XC811/ XC822/ XC830/ XC855/ XC875/ XC1033/ XC1044/ XC1045/ XC1245

©1998 XEROX CORPORATION. XEROX®, The Document Company®, the stylized X, and the identifying product names and numbers herein are registered trademarks of XEROX CORPORATION. Xerox Canada Ltd. is the licensee of all the trademarks. All non-Xerox brands and product names are trademarks or registered trademarks of their respective companies.

Table of Contents

Getting to Know Your Copier **1**

Copier Equipment Listing **2**

Installation **3**

Power Reduction / Auto Clear **9**

Control Panel **10**

Copy Paper Specifications **12**

Loading Copy Paper **13**

Flashing **14**

Making Copies **16**

Making Copies on the Set Document Feeder (XC855/ XC875/ XC1044/ XC1045/ XC1245) **17**

Copy Quality **18**

Reduction/Enlargement **20**

Copying Oversized Documents **21**

Bound Original Copying (XC822/ XC830/ XC855/ XC875/ XC1033/ XC1044/ XC1045/ XC1245) .. **21**

Paper Tray Bypass (XC811/ XC822/ XC830/ XC855/ XC1033/ XC1044) **22**

Alternate Paper Tray (XC875/ XC1045/ XC1245) **23**

Two-Sided Copying **25**

Customising Your Copier **26**

Programmable Features 26

Programmable Feature Settings 0 – 9 and 12 28

Programmable Feature Setting 10 29

Copier Care **30**

Cleaning the Document Glass and Cover 30

Cleaning the Transfer Corotron 31

Clearing the Paper Path **32**

A1 - A2 Set Document Feeder Misfeed **33**

Toner Cartridge Replacement **34**

Toner Cartridge Yield **35**

Drum Cartridge Replacement **37**

Problem Solving **38**

Problem Solving Chart 38

Status Code Chart 40

Packing the Copier **41**

Technical Data **43**

Safety Notes

Your copier and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination and approval, and compliance to established environmental standards. Please read the following instructions carefully before operating your copier and refer to them as needed to ensure the continued safe operation of your copier.

- **FOLLOW** all warnings and instructions marked on or supplied with the product.
- **SYMBOLOGY:** = High Voltage, = Heated Surface.
- **UNPLUG** this copier from the wall outlet before cleaning. Always use materials specifically designated for this copier. Use of other materials may result in poor performance and could create a hazardous situation.
- **DO NOT** use aerosol cleaners. Follow the instructions in this User Guide for proper cleaning methods.
- **NEVER** use supplies or cleaning materials for purposes other than what they were intended. Keep all supplies and materials out of reach of children.
- **DO NOT** use this copier near water, wet locations, or outdoors.
- **DO NOT** place this copier on an unstable cart, stand, or table. The copier may fall, causing personal injury or serious damage to the copier.
- **YOUR COPIER** is equipped with a 3-wire grounding-type plug (i.e., a plug having a third grounding pin). This plug will only fit into a grounding-type power outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use a ground adapter plug to connect the copier to a power source receptacle that lacks a ground connection terminal.
- **YOUR COPIER** should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your local power company.

Required by IEC-950 (EN 60 950) Europe:

The equipment should be installed near an accessible socket outlet for easy disconnection.

Safety Notes

- **YOUR COPIER** is equipped with an energy saving device to conserve power when the machine is not in use. The copier may be left on continuously.
- **DO NOT** allow anything to rest on the power cord. Do not locate the copier where persons will step on the cord.
- **IF AN EXTENSION CORD** is used with this copier, ensure that the total of the ampere ratings of the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total amperage of all products plugged into the wall outlet does not exceed the outlet protection.
- **SLOTS AND OPENINGS** in the cabinet and in the back and bottom of the copier are provided for ventilation. To ensure reliable operation of the copier and to protect it from overheating, these openings must not be blocked or covered. The copier should never be placed near or over a radiator or heat register. This copier should not be placed in a built-in installation unless proper ventilation is provided.
- **NEVER** push objects of any kind into the slots of the copier as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock.
- **NEVER** spill liquid of any kind on the copier.
- **NEVER** remove any covers or guards that require a tool for removal. There are no casual operator serviceable areas within these covers.
- **NEVER** defeat interlock switches. Copiers are designed to not allow operator access to unsafe areas. Covers, guards, and interlock switches are provided to ensure that the machine will not operate with covers opened.
- **NEVER** put your hands into the fuser area just inside the Exit Tray area. This area is hot and could produce burns.
- **AVOID** direct viewing of the document lights. The lamps are bright and, while not harmful, they may cause an annoying after image. It is recommended that the Document Cover be kept closed.
- **WARNING:** In order to allow this equipment to operate in proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.

Safety Notes

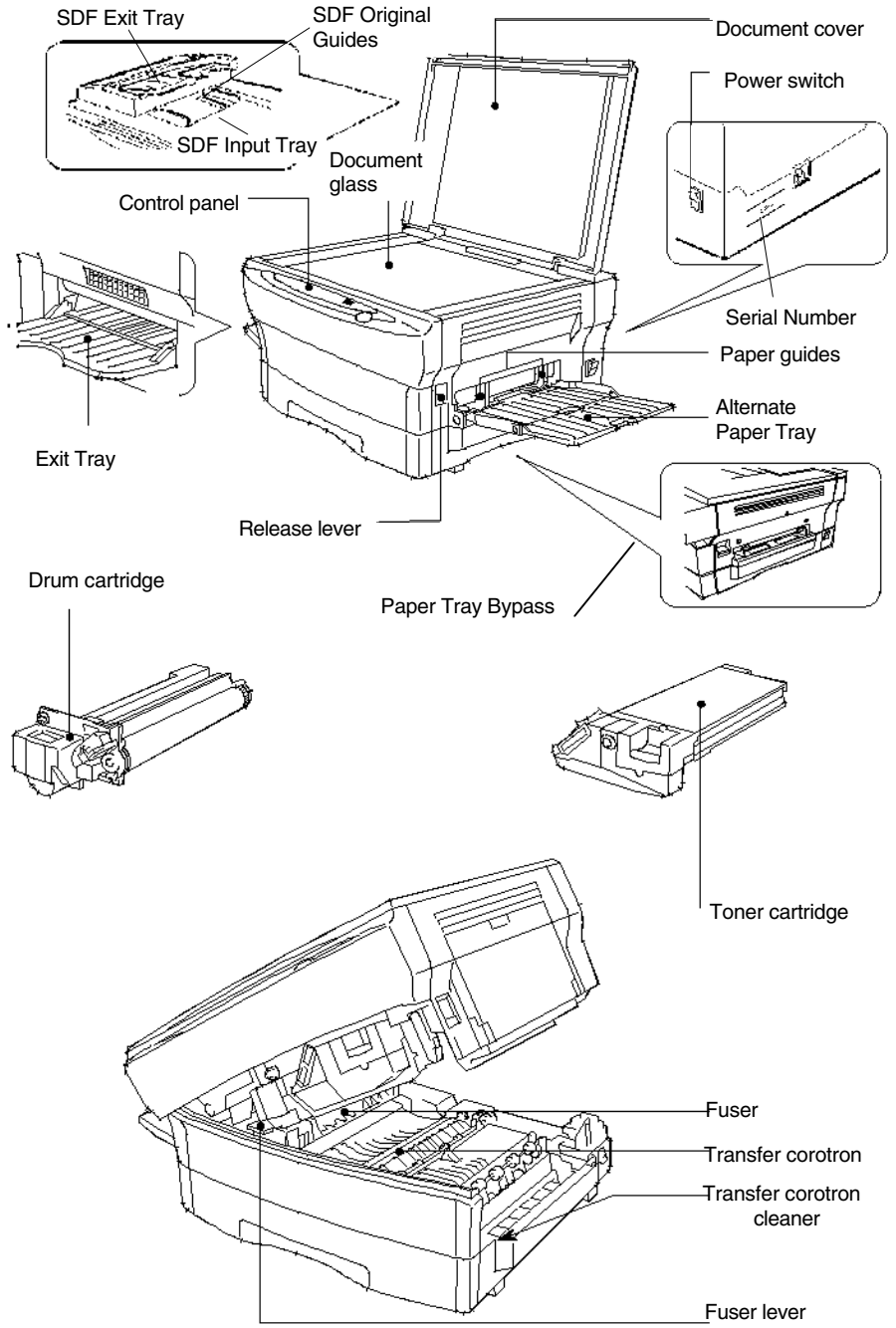
- **OZONE:** A small amount of ozone is produced within the copier during operation. The amount of ozone emitted by the copier is below the maximum emission level allowed under the International Electrotechnical Commission 950 Standard.

This emission level is insufficient to cause any health hazard. However, when the copier is performing below specification the ozone odor may be objectionable. It is advisable to place the copier in a room of 1,000 cubic feet minimum or in a well ventilated room.

CE

This equipment complies with Council Directive 89/336/EEC, approximation of the laws of the Member States related to electromagnetic compatibility and Council DIrective 73/23/EEC ammended by Council Directive 93/68/EEC, approximation of the laws of the Member States related to low voltage equipment.

Getting to Know Your Copier

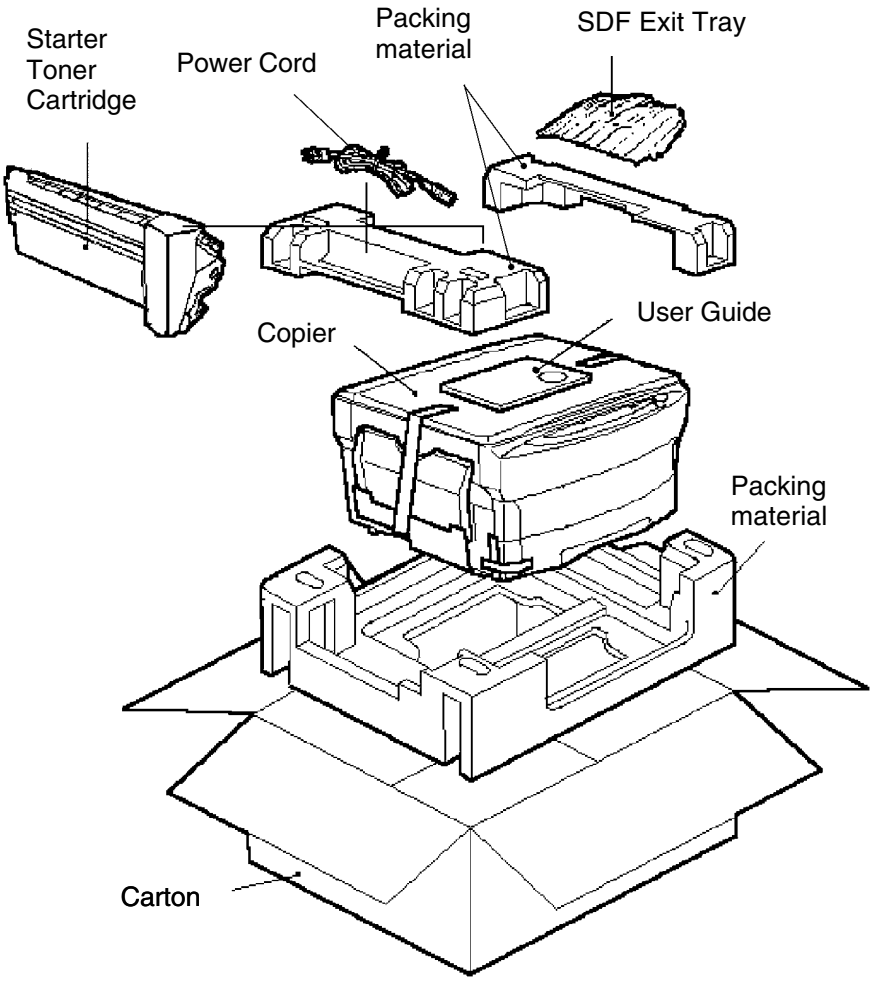


Copier Equipment Listing

Copier Number	Paper Tray Capacity	Paper Tray Bypass	Alternate Paper Tray	Bound Original Copying	Set Document Feeder
XC811	250 sheets	single sheet	—	no	no
XC822	250 sheets	single sheet	—	yes	no
XC830	100 sheets	single sheet	—	yes	no
XC855	250 sheets	single sheet	—	yes	yes
XC875	250 sheets	—	50 sheets	yes	yes
XC1033	250 sheets	single sheet	—	yes	no
XC1044	250 sheets	single sheet	—	yes	yes
XC1045	250 sheets	—	50 sheets	yes	yes
XC1245	250 sheets	—	50 sheets	yes	yes

Installation

IMPORTANT: Save the carton and packing materials. They should be used to repack the copier if it has to be shipped for se rvicing.



Installation

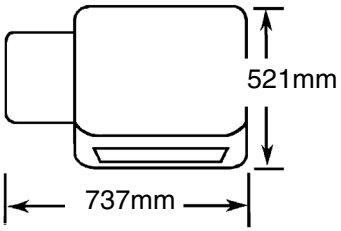
Copier location

For reliable copier operation and copy quality, Xerox recommends:

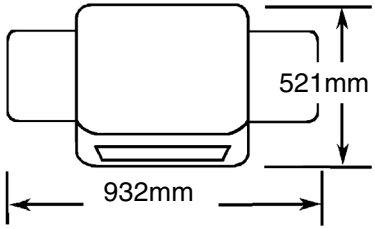
- Place your copier in a well-ventilated room.
- Recommended environment:
  - Temperature: 50°F to 90°F / 10°C to 32°C.
  - Humidity: 20% to 85%.
- Place the copier on a flat, level surface.
- Avoid locations that subject the copier to:
  - Direct sunlight.
  - Extreme changes in temperature or humidity.

After selecting a location that meets the conditions listed above, ensure that there is sufficient space around the copier.

XC811/822/830/855/1033/1044 copiers



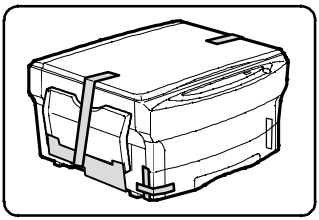
XC875/1045/1245 copiers



Helpful hint

- Avoid placing clips or staples on any copier surface.

Installation

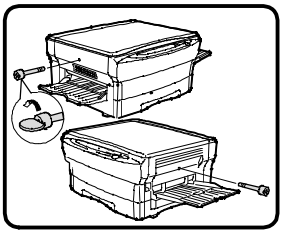


1. Remove the copier from the bag.
2. Hold the exit tray (left side) in position while you remove the tape. Remove the cardboard from under the exit tray. Lower the exit tray.

CAUTION: If the exit tray is not fully opened during copying, a paper misfeed or improper fusing may occur.

Step 3 for XC875/ XC1045/ XC1245 copiers only

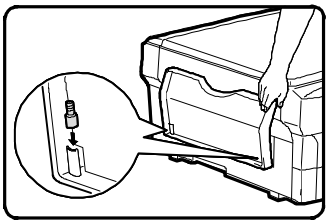
3. Remove the tape from alternate paper tray. Unfold the tray.
4. Remove all remaining pieces of tape from the copier.



5. Remove the protective material **and** the shipping pins from the right and left sides of the copier.

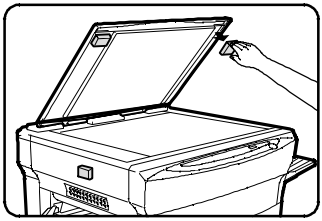
Note: A coin, or other suitable object, may be inserted into the screw slot of the shipping pins.

CAUTION: The copier will malfunction if the two shipping pins are not removed.

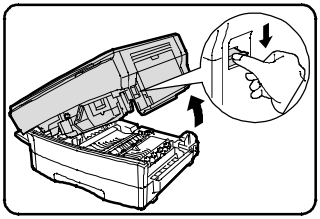


6. Store the shipping pins with their heads down in the holders on the underside of the exit tray.

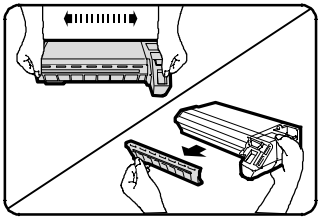
Note: Save the shipping pins. They will be needed if the copier has to be shipped for service.



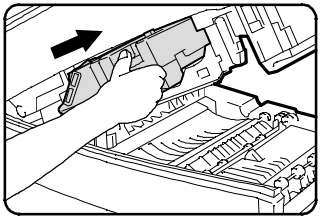
7. Open the document cover and remove the packing material.



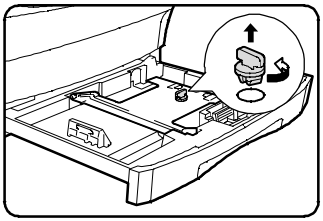
8. Press the release lever to open the copier.



9. Remove the toner cartridge from the bag. Vigorously shake the cartridge to loosen the toner.
   - Thoroughly shaking the cartridge will assure maximum copies per cartridge.
   - A Starter Toner Cartridge is included. Replacement toner cartridges will yield approximately twice the number of copies.
10. Remove the toner cartridge cover.

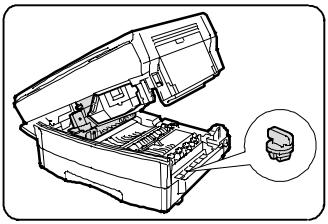


11. Slide the toner cartridge into the copier until it locks into place.
12. Close the copier by gently pushing down the upper half.



13. Lift and pull open the paper tray. Turn and remove the pressure plate lock.

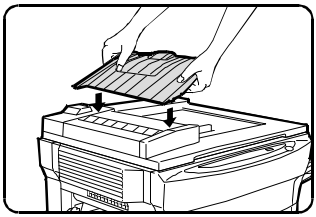
CAUTION: Paper will misfeed if the pressure plate lock is not removed.



14. Press the copier release lever to open the copier. Store the pressure plate lock in the location shown.

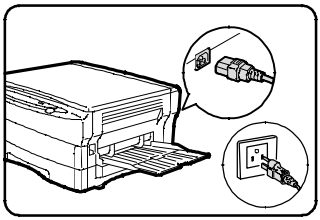
Note: Save the pressure plate lock. It will be needed if the copier has to be shipped for servicing.

15. Load copy paper into the tray.
    - Refer to the **Loading Copy Paper** section for additional information.
    - Do not fill above the max line.
16. Push the paper tray firmly back into the copier.

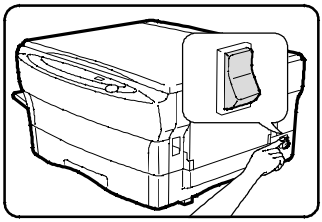


Step 17 for XC855/ XC875/ XC1044/ XC1045/ XC1245 copiers only

17. Inset the front tab of the SDF exit tray into the front notch. Slide the tray to the front, and then insert the rear tabs into the rear notches.



18. Plug the power cord into the copier and then into an earthed outlet.



19. Turn on the power switch. When the Ready Indicator lights copying is possible.

Note: Save the carton and packing materials. They should be used to repack the copier if it has to be shipped for servicing.

Power Reduction / Auto Clear

Power Reduction Modes automatically reduce power consumed by the copier when the copier has not been used for a set period of time. There are two modes.

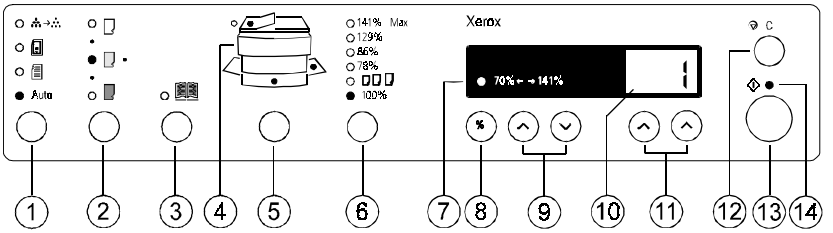
1. **Power Save Mode** – In this mode, the fuser is maintained at a lower heat level, thereby saving power. The Ready Indicator will flash and the other indicators will remain on. To copy from the Power Save mode select the desired features and press Start. The copies will be made automatically.
2. **Power Shut-off Mode** – This mode saves more power than the Power Save Mode, but requires more time before copying can restart. When the copier enters the power shut-off mode the Ready Indicator will flash and the other indicators will turn off. To copy from the Power Shut-off mode, press Start, select the desired features and press Start again. The copies will be made automatically.

Auto Clear – The copier returns to normal copy mode approximately one minute after a job is completed. Unless otherwise programmed, the normal copy mode settings are as follows:

- Copy Quality – Auto
- Copy lighter/darker – Normal
- Priority Tray – Tray 1
- Priority Magnification – 100%
- Quality Selected – 1

Note: The time periods for the Power Shut-off, Power Save, and Auto Clear modes can be modified to meet your specific copying needs. Refer to **Customising Your Copier** section of this User Guide for information about changing these settings.

Control Panel



The control panel has keys and lights that are used to control and display the conditions of the copier.

1. **Exposure Mode:** The Exposure mode is used to adjust the amount of background that will be copied.

   Auto contrast – for copying originals with a coloured background.

   Text – for copying text.

   Photo – for copying photographs.

   Toner Save – lowers the cost of copying by decreasing the overall copy density. The copy quality is reduced, but it is still suitable for proofs and rough drafts.

2. **Copy Contrast:** Lightens or darkens copies while in the Text, Photo, or Toner Save settings.
   - The copy Lighter/Darker feature is unavailable when Auto contrast is selected.
   - There are 5 contrast settings represented by 3 indicator lights. Refer to **Copy Quality** section for more details.

3. **Bound Original Copying (XC822/ XC830/ XC855/ XC875/ XC1033/ XC1044/ XC1045/ XC1245):** Makes copies from a bound document.

4. **Copier Diagram:** Helps you locate areas that require attention. The indicators will flash in the area requiring attention.

5. **Paper Supply Selection (XC875/XC1045/ XC1245):** Press to change the selected paper supply. The selected paper supply location will be indicated by a green light on the copier diagram.

6. **Preset Reduction/Enlargement:** Press this key to select any of the preset reductions or enlargements.
7. **Variable Percentage Indicator:** Lights when a variable percentage is selected.
8. **% Key:** Press this key to display the selected reduction/enlargement.
9. **Variable Percentage:** Press the Variable Percentage key to increase or decrease the reduction or enlargement by 1% increments.
10. **Display Window:** Copy quantity, reduction/enlargement settings, and status codes appear in this area.
11. **Quantity Keys:** Select up to 100 copies. Press the right-hand key to increase the quantity by one. Press the left-hand key to increase the quantity by 10.
    - To display the number of copies requested during the copy run press the left-hand key.
    - Press the Clear key to clear the selected quantity.
12. **Clear:** Press this key once to stop the copier while making copies or to clear copy quantity. If the key is pressed twice all programming will be cleared.
13. **Start:** Press this key to begin copying.
    - The display will change to 1 and increases by 1 as each copy is made.
14. **Ready Indicator**: When the light is flashing after the Start key is pressed, the copier is warming up and copying will begin automatically. When the light is ON (not flashing), the copier is ready to make copies.

Copy Paper Specifications

Paper Storage

Note: Paper affected by humidity, and curled paper can cause jams and copy quality problems.

For reliable copier operation and good copy quality, Xerox recommends that paper be stored:

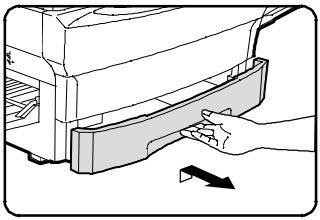
- on a flat surface.
- in a closed container.
- in a low humidity area.
- tightly wrapped, if the ream is partially used.

The specifications chart below gives you information about the types of paper that can be used.

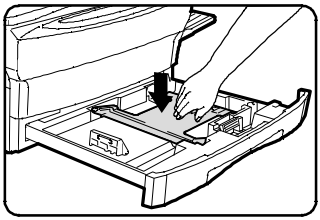
Copy Paper Input	Paper Tray 1	Alternate Paper Tray / Bypass Tray
Paper Sizes	A5 to 216×356mm	89×140 to 216×356mm
Paper Weights		
Optimum	80 gsm	80 gsm
Range	56 to 90 gsm	52 – 130 gsm
Paper Capacities:	80 gsm	80 gsm
Copy, letterhead, and predrilled		
XC830	100 sheets	single sheet
XC811/ XC822	250 sheets	single sheet
XC855		
XC1033/ XC1044	250 sheets	50 sheets
XC1045/ XC1245		
XC875	250 sheets	
Labels and Transparencies	No	Yes (1 at a time)

* Use labels and transparencies specifically designed for copiers.

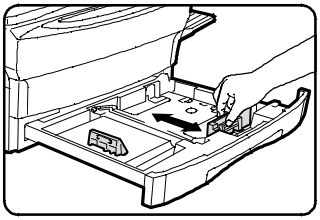
Loading Copy Paper



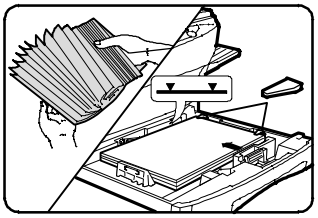
1. Lift and pull open the paper tray.



2. Push down on the shiny plate until it locks in position.



3. Adjust the paper guides to the desired paper size.
   - Squeeze the side guide.
   - Lift and insert the rear guide.
   - When adding 216x356mm paper, remove the rear guide and store it in the pocket in front of the side guide.



4. Fan the copy paper and insert it into the tray.
   - Ensure that the paper corners are under the corner snubbers.
   - Do not fill above the max line.
5. Close the Paper Tray.

Flashing P

P will flash in the copy quantity display and the green indicator in the copier diagram will flash when:

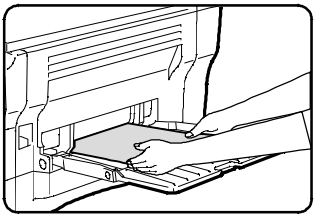
- the paper tray is empty.
- paper has **not** fed all the way into the copier.
- the paper tray is not closed properly.

If the paper has misfed, open the paper tray and remove the misfed paper.

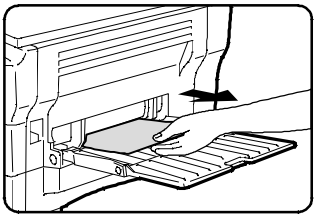
- Do not reuse the misfed paper.
- Ensure that the paper is under the corner snubbers.
- Close the paper tray. To cancel the flashing P without restarting copying, press the Clear button or to make the remaining copies press Start.

When the Alternate Paper Tray runs out of paper, or the paper misfeeds, the ***P*** will flash in the display and the green indicator in the copier diagram will flash.

Alternate Paper Tray (XC875/ XC1045/ XC1245)

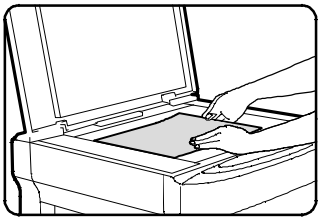


1. Add paper if the Alternate Paper Tray is empty.

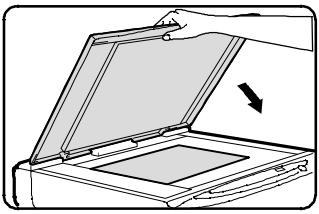


2. If paper has misfed, remove it by carefully pulling the edge of the paper in direction of the arrow.
3. Press Start to continue copying.

Making Copies



1. Lift the Document Cover.
2. Place the original **face down** and align it with the registration guide on the document glass.



3. Close the Document Cover.

Note: Leaving the Cover open while copying will affect copy quality and toner consumption.

4. Select the desired copy features from the control panel.
5. Select the number of copies.
6. Press **Start**.
    - The number in the display window returns to 1 and advances as each copy is made.

Making Copies on the Set Document Feeder
(XC855/ XC875/ XC1044/ XC1045/ XC1245)

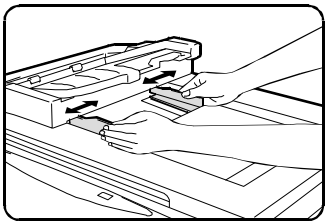
Use the Set Document Feeder (SDF) to make one collated copy of originals. The SDF holds up to 20 originals (80 gsm) in one job. Ensure originals are in good condition, and that all staples and paper clips have been removed. Use the document glass to make copies from transparencies, facsimile paper, or originals having other unusual characteristics. For reliable copying operation, use originals within the following ranges:

Paper weight range: 60 to 90 gsm

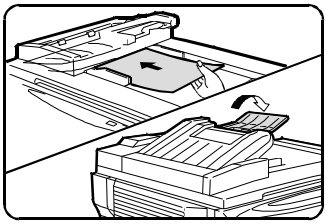
Paper size range: A5, A4 and 216×353 mm

The SDF comes from the factory with the Auto Start feature enabled. Refer to **Customising Your Copier** section of this User Guide for information about changing this setting.

1. Select the required paper tray.
2. Select the desired copy features from the control panel.
   - The maximum copy quantity is 1. Reinsert the originals into the SDF for each set required.



3. Adjust the paper guide to the original size.



4. Insert up to 20 originals face down into the SDF until the green SDF light on the copier diagram comes on.
   - When copying originals that are larger than A4, fold out the extension tray located on the SDF.

Copy Quality

If input documents are poor quality, on coloured paper or a photograph, then the Exposure mode features described below can be used to improve the copies.

Auto

Select Auto when copying from originals with a coloured background.

Note: When Auto is selected, the copier automatically varies the contrast of your copies. Lighter/Darker settings are not available.

Text

Select Text to copy documents containing mostly text.

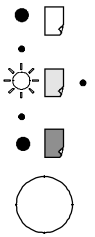
Photo

Select Photo when the originals are photographs.

Toner Save

Selecting Toner Save mode lowers the cost of copying by decreasing overall copy density.

Copy Quality



Copy Contrast

The copy contrast key lightens or darkens copies while in the Text, Photo, or Toner Save settings.

Note: When Auto is selected the copy contrast settings are not available.

- There are 5 contrast settings represented by 3 indicator lights. The indicators light up one or two at a time to represent the selected setting. Successive pushes of the key will change the indicators. Darkest, normal and lightest settings are depicted by one indicator. When 2 indicators are lit, the copy contrast will be mid point between the two settings.

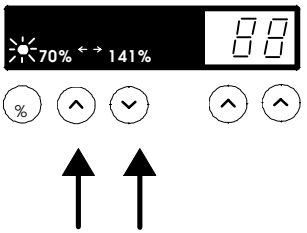
Reduction/Enlargement

- 141% Max
- 129%
- 86%
- 78%
- [illegible]
- 100%

Preset %

Press the Preset % key to quickly select one of the 6 preset percentages. The default percentage ([illegible]) is 70%. Refer to **Customising Your Copier** for information about changing this.

Xerox

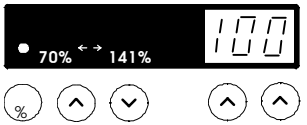


Variable Percentage

Press the **down** key to **decrease** the percentage. Press the **up** key to **increase** the percentage. Any percentage from 70% to 141% may be selected.

The indicator above the % key will light when a variable percentage is selected.

Xerox

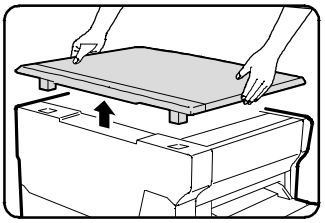


Display Window

Preset or variable reduction/enlargement percentages appear in the Display Window at the time selections are made. After a few seconds, the reduction/enlargement percent is replaced by the number of copies selected. Press the % key to recall the current reduction/enlargement ratio.

Copying Oversized Documents

The document cover may be removed in order to position an oversized document on the document glass.



1. Lift the document cover straight up.

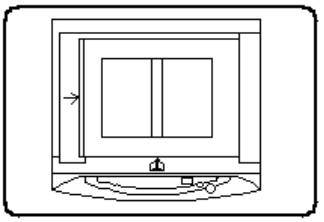
Note: Do not leave the cover off for extended periods of time.

2. Reattach the document after use.

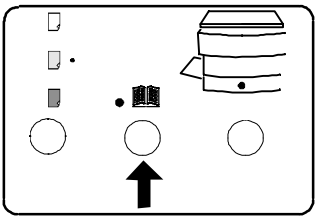
Bound Original Copying

(XC822/ XC830/ XC855/ XC875/ XC1033/ XC1044/ XC1045/ XC1245)

This can be used to copy facing pages of a document onto separate sheets of paper. The maximum size is B4 (254x356mm).



1. Align the centre of the document with the book symbol at the centre front of the document glass and the green arrow on the left registration guide.

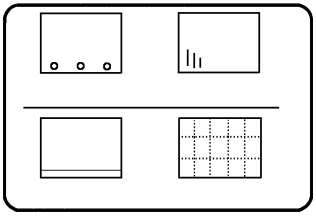


2. Select Bound Original Copying mode, and any other features.
   - Reduction/Enlargement is still possible.
   - 50 is the maximum copy quantity.
   - **XC822/ XC830/ XC855/ XC1033 XC1044 copiers only:** the Paper Tray Bypass cannot be used for bound original copying.
3. Press Start.
   - The left page will be copied first.

Paper Tray Bypass (XC811/ XC822/ XC830/ XC855/ XC1033/ XC1044)

Use the Paper Tray Bypass to copy onto paper that is different from that loaded in the copier and to copy onto special stock such as labels or transparencies.

The maximum copy paper size is 216×356mm. The minimum copy size is 89×140mm.



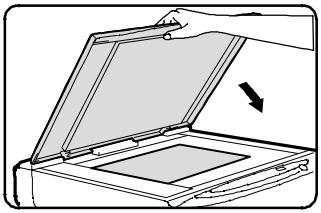
Predrilled paper: holes toward the front of the copier.

Letterhead paper: face up with the top toward the left.

Transparencies: one sheet at a time.

- Use labels and transparencies specifically designed for copiers.

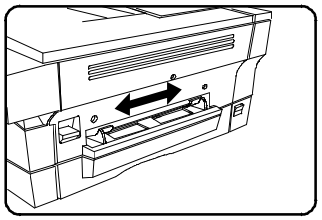
Labels: face up, one sheet at a time.



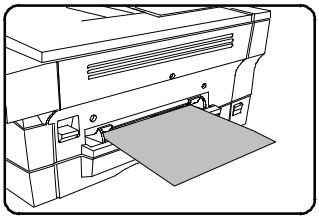
1. Place the original **face down** and align it with the registration guide on the document glass and close the document cover.

XC855/ XC1044 copiers only

The Paper Tray Bypass can only be used with the SDF if the SDF auto start has been disabled.



2. Adjust the bypass guide to the width of the copy paper.

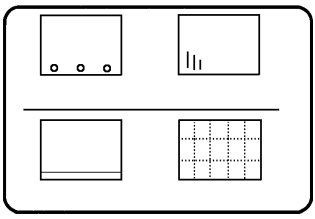


3. Insert a single sheet of paper into the paper tray bypass.
   - The paper will feed automatically.
   - When copying continuously, insert the next copy paper as soon as the previous sheet has fed.

Alternate Paper Tray (XC875/ XC1045/ XC1245)

Use the alternate paper tray to feed multiple sheets of standard paper or single sheets of special or heavy paper.

The alternate paper tray holds up to 50 sheets of (standard weight) copy paper ranging in size from 89×140mm to 216×356mm.



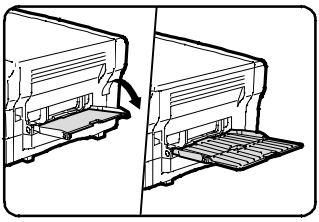
Predrilled paper: holes toward the front of the copier.

Letterhead paper: face up with the top toward the left.

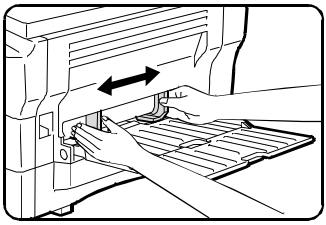
Transparencies: one sheet at a time.

Labels: face up, one sheet at a time.

- Use labels and transparencies specifically designed for copiers.



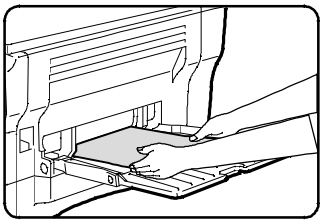
1. Lower the alternate paper tray.
2. Unfold the paper support extension.



3. Adjust the guides to the width of the paper.

(continued)

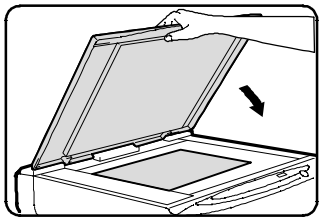
Alternate Paper Tray (XC875/ XC1045/ XC1245)



4. Insert the copy paper all the way into the alternate paper tray until it stops.
   - 50 sheets max.

Note: When loading transparencies or labels insert one sheet at a time.

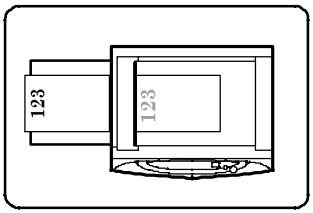
5. Press the Paper Supply button to select the alternate paper tray.
6. Select other required features.



7. Place the original on the document glass or in the SDF.
8. Press Start.

Note: When the Alternate Paper Tray runs out of paper, the green indicator in the copier diagram flashes and the display will show a flashing ***P***. To continue copying, add more paper and press Start.

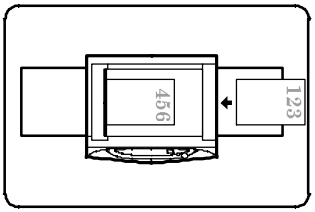
Two-Sided Copying



1. Place side 1 original **face down** on the Document Glass, with the **TOP** toward the **LEFT**. Lower the document cover.

Note: 60 gsm copy paper is not recommended for two-sided copying.

2. Select quantity required.
3. Press Start to copy side 1.



4. Place side two original **face down** on the Document Glass, with the **BOTTOM** toward the **LEFT**. Lower the document cover.
5. Remove the copy of side 1 from the output tray and insert it **face down**, **BOTTOM** toward the **LEFT**, into the paper tray bypass/alternate paper tray.

Customising Your Copier

Programmable Features

The default settings for various copier features may be changed to suit your needs.

Each of the programmable features, along with its program number and options are contained in the chart below. The procedure to change these settings follows the chart.

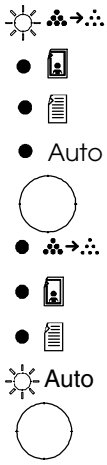
Feature	Prog-ramme No	Option Number * Default
Priority Tray: This feature allows you to set the default paper tray.	0	0 – Main Tray * 1 – Alternate Paper Tray
Auto Clear Time out: This feature allows you to select the time it takes for the copier to return to the normal copy mode after a copy cycle is complete.	1	0 – Off 1 – 30 seconds 2 – 60 seconds * 3 – 90 seconds 4 – 120 seconds
Time out to Power Save: This feature allows you to select the delay before the machine switches into Power Save mode.	2	0 – Off* 1 – 45 seconds 2 – 90 seconds 3 – 2 minutes 4 – 5 minutes
Time out to Power Shut-off: This feature allows you to select the delay before the machine switches into Power Shut-off mode.	3	0 – 2 minutes 1 – 5 minutes 2 – 15 minutes 3 – 30 minutes 4 – 60 minutes 5 – 120 minutes 6 – Off*
Default Magnification: This feature allows you to make copies slightly larger or smaller than the original, or the same size.	4	0 – 100% * 1 – 99% 2 – 101%
Default Exposure: This feature allows you to select the default Exposure mode.	5	0 – Auto Exposure * 1 – Text

Feature	Prog-ramme No	Option Number * Default
Manual Exposure Adjustment: The copy exposure range may be adjusted when the copy image is consistently too dark or too light. This program is used to select long-term copy density changes.	6	0 – +4 steps light 1 – +3 steps light 2 – +2 steps light 3 – +1 step light 4 – Normal * 5 – + 1 step dark 6 – +2 steps dark 7 – +3 steps dark 8 – +4 steps dark
Paper Trail Edge Deletion: Edge deletion can be turned off to accommodate originals that have print to the bottom edge (trail edge). When Off, another 4 mm will copy. The image quality may deteriorate if printed to the bottom.	7	0 – On * 1 – Off
Paper Tray Bypass Auto Start: When enabled, the copier will begin to copy as soon as paper is fed into the paper tray bypass.	8	0 – On * 1 – Off
Set Document Feeder Auto Start When enabled, copying will begin when paper is placed in the SDF.	9	0 – On * 1 – Off
Reduction / Enlargement Preset: This feature allows you to set a preset reduction or enlargement setting for the □□□ key.	10	70 – 141% Default 70% *
Set Document Feeder Exposure Adjustment: The copy exposure range may be adjusted when the copy image is consistently too light or too dark.	12	0 – +4 steps light 1 – +3 steps light 2 – +2 steps light 3 – +1 step light 4 – Normal * 5 – +1 step dark 6 – +2 steps dark 7 – +3 steps dark 8 – +4 steps dark

Note: The procedures written in this manual are based on the default settings.

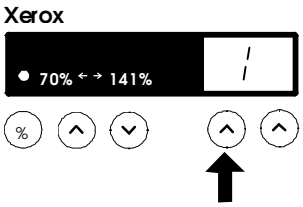
Programmable Feature Settings 0 – 9 and 12

To change the programmable features, find the Programme Number and the desired Option Number in the Programmable features chart on the previous pages. Follow the instructions below.

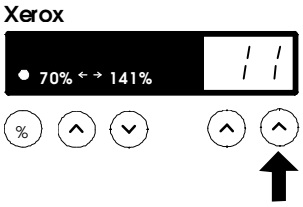


1. Select the Toner Saver mode.

2. Press and hold the Exposure mode key for approximately 4 to 6 seconds.
   - The light next to Auto mode will light.
   - The lights within the Copier Diagram will flash.



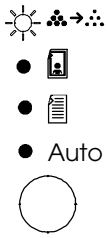
3. Press the left-hand quantity key to select the Program Number of the feature to be changed.
   - You will not be given the choice to change an option if your copier does not have the feature.
4. Press Start.
   - The current setting for that program will flash.



5. Press the right-hand quantity key until the option number you want is displayed.
6. Press **Start** to store the selection.
7. Press the Clear key to continue making other changes. Press the Exposure mode key to return to the copy mode.

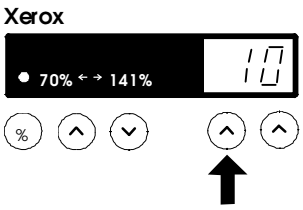
Programmable Feature Setting 10

Use the following procedure to change the preset Reduction/Enlargement default setting. This feature allows you to set a specific preset reduction or enlargement between 70 – 141%.

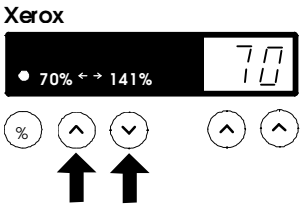


1. Select the Toner Saver mode.

2. Press and hold the Exposure Mode key for approximately 4 to 6 seconds.
   - The light next to Auto mode will light.
   - The lights within the Copier Diagram will flash.



3. Press the left-hand quantity key until the number 10 is displayed.
4. Press **Start**.
   - The current Reduction/Enlargement setting will flash.



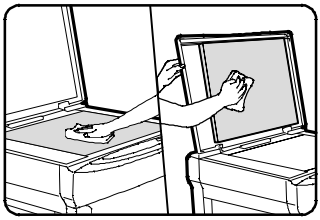
5. Press the variable percentage keys until the desired percentage is displayed.
6. Press **Start** to store the selection.
7. Press the Clear key to continue making other changes. Press the Exposure mode key to return to the copy mode.

Copier Care

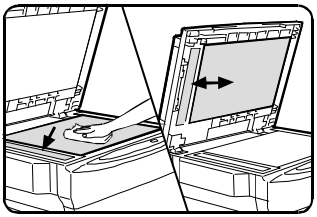
Cleaning the Document Glass and Cover

Keeping the document glass clean helps ensure the best possible copies. Xerox suggests that you clean the document glass at the start of each day and during the day as needed.

CAUTION: Do not pour or spray water directly onto any part of the copier.



1. Slightly dampen a soft lint-free cloth or paper towel with water.
2. Lift the document cover.
3. Wipe the surface of the document glass until it is clean and dry.
4. Wipe the underside of the white document cover until it is clean and dry.
5. Close the document cover.



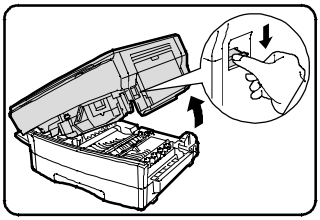
Additional Steps for XC855/ XC875/ XC1044/ XC1045/ XC1245 copiers only

1. Lift the SDF cover.
2. Wipe SDF roller and the SDF glass until each is clean and dry.

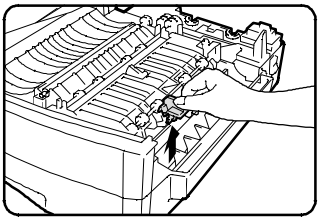
Copier Care

Cleaning the Transfer Corotron

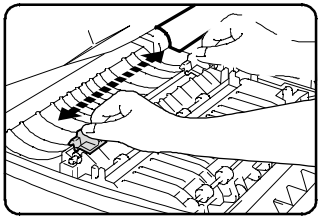
If copies start getting streaks or blotches, the transfer corotron may be dirty.



1. Press the release lever to open the copier.



2. Remove the green transfer corotron cleaning tool from inside the copier (on the right-hand side near the front) and insert it into the transfer corotron unit.

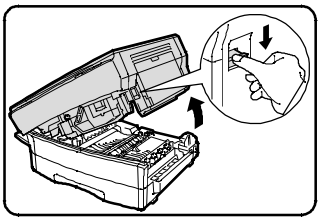


3. Wipe the corotron wire with the tool as shown in the figure.
4. Replace the tool and close the copier.

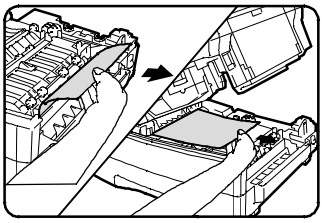
Clearing the Paper Path

If the Misfeed Indicator flashes and the copier stops, a paper misfeed has occurred.

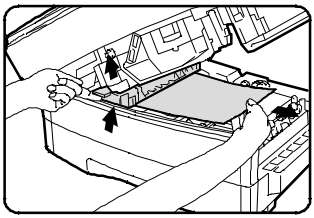
Be careful not to damage the Drum or the Corotron during the clearance of a misfeed. Also take care not to touch the Fuser.



1. Press the release lever to open the copier.

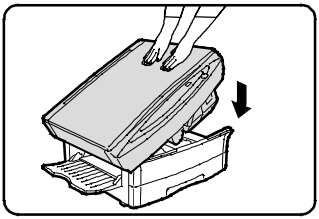


2. Carefully remove the misfed paper.



Warning: The fusing area is hot. Take care when removing paper from the fuser area.

3. Lift the fuser lever to remove a misfeed in the fuser area.
   - If the paper tears, be sure to remove all the pieces of paper.



4. Gently push down the upper half of the copier to close it.
   - Ensure that the misfeed indicator has gone out.

A1 – A2 Set Document Feeder Misfeed

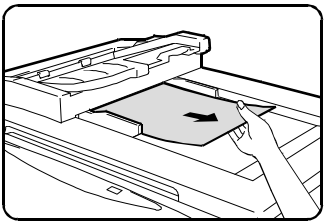
When a misfeed occurs in the SDF, the red SDF misfeed indicator flashes on the Copier Diagram, and an A1 or A2 status code will flash in the display window. The status code indicates the number of originals that must be returned to the SDF after clearing the misfeed.

A1 status code- refeed the last original.
A2 status code- refeed the last 2 originals.

This code will disappear when copying is resumed or the clear key is pressed.

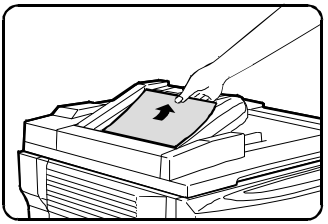
Details for clearing misfeeds are given below.

SDF Input Misfeed



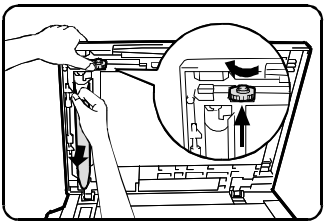
1. Pull the misfed original(s) toward the right to remove them from the SDF input tray. Refeed the number of originals indicated.
2. Open and close the document cover to clear the misfeed indicator.
3. Press Start to continue copying.

SDF Exit Misfeed



1. Remove all originals from the SDF exit tray. Refeed the number of originals not copied.
2. Open and close the document cover to clear the misfeed indicator.
3. Press Start to continue copying.

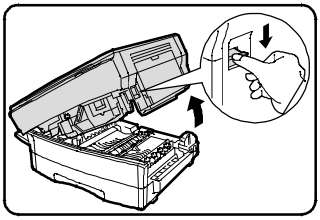
SDF Roller Misfeed



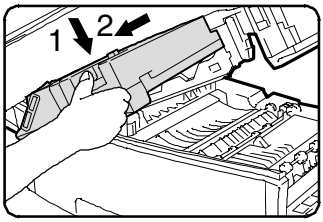
1. Open the document cover and turn the green roller rotating knob in the direction of the arrow to remove any misfed originals. Refeed the number of originals indicated.
2. Open and close the document cover to clear the misfeed indicator.
3. Press Start to continue copying.

Toner Cartridge Replacement

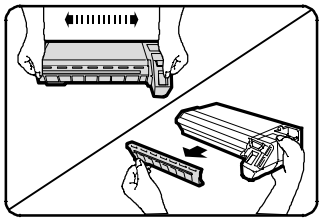
The Toner indicator on the Copier Diagram will light when the toner supply is low. Copies can continue to be made, but you should keep a replacement cartridge. Copies will gradually become lighter until the copier stops and the indicator begins to flash. The copier will not operate until the toner cartridge is replaced.



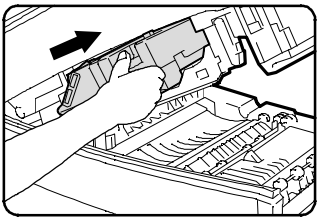
1. Press the release lever to open the copier.



2. Press down on the green lever (**1**) on the front of the old toner cartridge and pull the cartridge out (**2**).

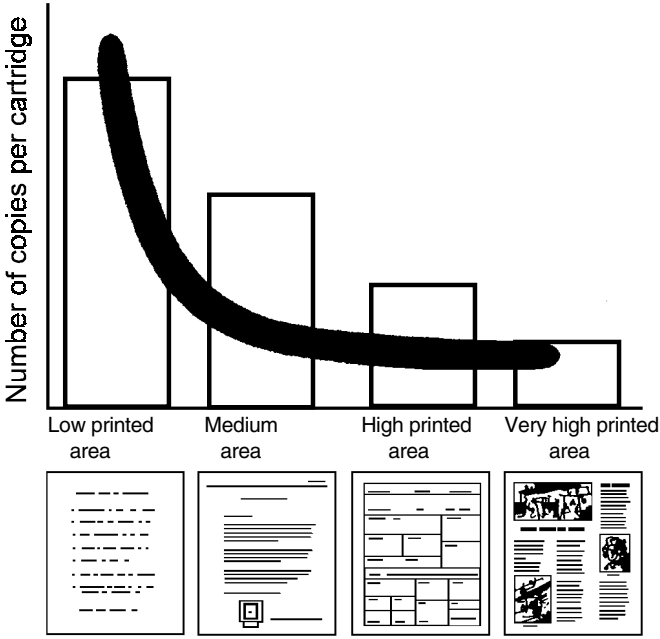


3. Shake the new toner cartridge horizontally four or five times and then remove the cover.
4. Save the box and the cover to return the empty cartridge to Xerox for recycling.



5. Slide the new toner cartridge in until it locks in place.
6. Gently close the upper half of the copier.
   - Wait two seconds for the ready indicator to light.

Toner Cartridge Yield



The main factor affecting toner cartridge yield is the printed area of a document. The graph above is a representation of how the number of copies per cartridge decreases as the printed area increases.

Other factors which can affect the toner cartridge yield are:

- The size of the document being copied.
- Dark backgrounds.
- Leaving the platen cover open.
- The number of times the copier is switched on and off.
- Double sided copying.
- High humidity.

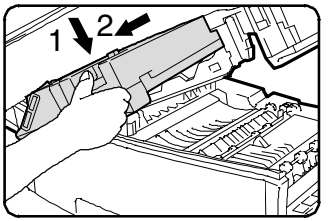
Toner Cartridge Yield

To get the most from your toner cartridge:

- Always copy with the document cover closed.
- Leave the copier on during the day. Switch off the copier at the end of the working day.
- Copy with the exposure control set to Auto exposure unless you need to adjust for the background of your original.
- Operate the copier in a dry environment whenever possible.

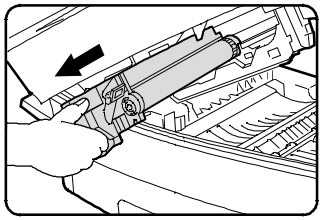
Drum Cartridge Replacement

The useful life of the drum cartridge is 12,000 copies. When the drum cartridge indicator lights a replacement cartridge will be needed soon. Copies can continue to be made, but you should keep a replacement cartridge. After a further 1,000 copies, the Ready indicator will go out, the drum cartridge indicator will flash, and the copier will stop operating until the drum cartridge is replaced.

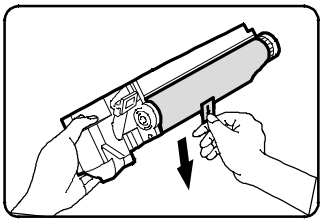


1. Press the release lever to open the copier.
2. Press down on the toner cartridge lever (**1**) and pull out the cartridge (**2**).

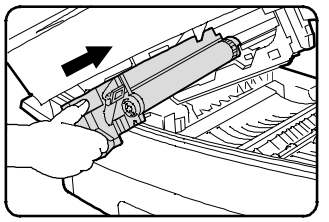
Note: The toner cartridge must be removed before removing the drum cartridge.



3. Pull out the drum cartridge.



4. Remove the cover from the new drum cartridge.



5. Slide the new drum cartridge in place, making sure not to touch the surface of the drum.
6. Replace the toner cartridge.
7. Gently push down the upper half of the copier to close it.

Problem Solving

Problem Solving Chart

The following chart lists some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. Refer to the Status Code Chart in this section for status code information. If the problem persists, please call the local Xerox helpline or representative for assistance:

Condition	Suggested solutions
Copier does not come on, **Ready** indicator does not light.	Check that the copier is plugged into a power outlet. Ensure that there is power to the outlet and that the copier power switch is ON.
Copies are too light or too dark.	If the original is light, select the lower copy contrast position to darken the background of the copies. If the original is dark, select the upper copy contrast position to lighten the background of the copies.
Smears, lines, marks, or spots on copies.	If defects are on the original, press the copy contrast key to lighten the background of your copies. If no defects are on the original, clean the document glass and underside of the document cover. (Refer to **Copier Care**.) If the above solutions do not help, clean the transfer corotron. (Refer to **Copier Care**.)
Copy image is skewed.	Ensure that original is positioned correctly on document glass. Check that copy paper is loaded correctly.
Blank copies.	Ensure that the original is face down on the document glass. Check for a broken corotron wire. Refer to **Copier Care** section for the location of the corotron wire.
Image rubs off the copy easily.	Replace the paper in the tray with paper from a new package. In high humidity areas do not leave paper in the copier for extended periods of time.

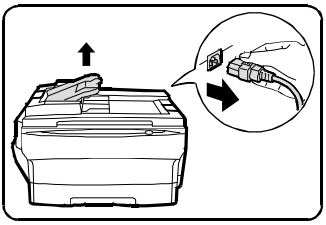
Condition	Suggested solutions
Frequent paper jams.	Replace paper in paper tray with a fresh supply, or turn the stack of paper over in the tray. Check/adjust paper guides. Ensure that the paper is within the recommended weight range. 80 gsm bond paper is optimum. Check for paper or pieces of paper remaining in the copier after a paper jam has been cleared. (Refer to **Clearing the Paper Path**.)
All three status code indicators, in the copier diagram, are lit.	The machine is in the program mode. Press the Exposure mode key to exit.
Toner yield is lower than expected and the Toner Indicator is on.	Remove the toner cartridge. Shake the toner cartridge and tap along the top of the toner cartridge over a waste receptacle. Take care not to touch the exposed toner on the left side of the cartridge.
Fewer copies from the toner cartridge than expected.	Avoid pictures, solids, or heavy lines. Avoid forms, newsletters, books etc. Avoid turning the copier on and off frequently. Do not leave the document cover open while making copies. (Refer to the **Toner Cartridge Yield** section.)

Problem Solving

Status Code Chart

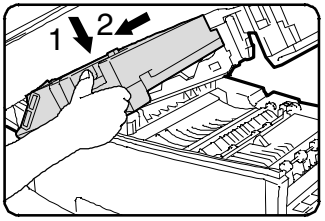
Status Code	Suggested Solution
	Ensure that there is paper in the selected paper tray. Ensure that the Paper Tray is closed properly. Paper may not have fed all the way into the copier. (Refer to **Loading Copy Paper and Flashing *P***.)
	Copy paper has misfed. (Refer to **Clearing the Paper Path**.)
	When the toner cartridge replacement indicator appears, the toner cartridge will need to be replaced soon. Be sure to keep a replacement cartridge. Copies will gradually become lighter until the copier stops and the indicator begins to flash. When this occurs the toner cartridge must be replaced.
	When the drum cartridge replacement indicator appears, the drum cartridge will need to be replaced within a 1,000 more copies. Be sure to keep a replacement cartridge. After a further 1,000 copies, the Ready indicator will go out, the drum cartridge indicator will flash, and the copier will stop operating until the drum cartridge is replaced.
CH	Install toner cartridge.
A1 – A2	Remove misfed paper from the Set Document Feeder. Refer to **A1 – A2 Set Document Feeder Misfeed** for detailed instructions.
U2 L1 – L8 H2 – H4	Switch OFF the Main Power. Wait at least 5 seconds. Then switch ON the Main Power. If the Status Code continues, call for service.

Packing the Copier

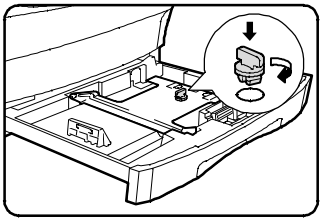


1. Disconnect the power cord. Remove the SDF tray.

Note: When carrying the copier, do not hold onto the exit tray and do not insert your hand into the exit tray.

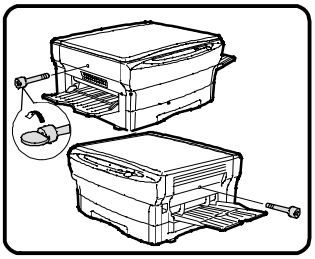


2. Press the release lever to open the copier.
3. Remove the toner cartridge.
4. Close the copier.



5. Open the paper tray, and remove the copy paper.
6. Attach the pressure plate lock. Firmly close the paper tray.

Note: The pressure lock storage compartment is just inside the open copier.



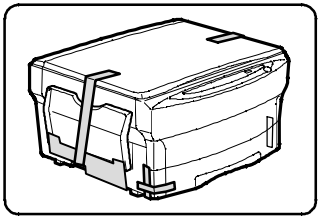
7. Replace the shipping pins into the right and left sides of the copier.

Note: The shipping pins are stored on the underside of the exit tray.

XC875/ XC1045/ XC1245 copiers only

Insert foam between the shipping pin head and the alternate paper tray.

Packing the Copier



8. Fold up and securely tape the exit tray,alternate paper tray and close the document cover.
9. Pack the copier by reversing the Unpacking instructions. (Refer to **Installation**.)

Technical Data

Machine Dimensions XC830 XC811/ XC822/ XC1033 XC855/ XC875/ XC1044 XC1045/ XC1245	Width×Depth×Height 510×470×245mm 510×470×270mm 550×470×310mm
Machine Weight XC830 XC811/ XC822/ XC1033 XC855/ XC875/ XC1044 XC1045/ XC1245	(Includes Drum and Toner Cartridge) 18.7kg 19.0kg 22.5kg
Power Consumption	Standby: 5 Watts (Power Shut - Off Mode) 35 Watts (Power Save Mode) 60 Watts (Normal) Running: 390 Watts Max: 1.1KW

Multinational Professional Services
Xerox Technical Centre
Bessemer Road
Welwyn Garden City
Hertfordshire
AL7 1HE
United Kingdom

602P25100 **1 / 1998**