



Xerox C405 Apps Quick Reference Guide

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FLORIDA



XEROX VersaLink C405

Powering OFF and ON

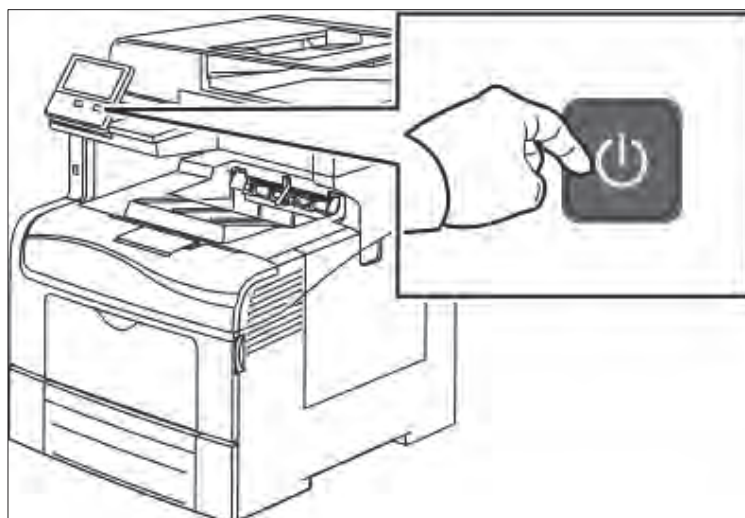
The printer has a single multifunction button on the control panel. The Power/Wake button restarts, powers up, or powers down the printer. This button also enters and exits low-power mode, and flashes when the printer is in power-saver mode.

CAUTION: Do not unplug the power cord while the printer powers Off or On.

Powering On

Press the **Power** button located on the Control Panel.

The device powers up and is ready to print, scan or copy (Standby Mode). To reduce energy consumption, the device is pre-set at the factory to enter a Low Power Mode. The Power button is illuminated when the device is in Low Power Mode. To re-activate the device from Low Power Mode, press the Power button.



Powering Off

It is advisable to leave the device powered on at all times, but it may be necessary to power off the device for example if a problem occurs or to move it. To power off the device, press the **Power** button.

The following Power Off options are available:

- **Sleep:** Sleep Mode extends the device's energy saving capability.
- **Restart:** The device restarts. Any jobs in progress are deleted.
- **Power Off:** The device powers off. Any jobs currently in the print queue are deleted.
- **Cancel:** Power off options are cancelled and the device is available for use. Any jobs in the queue are retained



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The Control Panel Features

The tiltable Control Panel consists of the Touch Screen, Built-in Speaker, which emits sounds for a range of events, and Hard Buttons.



1. **Power Button:** The Power Button enables you to power the device on and off, restart it or put it into sleep mode. The white LED backlight indicates if the device is on, off, in low power or sleep modes.
The white LED backlight indicates if the device is on, off, in low power or sleep modes.
2. **Home Button:** The Home button returns you to the Home screen of the user interface.
3. **NFC Indicator:** The NFC Indicator is displayed if Near Field Communication is enabled.
4. **Touch Screen:** The capacitive touch screen enables you to interact with the device by using very light finger touches.
5. **Status LED:** The color of the Status LED provides a visual indication of the status of the device.
It Flashes BLUE if:
 - a. A user has swiped a card for authentication
 - b. The device is powering on
 - c. A print job, copy job, or receive-fax job has completed
 - d. A mobile client is using AirPrint to locate the device**It flashes AMBER if:**
 - a. The device has an error or shows an alert (levels of toner, staples or waste). The LED flashes on and off to indicate a more serious condition, which can require a call for service.
 - b. The LED fades in and out to indicate a less serious condition that requires user attention.

XEROX JOBS App

Controlling Jobs



The **Jobs** App enables you to control jobs on the device to ensure the efficient and effective use of resources.

There are **different types** of jobs **Copy, Print, Scans, Fax**. You can view the status of jobs, **Pause** and **Delete** jobs.

Jobs List

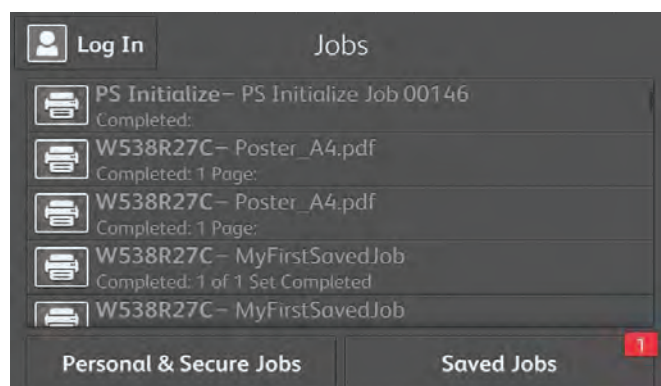
The queue of **Active jobs** sent to the device is shown at the top of the jobs list.

Completed jobs are dimmed.

The **Active job** sent most recently to the device is displayed as the last entry. As a job in the queue is processed, its status is updated.

To **View** the details of an active job in the queue or to **Delete** it, **touch the entry**.

A job can be **temporarily stopped** from printing ('held' status) for various reasons: it is a **Secure print**; it **Requires Resources** e.g. paper (**Size, Type, Color**); it has been held by a user request on the device.

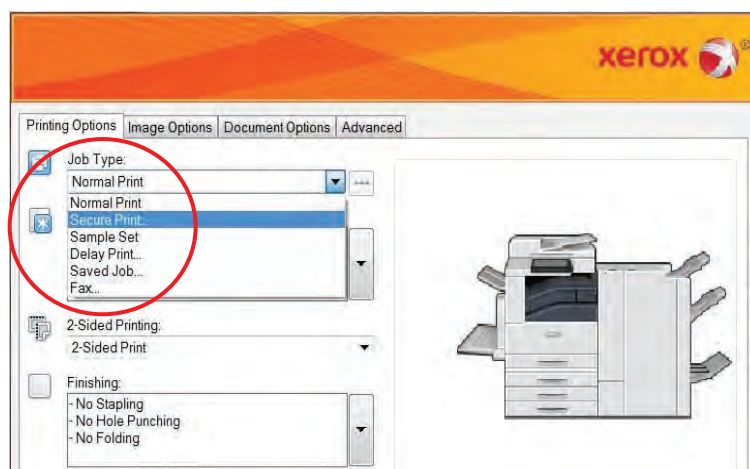


Personal & Secure Jobs

A list of folders containing print jobs that have been sent to the device and then stored in a folder with a **secure passcode number**.

Saved Jobs

Print jobs that have been **saved** for reprinting.



XEROX DETAILs App

Device Status Information



The **Device** App enables you to obtain information about the status of the device. Up-to-date status information about paper trays, consumables and current faults is provided. The app also provides tools which enable you to configure the device.

About



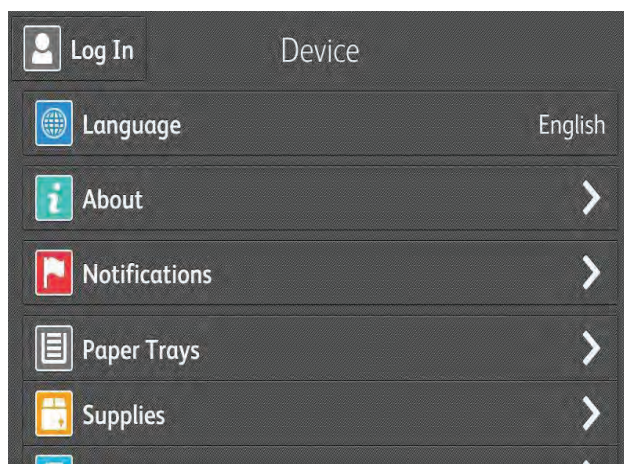
General information about the device, such as the customer support, serial number and software version. If a fax card is installed the fax number is also displayed here. Under **About**, the Information Pages feature enables you to print a Configuration Report.

Notifications



Current Faults and Alerts on the device are displayed in the Notifications window.

The History button enables you to view a history of faults on the device..



Supplies



Status information about consumables. The operational condition or the percentage remaining before a replacement is required is shown for each item.

By touching an item, you can view the number of pages remaining and information about reordering.

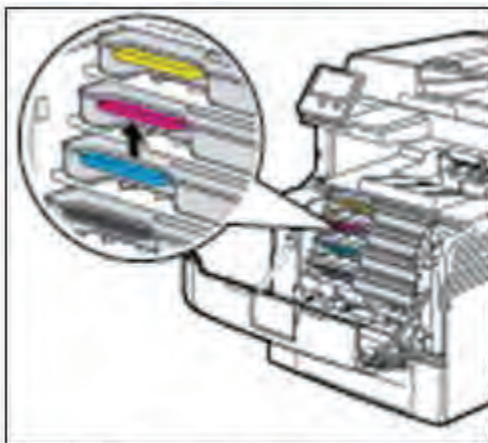
Wait until about 5% of a consumable remains before replacing it.

Supplies		
C	Cyan	95 %
M	Magenta	95 %
Y	Yellow	95 %
K	Black	95 %
Drum Cartridge		99 %

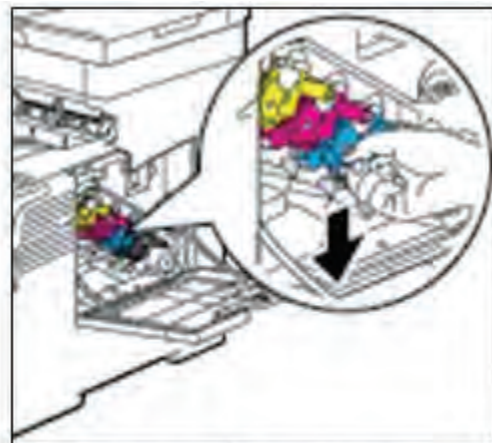
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Replacing Consumables

- Consumables are supplies that are depleted during the operation of the device which can be configured to display an alert on the touch screen and send an email alert if a consumable needs replacing.
- If an alert is displayed, please reorder the consumable.
- If an error message is displayed, you should replace the consumable. If output quality deteriorates, check the status of the consumables.
- Genuine Xerox consumables are specially formulated to provide the best quality.
- Follow the instructions on the touch screen or use the instructions provided with the consumable. For guidance, information labels colored orange are affixed to parts of the device.



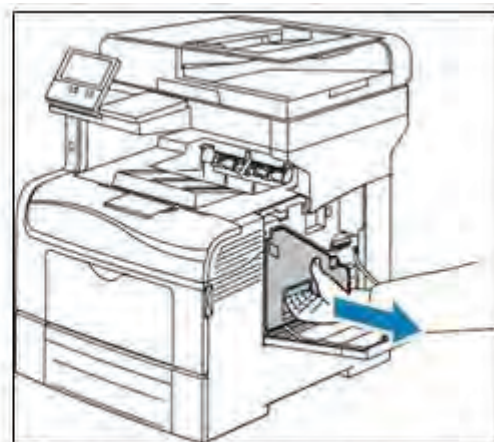
Toner Cartridges



Drum Cartridge



Fuser



Waste Cartridge

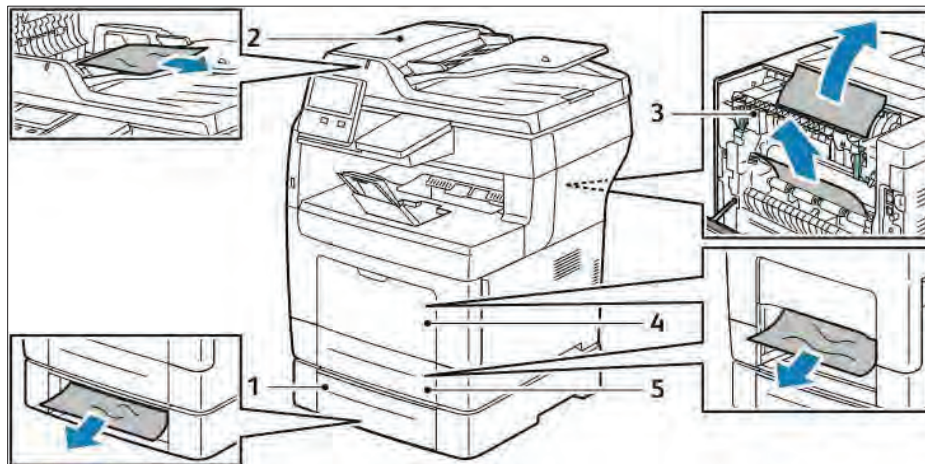
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Troubleshooting

- In the event of a fault with the device, a message is displayed on the touch screen and the Status LED on the control panel flashes amber or red.
- Instructions are provided on the touch screen device to enable you resolve the problem

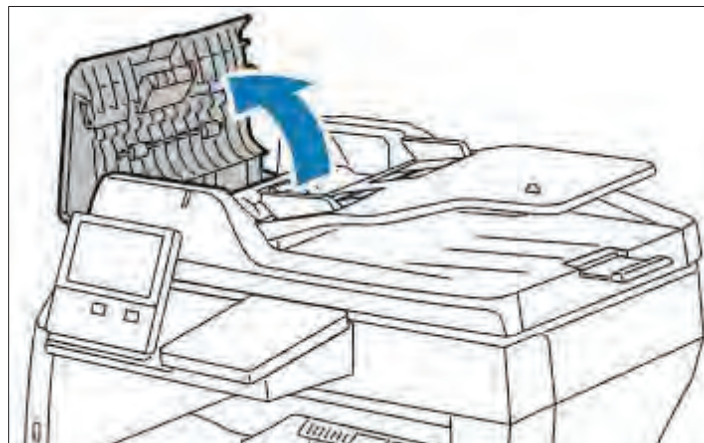
Paper Path Jam

1. The fault screen indicates the location of the missfed paper and the paper path.
2. For guidance, the paper path and clearance areas are colored **GREEN**.
3. Information labels colored **GREEN** are affixed to parts of the device.



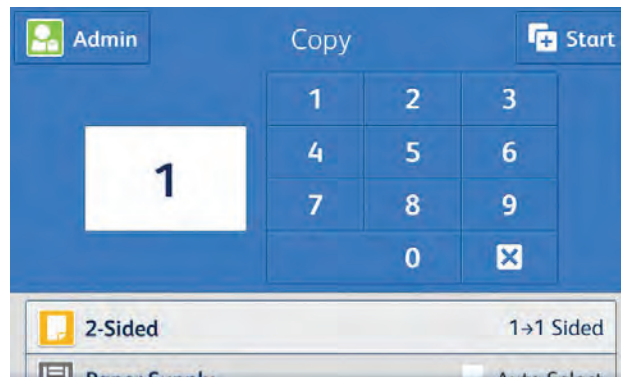
Document Feeder Jam

1. Remove all documents from the feeder and glass as instructed.
2. Reorder the documents as at the start of the job and reload.



XEROX C405

Copy and Features



Output Color

- **Auto Detect** – Color of the original is detected and the output settings adjust to match.
- **Color** – Create Color copies.
- **Black and White** - Create black and white copies.

2-Sided Copying

- **1 >1 Sided** scans only one side of the originals to produce 1-sided copies.
- **1 >2 Sided** scans only one side of the originals to produce 2-sided copies.
- **2 >2 Sided** scans both sides of the originals to produce 2-sided copies.
- **2 >1 Sided** scans both sides of the originals to produce 1-sided copies.
- **...More** scans both sides of the original to produce 2-sided [Rotated side 2]

Paper Supply

- Manually select a paper tray by touching the tray
- **More...** - Allow you to view all paper trays

Collated

- **Collated** - Default setting (1,2,3,1,2,3)

Reduce/Enlarge

- **Reduce/Enlarge** – Selection of Preset or manual ratios for standard paper sizes
- **[100%]** - Enter a ratio from 25% to 400% using the 10 key pad.

Original Type – Select **Auto, Text & Photo, Text, Photo Map**.

Lighten / Darken – Adjust the **Lightness / Darkness** of the document being scanned.

Original Orientation – Select **Portrait or Landscape**.

Original Size – Select **Auto Detect, Mixed Size Originals Custom**[Manual input of Original size] / **Presets**.

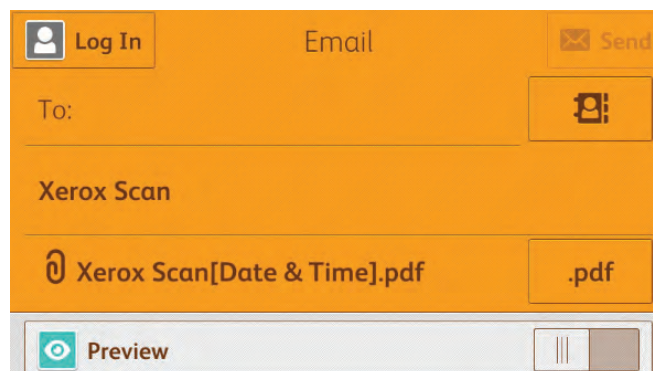
Reset – Resets all features to their default settings.



Save – Allows user to select and save as: **Save as New 1-Touch App, New Preset** or **Save Defaults**.

Customize – Allows user to re-organize the feature list of an app **Feature List** or **Presets**, or **Remove App Customization**.

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Scan To Email

1. Touch the **[Email]** icon > Touch the **Address book**  button > Select **Favorites** icon **or** **Contacts** button > select **your name** >
2. **[If required]** select any of the **settings** below, **OR** > Touch the  button.

[SETTINGS]:

Add Recipient: – Select to add additional recipients (email(s))

Subject: – Add your personal subject text.

 **Attachment** – Name the scanned image.

 **File Format:** PDF (1 multi-page), PDF/A, .XPS, TIF, JPEG, **More** - PDF (1 File per Page- **Uncheck**  **Combine Files** )

Preview – To view a simple image and allows the users to **rotate** and **add additional pages** prior to sending scan jobs.

Output Color – Select **Auto Detect**, **Black & White**, **Grayscale** or **Color**.

2-Sided Scanning – If your original pages are 2-Sided.

Original Type – Select, **Text**, **Photo&Text**, **Photo**.

Lighten / Darken, – Adjust the Lightness / Darkness of the document being scanned.

Original Orientation – Select **Portrait** or **Landscape**.

Original Size – Select **Auto Detect**, **Preset Scan Area**, **Custom Scan Area** (Manual input of Original size) or **Mixed Size Originals** (valid pairs of different paper sizes: **8.5x11"** & **8.5x14**)

Remove Blank Pages – Select this to **Ignore Blank Pages** when scanning 2-Sided originals

Message – Allows you to add a text message to accompany the transmitted images.

Reset – Resets all features to their default settings.

Save – Allows user to select **Save as a 1-Touch App**, **Save as New Preset** or **Save Defaults**.

Customize – Allows user to re-organize the feature list of an app **Feature List** or **Presets**, or **Remove App Customization**.






XEROX VersaLink

Address Book App -Add/Edit/Remove Contacts



Address Book App allows you to create and maintain a list of individual contacts in one place, each associated with an email address, or fax number. You can store a maximum of 2000 contacts. Or can store up to 250 Fax Groups and 250 Email Groups. Each Group can hold up to 500 members.

Adding Contacts in the Address Book at the Control Panel

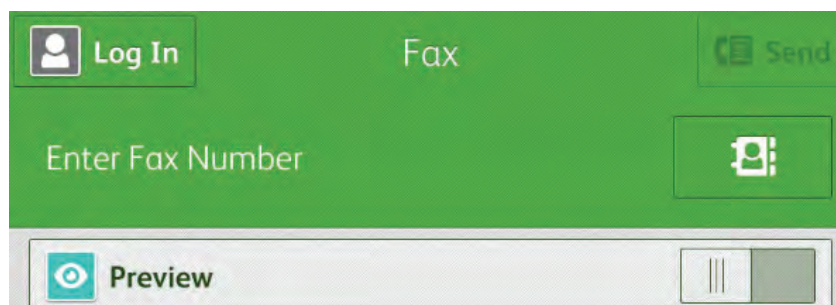
1. From the **Home** screen > Touch **Address Book** icon >
2. Touch the Add  icon > select **Add Contact**.
3. In the appropriate field > enter the **Contact 's First Name, Last Name, OR CompanyName**.
4. Touch the **Star**  icon to mark as a **Favorite**  >
5. To **Add** an **Email** address > touch **Add Email** to enter the email address > touch **Enter** > Go to **Step 7**.
6. To **Add** a **Fax** number > touch **Add Fax** to enter the fax number > touch **Enter** > Go to **Step 7**.
7. To **Save** your new contact > touch **OK**.
8. Repeat steps 2-6 to **add** the next contact.
9. Press the **Home** button to **Exit**.





Editing or Deleting Contacts in the Address Book at the Control Panel

1. From the **Home** screen > Touch **Address Book** icon >
2. From the **Address Book list** > touch the desired contact name > touch **Edit**.
3. Touch the **field** that you want to **update** and **edit** as needed > touch **Next** or **OK**.
4. To **Save** your contact changes > touch **OK**.
5. To **Delete** a contact > touch **Delete Contact** > touch **Delete**.
6. Press the **Home** button to **Exit**

XEROX Basic Fax



1. Touch the **[Fax]** icon > Touch **Enter Fax Number** field > type the fax number > **OR**
2. Click the **Address book**  icon > Select **Favorites** or **Contacts** > select **your desired contact(s)** >
3. **[If required]** select any of the **settings** below, **OR** > Touch the  **Send** button.

[SETTINGS]:

Preview – To view a simple image and allows the users to **rotate** and **add additional pages** prior to sending scan jobs.

2-Sided Scanning – Select if your original pages are 2-Sided.

Original Type – Select **Text**, **Text & Photo**, **Photo**.

Lighten / Darken, – Adjust the Lightness / Darkness of the document being scanned.

Original Size – Select **Auto Detect**, **Preset Scan Area**, **Custom Scan Area** (Manual input of Original size) or **Mixed Size** Originals

Remove Blank Pages – Select this to **Ignore Blank Pages** when scanning 2-Sided originals

Cover Sheet – Select this option **prior** to pressing the **Send** button.

Transmission Header Text – Enter Name and telephone number of Sender.

Delay Send – Allows you to delay the time for up to 24hours for the printer to send your fax job.

Manual Send – Enable the fax modem speaker temporarily. Helpful to dial international numbers or to wait for specific audio tone



Reset – Resets all features to their default settings.

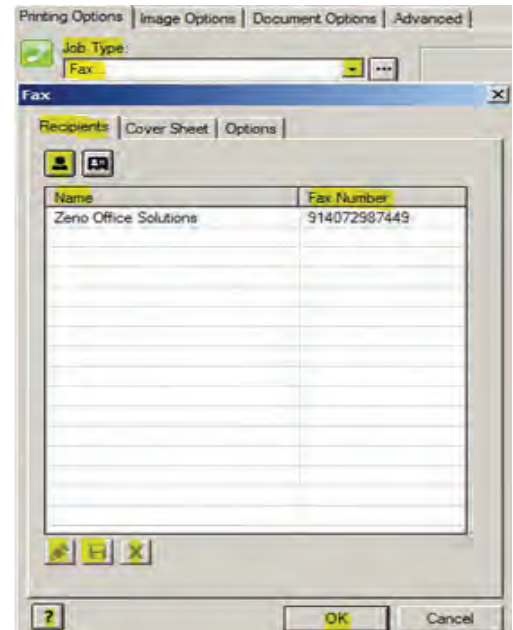
Save – Allows user to select **Save as New Preset** or **Save Defaults**.

Customize – Allows user to re-organize the feature list of an app **Feature List** or **Presets**, or **Remove App Customization**.

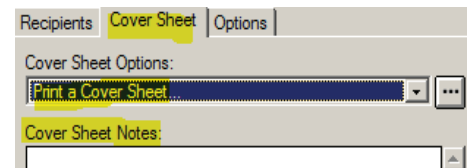
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Faxing from the Computer's Application

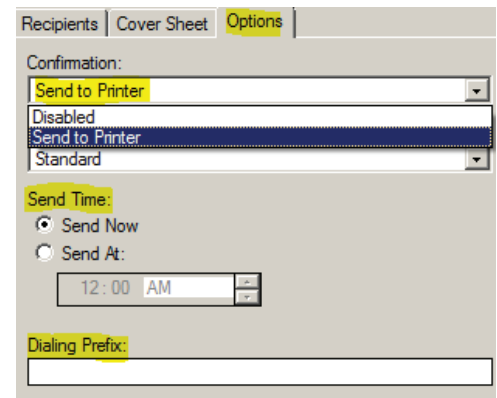
1. Select **File > Print >** in the Print window select **Printer Properties** or **Preference**.
2. In the Printing Options tab > from the **Job Type** List > select **FAX**.
3. In the **Recipients** Tab > Do one or more of the following:
 - a. Click the **Add Recipients** button  > type the (Required) Name and Fax Number. You can add other information > click **OK**. Add new recipients as needed.
 - b. Click the **Phonebook** button  > select a phone book from the list > select a name from the upper list > add it to the Fax Recipients.
 - c. Repeat the procedure to add more names. Click **OK**.



4. Select the **Cover Sheet**, Tab > select **Print a Cover Sheet**. > Enter the details as needed > click **OK**.
5. On the **Cover Sheet information** Tab > type notes that you want to appear on the cover sheet.

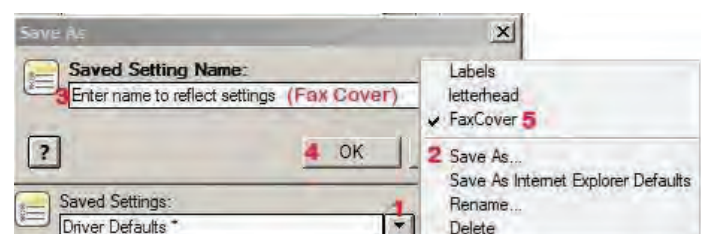


6. Click **Options** Tab > Choose one of the following:
 - a) To **Print** a confirmation Report > under Confirmation > select **Send to Printer**.
- 2) In **Send Time** > select **Send Now** () **OR** Click **Send At**.
- 4) To dial an outside line > select **Dialing Prefix** > Type the dialing prefix in the field.
- 5) Click **OK**.
- 6) Click **OK**. > In the Print window > click **Print**.
- 7) Your Fax Job is now sent to the Xerox MFP.

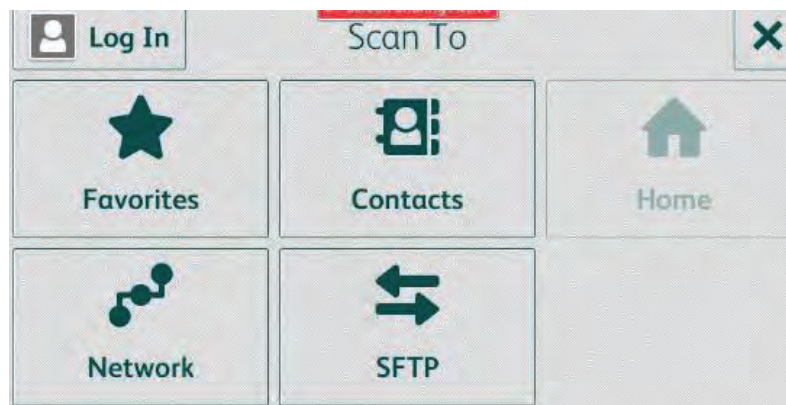
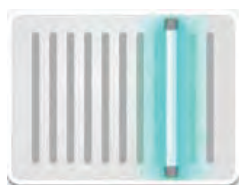



Saved Settings: Allows you to “save settings” for jobs that you **Fax** on a regular basis:

9. Click the **dropdown** menu (1) >
10. Select “**Save As**” (2) >
11. In the **Save As** window (3) > enter a name (exa: **[Fax Cover]**) to reflect your selected settings >
12. Press **OK** (4) >
13. To **retrieve** the saved setting(s) >
14. Select it from the “List” (5).



XEROX VersaLink Scan To (Email | Folder)



1. Touch the **[Scan To]** icon >
2. Select the **Favorites or Contacts** box > select **one** or **multiple destinations** >
3. Touch **OK** >
4. **[If required]** Select **Settings** below to produce the best quality image output, **OR** > Touch the  **Scan** button..

[SETTINGS]:

Add Recipient: – Select to add additional recipients (email(s))



Attachment – Name the scanned image.



File Format: PDF (1 multi-page), PDF/A,, TIF, JPEG, **More** - PDF (1 File per Page- Uncheck  **Combine Files** )

Preview – To view a simple image and allows the users to **rotate** and **add additional pages** prior to sending scan jobs.

Output Color – Select **Auto Detect**, **Black & White**, **Grayscale** or **Color**.

2-Sided Scanning – If your original pages are 2-Sided.

Original Type – Select, **Text**, **Photo&Text**, **Photo**.

Lighten / Darken, – Adjust the Lightness / Darkness of the document being scanned.

Original Orientation – Select **Portrait** or **Landscape**.

Original Size – Select **Auto Detect**, **Preset Scan Area**, **Custom Scan Area** (Manual input of Original size) or **Mixed Size** Originals

Remove Blank Pages – Select this to **Ignore Blank Pages** when scanning 2-Sided originals

Message – Allows you to add a text message to accompany the transmitted images.

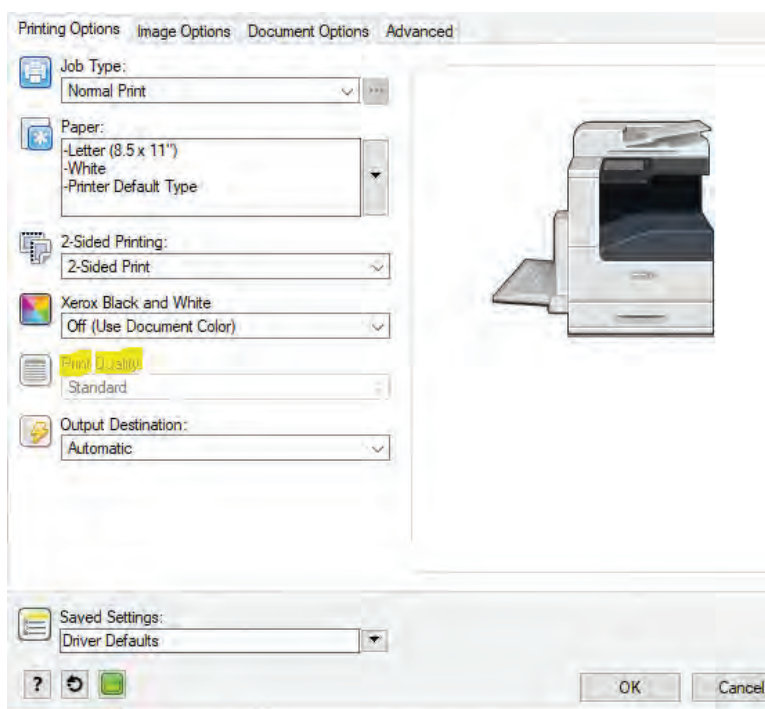
Reset – Resets all features to their default settings.

Save – Allows user to select **Save as a 1-Touch App**, **Save as New Preset** or **Save Defaults**.

Customize – Allows user to re-organize the feature list of an app **Feature List** or **Presets**, or **Remove App Customization**.

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Basic Printing Options



JOB TYPE:

- **Secure Print** – send a print job with a secure password to release at printer
- **Personal Print** – Store a job on the printer, then print it from the control panel.
- **Saved Job** - Save the job on the printer for **RE-PRINTING later** at the printer control panel.
- **Fax** – Fax a document from your workstation (optional fax kit required)

PAPER:

- **Paper Size** – reduce or enlarge to a standard paper size
- **White (Color)** –when paper tray setting set for a **color other than white**
- **Printer Default Type** – when the type of paper is set for a **type other than plain**

Note: Both **type** and **color must match** the paper tray settings at the printer.

2 SIDED PRINTING:

- **1-Sided Print**
- **2-Sided Print**
- **2-Sided Print flip on short edge** (used for landscape and tablet style documents)

FINISHING: (available **ONLY** with installed Finisher)

- **Staple**
- **Hole Punch**

PRINT QUALITY: (available **ONLY** with **PostScript** option)

- **Standard** - Crisp, bright prints at high speed Ideal for text. Best for most jobs.
- **Enhanced** - The best overall print quality for CAD applications and fine detail.
- **Photo Mode** - The best detail and smoothness for photographic images

OUTPUT DESTINATION: (available **ONLY** with installed finisher)

- **Automatically Select** - Center Tray or **Right Tray**



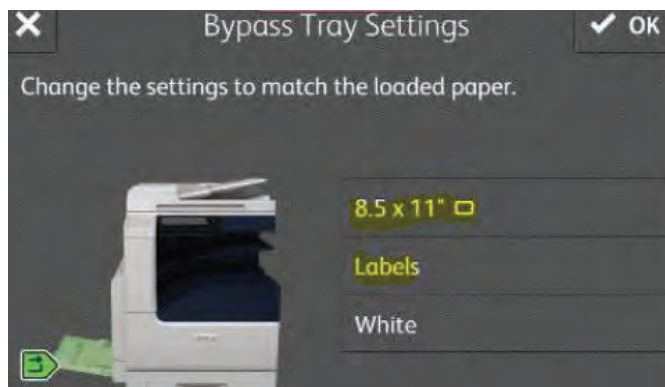
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Bypass Label Procedure

NOTE: The **paper attributes** for the tray you want to print from **must match** the paper attributes in the print driver in order for the document to print properly.

At the Copier: Load and confirm Letter Size (Paper Tray 5-Bypass)

1. Load the **Labels** in the Bypass Tray **Face-Up** > Do not load the paper above the **MAX** fill line.
2. In the **Paper Settings-Tray 5 (Bypass)** screen
3. **Confirm the following:**
 - a) **Size:** Letter 8.5 x11" paper.
 - b) **Type:** Label (or **other media** type)
 - c) **Color:** If other than White
 - d) **Confirm:** Upper right corner of screen

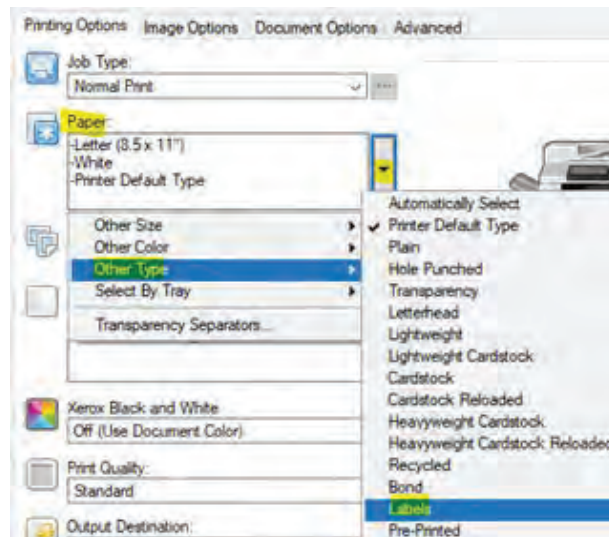


At the computer: Configure settings and print from the application:

NOTE: Microsoft Word is being used in this example. In **other applications**, the steps **may vary**.

While the file is open:

1. Select **File > Print**
2. Select **Print Properties**
3. Select the **"Paper"** dropdown
4. Choose **"Other Type"**
5. Select **"Labels"** as the type
6. (Optional) Select "Output Destination" dropdown > select Center Tray
7. Press **OK, > Print**
8. Your document will now be sent to the Xerox MFP.



Saved Settings: Allows you to "save settings" for jobs that you print on a regular basis:

9. Click the **dropdown** menu (1)
10. Select **"Save As"** (2)
11. In the **Save As** window (3) > enter a name (exa: [Labels] to reflect your selected settings)
12. Press **OK** (4)
13. To **retrieve** the saved setting(s)
14. Select it from the "List" (5).

