

# Xerox 4112 Copier/Printer Xerox 4127 Copier/Printer Quick Start Guide

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# 1. Introduction

## About this guide

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This guide will help you to quickly begin using your new Xerox 4112 / 4127 Copier/Printer. Get started by reading this guide and completing the exercises.



For more detailed information, refer to the **User Guide** and the **System Administration Guide**, which were supplied with your Xerox 4112/4127.

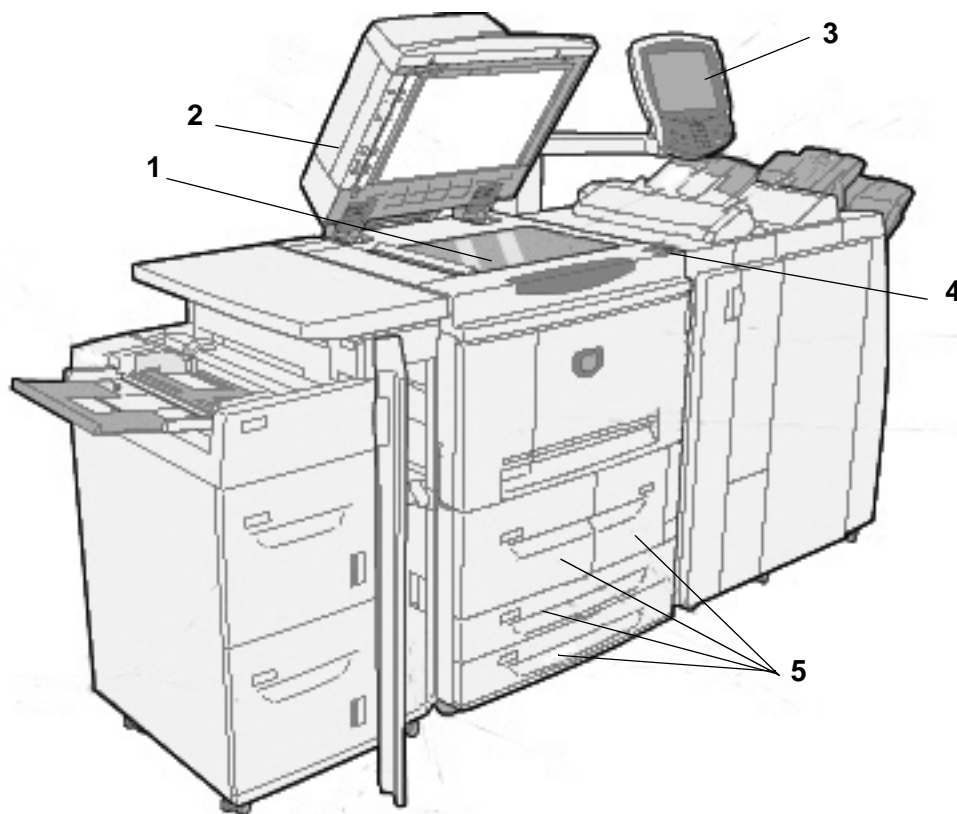
## Introducing your new Xerox 4112/4127

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The Xerox 4112/4127 is a black and white copier/printer or copier only. The 4112/4127 110 prints at 110 pages per minute. The 4112/4127 125 prints at 125 pages per minute.

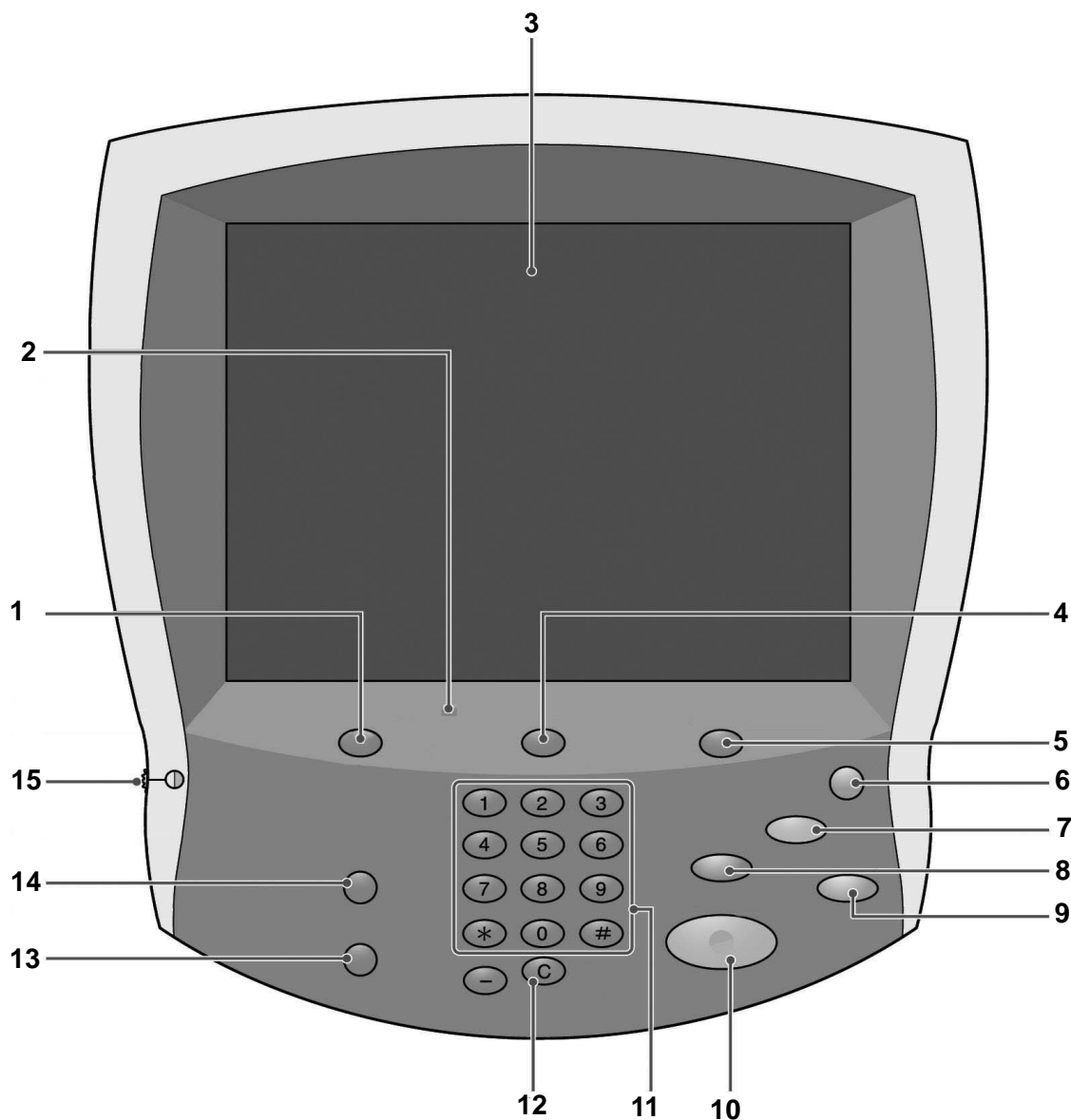
## System components

Be able to identify the following system components for the Quick Start exercises.



No.	Component	Function
1	Document Glass	Holds the document while it is copied.
2	Duplex Automatic Document Feeder (DADF)	Automatically feeds 1 and 2-sided original documents to the Document Glass.
3	User Interface (UI)	Control Panel and Touch Screen used to enter and view information.
4	Power Switch	Switches on/off the machine power.
5	Trays 1, 2, 3, and 4	Holds the paper that is used to copy and print.

## The User Interface (UI)



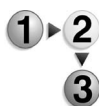
No.	Component	Function
1	Services	Displays the job features on the touch screen.
2	Control Panel	Select features with buttons and the keypad.
3	Touch Screen	Select the available programming by touching the screen.
4	Job Status	Displays the <b>Job Status</b> feature screens.
5	Machine Status	Displays the current status of the machine on the touch screen.
6	Energy Saver	This button lights when the machine is in the Power Saver mode. Press this button to exit Power Saver mode.
7	Clear All	Clears all programming and returns the machine to its default settings.
8	Interrupt	Temporarily stops the current copy job to allow a priority job to be run.

No.	Component	Function
9	Stop	Temporarily stops the current job. Follow the message to cancel or resume your job.
10	Start	Starts the job.
11	Numeric Keypad	Enter the number of copies, a password, and other numerical values.
12	Clear	Deletes numeric values or the last digit entered.
13	Language	Changes text to an alternative language.
14	Log In/Out	Provides password protected access to the System Administration menu, which is used to adjust the defaults on the machine.
15	Brightness dial	Adjusts the brightness of the Touch screen.

## Powering on and off

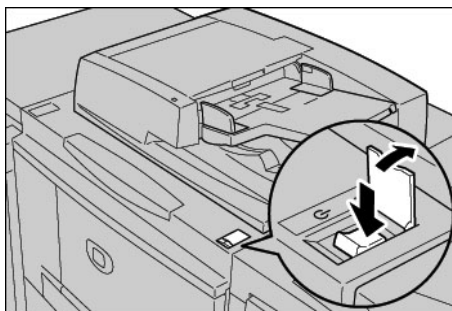
Switch on the power before operating the machine. The machine warms up in approximately five minutes, after which you can make copies. Switch off the machine at the end of the day or when it is not in use for a long period of time.

### Power on



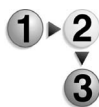
To power on the machine:

1. Open the cover.
2. Press the power switch to the on position [I].



**NOTE:** The "**Please wait...**" message on the UI indicates that the machine is warming up. The machine cannot be used while it is warming up.

### Power off



1. Wait until all copy and print jobs have completely finished.
2. Press the power switch to the off position [O].



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## 2. Using basic features

You will now use some of the basic features of your new Xerox 4112/4127. As you perform the exercises in this section, you will learn how to:

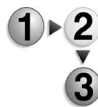
- Load paper in paper trays 1 and 3
- Copy documents with basic copy features
- Check job status
- Check machine status
- Call for service

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### Print the Quick Reference for Administrators document

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Before you begin the exercises:



1. Locate the customer documentation CD that came with your Xerox 4112/4127.
2. Print the **Quick Reference for Administrators** document from the customer CD. Print it as a one-sided letter or A4 size document on any printer.
3. After printing the document, take it to the Xerox 4112/4127. You can use it practice making copies during exercises 2 and 3.



**NOTE:** Leave the document at the Xerox 4112/4127 for quick reference of System Administrator functions.

## Exercise 1: Loading paper

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For this exercise, you will load **8.5 X 11 inch** or **A4** paper in tray 1 and load **11 X 17 inch** or **A3** paper in tray 3.

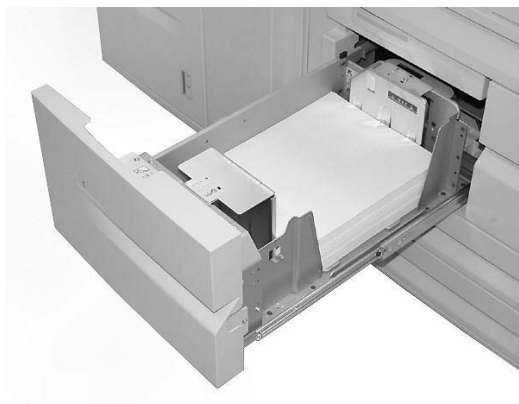
### Loading paper into Tray 1

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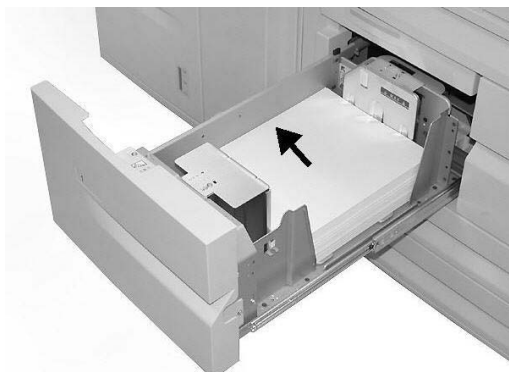
1. Slowly pull out the tray towards you until it stops.



**WARNING:** If you pull the tray out using too much force, it can hit and injure your knees.



2. Load 8.5 x 11 inch or A4 paper and align the edge of the paper against the left edge of the tray.

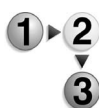


**NOTE:** Do not load paper exceeding the maximum fill line.



3. Push the tray in gently until it comes to a stop.

## Loading Paper into Tray 3

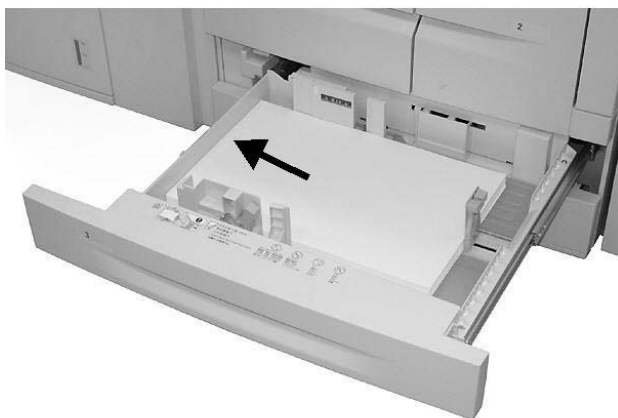


1. Slowly pull out the tray towards you until it stops.

**WARNING:** If you pull the tray out using too much force, it can hit and injure your knees.



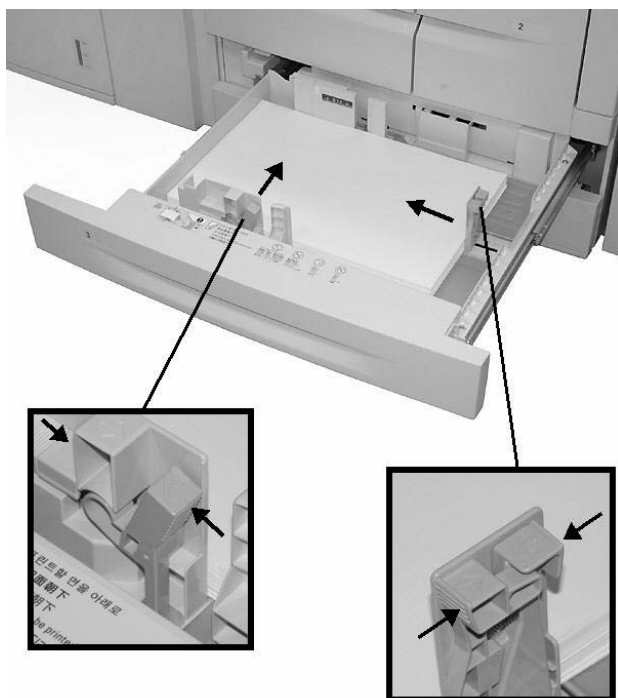
2. Load 11 x 17 inch or A3 paper and align the edge of the paper against the left edge of the tray.



**NOTE:** Do not load paper exceeding the maximum fill line.

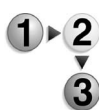


- 3.** Squeeze the paper guide levers (2) and adjust the guides to match the size of your paper.

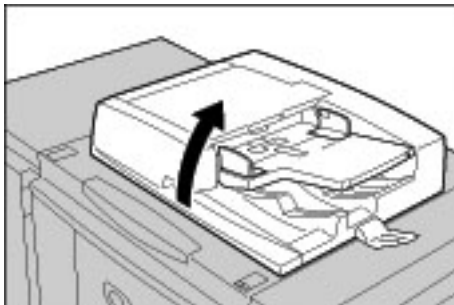


- 4.** Push the tray in gently until it comes to a stop.

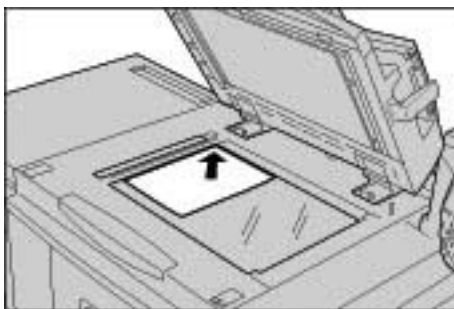
## Exercise 2: How to copy from the document glass



1. Open the document feeder.

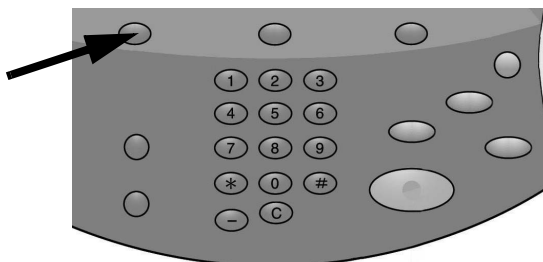


2. Place the document face down on the document glass.

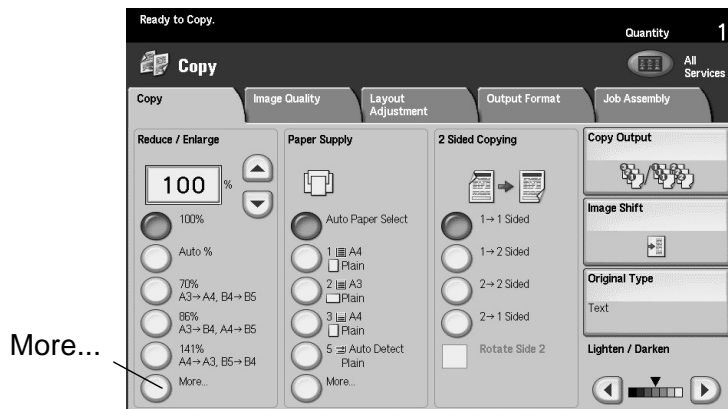


3. Close the document feeder.

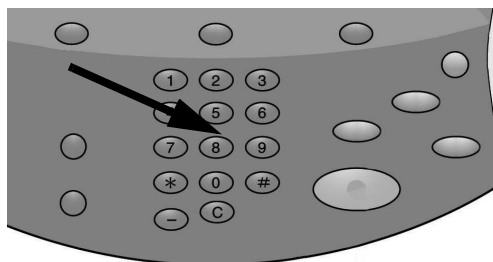
4. Press the **Services** button.



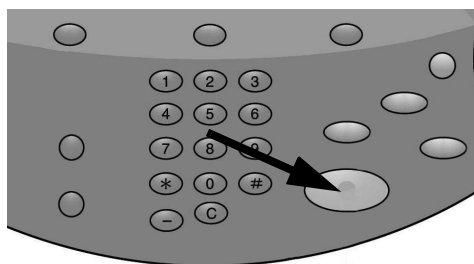
5. Select the **Copy** tab, which displays the standard features of a copy job. Select a **More...** button to see additional options for the feature.



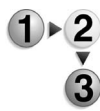
**6.** Enter the copy quantity.



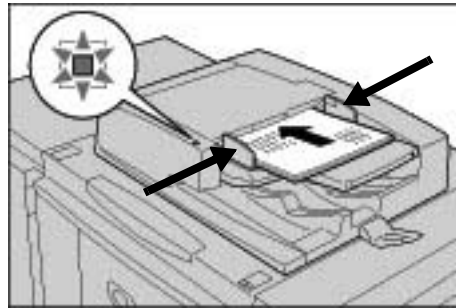
**7.** Press **Start**.



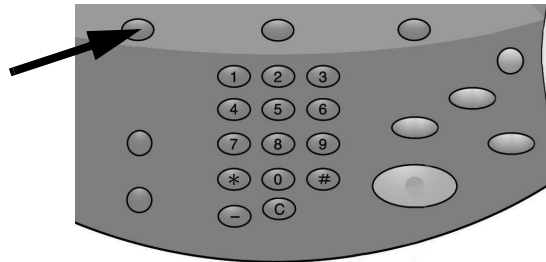
## Exercise 3: How to copy from the document feeder



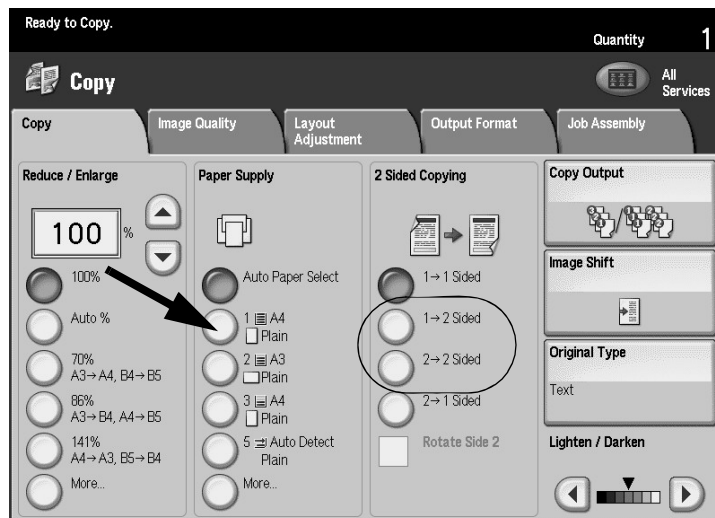
1. Place a multiple page document, face up, in the document feeder.
2. Adjust the document guides so they just touch the edges of the paper.
3. The indicator lights to show that the document is loaded correctly.



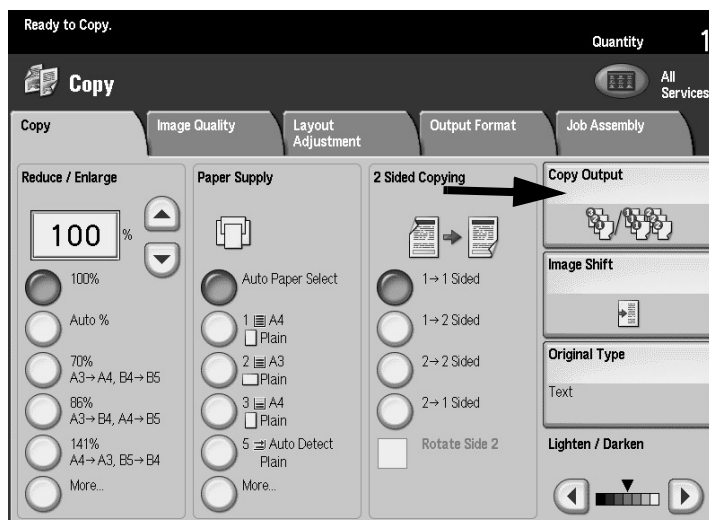
4. Press the **Services** button.



5. On the **Copy** screen, select **Paper Tray 1**, which is loaded with 8.5 x 11 inch or A4 paper
6. On the same screen, select a **2-Sided Copying** option.
  - Select **1-2 Sided** if your originals are 1-sided.
  - Select **2-2 Sided** if your originals are 2-sided.

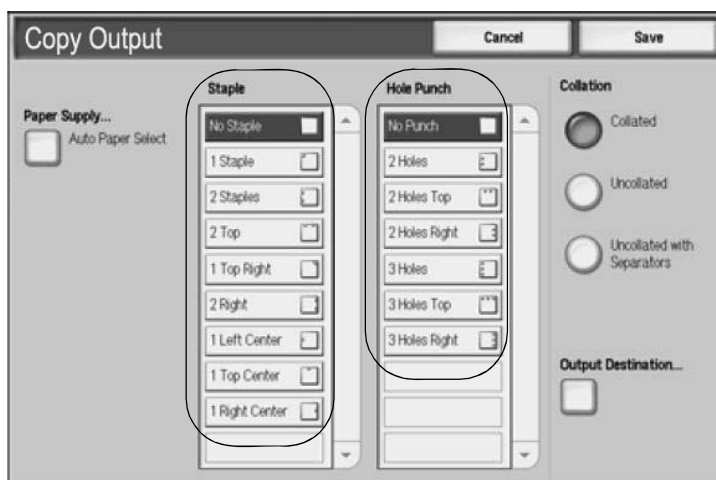


7. Select the **Copy Output** button.



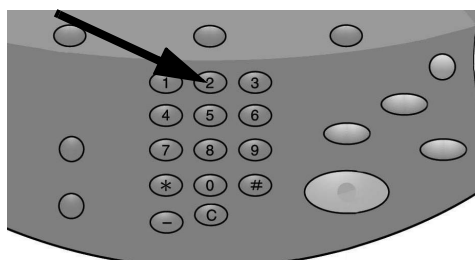
8. Select a **Staple** option (your choice).

9. Select a **Hole Punch** option (your choice).

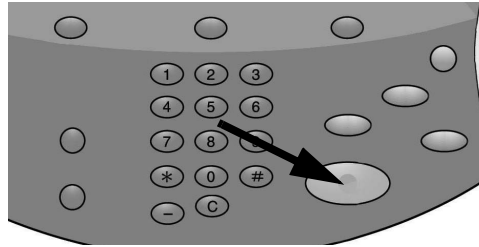
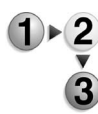
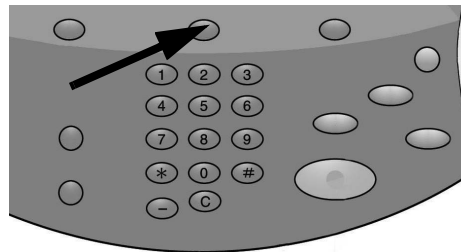


10. Select **Save**.

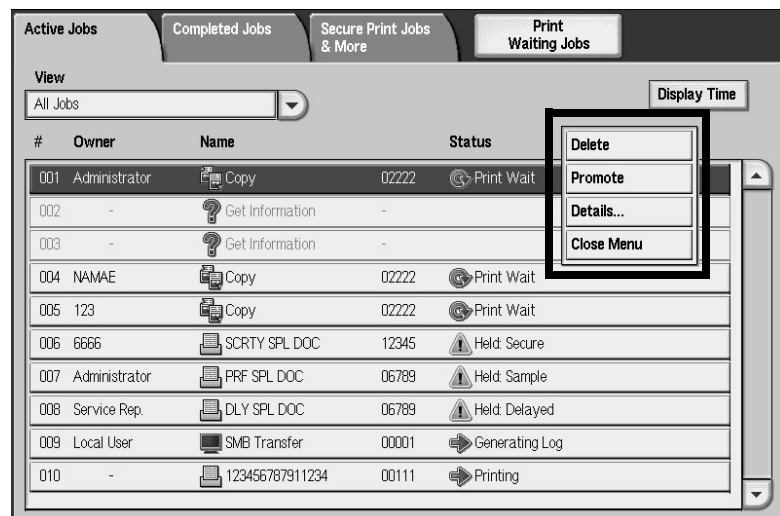
11. Enter the copy quantity 2.





**12. Press Start.****13. Check the output for the options you selected (2-Sided, stapled, punched).****Exercise 4: How to check the status of your job****1. Press Job Status on the Control Panel.**

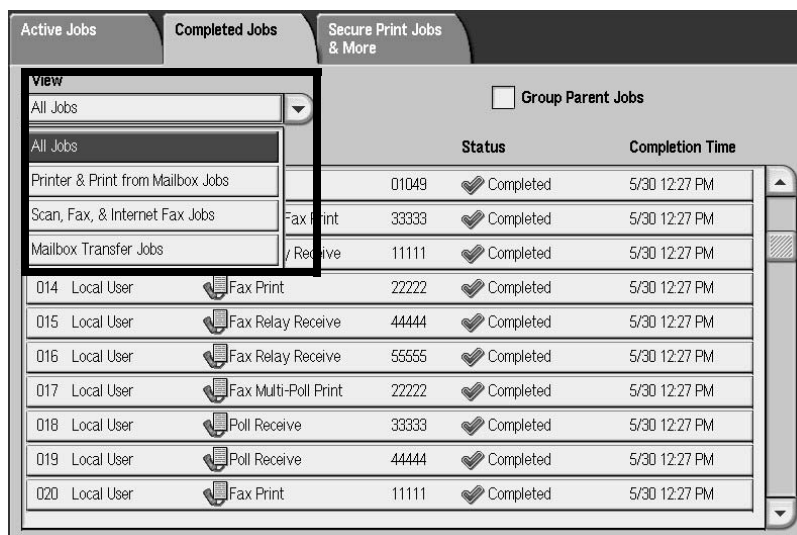
- 2.** Select the **Active Jobs** tab, which displays jobs that are printing or waiting to print.
- 3.** If there is a job on the Active Jobs tab, touch the job on the touch screen.



Notice that a pop-up menu allows you to delete the job, promote it, or display job details.

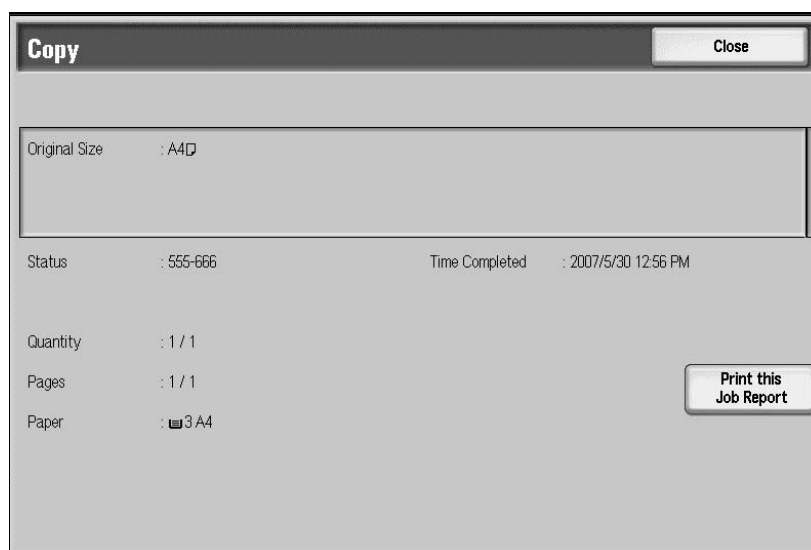
- 4.** Select the **Completed Jobs** tab, which displays all completed jobs.

5. Open the **View** menu, which is used to filter the list.



6. Select **All Jobs**.

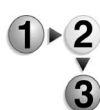
7. Locate the copy jobs that you completed and touch one of them to display a report.



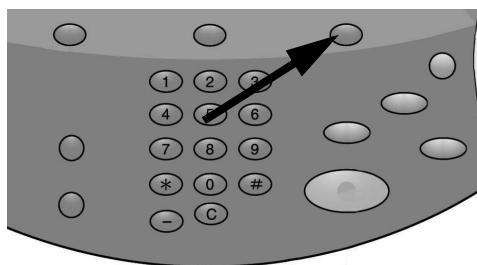
8. Select **Print This Job Report** to print a hard copy.

9. Select **Close**.

## Exercise 5: How to check the machine status

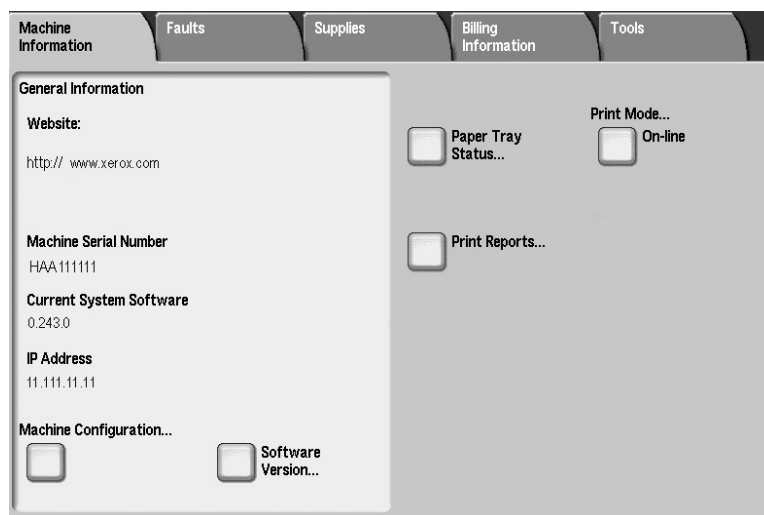


1. Press the **Machine Status** button.

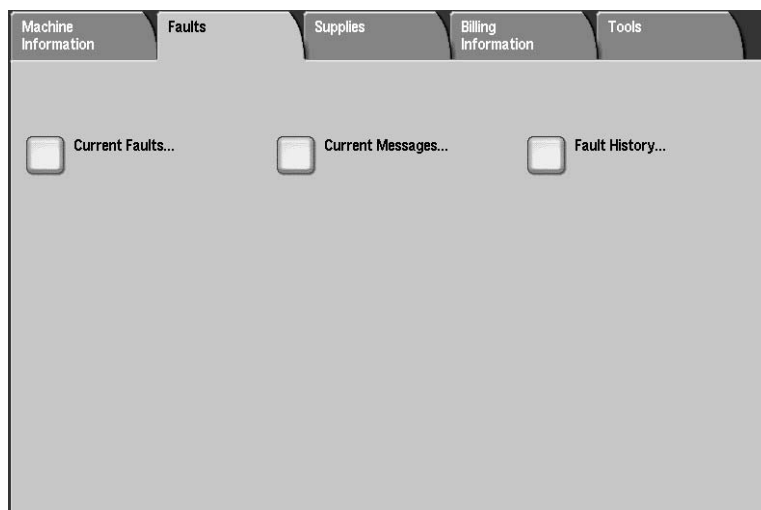


2. Read the following tab descriptions.

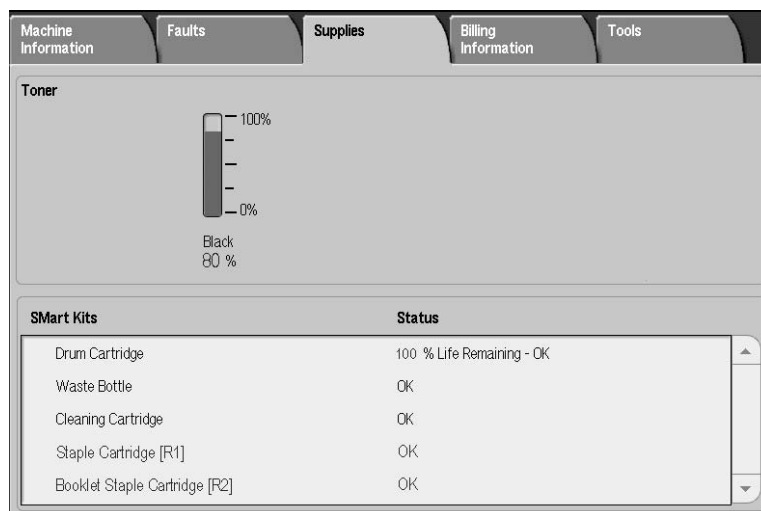
- The **Machine Information** tab displays the serial number, current system software version, and IP address. Buttons provide access to other information, including the Machine Configuration, Software Versions, and Paper Tray Status.



- The **Faults** tab provides access to information about faults and machine messages.
  - **Select Current Faults and Instruction to get instructions for clearing a fault.**
  - **Select Current Messages to view actions that are needed to keep the copier/printer operating properly.**
  - **Select Fault History to see a list of fault codes.**



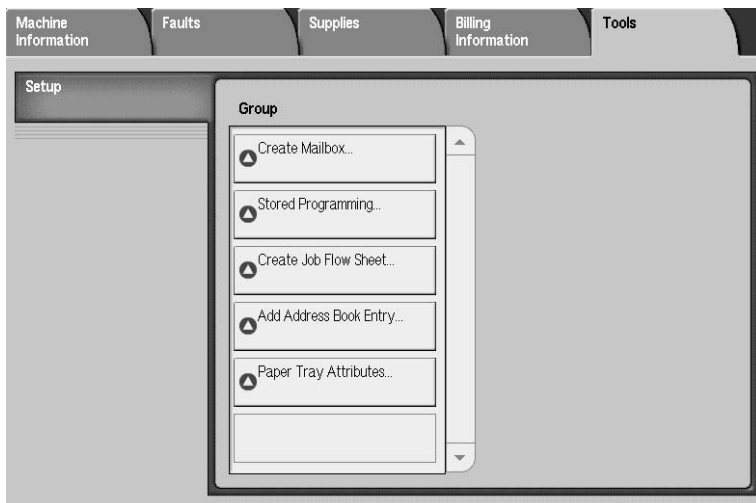
- The **Supplies** tab provides status information about the supplies that are used in the copier/printer. The remaining toner is shown on a gauge. The status of other supplies is shown as OK, Replace Soon, or Replace Now.



- The **Billing Information** tab displays the serial number of the copier/printer, the names of counters, and current counts. Select **Usage Counters** to view individual counters.



- The **Tools** tab provides access to setup features. Regular users have limited access to basic features. System Administrators have access to a full set of features.



## Exercise 6: How to call for service

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Refer to the User Interface when you have a problem with the copier/printer. A status code and suggested solutions may be displayed on the screen. Follow all steps in the suggested solutions until the problem is corrected. If the problem persists, call for assistance.

Before calling Xerox for assistance, gather the following information:

1. A complete description of the problem.

If copy quality is a problem, have a sample available to help you describe the defect.

2. Any Fault Codes that are displayed on the User Interface.

3. The machine serial number.

Press **Machine Status** and locate the serial number on the Machine Information tab.

In the **US**, call 1-800-275-9376 extension 871.

In **Canada**, call 1-800-939-3769.

In **Europe**, go to [www.xerox.com](http://www.xerox.com) and select the **Contact Us** link to locate a telephone number for your country.



**NOTE:** *If possible, call from a phone that is near the copier/printer.*

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## 3. Quick Reference for Users

### Getting Help

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For information/assistance, check the following:

- User Guide for information on how to use the Xerox 4112/4127.
- For online assistance go to: [www.xerox.com](http://www.xerox.com)
  - Click the **Support and Drivers** link.
  - In **Product Name**, type **4112/4127** and click **Search**.
  - From the list presented, locate your model (4112 or 4127).
  - Click the appropriate link for the desired information: Support, Drivers & Download, or Documentation
- You may also call for technical assistance.
  - In the **US**, call 1-800-275-9376 extension 871.
  - In **Canada**, call 1-800-939-3769.
  - In **Europe**, go to [www.xerox.com](http://www.xerox.com) and select the [Contact Us](#) link to locate a telephone number for your country.

### All Services buttons














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Table 1: All Services buttons

Icon	Function	Icon	Function
 Copy	Copy provides access to the Copy screen for programming copy jobs.	 Scan to PC	Scan to PC creates electronic files from hard copy originals and sends them to your PC or other external storage.
 E-mail	E-mail allows documents to be scanned and e-mailed.	 Send from Mailbox	Send from Mailbox allows you to print, e-mail, or fax documents from your mailbox.
 Scan to Mailbox	Scan to Mailbox creates electronic files and stores them in mailboxes on the 4112/4127.	 Stored Programming	Stored Programming saves and stores multiple job steps as a single job.
 Network Scanning	Network Scanning creates an electronic file from a hard copy original.	 Job Flow Sheets	Job Flow Sheets allows you to use more than one service with a single template.

## User Interface Components

**Table 2: User Interface Components**

Component	Function	Component	Function
Control Panel	Allows keypad selection of features.		Press to stop the current copy job or communication.
Touch Screen	Allows selections by touching the screen.		Press this button to start the copy process.
Services 	Press this button to access the services screens, such as Copy, Scan to Mailbox, etc.	Numeric Keypad 	Press these buttons to enter numeric values, such as the number of copies.
Job Status 	Press to view Job Status feature screens, to confirm or cancel jobs, or to confirm or print saved documents.	Clear 	Press this keypad button to clear a numeric value or if instructed to do so on the User Interface.
Machine Status 	Select Machine Status features such as billing and consumables information.	Language 	Use this button to select the display language.
Energy Saver 	Lights when in Power Saver mode. Press to cancel Power Saver mode.	Log In/Out 	This button is used to log into modes used by the System Administrator.
Clear All 	Clears all programming and returns to all default settings.	Brightness dial 	Use to adjust the brightness of the touch screen.
Interrupt 	Press to interrupt copying or printing to promote a higher priority job. Press again to resume.		





