

# Xerox W5050

## Quick Reference Guide

### Basic Copying Tab

#### Output

<b>Collated</b>	For output stacked in sets to match sequence of originals.
<b>Uncollated</b>	For output sorted into stacks of individual pages.
<b>Stapled</b> (Optional)	Staples up to 50 sheets of 20lb paper, top left.
<b>More</b>	For additional stapling options, or to select both Stapling and Hole Punch.

#### 2-Sided Copying

<b>1-1 Sided</b>	Single sided originals to single sided copies.
<b>1-2 Sided</b>	Single sided originals to double sided copies.
<b>2-2 Sided</b>	Double sided originals to double sided copies.
<b>2-1 Sided</b>	Double sided originals to single sided copies.
<b>More</b>	For <b>1-2</b> , <b>2-2</b> and <b>2-1 Sided</b> , <b>Rotate Side 2</b> selections.

#### Reduce / Enlarge

<b>100%</b>	Produces a copy the same size as the original document.
<b>Auto %</b>	Will proportionally reduce or enlarge the image on your original to fit the selected output paper. <b>Use Auto % to</b> automatically reduce 8.5x14 inch or 11x17 inch originals to fit 8.5x11 inch letter size. (May also select [IMAGE ADJUSTMENT] tab, select <b>Image Shift</b> , select <b>Auto Center</b> .)
<b>More</b>	For additional options including variable and custom presets.
<b>25% - 400%</b>	Use the <b>Up/Down</b> arrows to adjust in 1% increments, <b>OR</b> <b>Use the keypad</b> . Touch the box (displaying 100). It will change to black. Then enter a number from the keypad.

#### Paper Supply

<b>Auto Paper*</b>	Paper tray is automatically selected based on original size; Auto Tray Switching is enabled.
<b>More</b>	Displays all paper tray selections. The paper size, orientation, stock type and color are shown for each tray. Select a tray by touching the associated line on the display.

**\*Troubleshooting Tip:** If you encounter an error message or tone indicating that the machine cannot sense the size of the original on the glass, you may need to select a specific tray (1,2,3,4 or Bypass).

**NOTE:** Most feature screens include three buttons to confirm or cancel your choices.

- **Undo** - Resets the current screen to the default values.
- **Cancel** - Resets the screen and returns to the previous screen.
- **Save** - Saves the selections made and returns to the previous screen.

## More Copy Features / Image Adjustment Tab

### Image Quality (Includes Lighten/Darken)

#### Original Type:

<b>Normal</b>	Standard setting providing excellent copies for most originals.
<b>Text</b>	Will result in sharpest edges for text and line art.
<b>Halftone Photo</b>	Use for high quality lithographic images such as magazines.
<b>Photo</b>	Use for photographs without text or graphics.

### More Image Quality

<b>Contrast</b>	Lower settings improve copy quality of pictures by reproducing more detail in light and dark areas. Higher produces more vivid blacks and whites for sharper text and lines.
<b>Screen</b>	Available only for <i>Normal</i> , <i>Text</i> , and <i>Halftone Photo</i> . <b>Auto</b> can produce a slightly grainier picture than if <i>Special</i> is used.

### Bound Originals (Book / Magazine Copying)

1. If you would like double sided copies, first select **1[ ]2 sided** from the [BASIC COPYING] tab.
2. From the [IMAGE ADJUSTMENT] tab, select **Bound Originals**.
1. Place the original face down on the Document Glass with the spine lined up with the marker on the rear edge of the glass.
3. Select **Left Page**, **Right Page**, or **Both Pages**.
4. Apply light pressure on the center of the original to minimize image distortion; press Start.

### Edge Erase

<b>Border Erase</b>	Erases equal amounts on all edges of the copies.
<b>Edge Erase</b>	Erase a specific amount for each of the four edges independently. ( <b>Use to</b> erase drill hole marks on your copies. Set the left edge erase to 0.7 inches.)
<b>Print to Edge</b>	Use to print images to the edge of the output stock.

### Original Input

**Use this feature to scan** odd-sized originals from the Document Glass or an image registered at the left rear corner of the Document Glass (magazine/newspaper articles, maps, etc.)

1. Select **Original Input**
2. Select **Manual Platen Input** to specify the dimensions of the document scanning region when scanning from the document glass.
3. Select **preset original size** or **Custom Size**. If using Custom Size the size boxes will have a black background when touched - then enter a measurement from the keypad.)

### Image Shift (Shifting the Image)

<b>Auto Center</b>	Use with reducing or enlarging.
<b>Margin Shift</b>	The image can be adjusted <b>Up</b> or <b>Down</b> , <b>Left</b> or <b>Right</b> . <b>Use to</b> create a binding edge.

## Output Format Tab

### Transparencies

**Blank Dividers** Places a blank sheet between each transparency.

**Imaged Dividers** Places the same image on the divider sheet as on the transparency.

*Note: Transparency stock must be loaded in the Bypass tray.*

### Booklet Creation

Use this feature to create multi-page booklets from a sequential set of either 1-sided or 2-sided originals. The machine will reduce and correctly position each image to fit on the desired page so when the page(s) is folded a booklet will be created.

1. Select **On**.
2. Select **1 Sided Originals** or **2 Sided Originals**.

### Multi-Up

**Ideal for** presenting multiple reduced images (thumbnail images) to a reader, such as handouts, storyboards, or for archival purposes.

1. Select [**On**].
2. Select the button that identifies how your original images are oriented. *There must be one original for each image.*
3. Select the desired number of **Rows vs. Columns**, from 1 to 6.

### Invert Image

**Mirror Image** Changes the direction of the original image creating mirror of the original. Used primarily to transpose the position of a graphic.

**Negative Image** May be used to save on dry ink consumption. Some originals have a dark background and white text. Negative image will convert the dark background to white and the white text to black.

### Covers

Add covers to any set of documents.

1. Select cover option: **Front only**, **Back only** or **Front and Back**.
2. Select **Output Cover Images** to choose **Blank** (no image), **1-sided**, **2-sided**, or **2-sided with the second side rotated**.
3. Choose **Cover Stock** to select the tray you loaded with cover stock.

### Inserts

Use this feature to automatically add a different type of stock to your job. A combination of two different stocks can be used.

**First Insert Tray** Tray 1 is the default, however, you may select a different tray, if required.

**Second Insert Tray** Tray 2 is the default, however, you may select another tray when the job requires another type of insert.

## Job Assembly Tab

### Build Job

Build Job is a feature that allows you to divide a job into individual segments and apply unique programming to each individual segment.

#### Build Job Examples

- Make image quality settings on one segment that are not required on other segments
- Copy 2-sided and 1-sided originals at the same time
- Make special reductions or enlargements on a segment
- Combine originals from the Document Feeder and the Glass
- Feed more than a 50 page original through the Document Feeder by splitting the job into multiple segments.

See *Xerox Document Centre User Guide* or *Reference Guide* for specific instruction.

### Sample Set

**On** Will print out one complete set, and then place the remaining job on hold in the Job Queue.

To print the remaining sets:

1. Press the **Job Status** button
2. Touch your job on the screen
3. Press **Release**. (Or, you may press **Delete** to delete the job from the queue.)

### Storing a Job

Use this feature to store up to 10 programming sequences that you perform on a regular basis.

1. Select and save desired feature selections for the job.
2. Select the [JOB ASSEMBLY] tab and select **Stored Programming**.
3. Use the **Up/Down** scroll buttons to select a desired job number, then press **Store Programming**.
4. Note your job number.
5. Press **Confirm**.
6. Press **Close**.