

Welcome



NASA

***Work Centre Pro
2128 Training***

XEROX®

Course Content

- Device Overview
- Basic Copying
- Advanced Copy Features
- Faxing
- Printing
- Scanning
- Review



Work Centre Pro 2128

WCP 2128

Work Centre Pro 2128

Multi-Function Device (MFD) with **COLOR**

- **Color Copier**
- **Fax**
- **Color Printer** (Copier functions at the point of your mouse)
- **Color Scanner**
 - **Email**
 - **Network Scanning**

Multi-processing all at the same time!



Model A: copy, print

Model B: copy, print, fax, scan

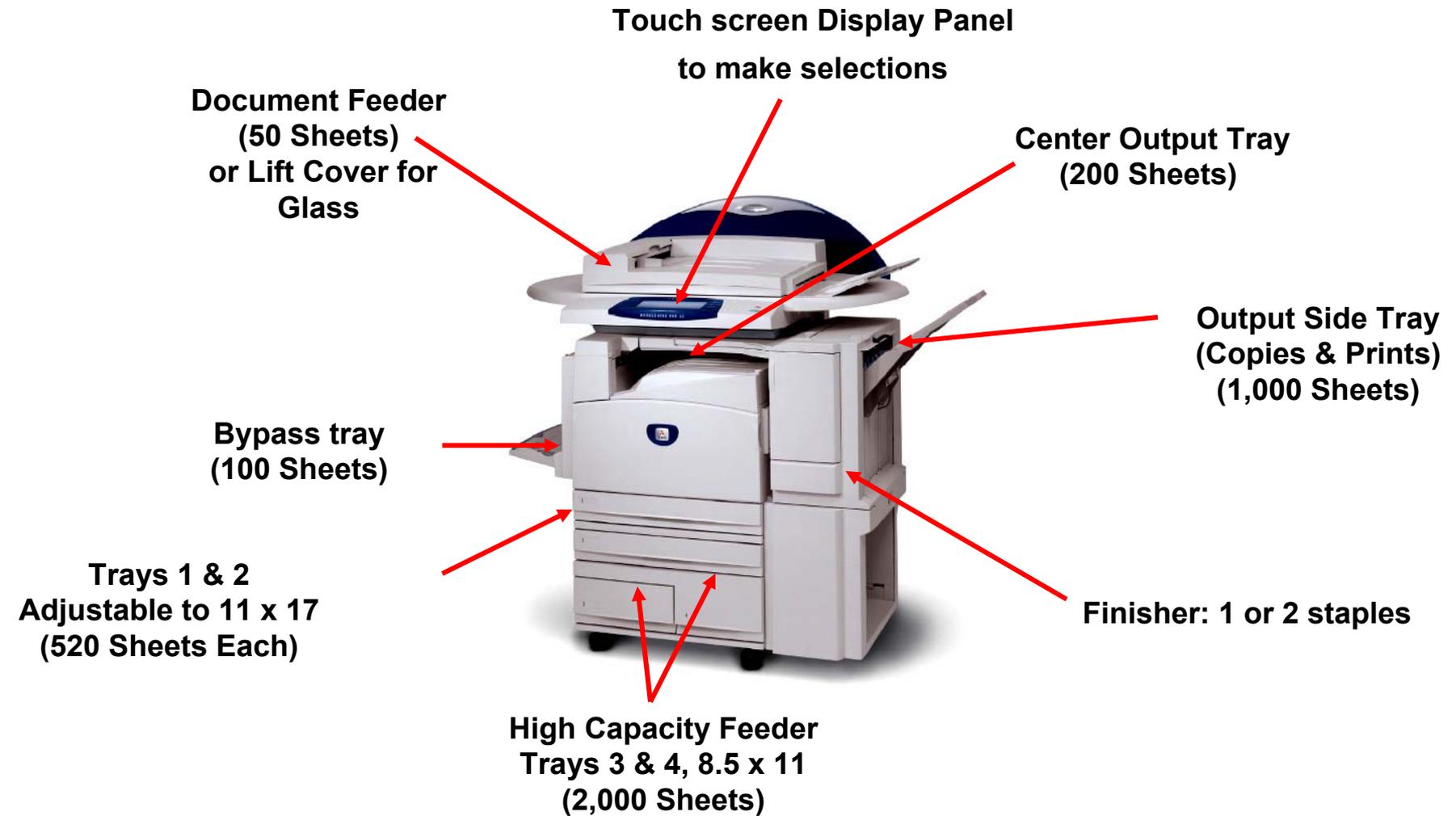
WCP2128 MFD Features

- Duplex Automatic Document Handler
- Five Paper Trays



- In Line Stapler/Stacker
- Center and Side Output Trays

WCP 2128 Configuration



Step 1: Load originals FACE UP in the feeder or single page Face Down on the glass

Copying

Check Job
Status if
needed



Step 2: Make copy selections from Display Panel

Step 3: Press GREEN Start button

Step 4: Pick up your prints in the Stacker or Center Tray

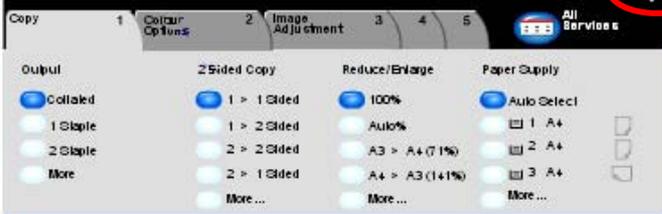
Step 5: Don't forget your originals!

Basic Copy Features

Display Panel

Numeric Keypad

Message Area



1

Job Status

Machine Status

Clear

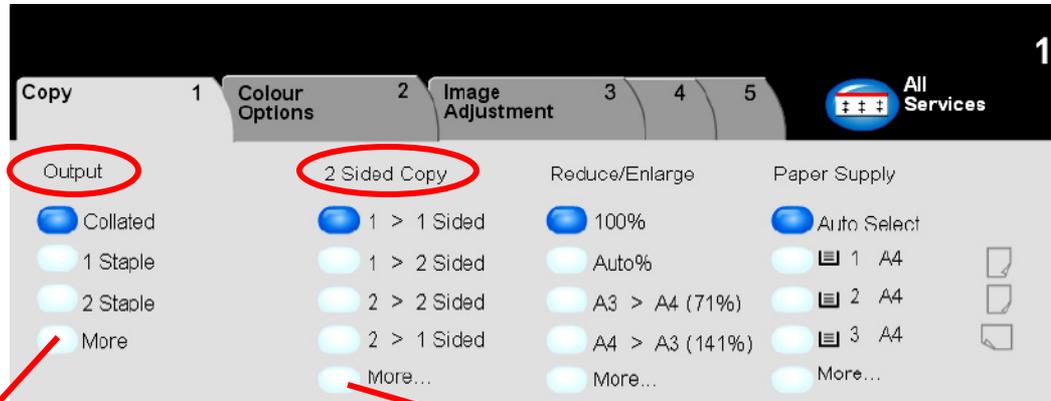
Interrupt

Clear All

Start

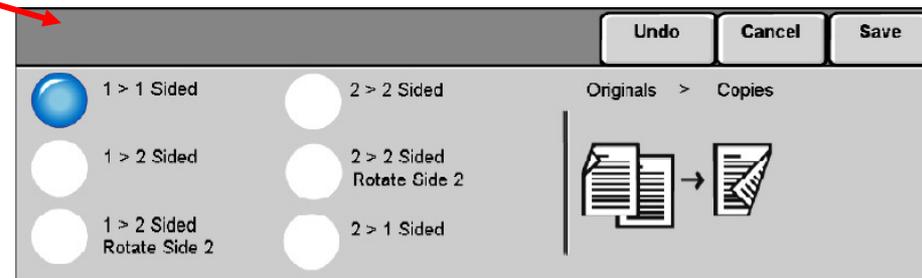
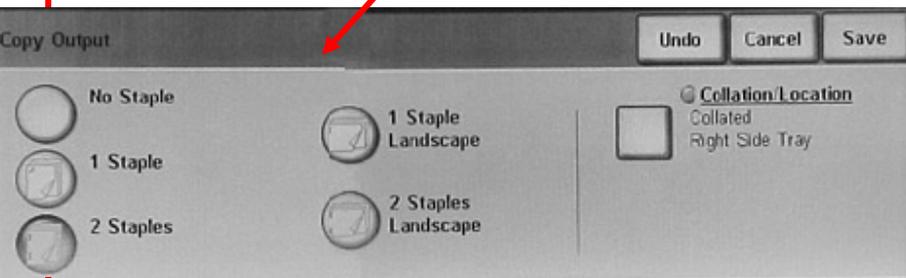
- Most Copy Features on the first screen
- [More] shows additional features in that category
- Color Options, Image Adjustment Tab, Output Format Tab and more
- Job Assembly, All Services, Copy Count, Message Area

Output, 2 Sided Copy



[More]

[More]



- Staple
- Collate
- Output Tray

2 Sided Copy Options

Job Status

Key Pad

Other Queues

Default View Close

- Incomplete Printing Jobs
- Completed Printing Jobs
- Incomplete Non-Printing Jobs
- Completed Non-Printing Jobs
- All Incomplete Jobs
- All Completed Jobs

Job Status

Promote Release Delete Details Other Queues

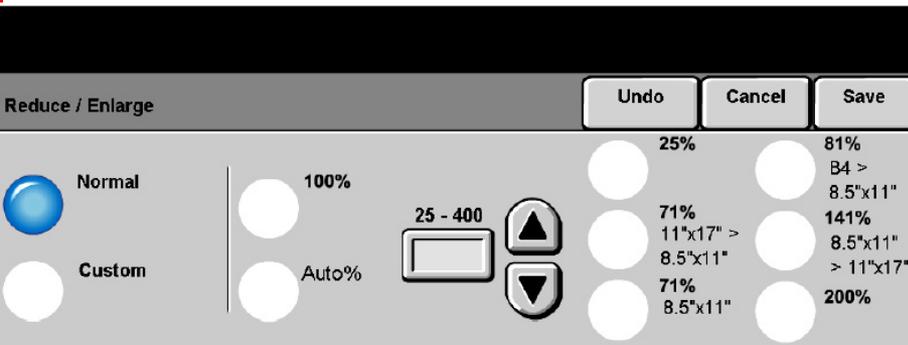
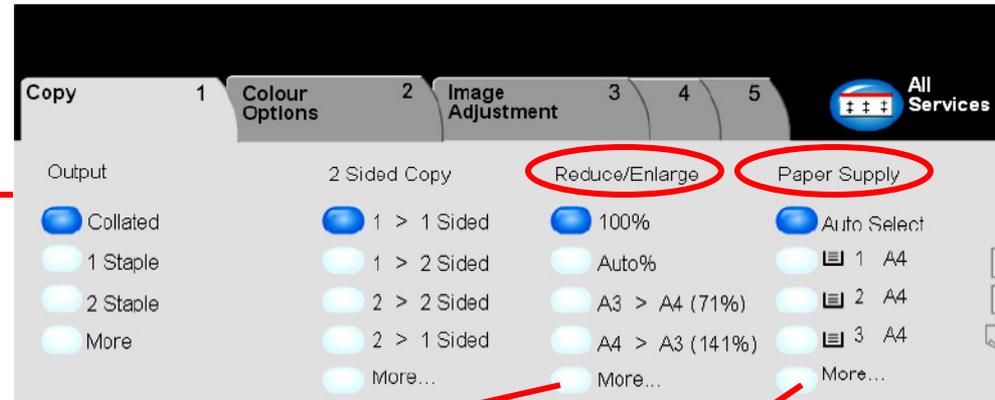
Job #	Name	Type	Owner	Status	Priority
1	Microsoft Word File	Secure	Dgundlach	Hold	4

Machine Status -
Serial Number and
other information

- Press the [Job Status] button to the left of the key pad
- Provides list of active and completed jobs.
- Release Secure Print or Sample set jobs

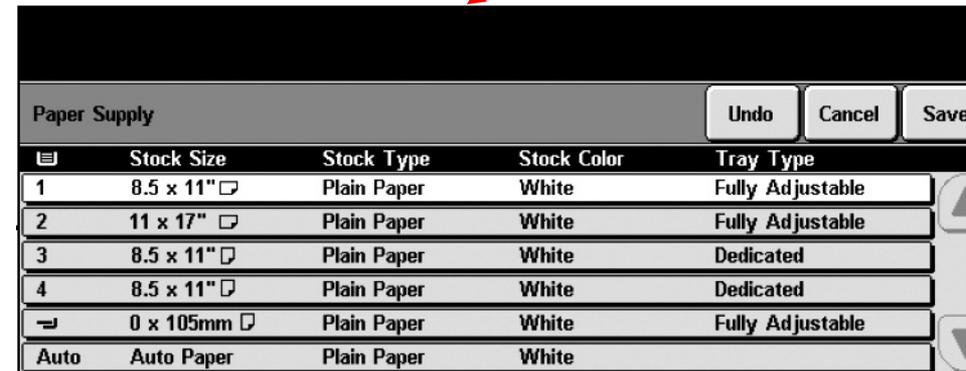
Reduce/Enlarge, Paper Supply

[More]



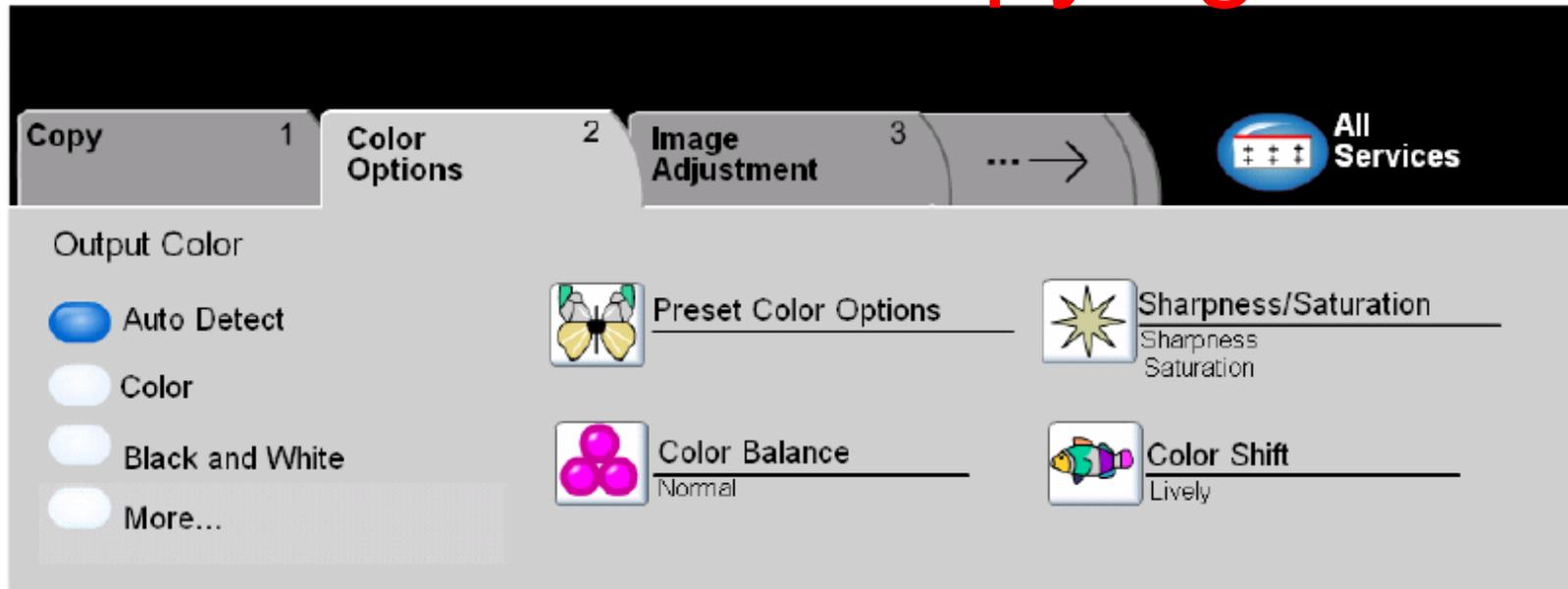
- Normal
- Custom
- 25-400% in 1% Increments
- Pre-sets

[More]



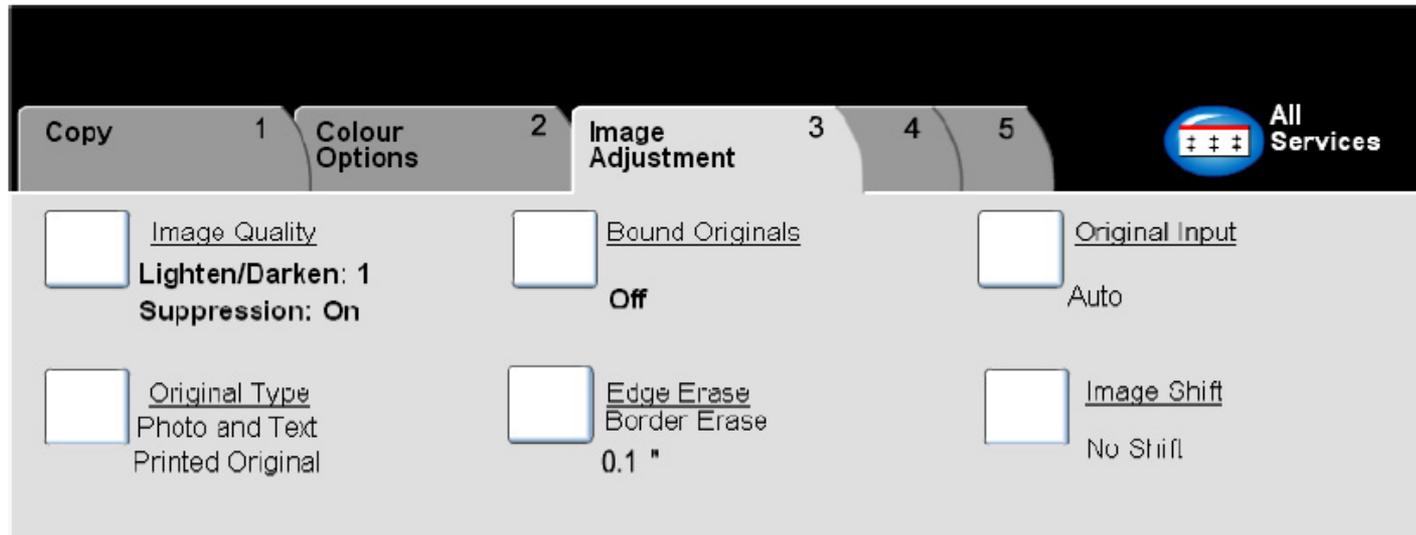
Select Paper in tray

—Advanced Copying—



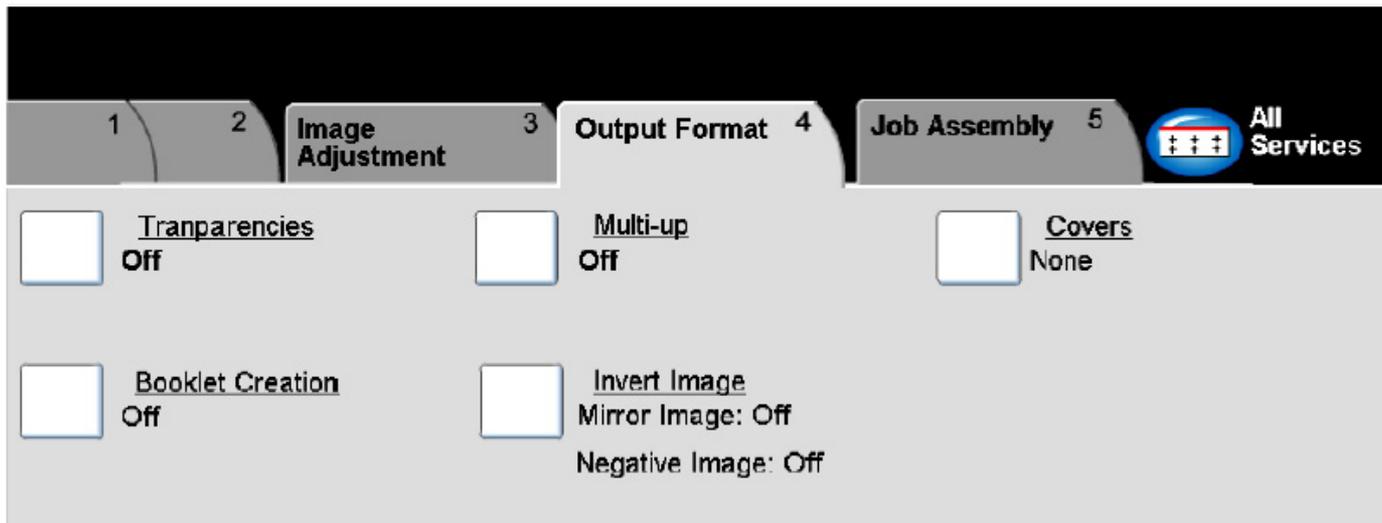
- **Output Color:** Auto – lets the machine sense color or Black and White
- More... Single Color!
- **Preset Color Options:** Normal, Lively, Bright, Warm, Cool
- **Sharpness / Saturation:** Edge definition, Color richness
- **Color Balance:** Cyan, Magenta, Yellow, Black
- **Color Shift:** Warm, Normal, Cool

Image Adjustment



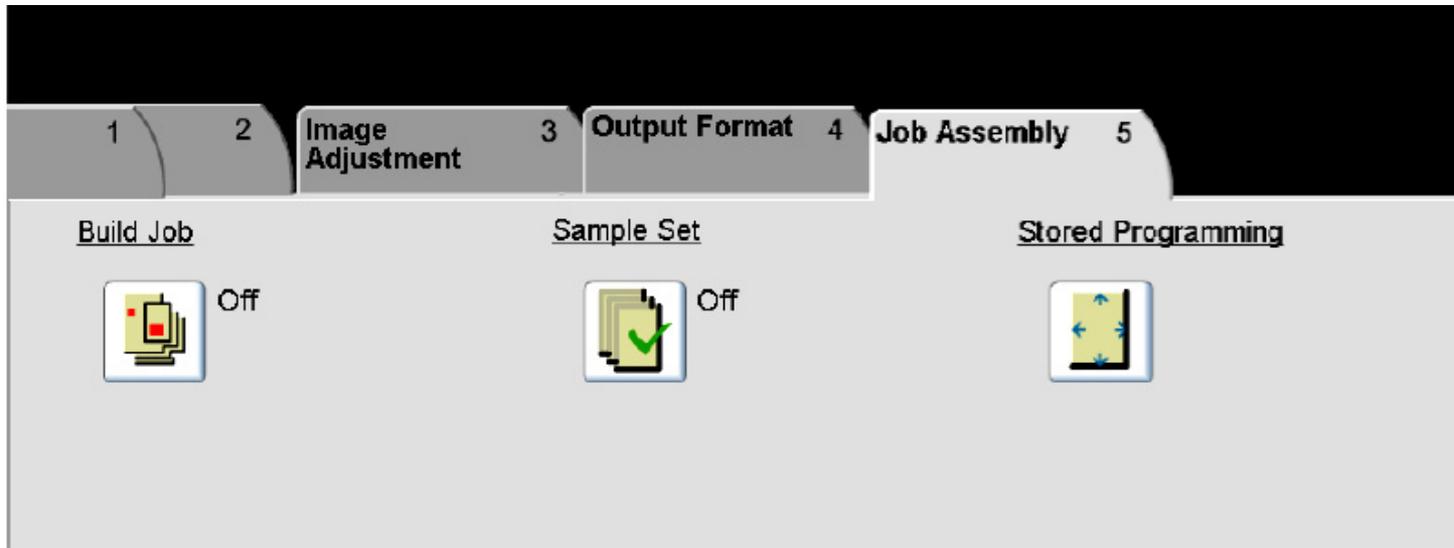
- **Image Quality:** Lighten / Darken, Suppression, Contrast
- **Bound Originals:** Copy left and right pages of a book
- **Original Input:** Auto, Manual Size for small originals, Mixed Size
- **Original Type:** Normal, Text, Half-tone Photo, Photo
- **Edge Erase:** Erase marks around the margins
- **Image Shift:** Move the image to allow for binding

Output Format



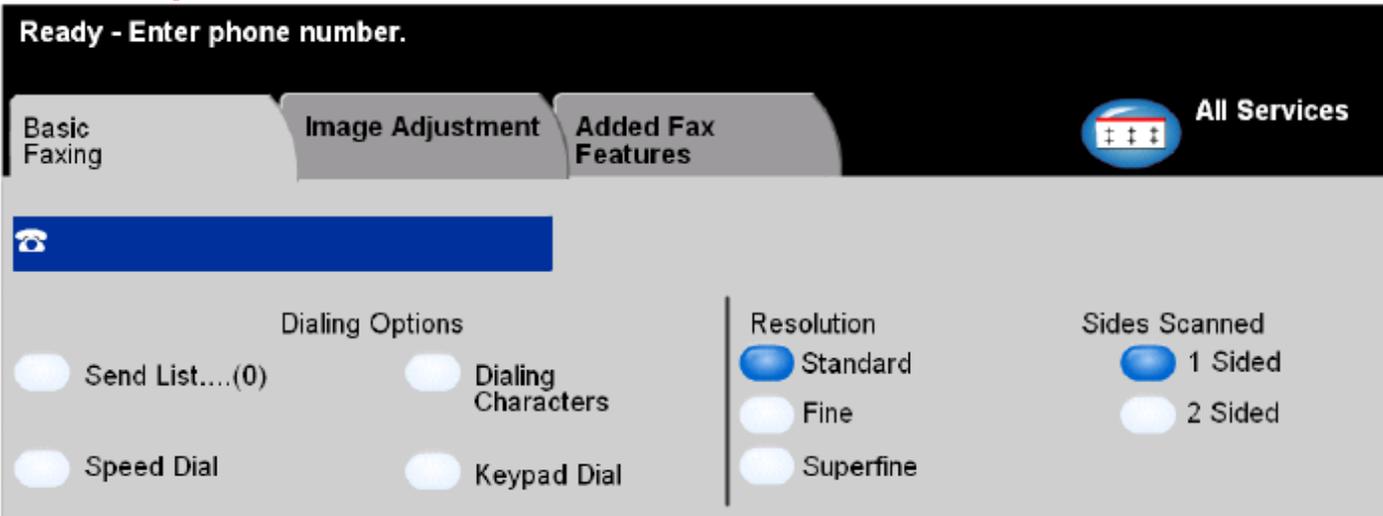
- **Transparencies: Dividers = Off, Blank Dividers**
- **Multi-Up: Print multiple pages on one sheet of paper**
- **Covers: Different tray, front or front and back, printed or blank**
- **Booklet Creation: print two images per side, fold and pages will be in order**
- **Invert Image: Mirror Image, Negative Image**

Job Assembly- Productivity



- **Build Job:** Parts of the copy job have different features
- **Sample Set:** Print one set, then release or delete from Job Status
- **Stored Programming:** Stores feature settings for often used copy operations

Walk-up Fax

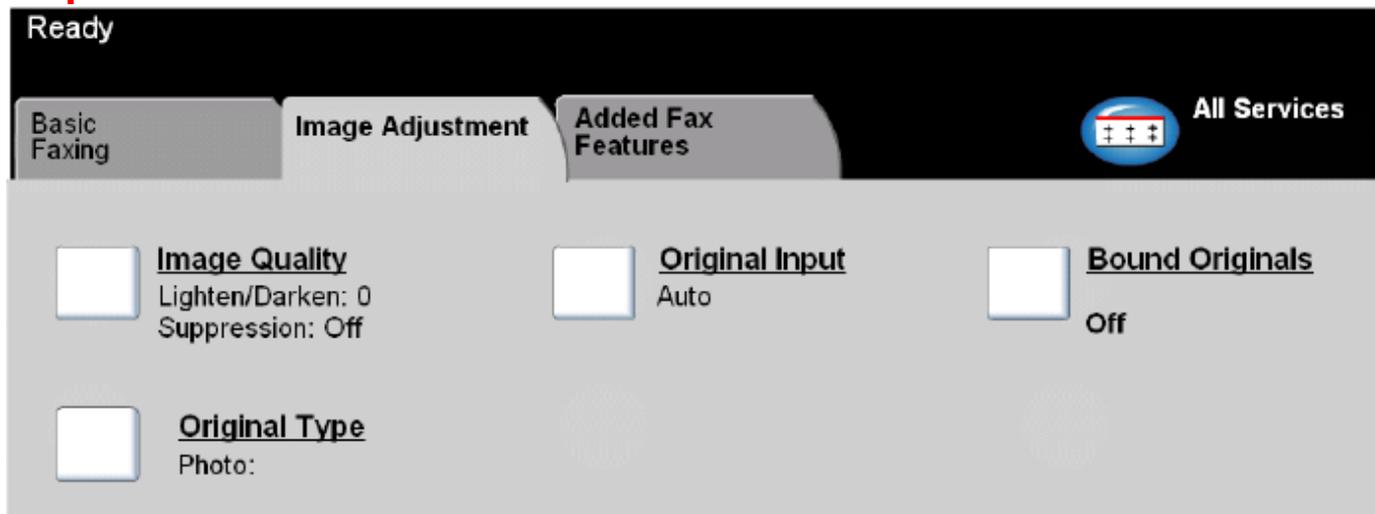


Dial Pause

- Use the numeric key pad to enter the number.
- Use the Dial Pause button for pauses: 8 (pause) 1 (pause) phone-number
- Resolution
- Sides Scanned
- Send List
- Dialing Characters
- Speed Dial, Keypad Dial

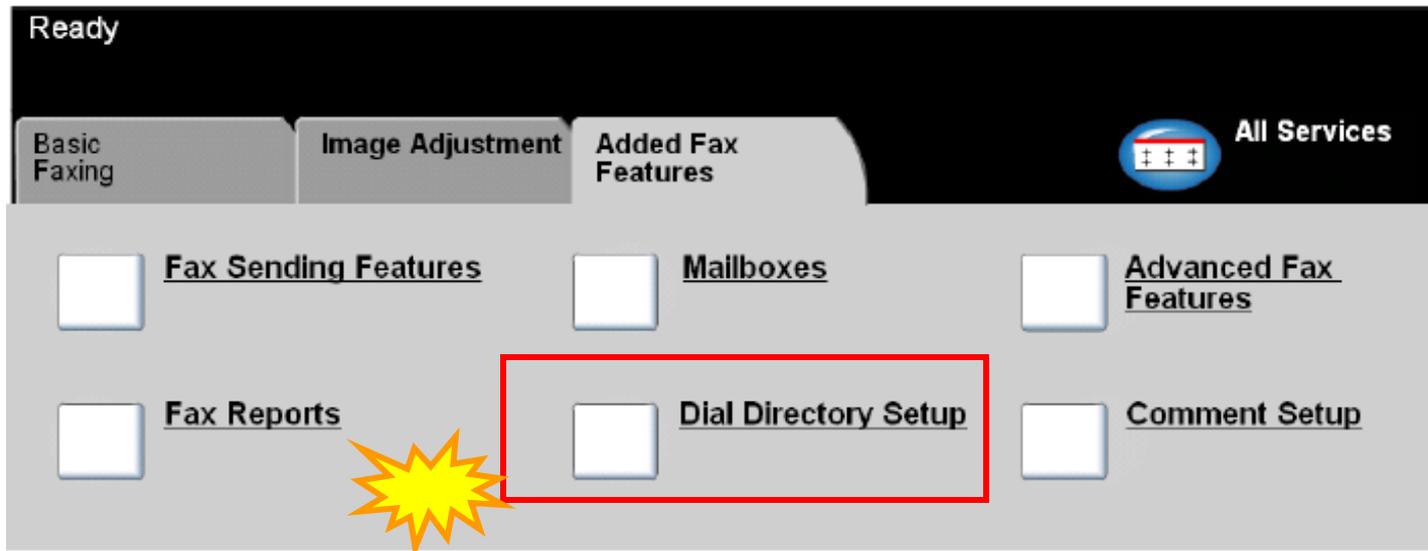
Faxing

Fax Image Adjustment



- **Image Quality:** Lighten / Darken, Background Suppression
- **Original Input:** Auto, Manual, Mixed Sizes
- **Bound Originals:** Left, Right, Both
- **Original Type:** Photo and Text, Photo, Text

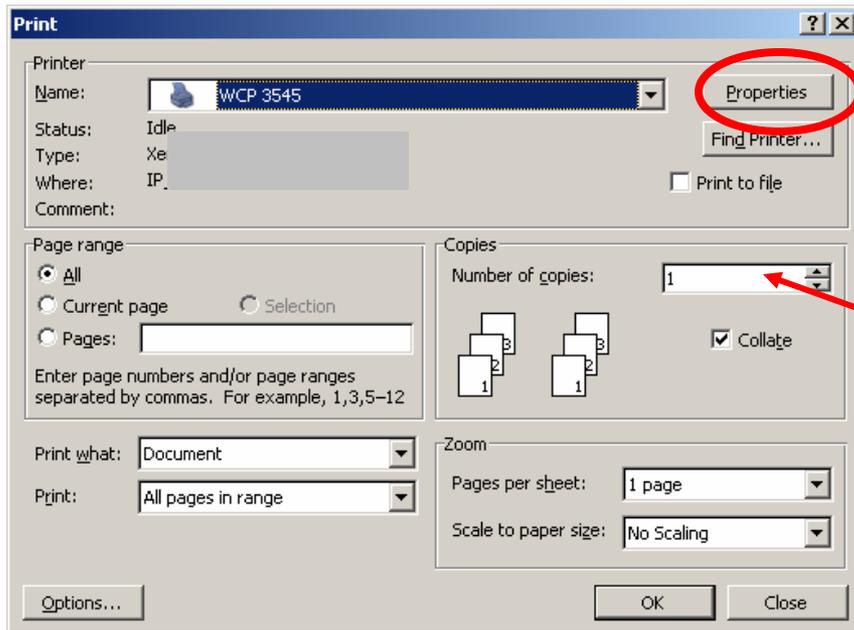
Added Fax Features



- Fax Sending Features
- Mailboxes
- Advanced Fax Features

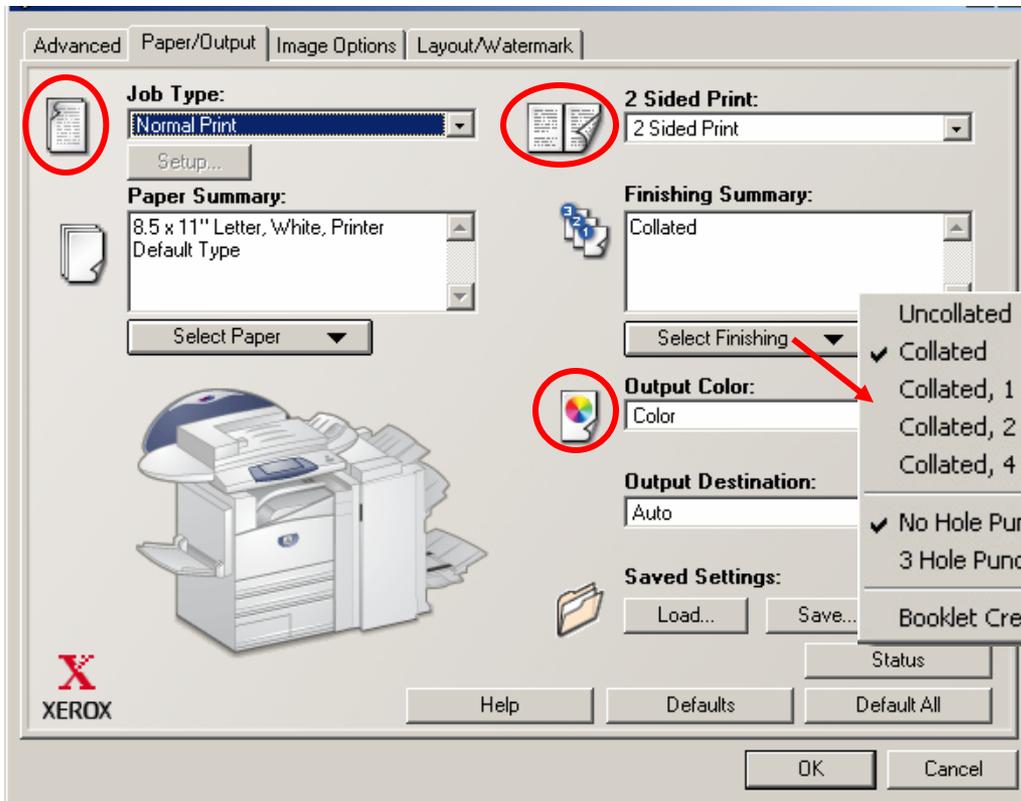
- Fax Reports
- Dial Directory Setup
- Comment Setup

Printing



- Select Print from the file menu in the application
- Select the WCP2128 from the list of available printers
- Select the number of sets or copies needed.
- Click Properties. The WCP2128 print driver features are displayed.

Print Features



- Select 2-sided print, if required
- Select Finishing (staple), if needed
- Select Output Color, if needed
- Job Types – Normal, Secure, Sample, Delayed
- Click OK twice to print your document

Note: There is no need to select the paper size. Software is smart enough to know what size.

Help and Information

What's This?

Select Paper
Select Paper lets you specify the paper to use for a print job. Any paper specifications appear in the paper summary box on the Paper/Output tab.
Choose an option from each category, or choose Covers and Advanced to easily access options on different tabs of the Select Paper dialog.

Document Body—Enables you to specify the size and source of paper to use for your overall print job.

Covers—Enables you to use different paper (such as preprinted letterhead or colored paper) for the first or last pages of your document.

Transparency Separators—Enables you to put separator sheets between each printed page of a document and after the final page.

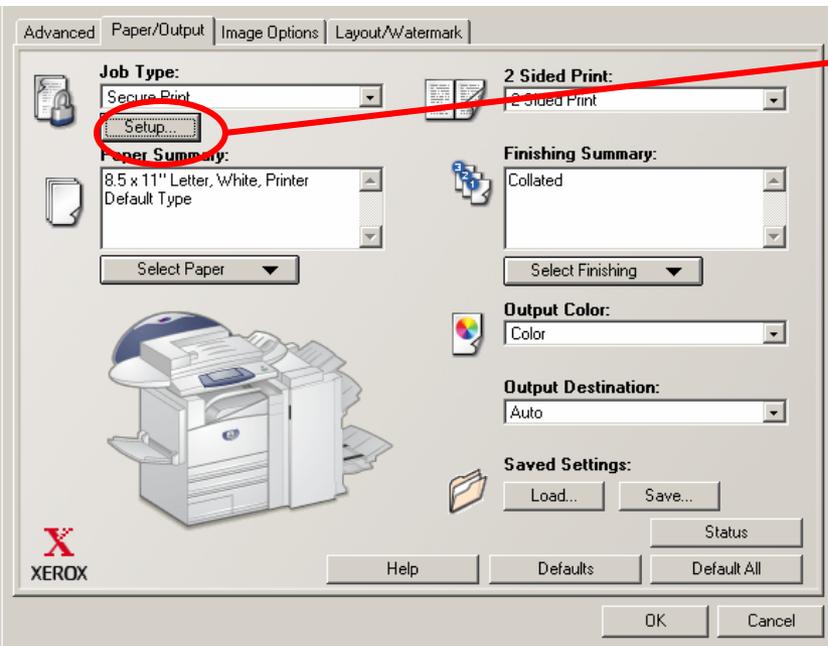
Help

Status

Default All

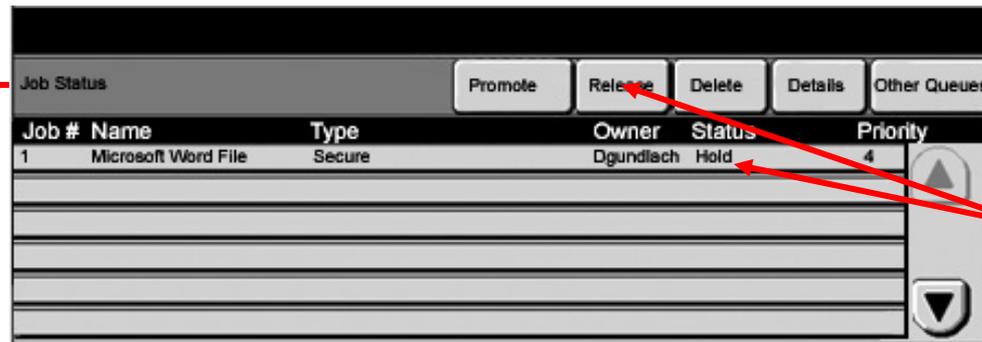
Load and Save Print commands
To save time when re-printing!

Secure Print



1. Select Secure Print from the [Job Type] pull down menu
2. Click Setup
3. Enter and Confirm 4-10 Digit Number
4. Release the job at the WCP2128 by entering your number

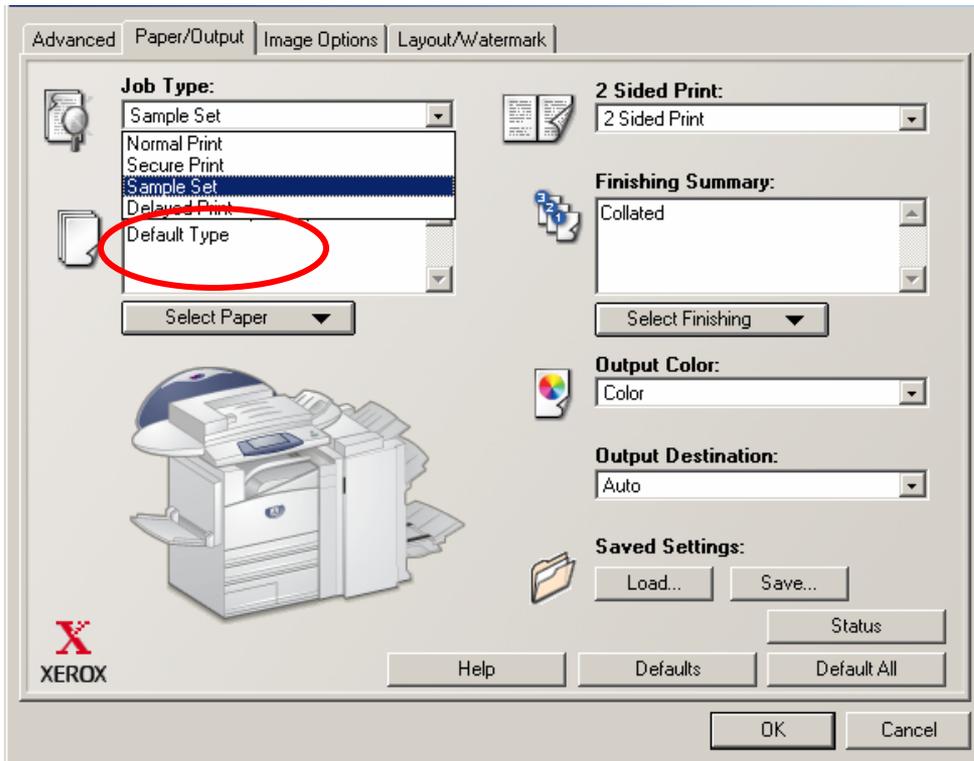
Secure Print Benefits



Job Stat

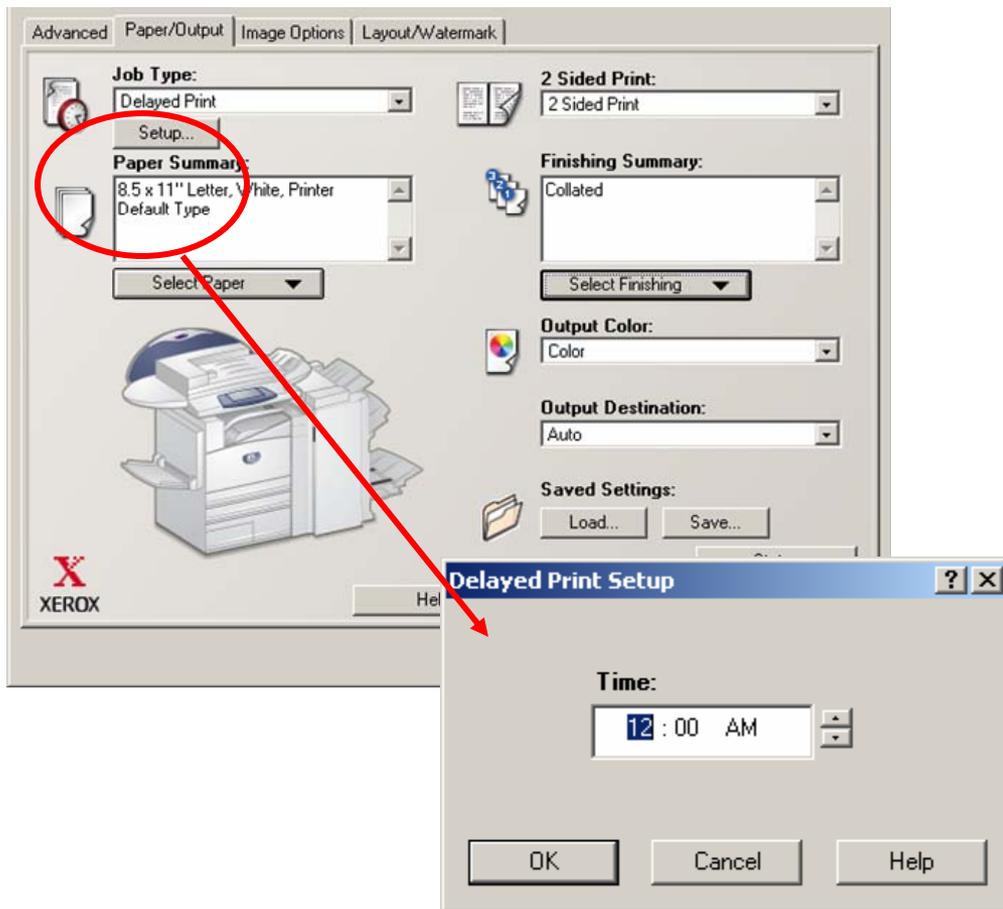
- No more running to the printer to get your document before anyone else sees it – printing confidential or private information
- Reduces the need, investment and maintenance of slower, private printers
- Convenience of picking up your document when you want – can print all your documents at once and then to the printer & release them all at once
- If you have a meeting in another building, you can print utilizing secure printing and pick up the document right before the meeting starts
- If you need to print on special paper, the job is held at the WCP2128 until you load the special paper and release the job

Sample Set



- Allows you to proof one set of your document before printing the rest of the sets at the WCP2128
- Select Sample Set
- Go to the printer to review your sample set
- If OK, under Job Status release your job
- If not OK, under Job Status, delete your job

Delayed Print

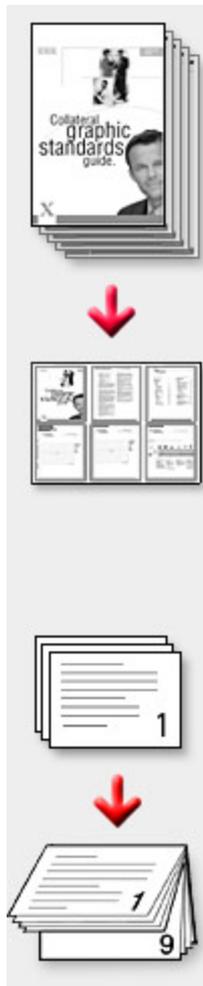


- Select Delayed Print from the Job Type pull down menu
- Click [Setup] to select the time for your job to start printing
- Your job will be held at the printer until the time you selected for print

Layout / Watermark

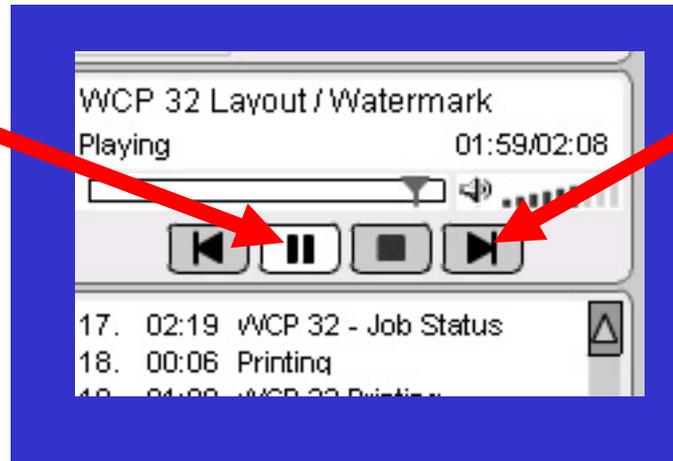
The screenshot shows the 'Layout/Watermark' tab in the WCP 2128 software. The 'Page Layout' section has 'Booklet Layout' selected. The 'Page Layout Options' section has 'Fit to New Paper Size' checked. The 'Watermark' section has a list of options including 'Draft', 'Confidential', and 'Copy'. A 'Watermark Editor' dialog box is open, showing settings for text, angle, density, and position.

- **N-UP: Multiple images per page Landscape or Portrait**
- **Booklet Layout: Auto page layout for folded pages**
- **Fit New Paper Size: Reduce and Enlarge up to 11x17**
- **Watermark: background image or text**



Start Print Feature Video

(1) Select Pause



(2) Select Next Frame

(At the end of the video, this presentation will automatically resume.)

Press the Pause and Next Frame buttons NOW!

Select Network Scanning



Select Your Template

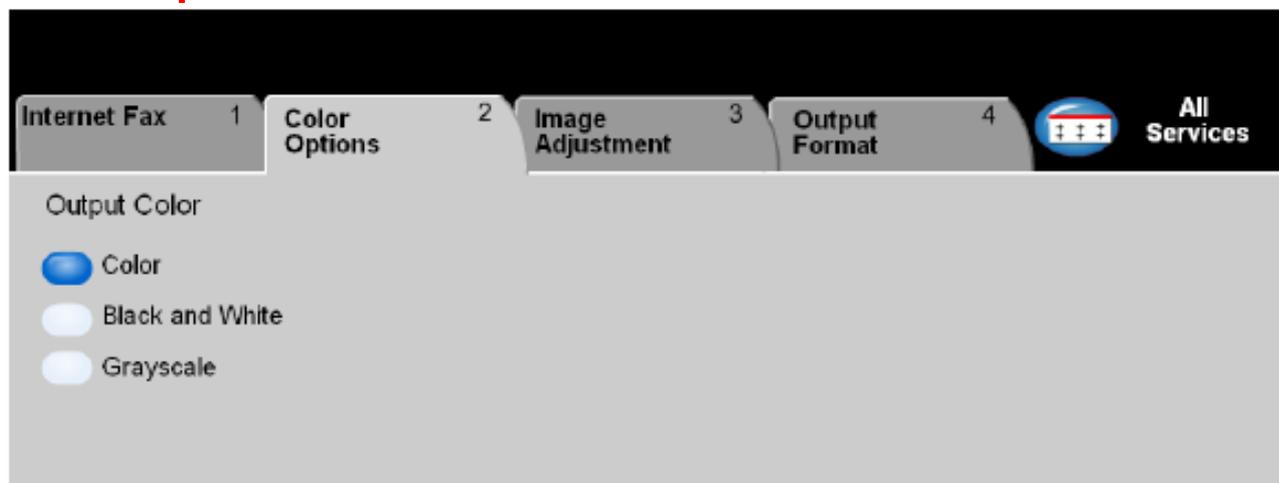
Press start



Scan to File Steps

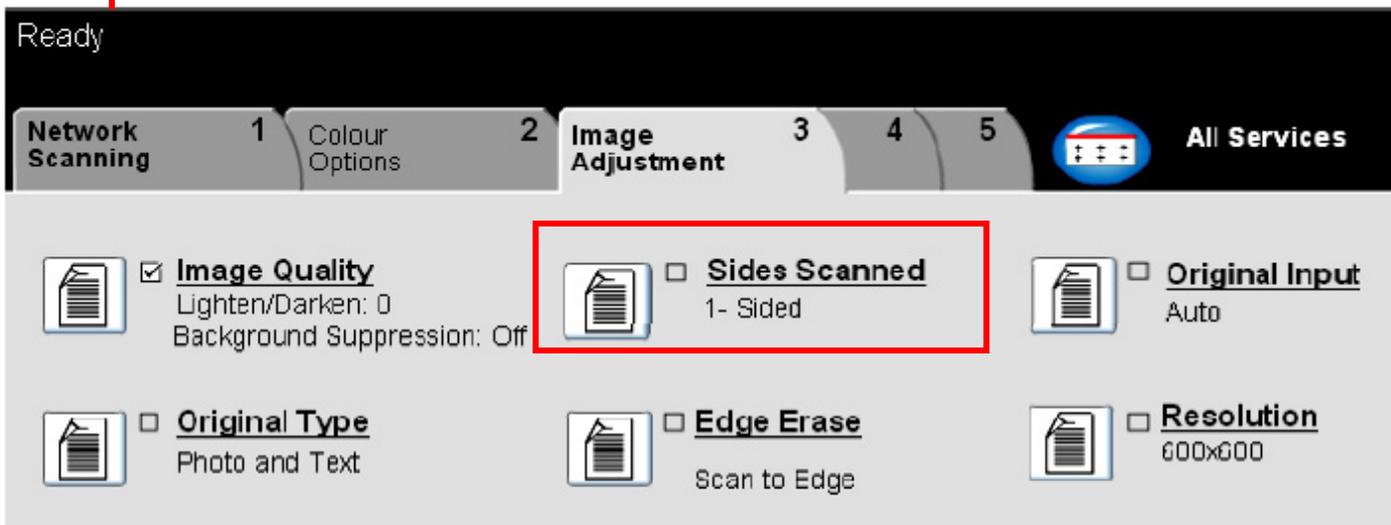
1. Place your document on the glass or in the feeder.
 2. Select Network Scan and then your Template.
 3. Select other Options
- 
- | Template Destinations | Destination Details |
|-----------------------|---|
| DEFAULT | File (Alternate): Special Orders
File: Purchase Orders |
| Cstrohrer | |
| Gdavis | 1/3 |
| Fwright | |
| Jdobe | |
4. Press the **Green Start** button
 5. Printed Confirmation Report will display the storage location and the file name.
 6. Retrieve your image at your PC

Scan Output Color



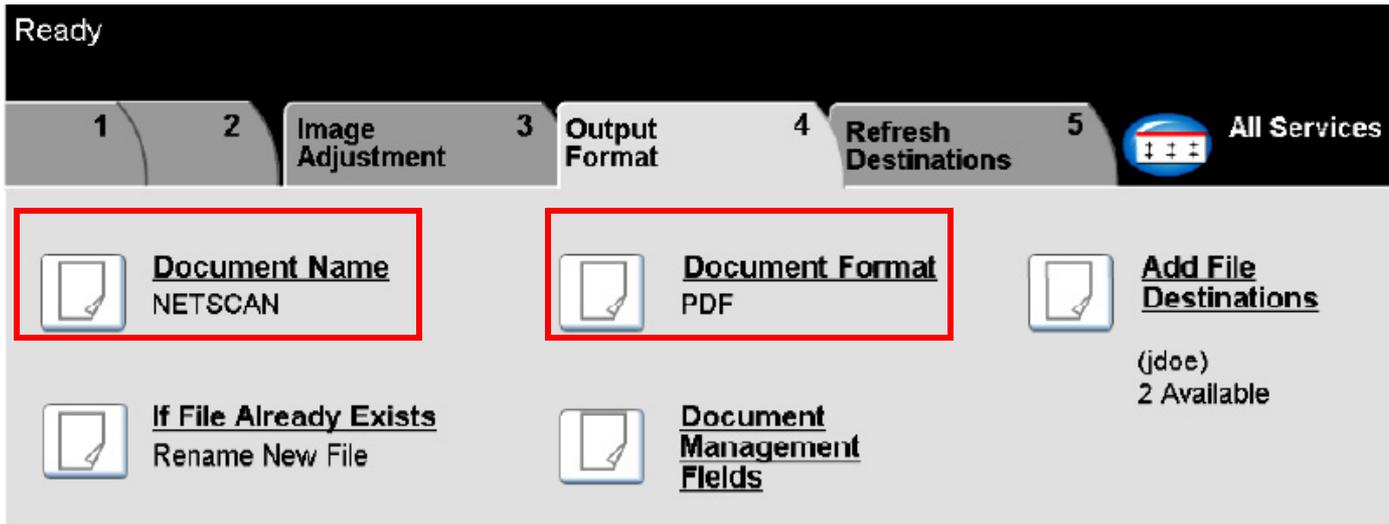
 **Output: Color, Black and White, Grayscale**

Scan Image Adjustment



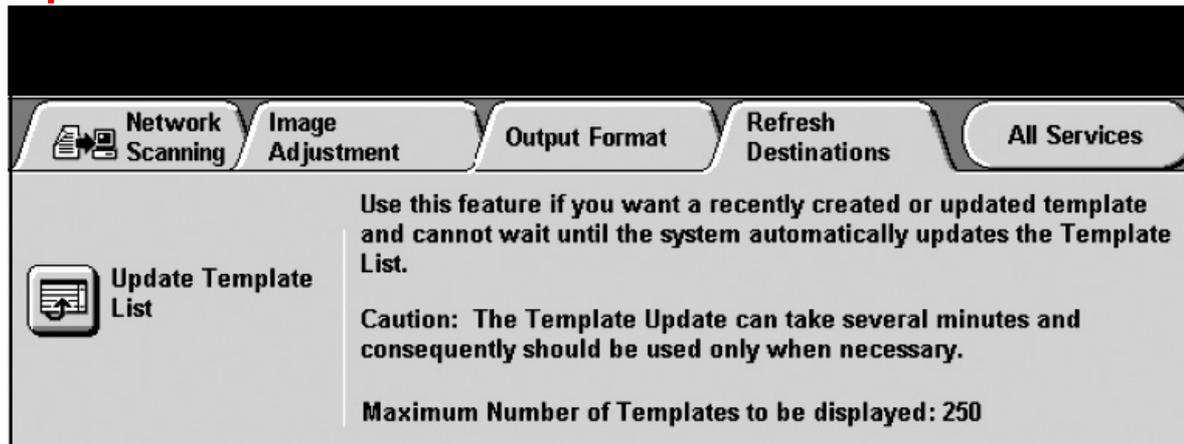
- **Image Quality:** Type, Lighten / Darken, Suppression
- **Sides Scanned:** 1-sided, 2-sided, portrait, landscape, image rotation
- **Original Input:** Auto, Manually define
- **Original Type:** Photo and Text, Photo, Text
- **Edge Erase:** Erase marks around the margins, scan to edge
- **Resolution:** 200, 300, 400, 600 dpi

Scan Output Format



- 🌿 **Document Name:** Name the scan or use default name
- 🌿 **Document Format:** Tiff, Multi-Tiff, PDF, JPEG
- 🌿 **Add File Destinations:** Select a different storage location
- 🌿 **If File Already Exists:** Rename, Append, Overwrite, Do Not Save
- 🌿 **Document Management Fields:** Enter additional data

Scan Refresh Destinations



The screenshot shows a software interface with a navigation bar at the top containing five tabs: Network Scanning, Image Adjustment, Output Format, Refresh Destinations, and All Services. The 'Refresh Destinations' tab is selected. Below the navigation bar, there is a section titled 'Update Template List' with a circular refresh icon. To the right of this icon, there is explanatory text and a caution.

Update Template List

Use this feature if you want a recently created or updated template and cannot wait until the system automatically updates the Template List.

Caution: The Template Update can take several minutes and consequently should be used only when necessary.

Maximum Number of Templates to be displayed: 250

● Update Template List if needed

Review Questions

- Copying
- Faxing
- Network Printing
(Secure Print, Sample Set, Delay, Watermarks)
- Scan to File



WHERE DO I GET MORE INFORMATION?

<http://it.NASA.com/printers>

- Documentation
- User Manuals
- CD's
- Websites Information



Thank you



Work Centre Pro
2128-2636-3545
Training

Thank You!