

Getting Started

701P33236



WorkCentre M940

WorkCentre M950

COLOR INKJET PRINTER • COPIER • SCANNER • PC FAX

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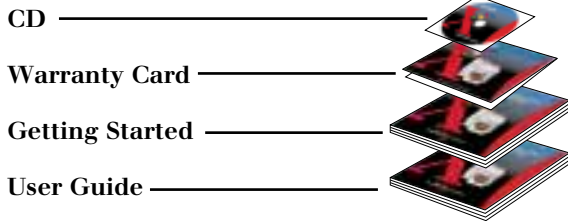
Getting Started

WELCOME TO YOUR WORKCENTRE

Thank you for purchasing the Xerox WorkCentre M940/M950 Color Inkjet Printer•Copier•Scanner•PC Fax. This Getting Started guide combines easy step-by-step instructions with helpful notes and tips. Follow these steps for a successful installation.

Visit www.xerox.com for useful information on ordering supplies, troubleshooting, and more.

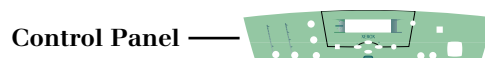
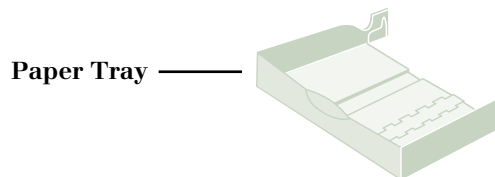
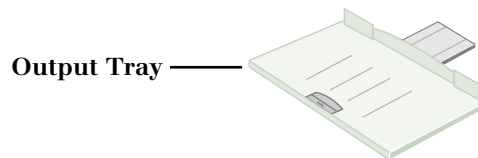
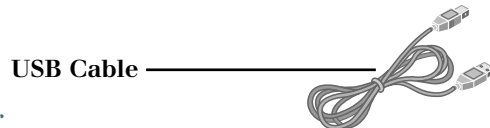
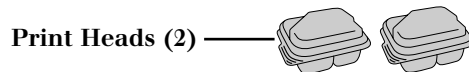
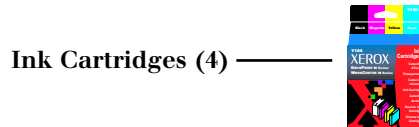
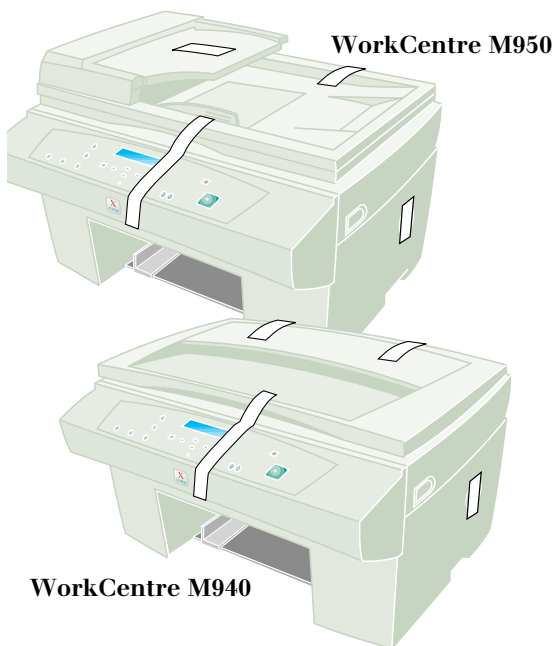
UNPACKING



Tip: You should retain this guide in case you have to reinstall your WorkCentre at some time in the future.



Note: If any contents are missing visit www.xerox.com or call 1-800-TEAM-XRX. Outside the US and Canada, call your local Xerox Helpline.



Note: The Control Panel(s) that are supplied with your WorkCentre are language sensitive. If a Control Panel is not already installed on your WorkCentre you should refer to page 7 of this guide.

Setting Up Your Machine

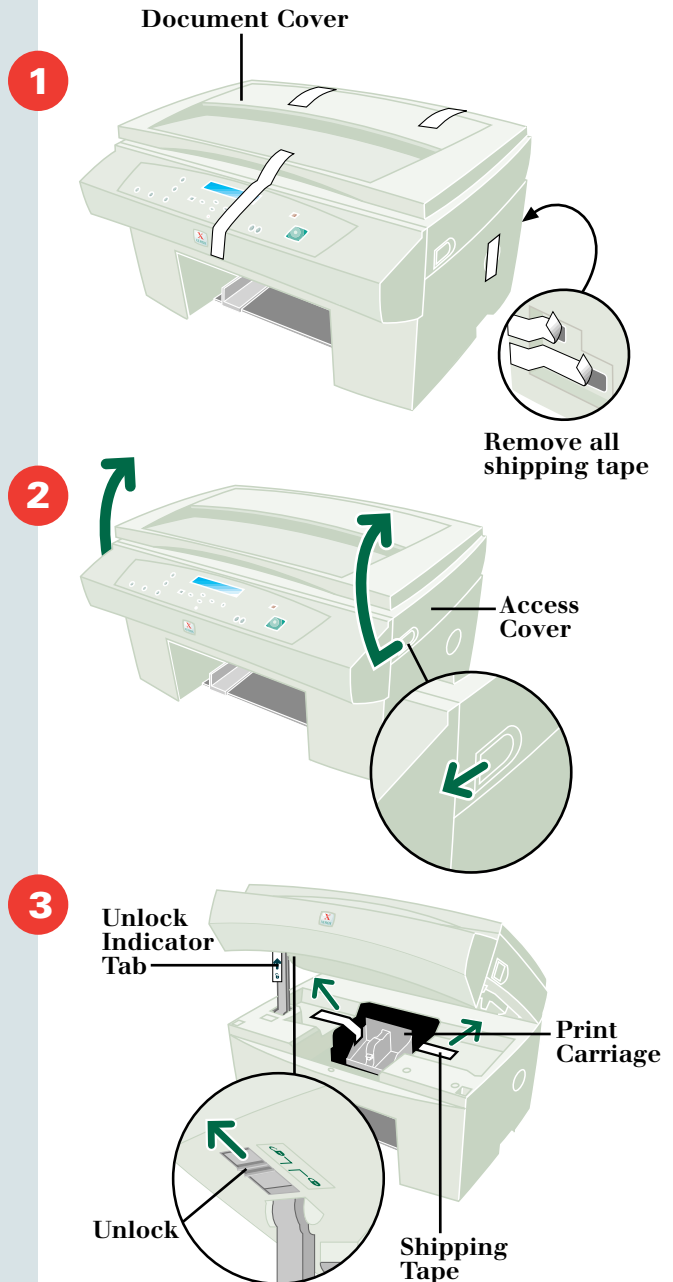
Remove the shipping tape from the **front, back, and sides** of the WorkCentre. Also, remove the protective foam from under the **Document Cover**.

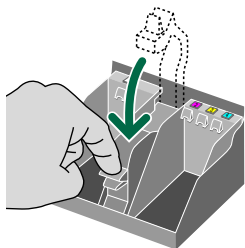
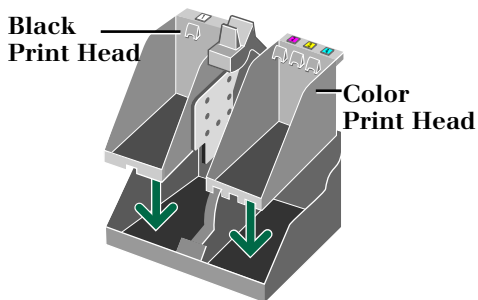
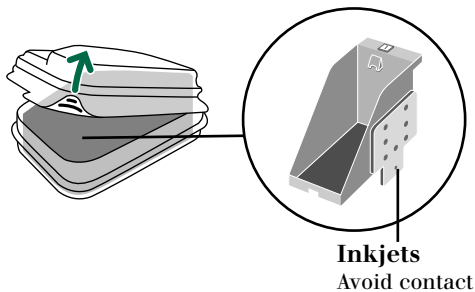
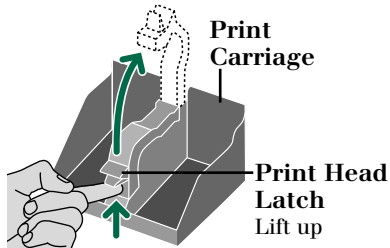
Pull the two release buttons toward you and lift the **Access Cover**.

To prevent damage the WorkCentre scanner chassis is shipped in the locked position. Pull the lock towards you to unlock the chassis. Remove the **Unlock Indicator Tab** taped to the chassis lock.

You should lock the scanner chassis anytime you need to ship your WorkCentre.

Remove the **Shipping Tape** that is securing the **Print Carriage**.





Installing Print Heads

1

Ensure that the access cover is open. (Refer to page 3 to see how to open the cover.)

Lift the **Print Head Latch** up to unlock the print carriage.

2

Remove the black print head labeled P100 from the plastic case.



Caution: Placing the print head on a hard surface may cause damage to the inkjets.

3

Insert the **Black Print Head** into the left side of the print carriage.

Remove the **Color Print Head** labeled P105 from the plastic case and insert it into the right side of the print carriage.

4

Lower the print head latch until it clicks, to lock print heads into place.

Loading the Black Cartridge

Open the ink cartridge box. Unpack the black ink cartridge and peel off the foil seal.

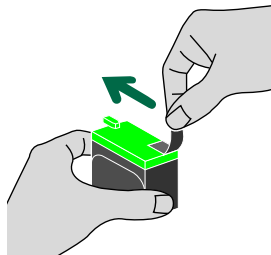


Caution: Handle ink cartridges carefully to prevent contact with ink.

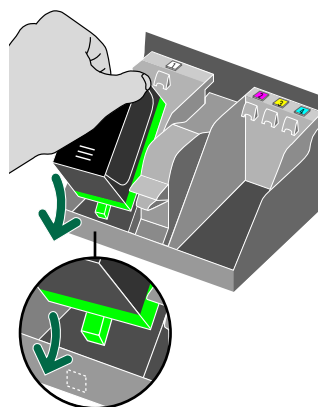
Insert the green base of the ink cartridge, heel first, into the black print head numbered 1.

Push the ink cartridge down until it clicks into place.

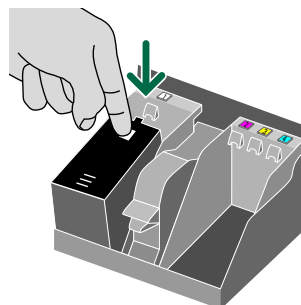
1

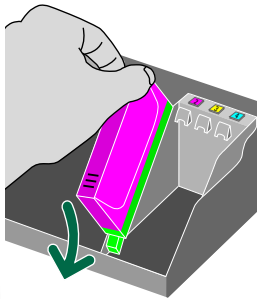
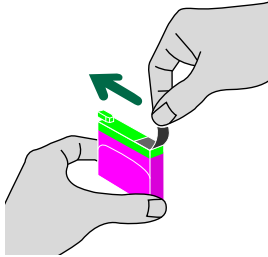


2

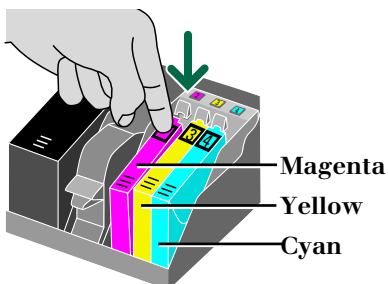


3





Tip: The number on the print head corresponds to the ink cartridge number.



Loading the Color Cartridges

1

Unpack the magenta ink cartridge and peel off the foil seal.

2

Insert the green base of the magenta ink cartridge, heel first, into the color print head numbered 2.

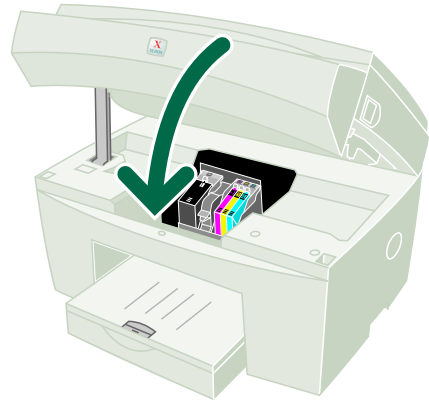
3

Push the ink cartridge down until it clicks into place. Repeat this process for the remaining yellow and cyan ink cartridges.

Installing Your Control Panel

Push the access cover down until completely closed.

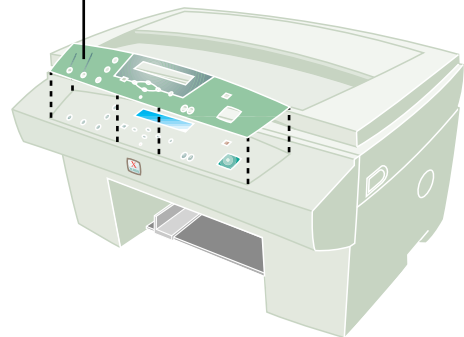
1

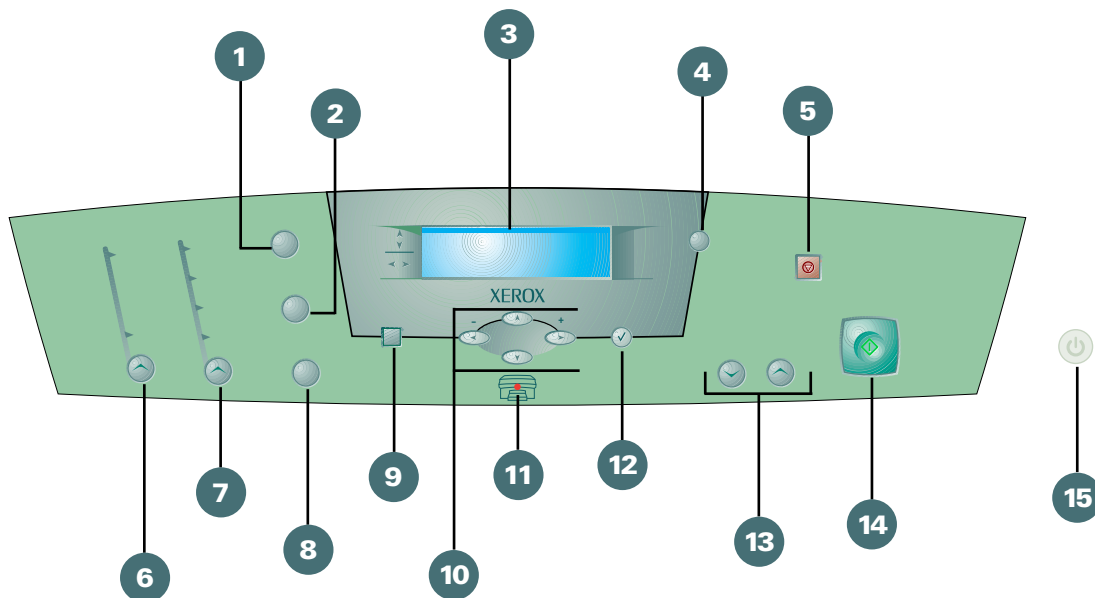


Align the **Control Panel** within the provided recess and panel buttons. Push straight down firmly on **both ends** and the **middle** to snap the panel into place.

2

Control Panel





1. Paper Setup

2. Lighten/Darken

3. Display

4. Menu/Exit

5. Clear/ Stop

6. Color

7. Quality

8. Reduce/Enlarge

9. Scan Mode

10. Navigator

11. Error Light

12. Select

13. Copy Quantity

14. Start

15. Power/Sleep



Tip: Refer to this page as you go through the rest of this Getting Started guide. It is an excellent reference for the control panel and its various functions

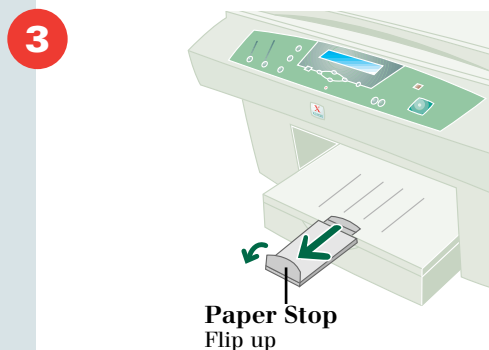
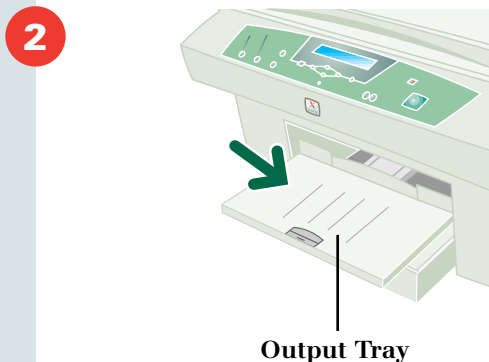
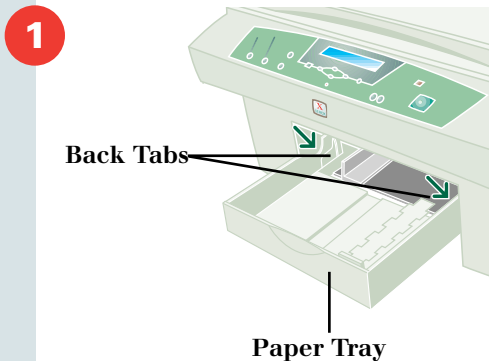
Installing Your Paper Tray

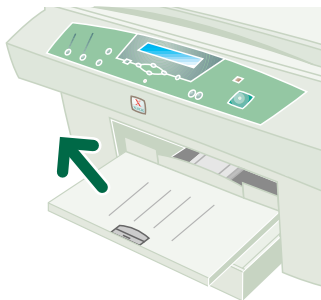
Holding the **Paper Tray** above the surface, insert it into the WorkCentre until it stops. Lower the tray straight down onto the **Back Tabs**. Press the back corners down until the tray is in place.

The bottom of the paper tray will not be flush with the desktop.

Place the **Output Tray** directly on top of the paper tray.

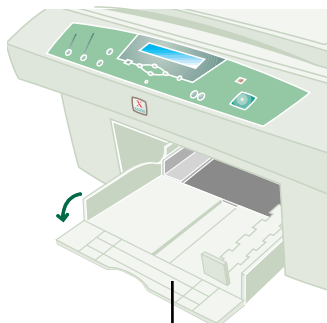
Extend the output tray extension and flip up the **Paper Stop**.





1

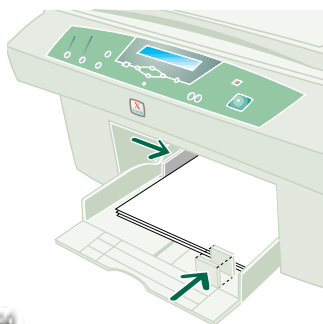
Remove the output tray to access the paper loading area.



2

Open the front **Paper Tray Door**.

Paper Tray Door



3

Insert paper into the paper tray and adjust both guides.

Close the front paper tray door.

Replace the output tray.



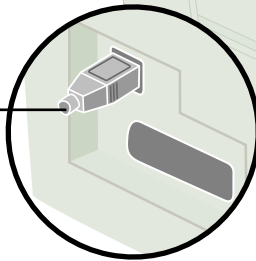
Tip: Use the max fill icon on the paper tray to ensure proper paper level.

Connections



2

USB cable (shown)
Connect cable.



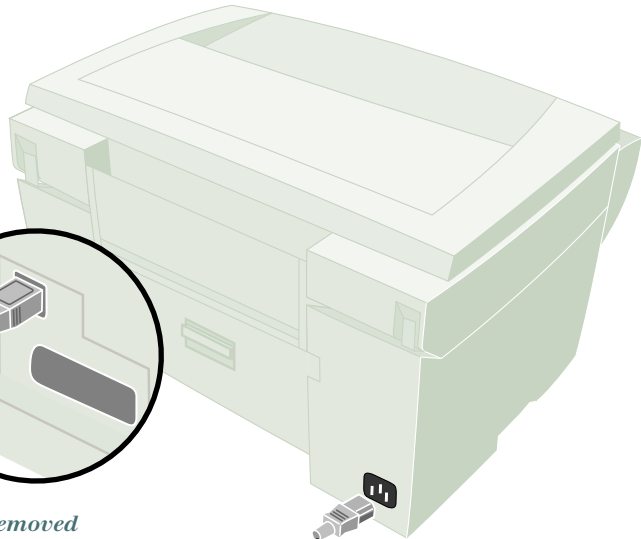
Note: Make sure that all shipping tape is removed before connecting the cables.



Note: Your WorkCentre can be used as a stand alone machine for copying. It is not necessary to connect your PC when using your WorkCentre as a stand alone machine.



Note: Use only a USB cable or a parallel cable when connecting the WorkCentre and your PC. You must be running Windows 98 or Windows 2000 to use a USB cable. Otherwise use a parallel cable that is IEEE 1284-1994 compliant (Sold Separately).



1

AC power cord
Connect to the
WorkCentre and a
power outlet.




Note: When power is connected, the WorkCentre will automatically go through an audible priming cycle which lasts for approximately 2 minutes. For optimum performance do NOT unplug the copier.



Selecting Your Language

To change the language that is displayed on your WorkCentre LCD display follow the following steps.



1

Press the Menu button .


2

Press the up  and down  navigation buttons until option “9 Language” displays.

3

Press the left  and right  navigation buttons until you reach your desired language.

4





Once you have found your desired language, press the select button .

The LCD display should read “Updating display language”.





Your WorkCentre LCD display should now be set to your desired language.

Aligning Your Print Heads




For optimum print quality, your print heads should be aligned. To align your print heads follow these instructions.

On your control panel press the menu button . Press the down  navigation button until option “3. Maintenance” displays. Press the right  navigation button until “1. Clean Print Head1” displays. Press the select button . The print heads will complete a priming cycle which lasts approximately 2 minutes.

1

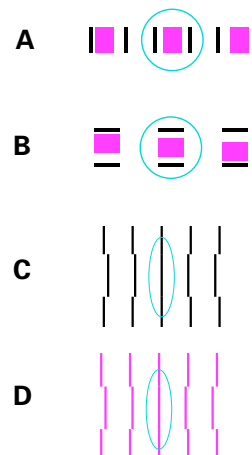
On your control panel, press the menu button . Press the down  navigation button until “3. Maintenance” displays. Press the right  navigation button until option “6. Align Print Head” displays. Press the select button .

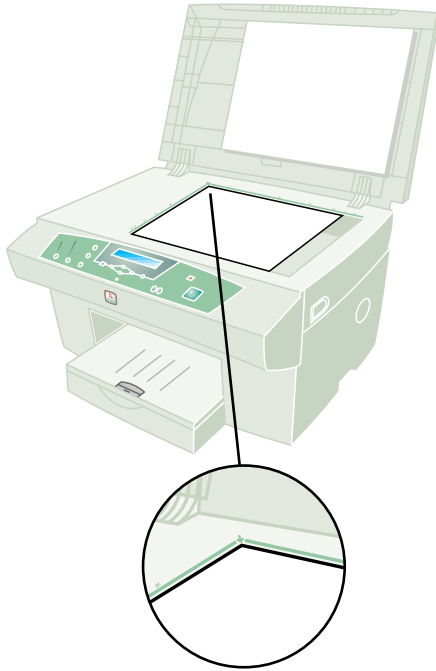
2

An alignment page will print out. Find the patterns that are best aligned in line A. Then select the corresponding pattern numbers on your control panel by using the left  and right  navigation buttons. Press the select button  to store your choice for pattern A.

3

Go through the same procedure for patterns B, C, and D until the display reads “Ready to Copy”. The alignment is now complete.

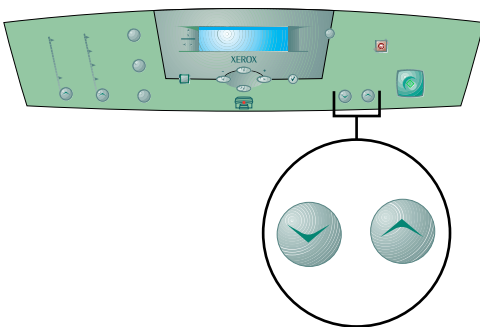




1

Making Copies

Lift the document cover and place the original face down on the document glass. Close the cover.



2

Select the number of copies desired using the copy quantity buttons on the main control panel.

Press start



The copies will exit to the paper output tray.

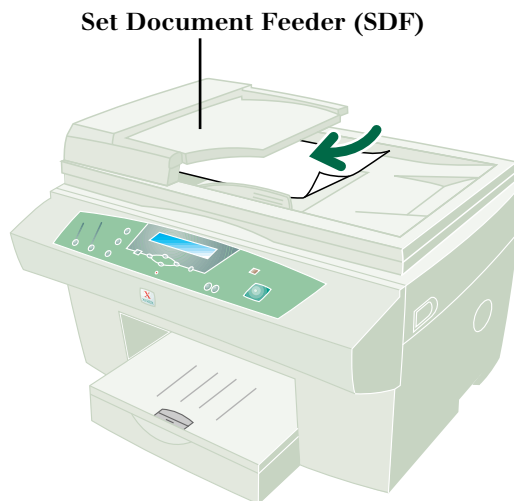
WorkCentre M950

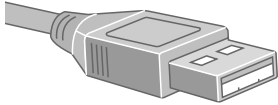
If you have purchased an M950, your WorkCentre will come equipped with a **Set Document Feeder**.

The Set Document Feeder (SDF) allows you to quickly feed pages into the WorkCentre to copy, scan, or fax. You can feed up to 20 sheets at a time using the SDF.

To use the SDF, insert your original(s) face down into the feeder.

Refer to your User Guide for more detailed information on how to copy, scan, and fax.





Note: If you have a USB connection complete this page of instructions.



CD Contents

- *Control Centre 2.0*
 - *Pagis Pro 3.0*
 - *QuickLink III PC Fax*
 - *TextBridge Pro*
- *MGI PhotoSuite*
- *Print and Twain Drivers*
- *Acrobat Reader*

USB Connection for Windows 98 and 2000

(For parallel connection go to the next page.)

1

Due to the robust and powerful software, the installation may take 20-30 minutes.

Turn on your PC and start Windows. If the PC requests driver software, Select: Yes
(Wording may be different depending on your PC's operating system.)

2

Insert the WorkCentre CD into the CD-ROM drive of your PC. Software installation begins automatically. Follow the on-screen instructions to install the print drivers and included software.

Your system is now completely ready for operation. Please refer to the User Guide or the online help for additional information.

Parallel Connection

Due to the robust and powerful software, the installation may take 20-30 minutes.

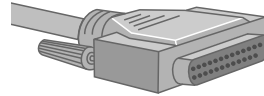
Turn on your PC and start Windows. If the PC requests driver software, Select: No (Wording may be different depending on your PC's operating system.)

Insert the WorkCentre CD into the CD-ROM drive of your PC. Software installation begins automatically.

If installation does not begin, open the file Setup.exe on your CD-ROM drive.

Follow the on-screen instructions to install the print drivers and included software.

Your system is now completely ready for operation. Please refer to the User Guide or the online help for additional information.



1

Note: If you have a parallel connection complete this page of instructions.

2



CD Contents

- **Control Centre 2.0**
 - *Pagis Pro 3.0*
 - *QuickLink III PC Fax*
 - *TextBridge Pro*
- **MGI PhotoSuite**
- **Print and Twain Drivers**
- **Acrobat Reader**

Additional Information

You should refer to your WorkCenter User Guide for the following information.

Chapter 2 - Copying

Chapter 3 - Printing

Chapter 4 - Customizing your WorkCentre

Chapter 5 - Scanning

Chapter 6 - Faxing

Chapter 7 - Maintenance

Chapter 8 - Troubleshooting

For answers to questions you might have regarding your machine:

Visit the Xerox Web site at
<http://www.xerox.com>

Mail (US residents only):
Xerox Corporation
Attn.: Xerox Channels Group
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Webster, NY 14580-7994

Fax: 1-800-594-5023

Call our experts* at:
1-800-TEAM-XRX (1-800-832-6979)

*For support and service outside the United States and Canada, refer to your warranty pack for local contacts.

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