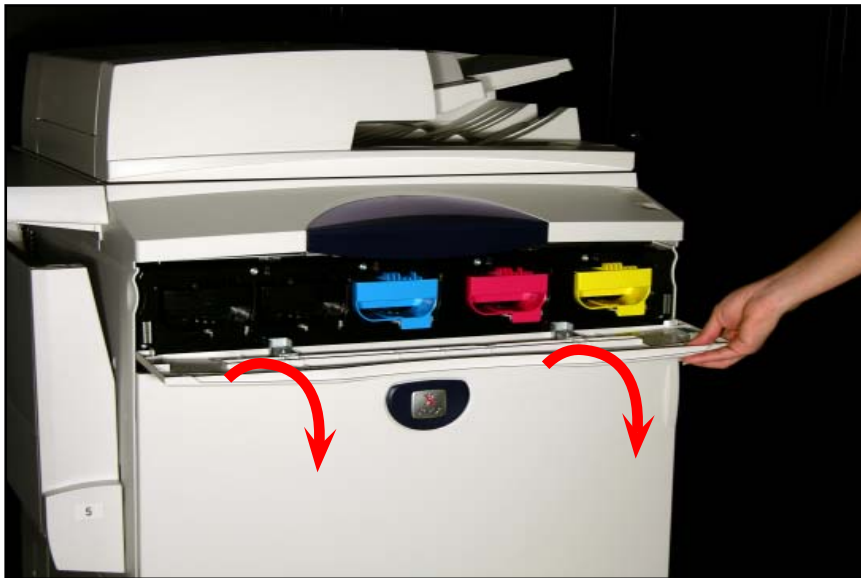


Fig. 2  
Select the toner cartridge that needs to be replaced.

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Replacing Toner Cartridge



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

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



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

Replacing Toner Cartridge





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



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

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Replacing Toner Cartridge





Fig. 7  
Close the front cover.

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





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

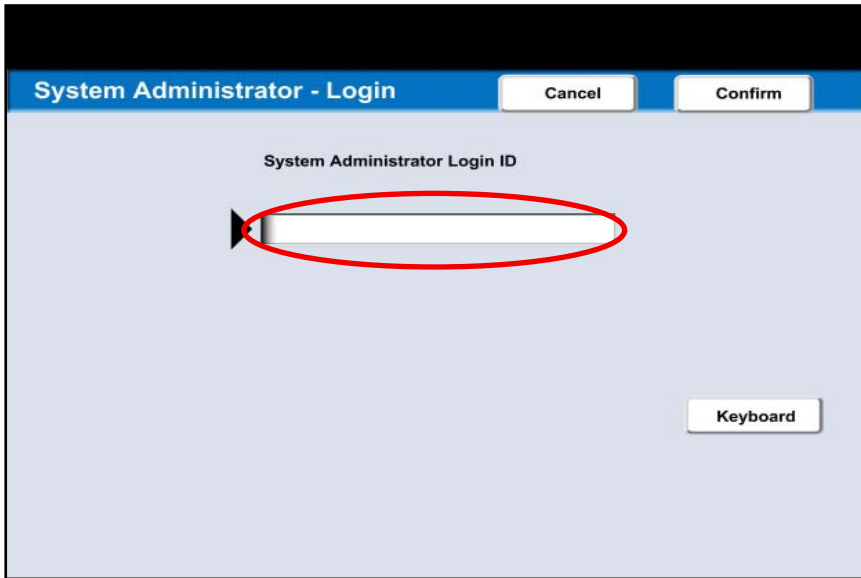


Fig. 2  
Enter Password.

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Auditron Setting for Copy

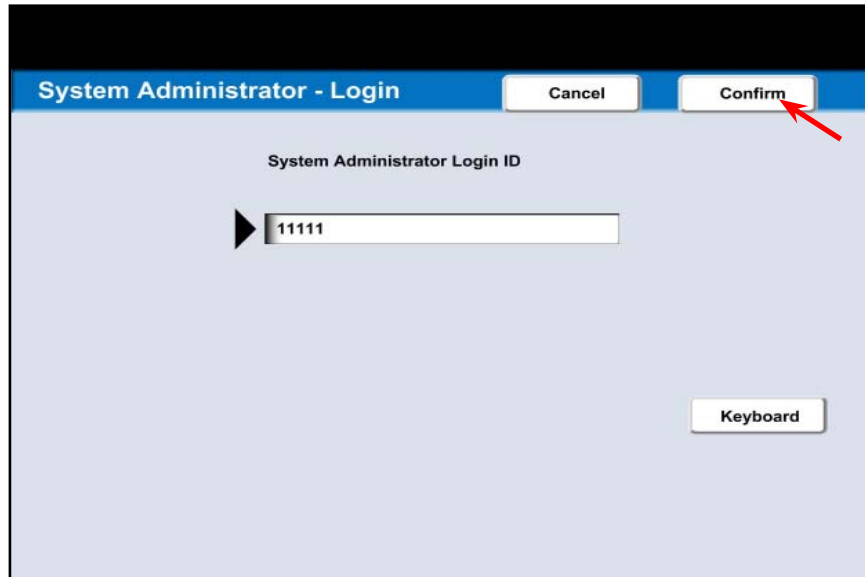


Fig. 3  
Press **Confirm**.

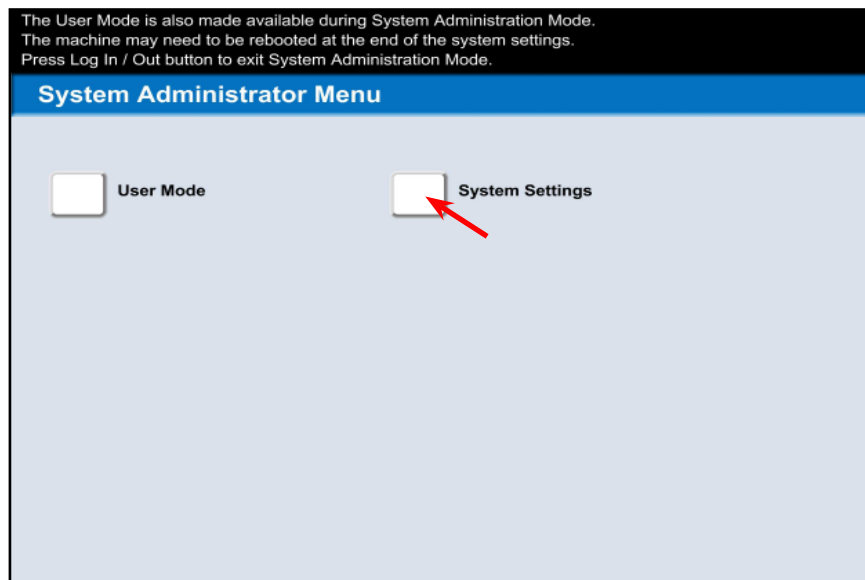


Fig. 4  
Press **System Settings**.

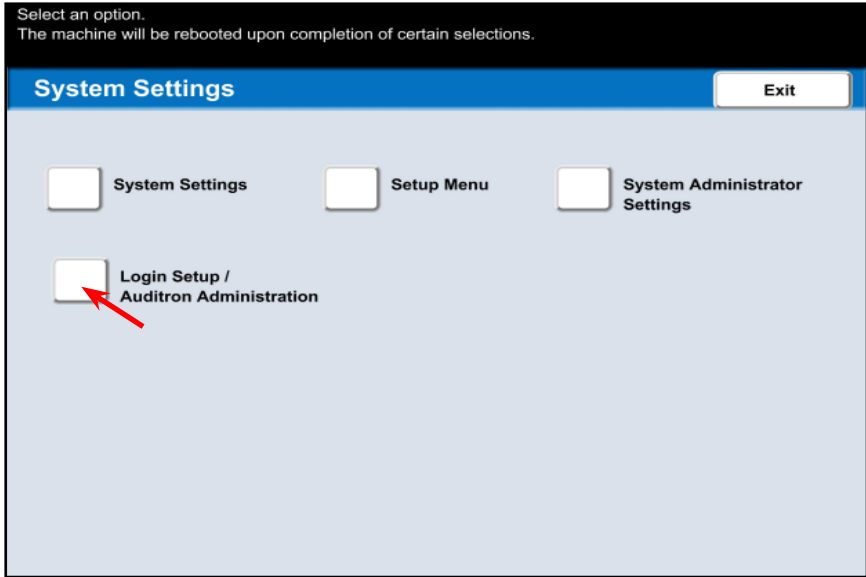


Fig. 5  
Press **Login Setup / Auditron Administration**.

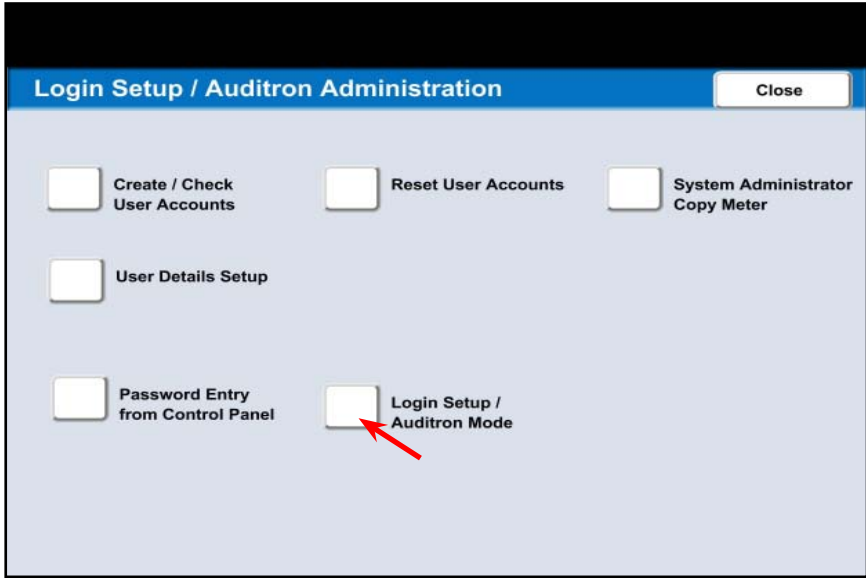


Fig. 6  
Press **Login Setup / Auditron Mode**.

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Auditron Setting for Copy

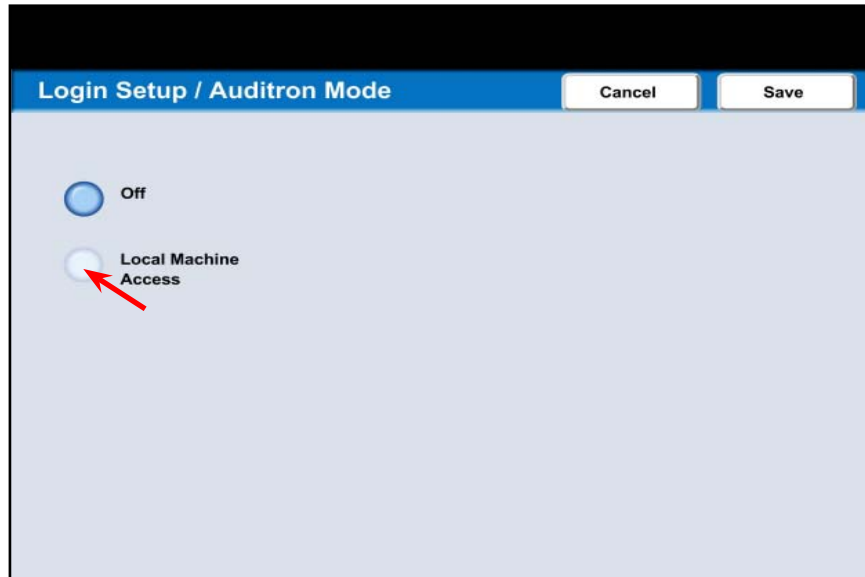


Fig. 7  
Press **Local Machine Access**.

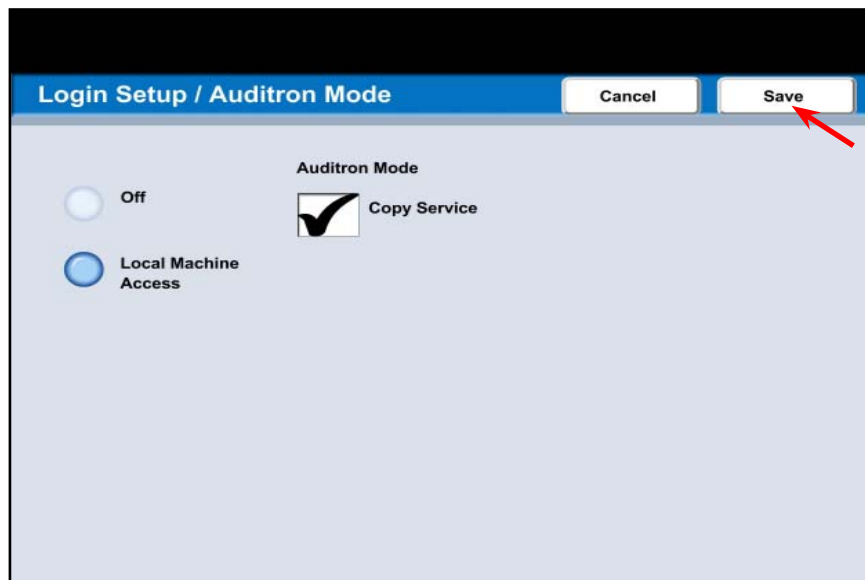


Fig. 8  
Press **Save**.

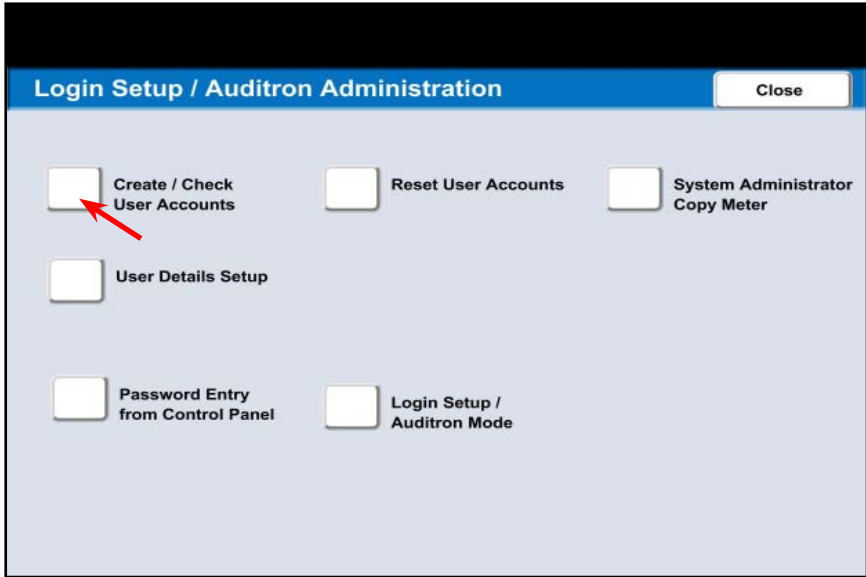


Fig. 9  
Press **Create / Check User Accounts**.

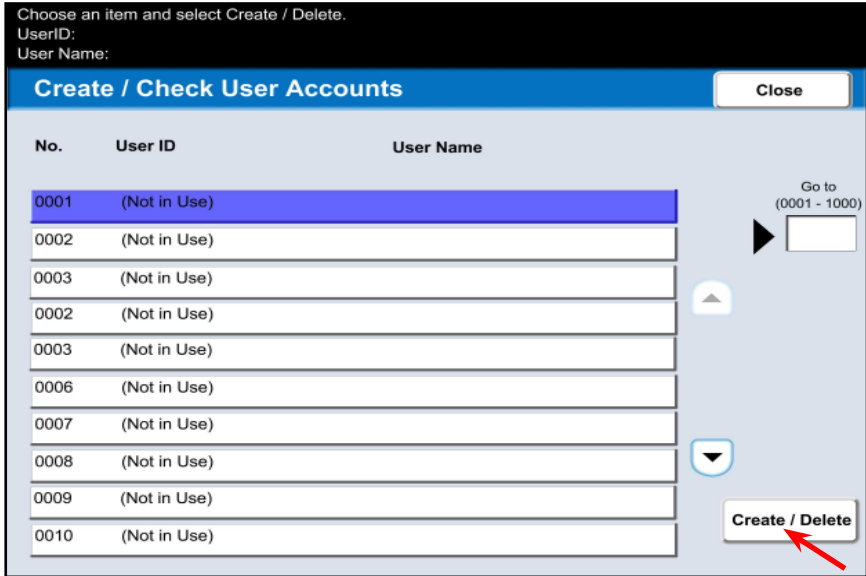


Fig. 10  
Select 0001 (Not in use). Press **Create / Delete**.

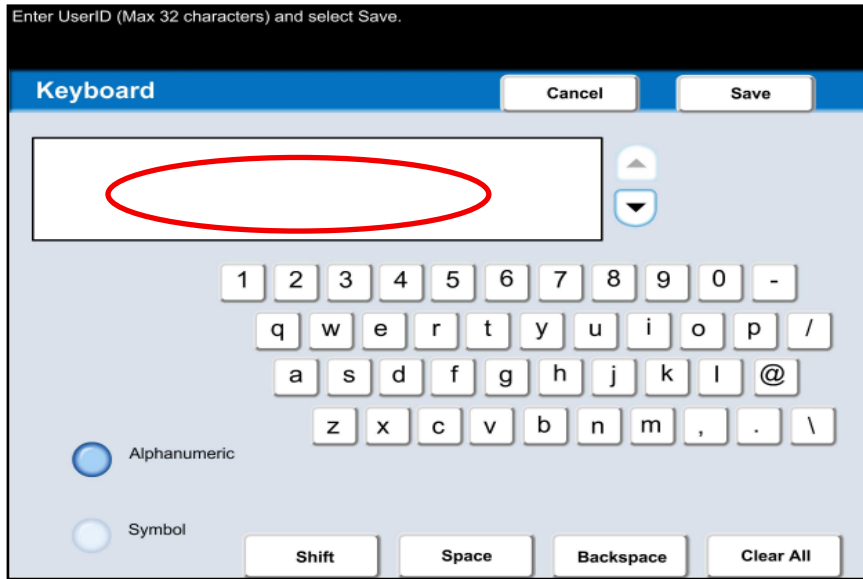


Fig. 11  
Enter UserID.

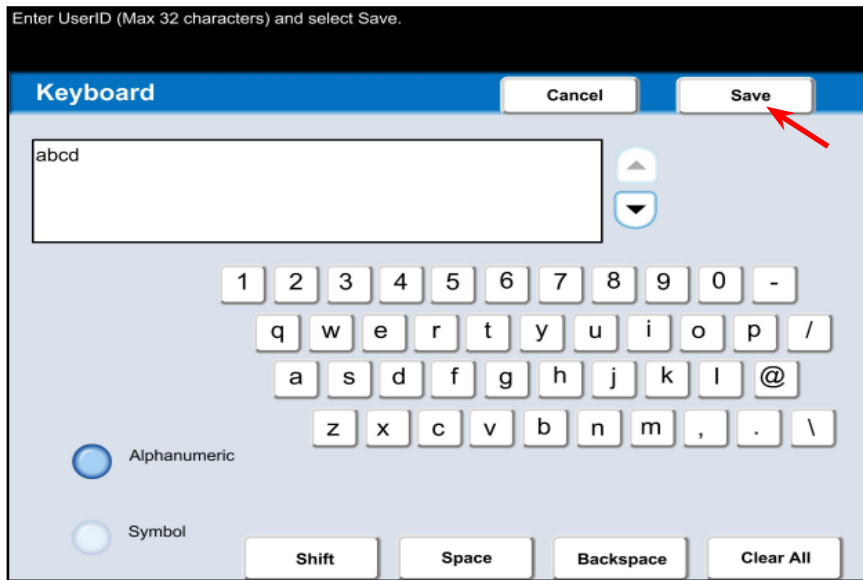


Fig. 12  
Press **Save**.



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

**UserID**

**User Name** **Account Limits**  
   
2. 0/9999999

**Password**  
 Reset User Account

Reset Total Impressions

Fig. 13  
 Press **Password**.

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

**Account No. 0001 - Password** Cancel Save

**New Password**

**Re-enter Password**

Keyboard Next

Fig. 14  
 Press **Keyboard**.



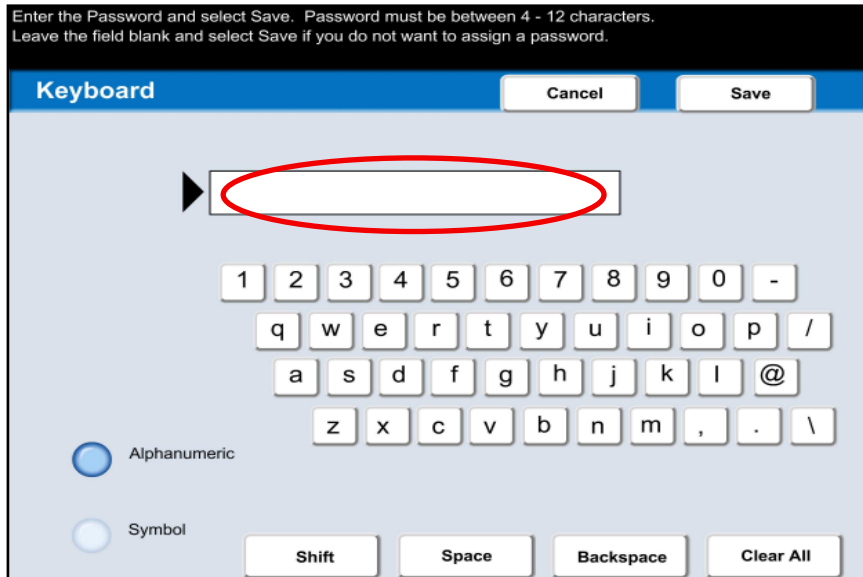


Fig. 15  
Enter Password.

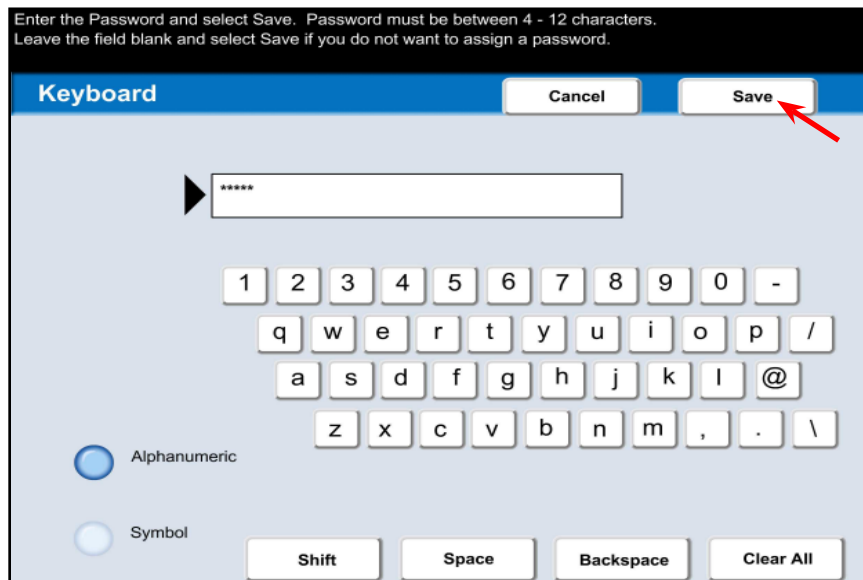


Fig. 16  
Press **Save**.



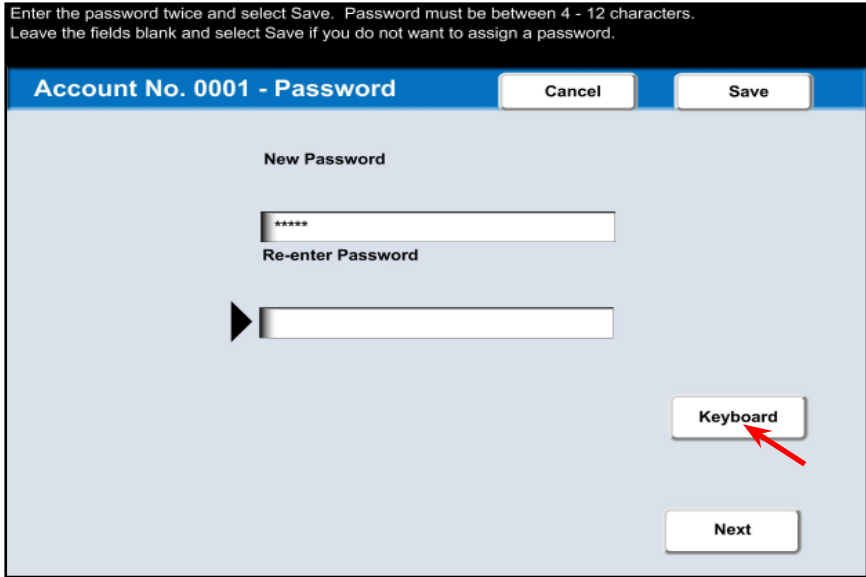


Fig. 17  
Press **Keyboard**.

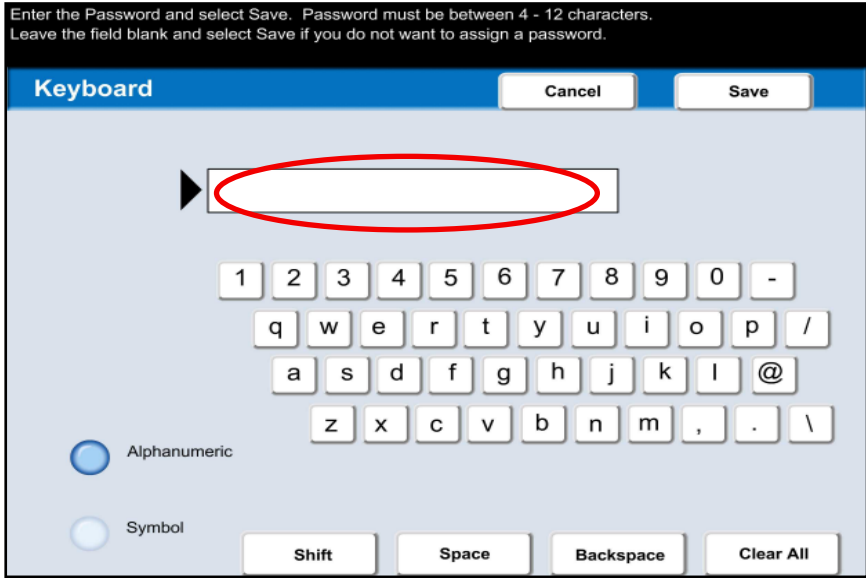


Fig. 18  
Re-enter Password.

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Auditron Setting for Copy

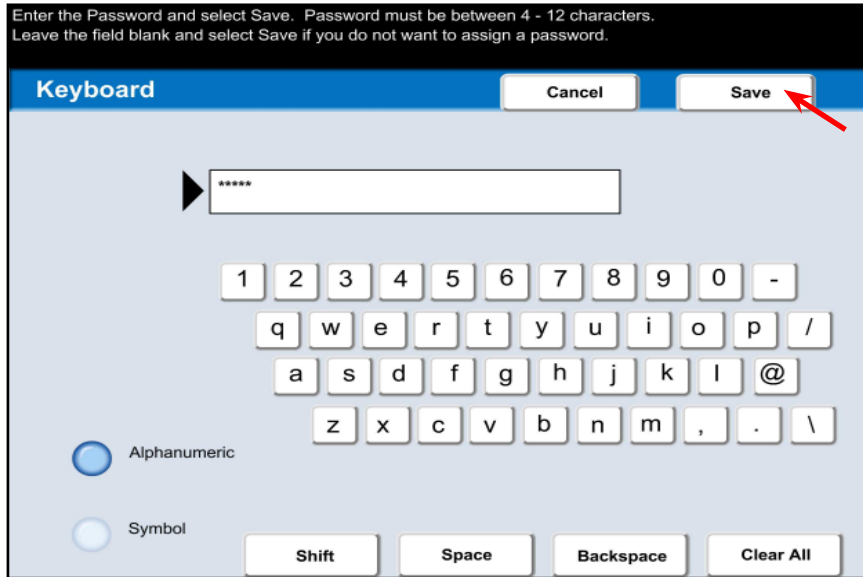


Fig. 19  
Press **Save**.

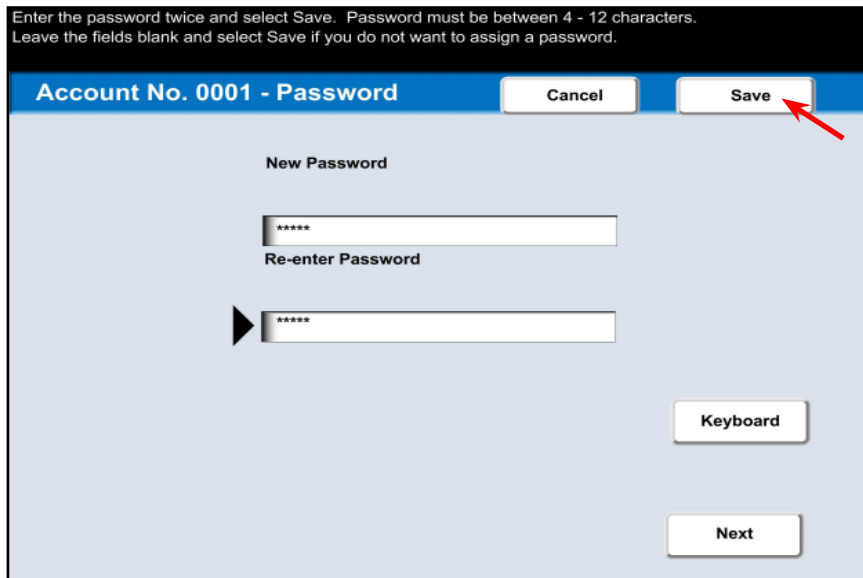


Fig. 20  
Press **Save**.



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

UserID

User Name

Account Limits

Password

Reset User Account

Reset Total Impressions

Fig. 21  
 Press **Account Limits**.

**Account No. 0001 - Account Limit** Close

Copy Service

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

Color Access  
 Free Access

Change Account Limit

Fig. 22  
 Select **Color Access**.





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

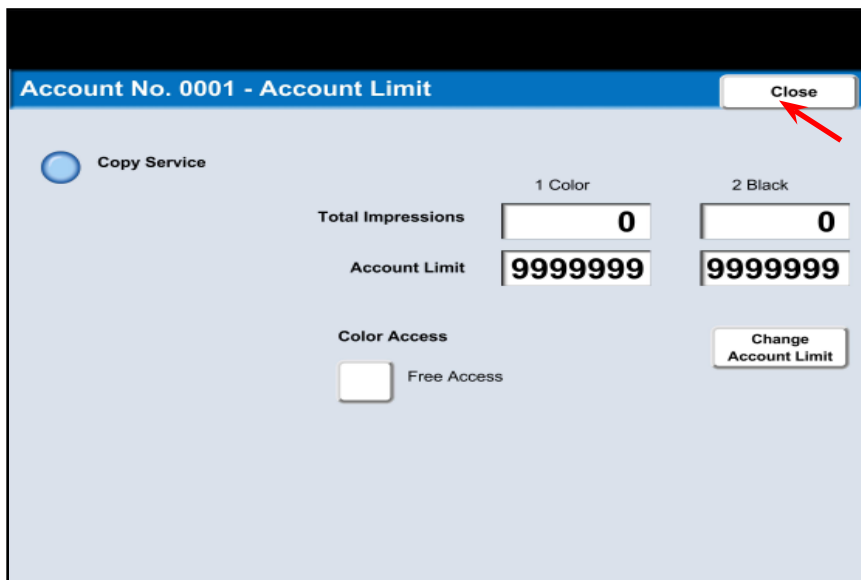


Fig. 24  
Press **Close**.



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

**UserID**

**User Name** **Account Limits**  
   
2. 0/9999999

**Password**

**Reset User Account**

**Reset Total Impressions**

Fig. 25  
 Press **Close**.

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

**Create / Check User Accounts** **Close**

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

Go to (0001 - 1000)

Fig. 26  
 Press **Close**.

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Auditron Setting for Copy



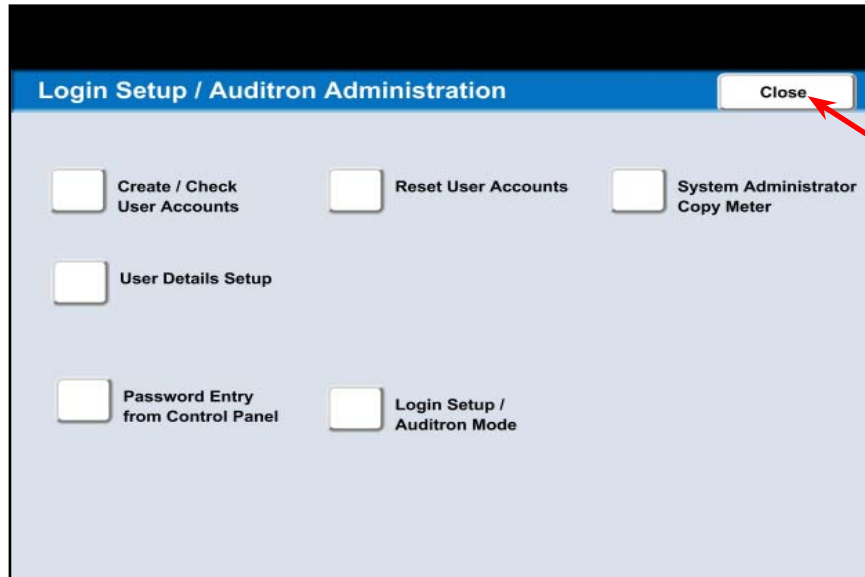


Fig. 27  
Press **Close**.

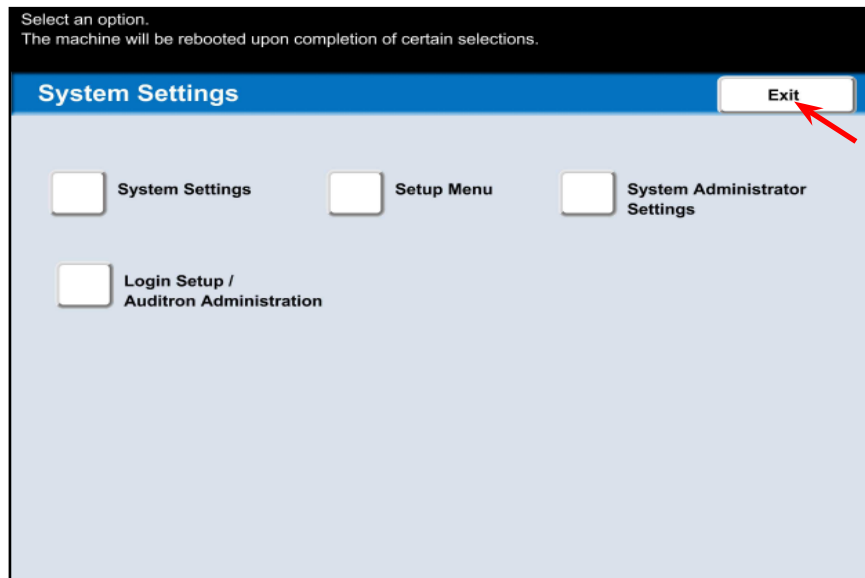


Fig. 28  
Press **Exit**.

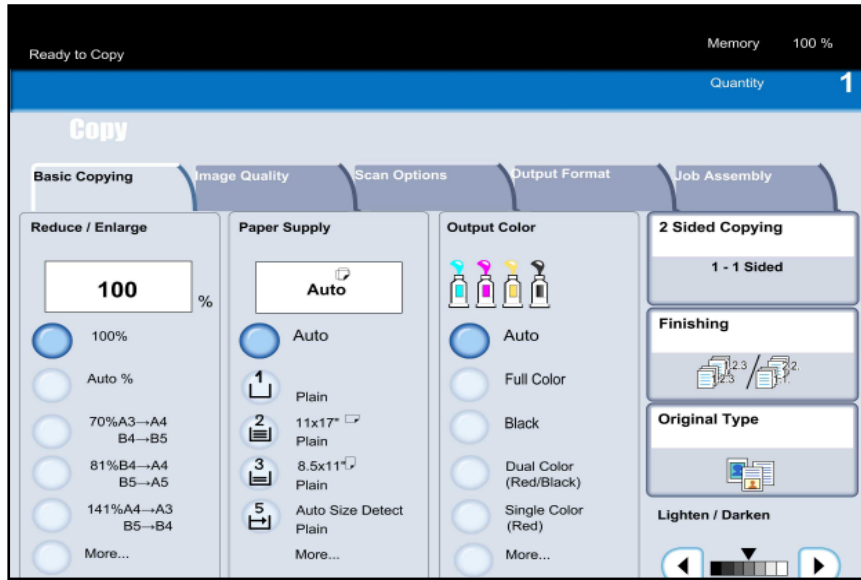


Fig. 29  
Machine reboots after changes are made.



Fig. 1  
Press **Machine Status**.

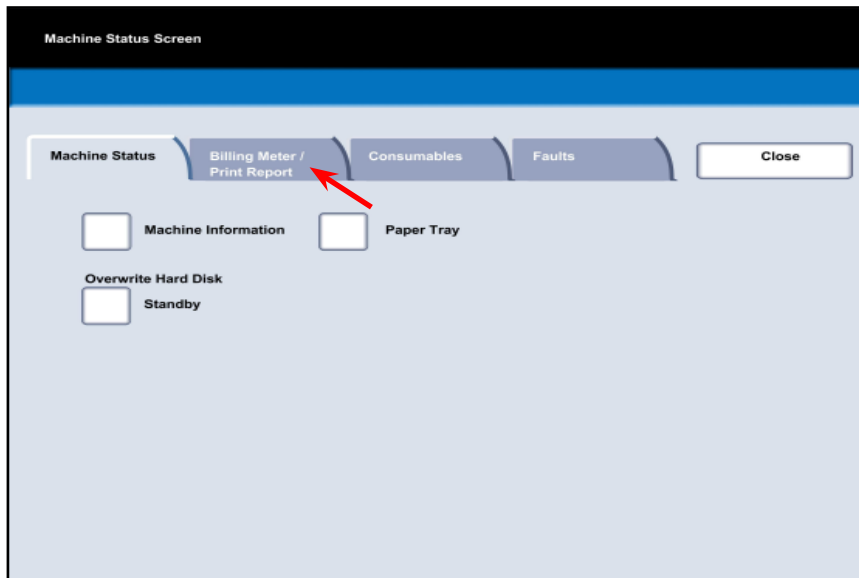


Fig. 2  
Press **Billing Meter/Print Report**.



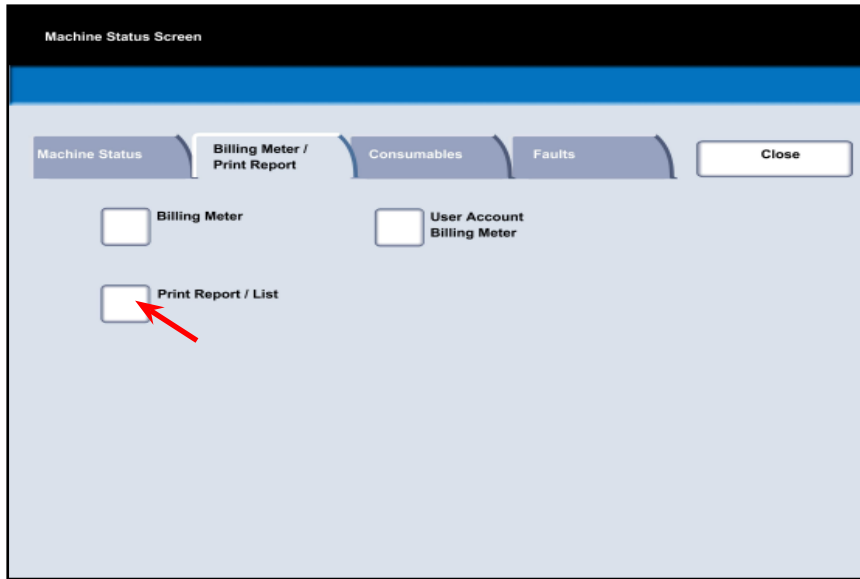


Fig. 3  
Press **Print Report/List**.

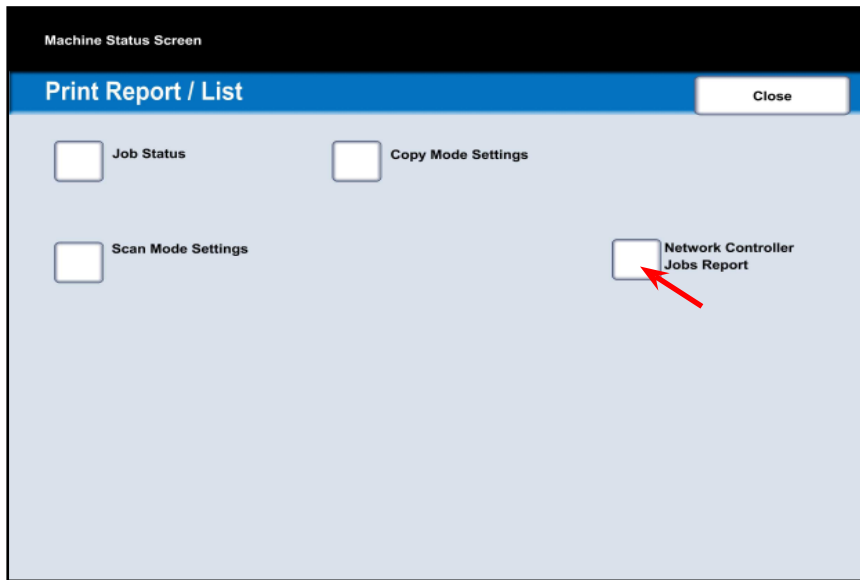


Fig. 4  
Press **Network Controller Jobs Report**.



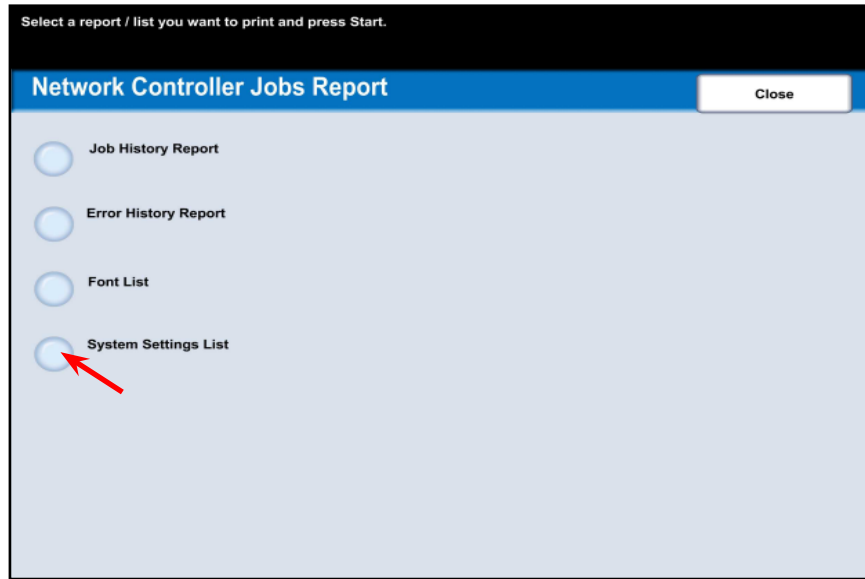


Fig. 5  
Press **System Settings List**.

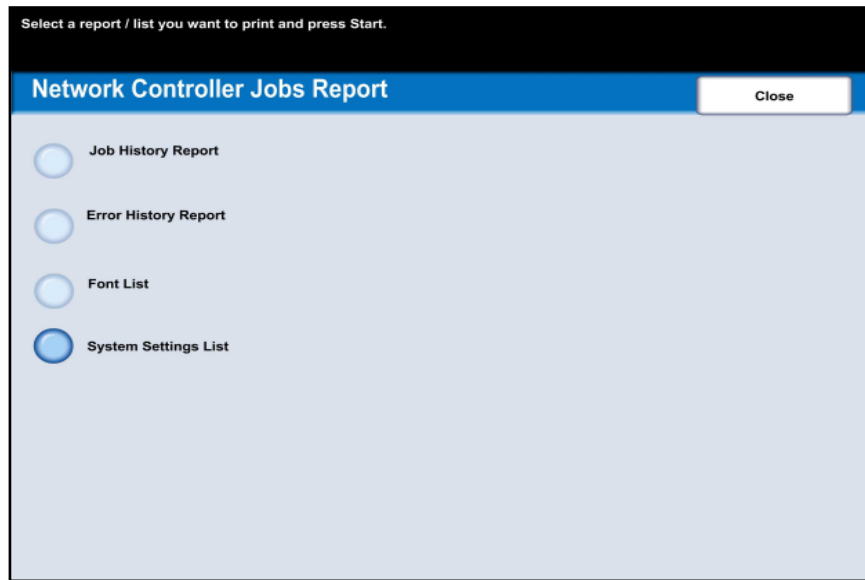


Fig. 6  
System Settings List is now selected for printing.





Fig. 7  
Press **Start**.

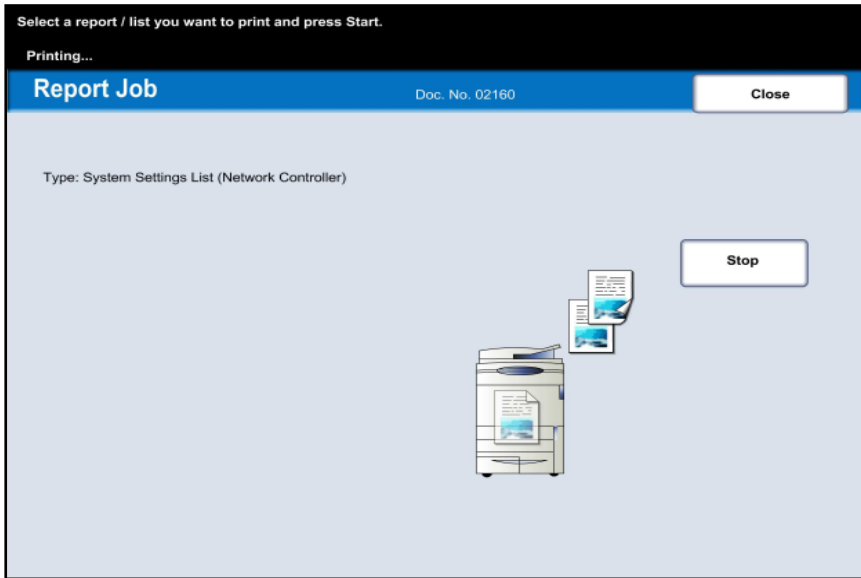


Fig. 8  
The System Settings List report is printing.

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System Settings List

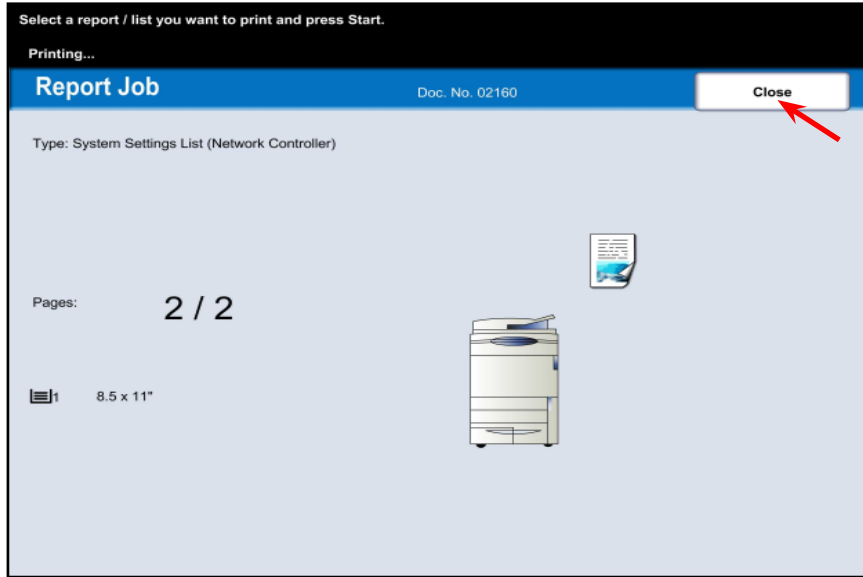


Fig. 9  
Press **Close** several times or the screen will timeout to the main screen automatically.



Fig. 10  
Pick up the System Settings List report.





Configuration Server: DC\_250 Generated: 04/05/05 23:25:47

**Server Info**

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

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

**Server Setup**

Server Name: DC\_250  
 Print Start Page: No  
 Use Character Set: Windows  
 Enable Printing Groups: Yes  
 Enable Printed Queue: Yes  
 Jobs Saved in Printed Queue: 10  
 Clear Each Scan Job: Manually  
 Enable mailbox passwords: Yes  
 Preview While Processing: No  
 Enable SNTp: No  
 Time Zone: UTC

**Printer Setup**

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

**PS Setup**

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

**PCL Setup**

Paper Size: Letter  
 Default Orientation: Portrait  
 Form Length (lines): 60  
 Font Size (pt): 12.00  
 Font Pitch (char/in): 10.00  
 Symbol set: PC\_8  
 Font Source: INTERNAL  
 Font Number: 0  
 Append CR to LF: Yes  
 Paper Size for System Pages: US

**Color Setup**

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

**Job Log Setup**

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

**Network Setup**

Port Setup  
 Ethernet Setup  
 Enable Ethernet: Yes  
 Ethernet Address: 00-E0-81-56-18-A3  
 Ethernet Speed: Auto Detect  
 Protocol Setup  
 Enable AppleTalk: Yes  
 AppleTalk Zone: \*  
 Enable TCP/IP: Yes (Ethernet)  
 Ethernet Setup  
 Enable Auto IP Configuration: Yes  
 Select Protocol: DHCP  
 IP Address: 192.168.2.7  
 (DHCP/192.168.2.1)  
 Subnet Mask: 255.255.255.0  
 (DHCP/192.168.2.1)  
 Get Gateway Address Automatically: Yes  
 Use Gateway on: Ethernet  
 Gateway Address: 192.168.2.1  
 (DHCP/192.168.2.1)  
 DNS Setup  
 Enable DNS: No  
 Enable IPX/SPX: No  
 Service Setup  
 Enable LPD: Yes  
 Enable PS Server: No  
 Enable Windows Printing: Yes  
 Server Name: DC\_250\_561A86  
 Server Comments:  
 Workgroup or Domain: WORKGROUP  
 Use Automatic Configuration: Yes  
 Node type: Failed  
 WINS IP Address: Failed  
 Point and Print Drivers: PS  
 Enable Web Services: Yes  
 Enable IPP: Yes

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



Configuration  
Server: DC\_250  
Generated: 04/05/05 22:58:55

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

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

**BIOS Setup**  
BIOS Version: 1.70 11/19/04  
DIABLO Version  
base: 3\_1-RO-07\_FEB\_2005  
diablo: 2.4.26-04\_OCT\_2004  
fdisk: EXT2-RO-IDE-04\_OCT\_2004  
kernat: 2.6.4-04\_FEB\_2005  
platform: X6-CONSOLE-02\_03\_2005  
system: SYSMEM-106M-04\_JAN\_2005  
Installed Options:  
EFI Spot On  
EFI Auto Trapping

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

**Installed Options**

Sample of System Settings List.



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