

# Xerox<sup>®</sup> WorkCentre<sup>®</sup> Xerox<sup>®</sup> ColorQube<sup>®</sup>

## Appendix B:

### Setting Default “Quality / File Size” via Xerox<sup>®</sup> CentreWare<sup>®</sup> Internet Services





©2013 Xerox Corporation. All rights reserved. Xerox®, Xerox and Design®, WorkCentre®, CentreWare®, and ColorQube® are trademarks of the Xerox Corporation in the United States and/or other countries.

Other company trademarks are also acknowledged.

Document Version: 1.4 (14 August 2013)

BR7350



# Table of Contents

Introduction.....	2
Impacted Products.....	2
Setting “Quality / File Size” .....	3
Workflow Scanning.....	3
Network Scanning.....	5
Scan to E-Mail .....	14
Internet Fax .....	16
Scan To.....	20
Scan To Home.....	22
Scan To USB.....	24
Scan To Mailbox.....	26

# Introduction

This document provides the Xerox® CentreWare® Internet Services instructions for setting the “Quality / File Size” to factory default value. It is organized by scan workflow and lists the products that utilize the pathway described. The scan workflows covered may not be present or utilized on every device.

## Impacted Products

Product	Model
Xerox® ColorQube®	87XX/89XX
ColorQube	92XX/93XX
Xerox® WorkCentre®	5030/5050
WorkCentre	51XX
WorkCentre	56XX
WorkCentre	57XX
WorkCentre	58XX
WorkCentre	6400
WorkCentre	7220/7225
WorkCentre	75XX
WorkCentre	77XX
WorkCentre	78XX
WorkCentre	76XX
WorkCentre	Pro 2XX/BookMark 40/55

# Setting “Quality / File Size”

## Workflow Scanning

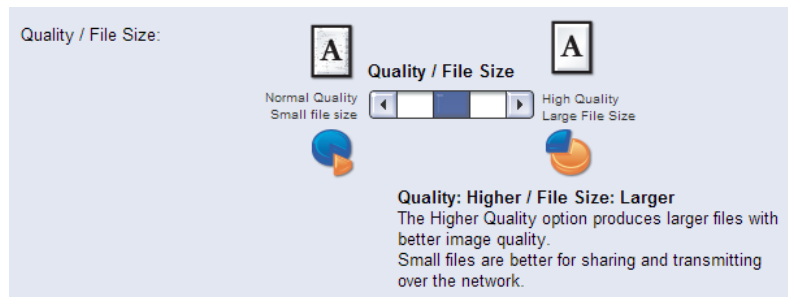
This procedure applies only to the following products:

Product	Model
Xerox® ColorQube®	8700/8900
ColorQube	9201/9202/9203
ColorQube	9301/9302/9303
Xerox® WorkCentre®	5735/5740/5745/5755/5765/5775/5790
WorkCentre	5840/5845/5855/5865/5875/5890
WorkCentre	6400
WorkCentre	7220/7225
WorkCentre	7525/7530/7535/7545/7556
WorkCentre	7755/7765/7775
WorkCentre	7830/7835/7845/7855

## Setting the Default Template

### Xerox® CentreWare® Internet Services Method

1. Login to CentreWare Internet Services.
2. Select **Properties** on the top navigation bar.
3. On the left navigation tree, select **Services > Workflow Scanning > Default Template**.
4. Once on the Defaults screen, scroll down to the **Advanced Settings** box and select **Edit**.
5. Scroll down to the Quality / File Size box.
6. Move the slider to the middle position, so the description reads **Quality: Higher / File Size: Larger**.
7. Select **Apply**.



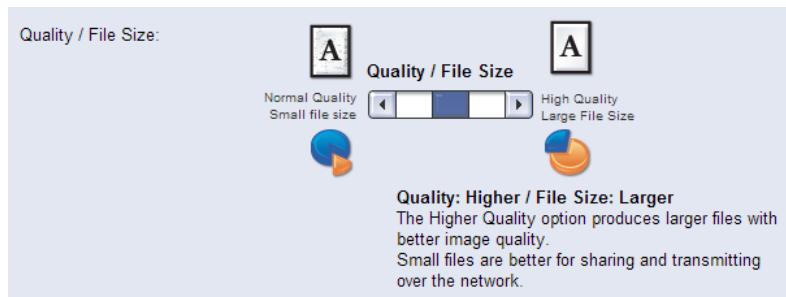


## Resetting Existing Templates

This procedure only applies to templates stored on the device.

### Xerox® CentreWare® Internet Services Method

1. Login to CentreWare Internet Services.
2. Select **Scan** on the top navigation bar.
3. On the left navigation tree, select the **Templates** radio button. Select the Template to edit.
4. Once on the Templates screen, scroll down to the **Advanced Settings** box and select **Edit**.
5. Scroll down to the Quality / File Size box.
6. Move the slider to the middle position, so the description reads **Quality: Higher / File Size: Larger**.
7. Select **Apply**.
8. Repeat steps 4 - 7 for each additional template that needs to be changed.



# Network Scanning

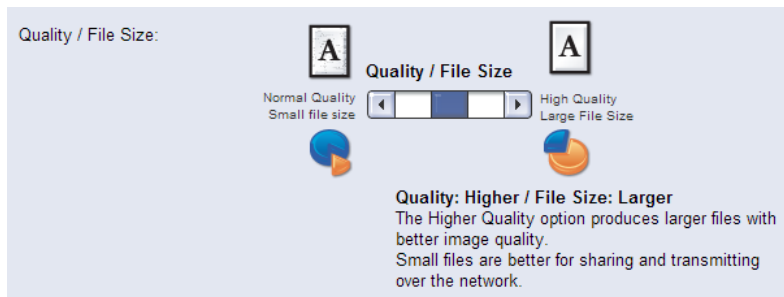
This procedure applies only to the following products:

Product	Model
Xerox® WorkCentre®	5030/5050
WorkCentre	5135/5150
WorkCentre	5632/5638/5645/5655/5665/5675/5687
WorkCentre	7655/7665/7675

## Setting the Default Template

### Xerox® CentreWare® Internet Services Method

1. Login to CentreWare Internet Services.
2. Select **Properties** on the top navigation bar.
3. On the left navigation tree, select **Services > Network Scanning > Default Template**.
4. Once on the Defaults screen, scroll down to the **Advanced Settings** box and select **Edit**.
5. Scroll down to the Quality / File Size box.
6. Move the slider to the middle position, so the description reads **Quality: Higher / File Size: Larger**.
7. Select **Apply**.
8. Repeat steps 4 - 7 for each additional template that needs to be changed.

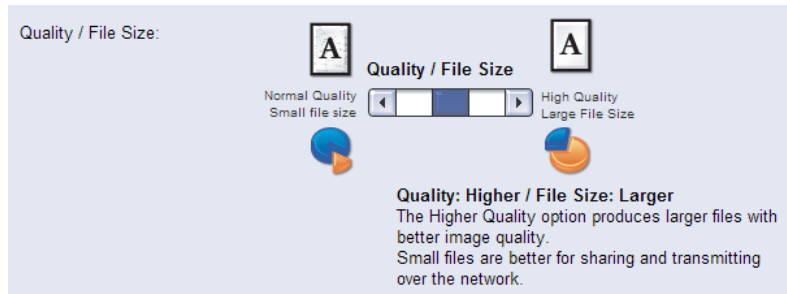


## Resetting Existing Templates

This procedure only applies to templates stored on the device.

### Xerox® CentreWare® Internet Services Method

1. Login to CentreWare Internet Services.
2. Select **Scan** on the top navigation bar.
3. On the left navigation tree, select the **Templates** radio button. Select the Template to edit.
4. Once on the Templates screen, scroll down to the **Advanced Settings** box and select **Edit**.
5. Scroll down to the Quality / File Size box.
6. Move the slider to the middle position, so the description reads **Quality: Higher / File Size: Larger**.
7. Select **Apply**.



# Network Scanning

This procedure applies only to the following products:

Product	Model
Xerox® WorkCentre® Pro	232/238/245/255/265/275
WorkCentre BookMark	40/55

## Setting the Default Template

### Xerox® CentreWare® Internet Services Method

1. Login to CentreWare® Internet Services.
2. Select **Properties** on the top navigation bar.
3. On the left navigation tree, select **Services > Network Scanning > Default Template**.
4. Once on the Defaults screen, scroll down to the **Scan Options** box and select **Edit**.
5. Scroll down to the Quality / File Size box.
6. Select the drop down box and set it to **Higher Quality / Larger File Size**.
7. Select **Apply**.

Quality / File Size:

Higher Quality / Larger File Size

**Note:** smaller file size will only have a slight effect on the image quality of the scan. However, smaller files are much better for sharing and transmitting over the network.

## Resetting Existing Templates

This procedure only applies to templates stored on the device.

### Xerox® CentreWare® Internet Services Method

1. Login to CentreWare® Internet Services.
2. Select **Scan** on the top navigation bar.
3. On the left navigation tree, select **Templates**. Select the Template to edit.
4. Once on the Templates screen, scroll down to the **Scan Options** box and select **Edit**.
5. Scroll down to the Quality / File Size box.
6. Select the drop down box and set it to **Higher Quality / Larger File Size**.
7. Select **Apply**.

Quality / File Size:

Higher Quality / Larger File Size ▼

**Note:** smaller file size will only have a slight effect on the image quality of the scan. However, smaller files are much better for sharing and transmitting over the network.

## Scan to E-Mail

This procedure applies only to the following products:

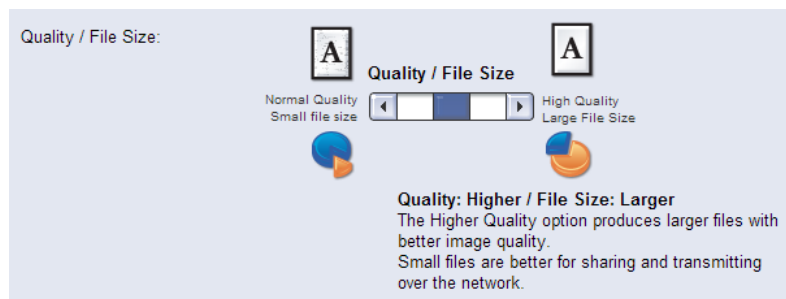
Product	Model
Xerox® ColorQube®	8700/8900
ColorQube	9301/9302/9303
Xerox® WorkCentre®	5735/5740/5745/5755/5765/5775/5790
WorkCentre	5840/5845/5855/5865/5875/5890
WorkCentre	7220/7225
WorkCentre	7525/7530/7535/7545/7556
WorkCentre	7830/7835/7845/7855



## Setting E-Mail Defaults

### Xerox® CentreWare® Internet Services Method

1. Login to CentreWare Internet Services.
2. Select **Properties** on the top navigation bar.
3. On the left navigation tree, select **Services > E-Mail > Setup**. Select **Defaults**.
4. Once on the Defaults screen, scroll down to the **Advanced Settings** box and select **Edit**.
5. Scroll down to the Quality / File Size box.
6. Move the slider to the middle position, so the description reads **Quality: Higher / File Size: Larger**.
7. Select **Apply**.



# Scan to E-Mail

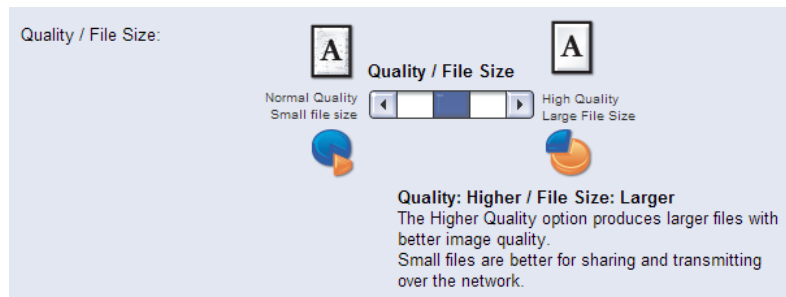
This procedure applies only to the following products:

Product	Model
Xerox® ColorQube®	9201/9202/9203
Xerox® WorkCentre®	6400
WorkCentre	5030/5050
WorkCentre	5135/5150
WorkCentre	5632/5638/5645/5655/5665/5675/5687
WorkCentre	7655/7665/7675
WorkCentre	7755/7765/7775

## Setting E-Mail Defaults

### Xerox® CentreWare® Internet Services Method

1. Login to CentreWare Internet Services.
2. Select **Properties** on the top navigation bar.
3. On the left navigation tree, select **Services > E-Mail > Defaults**.
4. Once on the Defaults screen, scroll down to the **Advanced Settings** box and select **Edit**.
5. Scroll down to the Quality / File Size box.
6. Move the slider to the middle position, so the description reads **Quality: Higher / File Size: Larger**.
7. Select **Apply**.



# Internet Fax

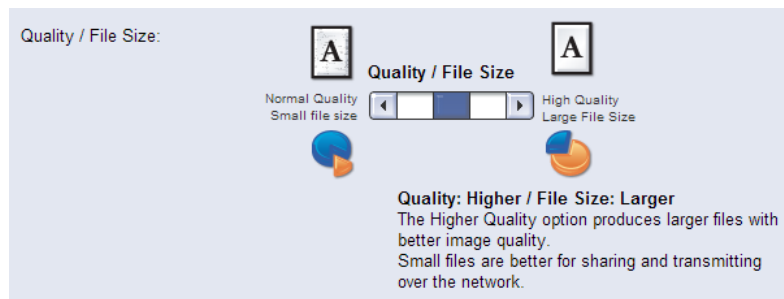
This procedure applies only to the following products:

Product	Model
Xerox® ColorQube®	8700/8900
ColorQube	9301/9302/9303
Xerox® WorkCentre®	5735/5740/5745/5755/5765/5775/5790
WorkCentre	5840/5845/5855/5865/5875/5890
WorkCentre	7220/7225
WorkCentre	7525/7530/7535/7545/7556
WorkCentre	7830/7835/7845/7855

## Setting Internet Fax Defaults

### Xerox® CentreWare® Internet Services Method

1. Login to CentreWare Internet Services.
2. Select **Properties** on the top navigation bar.
3. On the left navigation tree, select **Services > Internet Fax > Setup**. Select **Defaults**.
4. Once on the Defaults screen, scroll down to the **Advanced Settings** box and select **Edit**.
5. Scroll down to the Quality / File Size box.
6. Move the slider to the middle position, so the description reads **Quality: Higher / File Size: Larger**.
7. Select **Apply**.



# Internet Fax

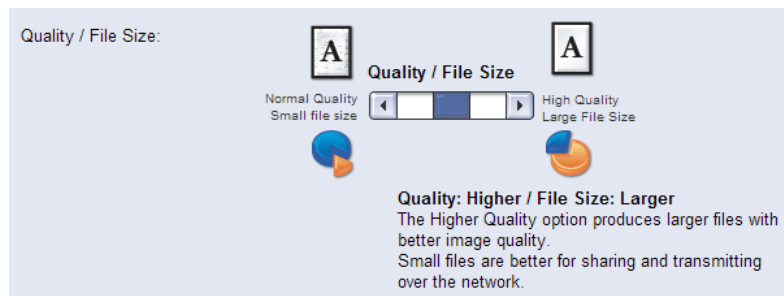
This procedure applies only to the following products:

Product	Model
Xerox® ColorQube®	9201/9202/9203
Xerox® WorkCentre®	5030/5050
WorkCentre	5135/5150
WorkCentre	5632/5638/5645/5655/5665/5675/5687
WorkCentre	6400
WorkCentre	7655/7665/7675
WorkCentre	7755/7765/7775

## Setting Internet Fax Defaults

### Xerox® CentreWare® Internet Services Method

1. Login to CentreWare Internet Services.
2. Select **Properties** on the top navigation bar.
3. On the left navigation tree, select **Services > Internet Fax > Defaults**.
4. Once on the Defaults screen, scroll down to the **Advanced Settings** box and select **Edit**.
5. Scroll down to the Quality / File Size box.
6. Move the slider to the middle position, so the description reads **Quality: Higher / File Size: Larger**.
7. Select **Apply**.



# Scan To

This procedure applies only to the following products:

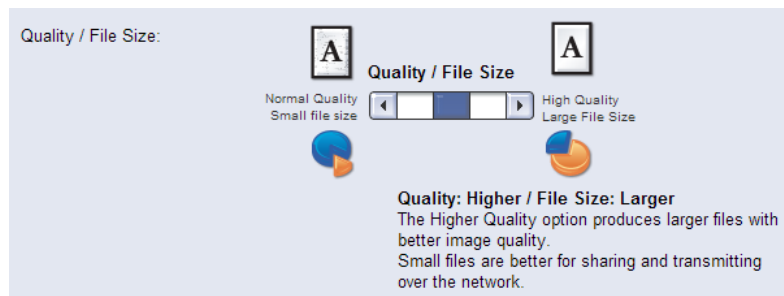
Product	Model
Xerox® ColorQube®	8700/8900
ColorQube	9301/9302/9303
Xerox® WorkCentre®	5840/5845/5855/5865/5875/5890
WorkCentre	7220/7225
WorkCentre	7830/7835/7845/7855



## Setting Scan To Defaults

### Xerox® CentreWare® Internet Services Method

1. Login to CentreWare Internet Services.
2. Select **Properties** on the top navigation bar.
3. On the left navigation tree, select **Services > Scan To > Setup**. Select **Defaults**.
4. Once on the Defaults screen, scroll down to the **Advanced Settings** box and select **Edit**.
5. Scroll down to the Quality / File Size box.
6. Move the slider to the middle position, so the description reads **Quality: Higher / File Size: Larger**.
7. Select **Apply**.



# Scan To Home

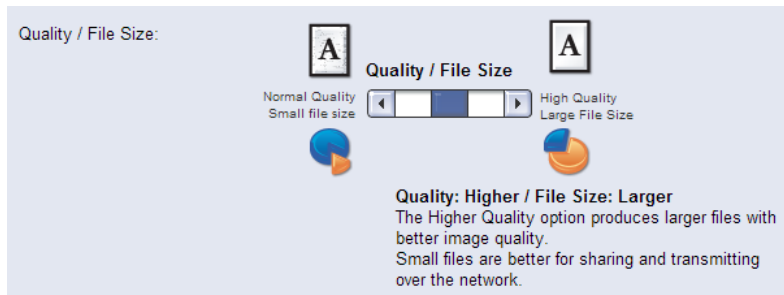
This procedure applies only to the following products:

Product	Model
Xerox® ColorQube®	8700/8900
ColorQube	9301/9302/9303
Xerox® WorkCentre®	5840/5845/5855/5865/5875/5890
WorkCentre	7220/7225
WorkCentre	7525/7530/7535/7545/7556
WorkCentre	7755/7765/7775
WorkCentre	7830/7835/7845/7855

## Setting Scan To Home Defaults

### Xerox® CentreWare® Internet Services Method

1. Login to CentreWare Internet Services.
2. Select **Properties** on the top navigation bar.
3. On the left navigation tree, select **Services > Scan To Home > General**.
4. Select **Modify Settings** option at top of the page.
5. Once on the Defaults screen, scroll down to the **Advanced Settings** box and select **Edit**.
6. Scroll down to the Quality / File Size box.
7. Move the slider to the middle position, so the description reads **Quality: Higher / File Size: Larger**.
8. Select **Apply**.



# Scan To USB

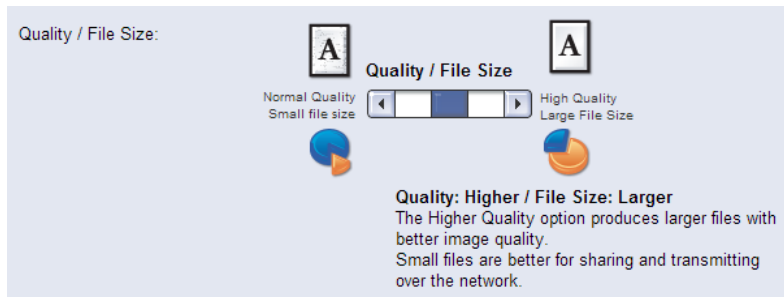
This procedure applies only to the following products:

Product	Model
Xerox® ColorQube®	8700/8900
ColorQube	9301/9302/9303
Xerox® WorkCentre®	5840/5845/5855/5865/5875/5890
WorkCentre	7220/7225
WorkCentre	7525/7530/7535/7545/7556
WorkCentre	7830/7835/7845/7855

## Setting Scan To USB Defaults

### Xerox® CentreWare® Internet Services Method

1. Login to CentreWare Internet Services.
2. Select **Properties** on the top navigation bar.
3. On the left navigation tree, select **Services > Scan To USB > General**
4. Select **Modify Settings** option at top of the page.
5. Once on the Defaults screen, scroll down to the **Advanced Settings** box and select **Edit**.
6. Scroll down to the Quality / File Size box.
7. Move the slider to the middle position, so the description reads **Quality: Higher / File Size: Larger**.
8. Select **Apply**.



# Scan To Mailbox

This procedure applies only to the following products:

Product	Model
Xerox® ColorQube®	8700/8900
ColorQube	9201/9202/9203
ColorQube	9301/9302/9303
Xerox® WorkCentre®	5135/5150
WorkCentre	5632/5638/5645/5655/5665/5675/5687
WorkCentre	5735/5740/5745/5755/5765/5775/5790
WorkCentre	5840/5845/5855/5865/5875/5890
WorkCentre	6400
WorkCentre	7220/7225
WorkCentre	7525/7530/7535/7545/7556
WorkCentre	7655/7665/7675
WorkCentre	7755/7765/7775
WorkCentre	7830/7835/7845/7855
WorkCentre Pro	232/238/245/255/265/275

## Setting Scan To Mailbox Defaults

### Xerox® CentreWare® Internet Services Method

1. Login to CentreWare Internet Services.
2. Select **Scan** on the top navigation bar.
3. On the left navigation tree, select the **Mailboxes** radio button.
4. Select **Modify Settings**.
5. Once on the Defaults screen, scroll down to the **Advanced Settings** box and select **Edit**.
6. Scroll down to the Quality / File Size box.
7. Move the slider to the middle position, so the description reads **Quality: Higher / File Size: Larger**.
8. Select **Apply**.

