

XS651de/XS654de Set Up Settings

Set machine's proper time

Menus>Security> Set Date and Time> Manually Set Date and Time (set time in 24HR format)>Submit

Set Time Format to 12 AM/PM

Menus>Settings>General Settings>*down arrow until*>Time Format = 12 hour A.M./P.M.>Submit

Make sure Analog Fax mode is set up (if machine has Fax)

Menus>Settings>Fax Settings>Fax Mode = Analog >Submit

Menus>Settings>Fax Settings>Analog Fax Setup>General Fax settings>Station Name = Company Name>Station Number = Company Fax Number >Submit

Menus>Settings>Fax Settings>Analog Fax Setup>General Fax settings>Enable Manual Fax = ON >Submit

Menus>Settings>Fax Settings>Analog Fax Setup>Fax Log Settings>Transmission Log (Choose either "Print Log" for all outgoing faxes or "Print only for error" >Submit

Set Copier Settings

Menus>Settings>Fax Settings> Copy Settings

Content = Text

Original Size = Auto Size Sense

>Submit

Paper Menu Settings

Menus>Paper Menu>Paper size/Type

Usually set up MP Feeder Size = Legal

MP Feeder Type = Plain Paper

>Submit

Home Screen Customization

Menus>Settings>General Settings>*down arrow until*>Home screen customization

Copy = Display / Copy shortcuts = Display / Fax *IF FAX INSTALLED* = Display / Fax shortcuts = Display / USB Drive = Display EVERYTHING ELSE = Do not Display