Disc Duplicator
User Guide
Version x.10
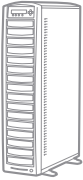
Xerox Disc Duplicator
User Guide

xerox

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Safety Introduction

Notices and Safety

Please read the following instructions carefully before operating the machine and refer to them as needed to ensure the continued safe operation of your machine.

Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

The safety and environment testing and performance of this product have been verified using Xerox materials only.

> *WARNING: Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the product certification.*

Please contact your Xerox representative for more information.

Marks, Labels

Symbols

All warnings and instructions marked on or supplied with the product should be followed.

> *WARNING: This symbol alerts users to areas of the equipment where there is the possibility of personal injury.*

FCC Notices For The USA

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

(Reference CFR 47 *Part 15 Section 15.21)*

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

Operational Safety Information

Operational Safety Information

Your Xerox equipment and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times:

Do These

- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Before cleaning this product, unplug the product from the electrical outlet. Always use materials specifically designated for this product, the use of other materials may result in poor performance and create a hazardous situation.

  ⚠️ WARNING: Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment

- Always exercise care when moving or relocating equipment.
- Always locate the machine on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine.
- Always unplug this equipment from the electrical outlet before cleaning.

Do Not Do These

- Never use a ground adapter plug to connect the equipment to a power outlet that lacks a ground connection terminal.
- Never attempt any maintenance function that is not specifically described in this documentation.
- Never obstruct ventilation openings. They are provided to prevent overheating.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the machine near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never place this equipment where people might step on or trip on the power cord.

Electrical Safety Information

1. The power receptacle for the machine must meet the requirements stated on the data plate on the rear of the machine. If you are not sure that your electrical supply meets the requirements, please consult your local power company or an electrician for advice.

2. The socket outlet shall be installed near the equipment and shall be easily accessible.

3. Use the power cable that is supplied with your machine. Do not use an extension cord or remove or modify the power cord plug.

4. Plug the power cable directly into a correctly grounded electrical outlet. If you are not sure whether or not an outlet is correctly grounded, consult an electrician.

5. Do not use an adapter to connect any Xerox equipment to an electrical outlet that lacks a ground connection terminal.

6. Do not place this equipment where people might step or trip on the power cable.

7. Do not place objects on the power cable.

8. Do not push objects into slots or openings on the machine. Electrical shock or fire may result.

9. Do not obstruct ventilation openings. These openings are used to provide proper cooling to the Xerox machine.

Electrical Supply

1. This product shall be operated from the type of electrical supply indicted on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult a licensed electrician for advice.

WARNING: This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet.

2. Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.

Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

Emergency Power Off

If any of the following conditions occur, turn off the machine immediately and **disconnect the power cable(s) from the electrical outlet(s).** Contact an authorized Xerox Service Representative to correct the problem:

- The equipment emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the machine.
- The machine is exposed to water.
- Any part of the machine is damaged

Maintenance Information

- Any operator product maintenance procedures will be described in the user documentation supplied with the product.
- Do not carry out any maintenance on this product which is not described in the customer documentation

> ⚠️ *Warning:* Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

- Use supplies and cleaning materials only as directed in the Operator section of this manual.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

Product Safety Certification

This product is certified by the following Agency using the Safety standards listed

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1
Underwriters Laboratories Inc.	CSA C22.2 No. 60950-1-03
SPORTON International Inc.	EN 55022:1998/A1:2000/A2:2003 Class B, EN 61000-3-3:1995/A1:2001, EN 55024:1998/A1:2001/A2:2003

Regulatory Information

Certifications in Europe

CE Mark (European Union)

The CE mark applied to this equipment symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

2006/95/EC

December 12, 2006 Council Directive 2006/95/EC as amended. Approximation of the laws of the member states related to low voltage equipment.

2004/108/EC

 December 15, 2004 Council Directive 2004/108/EC as amended. Approximation of the laws of the member states related to electromagnetic compatibility.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your Authorized local dealer.

 Warning: In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.

Product Recycling & Disposal

USA & Canada

Xerox operates a worldwide equipment take back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.html.

If you are managing the disposal of your Xerox product, please note that the product may contain lead, mercury, Perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: http://www.eiae.org/.

European Union

WEEE Directive 2002/96/EC

Some equipment may be used in both a domestic/household and a professional/business application

Professional/Business Environment

Application of this symbol on your equipment is confirmation that you must

dispose of this equipment in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Domestic/Household Environment

Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask you retailer for information.

Prior to disposal, please contact your local dealer or Xerox representative for end of life takeback information.

Xerox EH&S Contact Information

Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, please contact the following customer help lines:

USA: **1-800 828-6571**

Canada: **1-800 828-6571**

Europe: **+44 1707 353 434**

www.xerox.com/about-xerox/environment/enus.html

(Product Safety information for US)

www.xerox.com/about-xerox/environment/eneu.html

(Product Safety information for EU)

Chapter 1: Operation

The Xerox CD/DVD Duplicator is a reliable, high performance, high speed, standalone manual tower duplicator. With its professional industrial design and simple beginner user interface, it will make your duplicating experience easier than ever.

Before You Start

Before using this duplicator, read the following to ensure proper operation:

- **Duplicator Limitations**

  The duplicator will not copy any CD or DVD discs that have Copy Protection encoded inside. Typically, the movies you purchase or rent from the store will contain copy protection.

  In addition to the copy protection limitations, the duplicator cannot copy across formats. This means that you cannot copy a DVD master onto a recordable CD. In addition, you cannot copy the same formats if the discs have different maximum capacity limitations. This means that you cannot copy a single-layer DVD disc onto a double/dual-layer disc or vice versa. The recordable blanks must be the same format and maximum capacity as the master disc you intend to duplicate.

- **Temperature Warning**

  If the duplicator was stored in a location where the temperature dropped below 32°F (0°C) within the past 24 hours, please leave the duplicator in a warm room with temperatures at least 65°F (19°C) for four hours prior to powering it on for the first time. Failure to do so may cause irreparable harm and prevent the duplicator from functioning.

- **Maintenance**

  It is very important to operate and keep the duplicator in a dust free, clean environment since dust is the number 1 killer for CD/DVD recording devices. Failure to do so may severely damage your duplicator. We strongly suggest you place an Air Cleaner next to the duplicator and constantly use the Air Duster (Can Air) to clear off any dust on the surface of the duplicator.

  Note: Do not try to use the air duster to clean the duplicator while the reader or writer trays are open. In doing so, you may inadvertently blow dust into the recording device and damage the recording device.

- **Proper Shutdown**

   To avoid possible system failures, you need to shutdown the duplicator properly. To shutdown the duplicator, you need to press the up or down button to select "16. Shutdown", then press the >>Ent key. Then follow the instructions on the screen to shutdown the duplicator properly. Turning off your duplicator without performing this function will increase the risk of damaging your duplicator.

Notice:

While specific drive manufacturers, sizes, and part numbers are shown in this manual, the market place for drives is constantly changing. We install the best drives that are available at the time of manufacture, so the actual drives in your system may be different than the ones shown in this manual. This also applies to the hard disk and the drive speed options. The hard disk size shown reflects the size of the disk actually installed in your duplicator. The drive speed options shown reflect the capabilities of the drives installed in your duplicator. Please take this into consideration when using this manual.

Notice:

If you purchased a Xerox Duplicator with Blu-ray drives, the operation instructions for your unit will mirror those contained in this user manual for the CD and DVD duplication procedures.

Controls and Display

Figure 1-1 shows the controls and display found on the Xerox Duplicator. Actual size will vary based upon the model you purchase.

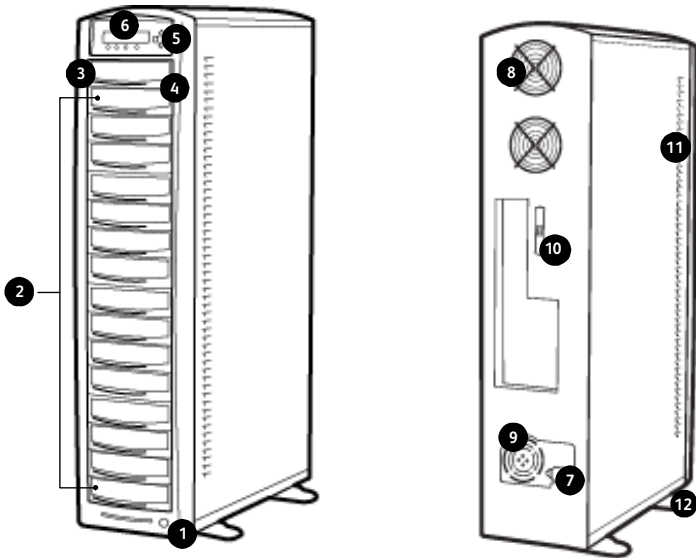**Figure 1-1   CD/DVD Duplicator Controls and Display**

The components shown in Figure 1-1 are:

1. Power Button

2. CD/DVD Writers

3. CD/DVD Reader

4. Eject Button

5. Keypad

6. LCD Screen

7. Rear Power Switch

8. Ventilation Fans

9. Power Supply Fan

10. USB Connection

11. Duplicator Ventilation Vents

12. Stability Feet (not available on all models)

LCD Front Panel

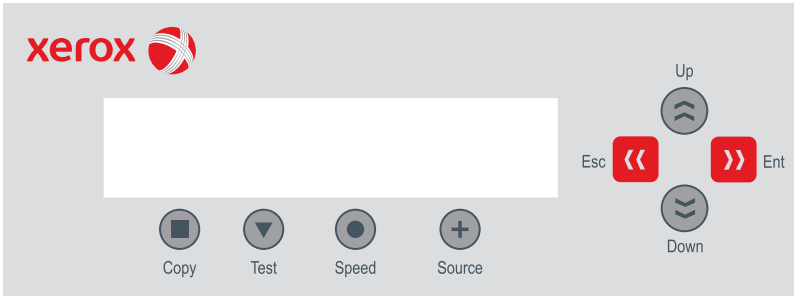Figure 1-2 shows the front panel for the duplicator.

Figure 1-2   Front Panel

Table 1-1   Front Panel Controls

Control	Name	Function
Up icon	Up	Scroll up through the menu or list.
Down icon	Down	Scroll down through the menu or list.
Enter icon	Enter	Execute the function. Also called OK in the Menus.
ESC icon	ESC	Go back to the previous function
Copy icon	Copy	Shortcut key to make a copy. Pressing the shortcut key takes you to the Autocopy menu and automatically performs the Copy action.
Test icon	Test	Shortcut key to make a simulation of the copy process. Pressing the shortcut key takes you to the Test menu and automatically performs the Test action.
Speed icon	Speed	Shortcut key to change the duplication speed. Pressing the shortcut key takes you to the Speed menu and allows you to select the Burn Speed.
Source icon	Source	Shortcut key to change the master Reading Source. Pressing the shortcut key takes you directly to the Reading Source menu

Tutorial Guide

Making Disc-to-Disc Copies

This process will copy your master disc on to several blank discs simultaneously. Due to its simultaneous nature, a good condition master disc and lower recording speed is recommended for high success rates and good quality duplications.

For a disc-to-disc copy, the Copy Source can be either of these devices:

- The Reader Drive: The Reader Drive is the source that is typically used when making disc-to-disc copies.
- Any of the Writer Drives: One of the Writer Drives can also be used as the copy source when making disc-to-disc copies. This option is typically only used when the reader drive is either bad or unable to read the disc master.

Selecting the Copy Source

When you turn on your duplicator, after it has booted up, you should see the following signifying your duplicator is ready.

```
XEROX          2.14
1.Copy
```

Step 1:   Use the up or down arrow buttons to navigate to the Select Source screen.

```
XEROX          2.14
8.Select Source
```

Step 2:   Press >> to enter the Select Source menu and you should see a screen similar to this:

```
Drive 0      Port 1.0
ASUS      DVD-E616A3
```

Step 3:   If you plan to use the Reader Drive as the source, use the up or down buttons to locate Drive 0 and press >> to select it.

If you would like to use one of the Writer Drives as the source, use the up or down buttons to locate Drive 1 and press >> to select it:

```
Drive 1      Port 2.0
Pioneer DVD-RW   DVR
```

Making Copies from the Source

Step 1:   Start the Copy Process

Use the up or down arrow button to navigate to the Copy screen.

```
XEROX          2.14
1.Copy
```

Step 2:   Press the >> button to enter the Copy menu. You should then see the Counter Selection menu.

```
Counter:
No Counter
```

The Counter Selection menu will let you choose how many copies you want to make for your project. This Counter Selection feature allows the duplicator to count the number of copies you've made and prompt you when the desired number of copies has been made.

Note: The Counter feature is for your convenience only, and will allow you to make more copies than the number set, if so required.

You can select "No Counter" if you prefer to copy continuously with no interruption. (It will still count the number of copies, but it will not notify you when to stop.) To select No Counter, simply press the >> button when you see the screen above.

Or, you can select "Specify Counter" between 1 to 9999 by pressing the up or down navigation button to the following screen.

```
Counter:
Specify Counter
```

Step 3:   Then press the >> button to submit, and you should then see the following screen.

```
Specify Counter:
[  0  ]    OK?
```

To specify the number of copies for your project, you need to enter/input a four-digit number. If you are planning to specify a number that is less than four digits, please fill the leading spaces with 0s (any leading zero will be skipped). An example of that 4-digit number could be 0234 (Two hundred and thirty four), or 0010 (ten). Remember, the beginning zeros are skipped, therefore, "0010" means ten, which is the number ten.

To enter the number, you need to use the up or down button to select the number for each digit and use >> or << button to move the cursor position right or left, once you've finished, move the cursor to OK and press >>. For example, if you want to specify a counter value of 21, the four-digit value would be 0021. To input the desired quantity, do the following, making sure the cursor is located at the first position.

```
Specify Counter:
[  X  ]   OK?
```

Press the down button repeatedly until 0 is displayed.

Press the >> button once to move the cursor to the next position.

Press the down button repeatedly until 0 is displayed.

Press the >> button once to move the cursor to the next position.

Press the down button repeatedly until 2 is displayed.

Press the >> button once to move the cursor to the next position.

Press the down button repeatedly until 1 is displayed.

Now, 0021 is displayed, press >> once and the cursor moves to OK. Then, press >> once to submit your counter value, and you should see the following screen.

```
Preparing
Waiting for Master
```

or

```
Preparing
Waiting for Blanks
```

Note: If either one of the above two screens is displayed for more than two minutes, check your master disc or blank discs for quality.

Allow 5 to 10 seconds for the duplicator to detect your master and blank discs. After your master disc and blank discs have been recognized, you will see the following screen

```
Preparing
7 Disc Detected,  Go?
```

■ 7 indicates there are seven discs recognized by the Writer tray. The actual quantity may be different depending upon your machine.

Note: By default, the Auto Start setting is set to Auto. Therefore, if your duplicator is not completely filled with blank discs and there is no activity within 30 seconds, or if all the drives are filled and the duplicator detects this, the duplicator will start automatically.

Note: Once the number of blank discs you inserted matches the number of discs detected on the screen, press >> (if you are not using auto start or wish to speed up the process) to confirm and the following processing screen will appear.

```
Processing
Please Wait
```

If the number of blank discs you inserted does not match the number of discs detected on the screen, allow 10 to 15 seconds for the duplicator to recognize all of your blank discs.

Step 4: After two to three seconds of processing time, one of the following Copy Progress screens will appear. The left-hand screen is shown when "No Counter" is selected, and the right-hand screen is shown when "Counter" is selected.

```
Copying          4012MB
0      12%       481MB
```
or
```
Copying          4012MB
0/21    12%      481MB
```

- 4012MB indicates the capacity of the master disc.
- 0 indicates that no copies have been made so far.
- 12% indicates the current progress of the duplication.
- 481MB indicates the current progress of the duplication in terms of MB.

- 4012MB indicates the capacity of the master disc.
- 0/21 indicates you have a project size of 21 copies and you have made 0 copies thus far.
- 12% indicates the current progress of the duplication.
- 481MB indicates the current progress of the duplication in terms of MB.

Note: It is normal to see the progress indicator staying at 0-10% and 100% for approximately 30 seconds for CD duplication and up to 1 minute for DVD duplication. That is caused by the initializing and finalizing stages.

Once the duplication run is completed, the successful copies will be ejected and you should see the following screen.

```
Pass  7   Fail  0(7)
Waiting for Blanks
```

- Pass 7 indicates you have just made seven successful copies.
- Fail 0 indicates you have no failures in this run.
- 7 indicates you have just made seven copies thus far.

Remove the successful copies and refill the trays with additional blank media to continue making more copies. You can also press << to terminate your project and go back to the Main menu.

If you've specified a counter value for your project and your project is completed, you should see the following screen.

```
21 Discs Copied
Press OK to Finish
```

If you see the above message, you can press >> to go back to the Main menu.

> Note: If you enabled the counter and the number of discs you have inserted is more than what you requested, you will receive a message that you have inserted more discs than what you need. You can continue to copy or you can eject the extras.

> Note: If you happen to have any failed discs (bad copies), the failed disc(s) will not be ejected automatically. You need to manually eject them and throw them away if they are write-once recordable disc(s).

Making Hard Drive-to-Disc Copies

Copying from the hard drive is the best way to make copies. Overall, there are four benefits to copying from the hard drive.

- **Performance**. Duplicating from the hard drive will greatly boost the duplication performance.
- **Stability**. Duplicating from the hard drive will stabilize the duplication process as compared to disc-to-disc duplicating.
- **Durability**. The hard drive is a much better storage device than DVD recordable discs. The recording surface of a CD/DVD disc is exposed and can very easily be scratched on its surface, while hard drives are covered with metal and mounted inside the duplicator.
- **Convenience**. With your master discs stored inside the hard drive, you can have access to each one easily. There is no need to carry your master discs; they are all stored inside the duplicator.

  NOTE: In this tutorial, the term partition(s) is also used to refer to image files in the hard drive.

A partition will be created when you begin to load to a master disc image into the hard drive. The number of partitions the hard drive can hold is determined by the capacity of your hard drive and the size of the partitions you create.

Note: Hard drive manufacturers use conversion rates of 1 Gigabyte = 1 billion bytes or 1000^3 bytes. However, most operating systems, including our duplication system use standard conversion rates of 1 Gigabyte = 1.074 billion bytes or 1024^3 bytes. Therefore, for an advertised 80 Gigabyte hard drive (80 billion bytes), the duplication system capacity is actually 74.5 billion bytes (74.5 Gigabytes).

The following steps will show you how to load your master disc into the installed hard drive as a partition and copy the stored partition onto blank discs. This process is recommended for mass volume production.

A master disc image can be loaded onto the hard drive from one of two ways:

- It can be loaded into a disc image by reading the master disc from one of the CD-ROM/DVD drives (usually the reader Drive)
- It can be written to the duplicator from an external PC over the USB connection.

  Note: The Xerox Duplicator USB Installation Utility must be installed.

Master disc images that were loaded using a drive on the duplicator have a .VEF extension. Master disc images that were loaded directly to the duplicator's hard drive from a PC have a .ISO extension.

Loading a CD-ROM/DVD Master onto the Hard Drive

When you turn on your duplicator, after it has booted up, you should see the following signifying your duplicator is ready.

> ***NOTE:*** *In this tutorial, the term partition(s) is also used to refer to image files in the hard drive.*

```
XEROX          2.14
1.Copy
```

Step 1:   Make sure the master Reading Source is set to Hard Drive.

It is very important to make sure the master Reading Source is set to the hard drive in order to avoid unnecessary error messages. To check the master Reading Source, use the up or down arrow button to navigate to the following screen.

```
XEROX          2.14
8.Select Source
```

Step 2:   Press >> to enter the Select Source menu and you should see the following screen.

```
Hard Drive Port   0.0
HITACHI HDS721616PL
```

Make sure it is located at the hard drive. If not, you need to press the up or down navigation button to search for it.

Step 3:   Press >> to submit your selection. After your selection has been submitted, you should see the following screen.

```
XEROX          2.14
8.Select Source
```

Step 4:   Load your master disc onto the hard drive. Use the up or down arrow button to navigate to the following screen.

```
XEROX         2.14
10.Hard Drive Setup
```

Step 5: Press >> to enter the Hard Drive Setup menu and you should see the following screen.

```
Hard Drive Setup
1.Select Partition
```

Step 6: Load your master disc on to the hard drive. To do so, use up or down arrow button to navigate to the following screen.

```
Hard Drive Setup
2.Load Partition
```

Step 7: Press >> to enter the Load Partition menu and you should see the following screen.

```
Load Partition [70GB]
Load ->New Partition
```

■ 70GB indicates the total capacity of your hard drive in terms of Gigabytes.

You now have a choice to load your master disc into a new (empty) partition or overwrite one of the existing partitions (if any exists, including reserved partitions) by inputting and modifying the name you desire or you can simply choose "Auto Generate" to have the system automatically generate a partition name for you. Afterwards, simply press the up or down arrow button to find your desired selection and press >> to submit your selection. You should see the following screen (unless you have chosen auto generate, then skip to Step 11).

```
Edit Partition Name
[      ]   OK?
```

Step 8: You can now name the partition you are about to load into the hard drive. To enter the name, you need to use the up or down buttons to select the character and use >> or << button to move the cursor position

and once you have finished, move the cursor to OK and press **>>**. For example, if you want to name the partition for your master disc as FUN. Make sure the cursor is located at the first position

```
Edit Partition Name
[  X  ]   OK?
```

Press the down button repeatedly until F is displayed.

Press the **>>** button once to move the cursor to the next position.

Press the down button repeatedly until U is displayed.

Press the **>>** button once to move the cursor to the next position.

Press the down button repeatedly until N is displayed.

Press the **>>** button once to move the cursor to the next position.

Step 9: You now have the name FUN displayed. Press the **>>** button repeatedly until the cursor is moved to OK. Then, press **>>** once to submit your name selection. The system will automatically append a file name suffix of .VEF.

Step 10: You should now see the following confirmation screen.

```
Load Partition?
 [FUN.VEF],    OK?
```

Step 11: Press the **>>** button to confirm. Once your master disc has been recognized. The loading progress indicator will be displayed and you should now see the following screen.

```
Loading        4000MB
FUN.VEF   10%   423MB
```

- 4000MB indicates the total ca-
  pacity of your master disc.
- 423MB indicates the current
  MB from the master disc that
  has been loaded.
- FUN.VEF indicates the name of
  the partition where the data is
  being loaded.
- 10% indicates the current per-
  centage of the master disc that
  has been loaded.

Once your master disc has been loaded completely, you should see the fol-
lowing screen.

```
Load Partition OK
Press OK to Continue
```

You can then press the >> button to go back to the Hard Drive Setup menu.
and the << button to go return to the Main menu. You should see the fol-
lowing screen.

```
XEROX         2.14
10. Hard Drive Setup
```

Loading a Master Disc Image from the Computer

To load a master disc image from the computer.

Step 1: Follow the instructions outlined in "Accessing the Hard Drive on the Duplicator" on page 72. Once you have established a connection between the computer and the duplicator, you should be able to open the hard drive on the duplicator in a window on your PC:
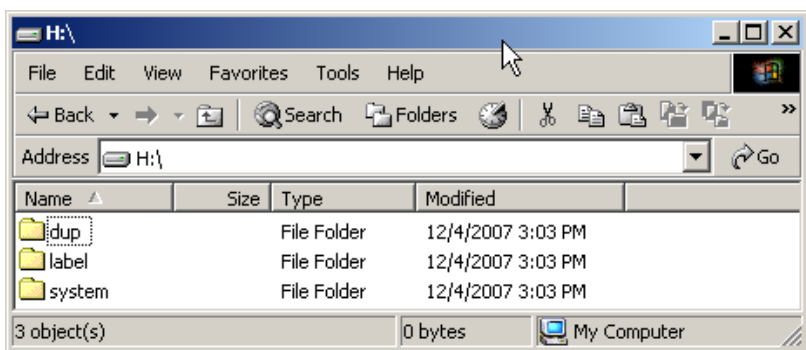
Step 2: Double-click on the **dup** folder to open it. You should see the contents of the duplicator's hard drive:
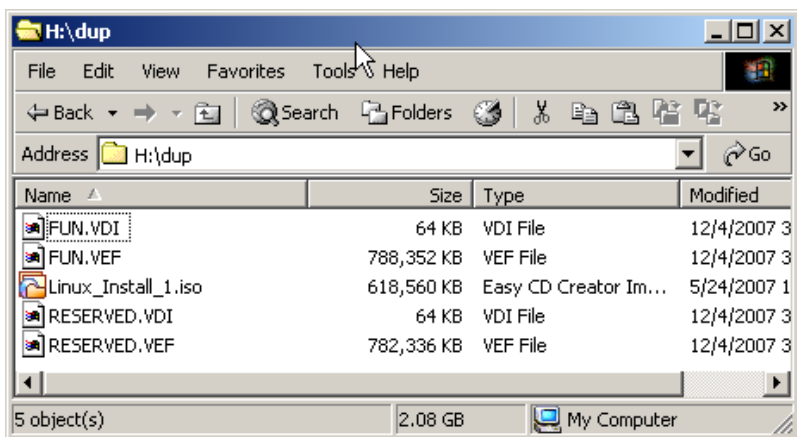
Step 3: To load an image file onto the hard disk in the duplicator, drag it from the source folder on the computer's hard drive and drop it into the **dup** directory on the duplicator's hard drive:

Step 4: Once you have loaded the files onto the duplicator's hard disk, you must return control of the hard disk to the duplicator. Use the up or down arrow buttons to navigate to the Setup screen.

```
XEROX          2.14
12. Setup
```

Step 5: Press >> to enter Setup menu and you should see the following screen.

```
Setup
1. Language
```

Step 6: Using the up or down arrow buttons on the duplicator's front panel, scroll to the "USB Connection" setting under "Setup" on the duplicator and press the >> key to enter the setting:

```
Setup
14. USB Connection
```

Step 7: Use the up or down arrow buttons on the duplicator's front panel to turn the USB Connection option to "Off" and press the >> key to submit the change for the setting:

```
USB Connection:
Off
```

Step 8: Restart the duplicator when prompted.

How to make a Copy from the Hard Drive

> **NOTE:** *In this tutorial, the term partition(s) is also used to refer to image files in the hard drive.*

Step 1:   Make sure the master Reading Source is set to hard drive.

It is very important to make sure the master Reading Source is set to the hard drive in order to avoid unnecessary error messages. To check the master Reading Source, use the up or down arrow button to navigate to the following screen.

```
XEROX          2.14
8.Select Source
```

Step 2:   Press >> to enter the Select Source menu and you should see the following screen.

```
Hard Drive Port   0.0
HITACHI HDS721616PL
```

Make sure it is located at the hard drive. If not, you need to press the up or down navigation button to search for it.

Step 3:   Press >> to submit your selection. After your selection has been submitted, you should see the following screen.

```
XEROX          2.14
8.Select Source
```

Step 4:   Go back to the Copy menu.

Use up or down arrow button to navigate to the following screen.

```
XEROX          2.14
1. Copy
```

Step 5:   Start the Copying Process

Insert your blank discs into the writer trays (make sure the Reader tray is empty) and press >> button to enter Copy menu. You will be asked to choose which hard drive partition to copy from.

```
Choose Partition:
 [FUN.VEF] 714MB
```

Note: Partitions that have a .VEF extension were loaded using a drive on the duplicator. Partitions that were loaded directly to the duplicator's hard drive from a PC have a .ISO extension.

Step 6:   Choose the desired partition to copy from using the up or down button and press the >> button to submit your selection. You should then see the Counter Selection menu.

```
Counter:
No Counter
```

The Counter Selection menu will let you to choose how many copies you want to make for your project. This counter selection feature will allow the duplicator to count the number of copies you have made and prompt you when the desired number of copies has been made.

You can select "No Counter" if you prefer to copy continuously with no interruption. (It will still count the number of copies, but it will not notify you when to stop.) To select the No Counter, simply press the >> button when you see the above screen. Then skip below and continue to Step 8.

Or, you can select specify counter to between 1 to 9999 by pressing the up or down navigation button to the following screen.

```
Counter:
Specify Counter
```

Then press >> button to submit. You should see the following screen.

```
Specify Counter:
[  0  ]    OK?
```

To specify the number of copies for your project, you need to enter or input a 4-digit number. If you are planning to specify a number that is less than 4 digits, fill the leading spaces with 0s (any leading zero will be skipped). An example of that 4-digit number could be 0234 (two hundred thirty four), or 0010 (ten). Remember, the beginning 0s are skipped, therefore, 0010 means 10, which is the number ten.

To enter the number, you need to use the up or down button to select the number for each digit and use the >> or << button to move the cursor position right or left. Once you have finished, move the cursor to OK and press >>. For example, if you want to specify a counter value of 21 (twenty one), the 4-digit value would be 0021. To input the desired quantity, do the following, making sure the cursor is located at the first position.

```
Specify Counter:
[  X  ]    OK?
```

Press the down button repeatedly until 0 is displayed.

Press the >> button once to move the cursor to the next position.

Press the down button repeatedly until 0 is displayed.

Press the >> button once to move the cursor to the next position.

Press the down button repeatedly until 2 is displayed.

Press the >> button once to move the cursor to the next position.

Press the down button repeatedly until 1 is displayed.

Now, we have 0021 displayed. Press the >> once and the cursor is now moved to OK.

Step 7:   Press the >> once to submit your counter value. You should now see the following screen.

```
Preparing
Waiting for Blanks
```

Note: If the above screen is displayed for more than two minutes, check your blank discs for quality.

Step 8:   Allow 5 to 10 seconds for the duplicator to detect your hard drive partition and blank discs as well. After your hard drive partition and blank discs have been recognized, then you should see the following screen.

```
Preparing
7 Disc Detected,GO?
```

- 7 indicates there are seven discs that were recognized by the Recording Tray. The actual quantity may be different depending upon your machine.

Note: By default, the Auto Start setting is set to Auto. Therefore, if your duplicator is not completely filled with blank discs and there is no activity within 30 seconds, or if all the drives are filled and the duplicator detects this, the duplicator will start automatically.

Once the number of blank discs you inserted matches the number of discs detected on the screen, press >> (if you are not using auto start or wish to speed up the process) to confirm, and the following screen will appear.

```
Processing
Please Wait
```

If the number of blank discs you inserted does not match the number of discs detected on the screen, allow 10-15 seconds for the duplicator to recognize all of your blank discs.

Step 9: After 2 or 3 seconds of processing time, one of the following Copy Progress screens should appear. The left-hand screen is shown when "No Counter" is selected, and the right-hand screen is shown when "Counter" is selected.

```
Copying        H4012MB
0      12%      481MB
```
or
```
Copying        H4012MB
0/21    12%     481MB
```

- 4012MB indicates the capacity of the master disc.
- 481MB indicates the current MB from the master disc that has been copied.
- 12 % indicates the current progress of the duplication.
- 0 indicates that you have made zero copies thus far.
- H indicates you are copying from a hard drive image.

- 4012MB indicates the capacity of the master disc.
- 481MB indicates the current MB from the master disc that has been copied.
- 12 % indicates the current progress of the duplication.
- 0/21 indicates you have a project size of 21 copies and you have made zero copies thus far.
- H indicates you are copying from a hard drive image.

Note: It is normal to see the progress indicator staying at 0-10 % and 100 % for approximately 30 seconds for CD duplication and up to 1 minute for DVD duplication. That is caused by the initializing and finalizing stages.
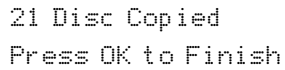
Once the duplication run is completed, the good copies will be ejected and you should see the following screen.

```
Pass  7   Fail  0(7)
Waiting for Blank
```

- Pass 7 indicates you have just made seven successful copies.
- Fail 0 indicates you have no failures in this run.
- 7 indicates you have successfully copied seven copies thus far.

Remove the good copies and refill the trays with additional blank media to continue making more copies. You can also press << to terminate your project and go back to the Main menu.

If you've specified a counter value for your project and your project is completed, you should see the following screen.

```
21 Disc Copied
Press OK to Finish
```

If you see the above screen, you can press >> to go back to the Main menu.

Note: If you enabled the counter and the number of discs you have inserted is more than what you requested, you will receive a message regarding having inserted more discs than what you need. You can continue to copy or you can eject the extras.

Note: If you happen to have any failed discs (bad copies), the failed disc(s) will not be ejected automatically. You will need to manually eject them and throw them away if they are write-once recordable disc(s)

How to Select the Duplication Speed

This process will allow you to adjust the duplication speed subject to your various needs.

By default, the duplication speed will be set to the optimal speed. However, under some circumstances, you might want to lower down the duplication speed. Those circumstances are as follows:

- **Poor Blank Media Quality**. When your media quality is not good, lowering down the duplication speed is necessary to make good copies.
- **Poor Master Disc Quality**. If your master disc condition is not good, lowering down the duplication speed will reduce the failure rates greatly.
- **Duplication Quality**. Overall, the lower the speed, the higher the quality of your duplicates. If you have time, it is a good choice to lower down the speed to produce the best quality duplicates.

When you turn on your duplicator, after it has booted up, you should see the following signifying your duplicator is ready.

```
XEROX          2.14
1. Copy
```

Step 1: Navigate to Speed Selection menu. Press the up or down arrow button to navigate to the following screen.

```
XEROX          2.14
7. Select Burn Speed
```

Step 2: Enter Speed Selection menu. Then, you can press >> button to enter into Speed Selection menu. You should see the following screen.

```
Select Burn Speed
CD to CD
```

Select the Duplication Speed Type

There are different types of recording speeds.

- **HDD/CD to CD**. Copying to CD-R/RW media from pre-loaded CD partitions or original CD media.

- **HDD/DVD to DVD**. Copying to DVD±R/RW media from pre-loaded DVD partition or original DVD media.
- **HDD/DVD-DL to DVD-DL**. Copying to double/dual-layer recordable DVD media from pre-loaded DVD-DL partition or original double/dual layer DVD media.

Depending upon what type of duplication and your duplicator restrictions, you need to select the correct type in order to take effect. To select the recording speed types, you need to press the up or down button to adjust and press >> button to submit your selection.

Select the Desired Duplication Speed

Once you have submitted the duplication speed type, you should see the following screen.

```
DVD to DVD Speed:
6x
```

You can press the up or down button to select the desired speed and then press >> to submit your speed selection.

Step 3:   Once your selection has been changed successfully, you should see the following screen for two seconds.

```
DVD to DVD Speed:
Adjusted to:8x
```

You will then be directed back to the Main menu.

```
XEROX         2.14
7. Select Burn Speed
```

How to Rename a Hard Drive Partition Name from the Front Panel

> *NOTE: In this tutorial, the term partition(s) is also used to refer to image files in the hard drive.*

When you create a partition by either loading your master disc to the hard drive partition, or loading a partition using the PC, you are asked to give it a name. However, if you don't like the name you entered before, you can rename it at anytime afterwards (including reserved partitions). To rename your existing hard drive partition name, do the following:

Step 1:   Use the up or down arrow button to navigate to the following screen.

```
XEROX           2.14
10. Hard Drive Setup
```

Step 2:   Press >> to enter the Hard Drive Setup menu and you should see the following screen.

```
Hard Drive Setup
1. Select Partition
```

Step 3:   Use up or down arrow button to navigate to the following screen.

```
Hard Drive Setup
3. Rename Partition
```

Step 4:   Press >> to enter Rename Partition menu and you should see the following screen.

```
Choose Partition
 [FUN.VEF]   4000MB
```

> *Note: Partitions that have a .VEF extension were loaded using a drive on the duplicator. Partitions that were loaded directly to the duplicator's hard drive from a PC have a .ISO extension.*

Step 5:   Use the up or down arrow button to find the desired partition and then press >> to submit your selection. You should see the following confirmation screen.

```
Rename Partition
 [FUN.VEF]    OK?
```

Now, you can rename the partition you have just selected.

Step 6: To enter the name, you need to use the up or down button to select the character and use the >> or << button to move the cursor position. Once you have finished, move the cursor to OK and press >>. For example, if you want to rename the image FUN to FUN2, do the following:

Move the cursor to the forth position by pressing >> until you reach desired location.

```
Rename Partition
 [  FUNx  ]    OK?
```

Step 7: Press the down button repeatedly until 2 is displayed. We have renamed the image name FUN to FUN2.

Step 8: Press >> repeatedly until the cursor is moved to OK.

Step 9: Then, press >> once to submit your name selection.

Once you have completed the above, you should see the following screen.

```
 [FUN2.VEF]
Renamed!
```

You will then be directed back to Hard Drive Setup menu.

```
Hard Drive Setup
3. Rename Partition
```

How to Rename a Hard Drive Partition Name from the Computer

To rename a hard drive partition name from the computer:

Step 1: Follow the instructions outlined in "Accessing the Hard Drive on the Duplicator" on page 72. Once you have established a connection between the computer and the duplicator, you should be able to open the hard drive on the duplicator in a window:
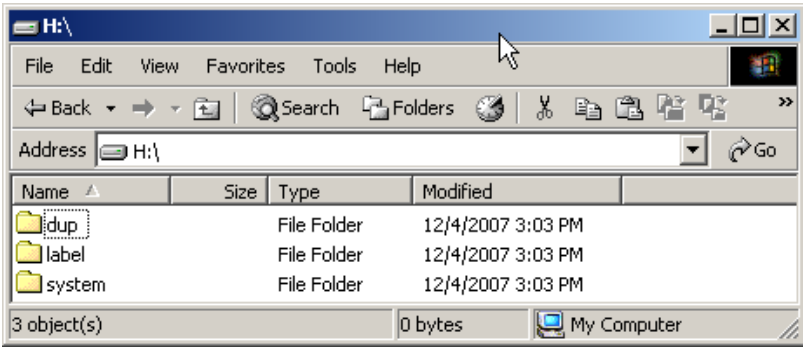
Step 2: Double-click on the **dup** folder to open it. You should see the contents of the duplicator's hard drive:
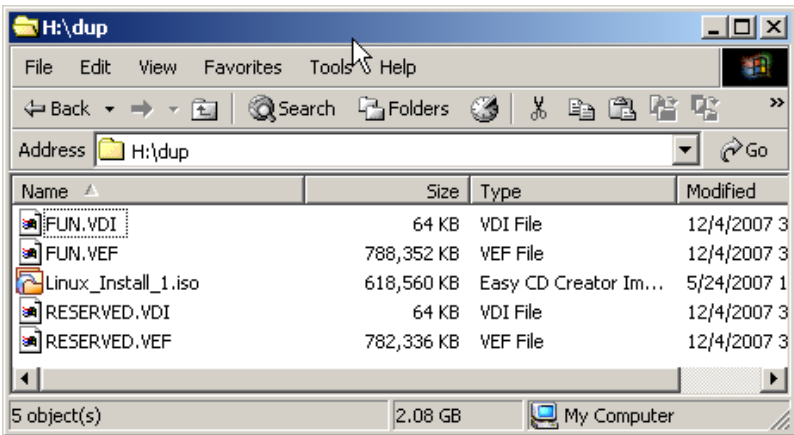
Step 3: To rename one of the files (partitions) on the duplicator's hard dive, right-click on the file name and select rename from the menu that appears. Type in the new file name when prompted.

Step 4: You must then return control of the hard disk to the duplicator. Use the up or down arrow buttons to navigate to the Setup screen.

```
XEROX          2.14
12. Setup
```

Step 5: Press >> to enter Setup menu and you should see the following screen.

```
Setup
1. Language
```

Step 6: Using the up or down arrow buttons on the duplicator's front panel, scroll to the "USB Connection" setting under "Setup" on the duplicator and press >> to enter:

```
Setup
14. USB Connection
```

Step 7: Use the up or down arrow buttons on the duplicator's front panel to turn the USB Connection option to "Off" and press >> to enter.

```
USB Connection:
Off
```

Step 8: Restart the duplicator when prompted.

How to Delete an Existing Hard Drive Partition Permanently

Note: In this tutorial, the term partition(s) is also used to refer to image files in the hard drive.

If for some reason you would like to delete your existing hard drive partition permanently, you can do the following:

Use the up or down arrow button to navigate to the following screen.

```
XEROX          2.14
10. Hard Drive Setup
```

Step 1: Press >> to enter Hard Drive Setup menu and you should see the following screen.

```
Hard Drive Setup
1. Select Partition
```

Step 2: Use the up or down arrow button to navigate to the following screen.

```
Hard Drive Setup
4. Delete Partition
```

Step 3: Press >> to enter the Delete Partition menu and you should see the following screen.

```
Choose Partition
 [FUN.VEF] 4000MB
```

Step 4: Use the up or down arrow button to find the desired partition and then press >> to submit your selection. You should see the following screen.

```
Delete Partition
 [FUN.VEF]    OK?
```

Step 5: Press >> to confirm and you should see the following screen for 2 seconds.

```
Partition   [FUN.VEF]
Deleted
```

Then, you will be directed back to Hard Drive Setup menu.

```
Hard Drive Setup
4. Delete Partition
```

How to Change the Setup Settings

Most of the internal settings and information is stored inside the Setup menu. To explore and modify them is simple. Following is an example of how to modify the Auto Start setting. Note that the default setup is set for optimal performance of the duplicator; it is unnecessary to change if you are satisfied with the outcome.

Step 1:   Use the up or down arrow button to navigate to the following screen.

```
XEROX          2.14
12. Setup
```

Step 2:   Press >> to enter Setup menu and you should see the following screen.

```
Setup
1. Language
```

Step 3:   Use the up or down arrow button to navigate to the following screen.

```
Setup
2. Auto Start
```

Step 4:   Press >> to enter Auto Start Setting menu and you should see the following screen.

```
Auto Start
Auto
```

Step 5:   Use the up or down arrow button to modify the setting to Full and then press >> to submit your selection. You should see the following screen.

```
Setup
2. Auto Start
```

Step 6:   If you would like to modify more settings, then go back to Step 3. Otherwise, press << button to bring you back to the Main menu.

```
XEROX        2.14
12. Setup
```

Note: This will not be saved until you either perform "Utilities -> Save" or "Shutdown".

Audio CD Editing

This process will guide you to perform the Audio Track Selection feature. This process will help you combine audio tracks from various CDs into a single customized audio CD.

In order for the duplicator to do all those things, you need a temporary storage location to hold your songs before the duplicator can make it an audio CD. The following are the choices you will have.

- **Hard Drive**. By choosing the hard drive as the temporary storage location, you will be instructed to load all of your favorite songs into the hard drive and after you have selected all of your favorite songs, you will be instructed to copy them onto a blank 80 min CD-R media.
- **Blank CD-R Media**. By choosing a blank CD-R as the temporary storage location, you will be instructed to copy all of your favorite songs into the blank CD-R that you have inserted and after you have finished, you will be instructed to finalize the CD-R disc.

When you turn on your duplicator, after it has booted up, you should see the following signifying your duplicator is ready.

```
XEROX        2.14
1. Copy
```

Step 1:   Go to the Edit Audio Track menu. Press the up or down arrow button to navigate to the following screen.

```
XEROX        2.14
11. Edit Audio Tracks
```

Step 2:   Press the >> button to enter the Edit Audio Track menu, and you should see the following menu.

```
Edit Track To:
Blank CD
```

At this point, you can press the up or down arrow button to select the destination for your mixed audio tracks.

Following are your options.

- **Hard Drive**. By choosing the hard drive as the temporary storage location, you will be instructed to load all of your favorite songs into the hard drive. After you have selected all of your favorite songs, you will be instructed to copy them onto a blank 80 minute CD-R disc.

- **Blank CD-R Media**. By choosing a blank CD-R as the temporary storage location, you will be instructed to copy all of your favorite songs into the blank CD-R you have inserted. After you have finished, you will be instructed to finalize the CD-R disc.

Step 3: Once you made your selection, you should see the following screen.

```
Preparing
Waiting for Master
```

OR

```
Preparing
Waiting for a Blank
```

When you see above, insert an audio CD that contains your favorite track(s) in the master Reading tray and a blank CD-R media into one of Writer trays

> *Note: If either one of the above two screens is shown for more than two minutes, check your master disc or blank discs for quality.*

Allow 5 to 10 seconds for the duplicator to detect your master and blank discs, as well. After your master and blank discs have been recognized, then you should see the following screen

```
Total: 0 Trk      0m:0
Track 1:   4 m:31s
```

When you see above, you can press the up or down arrow button to display the information on each track of this audio CD and press **>>** to select the track to be copied. Once a track is selected, you should see "*" on the left of the track number on the second line. You will also be able to see the total tracks and total playtime you have selected. Once you have finished selecting the tracks you want to copy, you can press the up or down arrow until you see "Are You Done?" on the second line as in the following screen.

```
Total: 6 Trk  26m:17s
Are You Done?
```

Note: If the capacity of total audio tracks you have selected is more than your blank CD-R disc capacity, you should see the following flashing screen.

```
Over Blank Disc Capa
Press OK to Continue
```

Should you see the messages above, press the >> button to return to the track selection menu. The last track selected will be lost, and you can either select a smaller track or finalize the disc selection as described in Step 3. Once the copying process is complete, you should see the following screen.

```
Total: 6 Trk  26m:17s
Finish Editing?
```

Step 4:   You can press **>>** button to submit your selection. You should see the following screen.

```
Audio Editing      1
4m:31s
```

- 1 indicates that it is working on track 1.
- 4m:31s indicate the track playback time

Once the copying process is complete, you have a choice to finalize it (mark the completion) or insert another audio CD for more songs.

If you choose to insert another audio CD for more songs, you need to press the down arrow button until you see the following screen.

```
Total: 6 Trk  26m:17s
Insert Next Master?
```

Then, press the >> button to continue. After that, your old master disc will be ejected and you can insert another audio CD into the Reading tray. Go back and follow the instructions in Step 3.

If you choose to finalize it, you need to press the down arrow button until you see the following screen

```
Total: 6 Trk  26m:17s
Finish Editing?
```

Then, press >> button to continue. You should see the following confirmation screen.

```
Total: 6 Trk  26m:17s
Confirm to Finalize?
```

Press the >> button again to confirm the finalization; it will then perform disc finalizing process. During the process, you should see following progress indicator.

```
Processing to Disc
10%
```

OR

```
Finalizing
Please Wait
```

When the whole process completes, your mixed copy will be ejected and should see the following screen.

```
Job Completed
Press OK to Finish
```

You will then be directed back to the Main menu.

```
XEROX           2.14
11. Edit Audio Tracks
```

As an example of editing Audio Tracks to a blank disc, we will create a new audio CD from two different discs.

- CD1: Song 2, and song 4
- CD2: Song 3, song 4 and song 5

Step 1: Go to function 11, Edit Audio Tracks.

```
XEROX           2.14
11. Edit Audio Tracks
```

Step 2: Press the ">>" button.

```
Edit Track To:
Blank CD
```

Use the up or down arrow button to select the blank disc, since our example will focus on Edit Track to Blank Disc. Then press the >> button. Insert CD1 into the first drive and a blank into the second drive.

Step 3: Wait until the following screen appears

```
Total: 0 Trk    0m: 0s
Track 1:       4m: 03s
```

Step 4: Use the up or down arrow button until you see "Track 2" on the second line, and then press >> to confirm. A "*" symbol will appear on the left of Track 2.

```
Total: 1 Trk    4m: 49s
*Track 2:       4m: 49s
```

Step 5: Use the up or down arrow button until you see "Track 4" on the second line, and then press >> to confirm. A "*" symbol will appear on the left of Track 4.

```
Total: 2 Trk    9m:47s
✳Track 4:       4m:58s
```

Step 6: Use the up or down arrow button until you see following screen.

```
Total: 2 Trk    9m:47s
Are You Done?
```

Step 7: Press the >> button. Once you submit your selection, you should see following screen.

```
Audio Editing       4
4m:58s
```

Step 8: Once the loading process is complete, you should see following screen.

```
Total: 2 Trk    9m:47s
Finish Editing?
```

Step 9: Since you are not done with your selections as yet, you will need to press the down button once and you should see following screen.

```
Total: 2 Trk    9m:47s
Insert Next Master?
```

Step 10: Press the >> button to continue and insert CD2 into the Reader Tray. When CD2 is inserted, wait until the following screen appears.

```
Total: 2 Trk    9m:47s
Track 1:        4m:03s
```

Step 11: Use the up or down arrow button until you see "Track 3" on the second line, and then press >> to confirm. A "*" symbol will appear to the left of Track 3.

```
Total: 3 Trk   14m:35s
✳Track 3:       4m:47s
```

Step 12: Use the up or down arrow button until you see "Track 4" on the second line, and then press >> to confirm. A "*" symbol will appear on the left of Track 4.

```
Total: 4 Trk   19m:02s
*Track 4:       4m:27s
```

Step 13: Use the up or down arrow button until you see "Track 5" on the second line, and then press >> to confirm. A "*" symbol will appear on the left of Track 5.

```
Total: 5 Trk   24m:29s
*Track 5:       5m:27s
```

Step 14: Use the up or down arrow button until you should see following screen.

```
Total: 5 Trk   24m:29s
Are You Done?
```

Step 15: Press >> Once you submit your selection, you should see following screen.

```
Audio Editing      3
4m:47s
```

Step 16: Once the loading process to the CD is complete, you should see following screen.

```
Total: 5 Trk   24m:29s
Finish Editing?
```

Step 17: Since we have finished selecting all of our tracks. Press the >> button to continue to finalize. You should see following screen.

```
Total: 5 Trk  24m:29s
Confirm to Finalize?
```

Step 18:   Press the >> button again to confirm the finalization and you should see following screen.

```
Finalizing
Please Wait ...
```

Step 19:   When the whole process completes, your mixed copy will be ejected and you should see following screen.

```
Job Completed
Press OK to Finish
```

Press the >> button, you will then be directed back to the Main menu

```
XEROX         2.14
11. Edit Audio Tracks
```

Introduction to the Account Management Feature

This feature allows you, the administrator, to have the power to do the following.

- Create user accounts and passwords to prevent unauthorized use of this duplicator
- View existing user account lists
- Edit existing user account information, including name and password
- Delete existing user account(s)
- Enable or disable this feature

This feature is disabled by default. Prior to activating the "Account Management" feature, the duplicator recognizes all users as the only activated user defined as the Administrator. The pre-defined password for this function is "0000". By adding additional users, each individual user will have his or her own settings.

To enable the Account Management feature by turning ON the "Password on Bootup" setting. Refer to "Password on Bootup" on page 53 for more information.

> *Note: This duplicator comes with standard license which allows you to create up to 32 users. However, if you desire to create more than 32 users, contact us regarding our special 64 user license pack.*

Account Management Feature Overview

To access the Account Management feature, you need to perform the following tasks.

When you turn on the duplicator, you should see the following screen.

```
XEROX           2.14
1. Copy
```

Step 1:   Press the up or down button repeatedly until you see following screen.

```
XEROX           2.14
14. Manage Accounts
```

Step 2:   Press ">>" button once. You will be asked for the Administrator's password

```
Enter Admins PWD
 [XXXXXXX] OK?
```

By default, the Administrator's Password is "0000". To enter that, press the up or down button to select the first digit of your password and press the >> button to submit the current digit; you will then be guided to select the next digit. Repeat the above steps until you have selected all digits of your password. After you have entered the password, you will need to press >> on OK to submit your password.

Once your password is validated, you will be guided to the main Manage Accounts screen as follows.

```
Manage Accounts
1. View User
```

There are five menus in Manage Accounts.

■ View User

This menu allows you to view current existing user accounts.

```
Manage Accounts
1. View User
```

Note: User "Admin" is the administrative account. It will always be there.

Press >> to enter into this menu. Press << to go back to the Main menu or to cancel the current selection.

■ Create User

This menu allows you to create additional user accounts. Each user has their own settings. During this process, you will be prompted to enter a new user name and user password for a new account.

```
Manage Accounts
2. Create User
```

Note: User names can consist of maximum eight alphanumeric letters or numbers. User passwords can consist of four numbers.

Press >> button to enter into this menu and press << button to go back to the main menu or cancel the current selection.

■ Edit User Information

This menu allows you to change the existing user account's name and password. During this process, you will be asked to select the existing account and then you will be prompted to enter the new user name and new user password for this account.

```
Manage Accounts
3. Edit User Info
```

Note: User "Admin" is the administrative account, you CANNOT change the user name for this account, but you will be able to change the password for this account. User names can consist of maximum eight alphanumeric letters or numbers. User passwords can consist of four numbers.

Press >> to enter into this menu. Press << to go back to the Main menu or to cancel the current selection.

- ■ Delete User

  This menu allows you to delete the existing user account. During this process, you will be asked to select the existing account to be re-moved.

  ```
  Manage Accounts
  4. Delete User
  ```

  Note: User "Admin" is the administrative account; you CAN-NOT delete this account

Press >> to enter into this menu. Press << to go back to the Main menu or to cancel the current selection.

- ■ Password on Bootup

  This menu allows you to enable or disable account management upon boot up. During this process, you will be asked to select ON or OFF (to enable or disable).

  ```
  Manage Accounts
  5. Password on Bootup
  ```

Press >> to enter into this menu. Press << to go back to the Main menu or to cancel the current selection.

Using Autocopy

The AutoCopy function allows you to copy from disc-to-disc automatically without pressing any keys. It is the simplest way to make CD/DVD copies. The following steps will show you how to use this feature.

Step 1: Use the up or down arrow button to navigate to the following screen. Another alternative to access the Autocopy feature is by pressing the "Copy" shortcut key.

```
XEROX          2.14
15. AutoCopy
```

Step 2: Press >> to enter the AutoCopy Mode. You should see the fol-lowing screen.

```
AUTOCOPY
Waiting for Master
```

Step 3: Insert your master disc into the top Reader tray and your blank discs into corresponding Writer trays. Be sure to close the trays after you load the discs into them. (You can automatically close all trays by pressing >> when the screen shows "Waiting for Blanks").

Step 4: Allow 5-10 seconds for the duplicator to detect your master and blank discs. After your master and blank discs have been recognized, then you should see the following screen.

```
Processing
Please Wait
```

Step 5: After 2 or 3 seconds of processing time, the following Copy Progress Screen will appear.

```
Copying        4012MB
0      12%      481MB
```

- 4012MB indicates the total capacity of the master disc.
- The 0 indicates that zero successful copies have been made so far.
- 12% indicates the current progress of the duplication.
- 481MB indicates the current progress of the duplication in terms of MB.

Note: It is normal to see the progress indicator stay at 0-10% and 100% for approximately 30 seconds for CD duplication and up to 1 minute for DVD duplication. This is caused by the initializing and finalizing stages.

Step 6: Once the duplication run is completed, the successful copies will be ejected and you should see the following screen.

```
Pass 7 Fail 0 (7)
Waiting for Blanks
```

- Pass7 indicates that you have just made seven successful copies.
- Fail0 indicates that you have no failures in this run.
- 7 indicates that you have successfully copied seven copies thus far.

Step 7:   Next, refill your blank discs to continue making more copies. If you wish to copy a new master disc, you will need to remove the old master and load the new master disc prior to loading any new blank discs into the Writer Trays.

> Note: If you have a failed disc(s) (bad copies), the failed disc(s) will not be ejected automatically. You will need to manually eject the disc(s) and discard them if they are write once recordable disc(s)

Chapter 2: Setup Guide

Menu Overview

- **Copy**. This menu will guide you to make CD/DVD copies. Before you enter this menu to copy, please make sure you have selected the correct master Reading Source. For more information, refer to "Making Disc-to-Disc Copies" on page 16 or "Making Hard Drive-to-Disc Copies" on page 22.

- **Test**. This menu will guide you to make simulation of copying process. During this simulation process, all write once recordable discs such as (DVD-R, CD-R) will be reusable. The purpose of performing such simulation is to ensure error free duplication.

  Note: Due to the physical limitation of DVD+R/RW recordable format, you can not perform this procedure if your recordable discs are DVD+R/RW recordable format. If you do so, you will encounter failure messages.

  Note: If you are using CD-RW/DVD-RW discs as your blanks media during the simulation, all of the content inside those discs will be erased permanently.

- **Compare**. This menu will guide you to perform a bit-by-bit comparison between the master Reading Source and all the copied discs inside the writer tray. The purpose to perform this compare operation is to ensure all of your copies have the exactly same information as your master Reading Source.

- **Test + Copy**. This menu will guide you to perform the simulation of copying process and if everything has passed during the simulation, a real copying process will be performed. If there's an error encountered during the simulation, an error message will be displayed and the copying process will not be initiated.

- **Copy + Compare**. This menu will guide you to make copies for you and after the copy process has been finished, it will perform an additional comparison process automatically to ensure data correctness.

- **Verify**. This menu will guide you to perform Disc Readalibility Check. This operation will check the readiblity of your master discs and the copied discs. The purpose to perform this verify operation is to ensure all of your copies are readable.

- **Select Burn Speed**. This menu will guide you to adjust the duplication speed on various duplication modes. For more information, refer to "How to Select the Duplication Speed" on page 35.

- **Select Source**. This menu will guide you to set the Master Reading Source. For more information, refer to the "Selecting the Copy Source" on page 16.
- **Erase**. This menu will guide you to erase your rewriteable discs in the WRITER Tray. There are two options to erase your rewriteable discs:
  - **Full Erase**. It will erase the entire disc which will make it impossible to be recovered.
  - **Quick Erase**. It will erase the index of the rewritable disc, not the data section.
- **Hard Drive Setup**. This menu will guide you to perform various Hard Drive related operations such as Loading, Renaming, or Deleting your images. For more information, refer to "How to Rename a Hard Drive Partition Name from the Front Panel" on page 37.
- **Edit Audio Track**. This menu will guide you to perform Audio Track Selection feature. This feature will help you combine audio tracks from various CDs into a single customize audio CD. For more information, refer to "Audio CD Editing" on page 43.
- **Setup**
  - **Language**. This setting will allow you to choose which language you prefer to navigate this duplicator. Current supported languages are Spanish, English, etc.
  - **Auto Start**. This setting allows you to choose Auto, Full, or Off. If Auto is selected, this feature automatically starts the duplication process when all writer drives detect recordable media inside, or waits for 30 seconds before starting the duplication process if there is at least one recordable disc in a writer drive and any of the remaining writer drives are empty. If Full is selected, this feature allows the duplicator to copy automatically once your master disc and all of the writer trays of the duplicator are filled with recordable media, but will not start automatically if any writer drives remain empty. If Off is selected, the copy process requires you to press the >> button to start the duplication. This feature applies to applications inside the operation menu such as COPY, TEST, TEST+COPY, COPY+COMPARE, etc.
  - **Read Error Skip.** Normally, when the duplicator encountered a reading error while reading your master disc, all the duplication will be aborted and all the recordable media will be ruined. However, if you believe that your master disc has a small, insignificant error due to physical damages, you can turn on the setting to allow the duplicator to skip any read error it has encountered. Note that this function will not fix the error; it will only skip it to make the rest of the data readable.

- **CD Writing Mode**. This setting will allow you to select which mode you would like to duplicate a CD. There are two different modes, "Disc at Once" and "Track at Once". Unless you understand completely what they mean, we strongly suggest you to set it as "Disc at Once".

- **Maximum Audio, VCD & CDG Speed**. Audio and video CDs do not have internal error checking capability, so duplicating at too high a speed may cause frequent errors. This setting will allow you to adjust the maximum duplication speed for both audio and video CDs.

- **Buzzer**. This setting will allow you to choose whether you want to hear a beep when you press a button or when a task has been completed.

- **Startup Menu**. This setting will allow you to choose which menu you would like to see first when you turn on the duplicator.

- **Screen Saver**. This setting will allow you to choose whether you want to enable the Screen Saver feature or not. By enabling this feature, a screen saver will be displayed when your duplicator has been idle for a long period of time.

- **Duplication Mode**. There are two duplication modes: "Load and Copy" and "On the Fly." "Load and Copy" allows faster duplication from the Hard Drive by simultaneously copying onto the blank media in the writer drives while loading the master disc to the hard drive. All subsequent copies will be created from the stored master on the HDD. The "On the Fly" mode instructs the duplicator to copy directly from the master disc. When using "On the Fly" mode, no information is stored on the hard drive.

- **Counter**. This option will allow you to enable/disable the Counter feature by turning this feature ON or OFF. This feature will notify you how many discs have been copied and how many discs are left to go.

- **DVD+R High Compatibility Mode**. This feature will allow you to enable/disable the DVD+R High Compatibility Mode feature by turning this feature ON or OFF. The purpose of this feature is to increase the compatibility of DVD+R media with a broader range of DVD Video players. This process will increase the amount of time required to duplicate your disc(s).

- **ISRC**. This option will allow you to enable/disable copying ISRC code of the Audio CD. ISRC is the serial# of the audio tracks that uniquely identifies the song in that audio track. This ISRC code is commonly found in commercial Audio CD and rarely seen on the

home made Audio CDs. By enabling this feature, the duplication performance will be lowered.

- **Disabling Drives**. This feature allows you to disable certain drives/trays when those drives/trays are producing high failure rates or not functioning properly.
- **USB Connection.** This feature will allow you to turn on/off the USB port on the back of your duplicator. In addition, this feature will allow the hard drive to be controlled by a PC. Note that the system will be restarted when this setting is changed.
- **CD Overburn:** Overburning is the process of recording data past the normal size limit. Many disc manufacturers extend a record-able disc to leave a small margin of extra groove at the outer edge. This feature allows you to turn the ability to use the over-burn area ON or OFF.

- **Utility**
  - **Disc Info**. If you are uncertain about the type of blank recordable media you are using, the duplicator is equipped with the disc info function to help identify and notify you of the disc information encoded within. This function (Disc Info) can be found in the "Utility" menu. This feature will identify your blank recordable Media's format, capacity, manufacture ID, as well as the Media's certified writing speed. Note that this feature only applies to me-dia in the recording trays.
  - **Prescan**. Approximately 50 % of failures reported by our duplica-tor are caused by errors in the master disc which our Reader could not overcome. When this kind of failure occurs, it tends to waste all of your blank recordable medias. To help detect flaws in the master disc prior to performing the duplicating process, we intro-duce the "Prescan" feature. This feature will scan and detect any bad sectors existing in the master disc. It is recommended to per-form this feature before starting the duplication task for all mas-ter discs. By doing so you can prevent wasting the blank media if there is an error in the master disc.
  - **System Info**. By entering this menu, you will be able to see the many specification of your duplicator such as the firmware ver-sion, Controller/Motherboard type, etc. You can check the specifi-cations by pressing up or down button.
  - **Device Info**. By entering this menu, you will be able to see the in-formation for devices built inside your duplicator. That informa-tion includes but not limited to manufacture, model number, etc.
  - **Load Default**. This function will reset all of the options back to manufacture's default. You can perform this function if your du-

plicator is acting abnormal. You need to perform "Shutdown" and restart the system in order for this to take effect.

- **Update Firmware**. This function will update the software of your duplicator. To update, you need to insert the manufacturer Certified Update CD into the Reader and select this function by pressing the >> button. We strongly suggest you to not update your duplicator's firmware unless your duplicator is getting unstable.
- **Save**. This function will save all the settings you've modified since last time the system is booted.

- **Account Management**. This feature allows you, the administrator, to have the power to:
  - Create user accounts and passwords to prevent unauthorized use of this duplicator
  - View existing user account lists
  - Edit existing user account information, including name and password
  - Delete existing user account(s)
  - Enable/Disable this feature

  For more information, refer to "Introduction to the Account Management Feature" on page 50.
- **Autocopy**. This function will allow the system to operate under the AutoCopy mode for ease of operation. For more information, refer to "Using Autocopy" on page 53.
- **Shutdown**. This function saves any system settings that you have entered and makes sure it is safe to turn off your duplicator. Once you see the "Ready to Power OFF" message, then you can safely turn off the machine via Power Switch. Turning off your duplicator without perform this function will increase the risk of damaging your duplicator.

Chapter 3: Troubleshooting

Trouble Shooting

Follow these instructions when the duplicator is not working properly.

1. No display on LCD or the unit does not operate when the power is on.

■ Check the connection of power cable and the environment of power outlet is normal.

■ Make sure the power voltage matches the voltage of your power outlet.

■ If the duplicator was stored in a location where the temperature dropped below 32°F (0°C) within the past 24 hours, leave the duplicator in a warm room with temperatures at least 65°F (19°C) for 4 hours prior to powering it on.

2. Reader cannot read disc.

■ Check the format of the master CD/DVD or the master CD/DVD itself for damage.

■ Your master disc may be copy protected. Normally, most of the DVD and some of the CD you have purchase from stores have been copy protected.

■ Use the Writers to read your master disc by selecting one of writers as the master Reading Source (Refer to "Selecting the Copy Source" on page 16); if it works, make a copy of your master disc and treat the copy as the new master. Then set the master Reading Source back to the READER and try again.

3. Buttons do not function.

■ Maybe it is still busy on a task. Give it sometime and press it again. If it still doesn't work, turn off the machine, and then restart the machine after a minute.

4. Copy completed but the copies are not readable and/or executable.

■ Use the compare feature to check the copied disc.

■ Based on our experience, the quality of your media plays a big role on this part. Try to use high quality media to prevent such problems.

■ Use another DVD/CD player/ROM to test the copied media. Sometimes, your DVD/CD Player/ROM may not be compatible with recordable DVD/CD disc.

5. The failure rate is high.

- Lower the "write speed" and try again. Refer to "How to Select the Duplication Speed" on page 35.
- Quality of blank disc may be poor.
- Quality of your master disc may be poor.

6. Do I need to update my duplicator's firmware?

- Unless your system is getting unstable, we strongly suggest not updating your duplicator's firmware. Contact our Tech Support if your system is getting unstable.

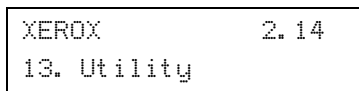**7.** Cannot boot-up or fails to upgrade firmware.

- Contact our Tech Support.

8. Why some writers won't copy.

- Reset back to default (Troubleshoot item #9).
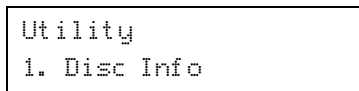- Contact our Tech Support.

9. How do I reset my duplicator back to default?

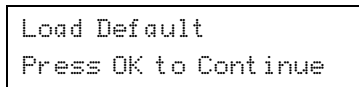- Use up or down arrow button to navigate to the following screen.

```
XEROX           2.14
13. Utility
```

- Press >> to enter Utility menu and you should see the following screen.

```
Utility
1. Disc Info
```

- Use the up or down arrow buttons to navigate to the Load Default menu and press >> to enter. You will see the following screen.

```
Load Default
Press OK to Continue
```

- Press >> to confirm and you system will be loaded back to default. Once the operation is complete, you will see the following screen.

```
Utility
5. Load Default
```

■ You will need to perform "Shutdown" and restart the system in order for this to take effect.

Note: In order to save any changes made to the duplicator's interface or functionality, you will have to perform the "Save" function found in the Utility menu, or perform the "Shutdown" procedure from the Main menu before powering-down the unit.

Error Messages

Table 3-1   Error messages

Error Code	Error Message	Recommendation
200	Master Disc Empty	The blank disc is in the source tray. Make sure the source is properly selected and double check the master disc.
201	Bad Master	The master disc is not recognized by the source tray. Eject and reload the master disc or double check the master disc for quality.
202	No Targets	There is no blank disc(s) recognized by the system. Make sure the blanks disc(s) is properly placed in the recording tray(s).
203	Burner Mixed or Firmware Version Mixed	The writers carry different model/version. They are required to be identical for proper duplication. Contact Tech Support for assistance.
204	Targets & Master Not Compatible	The master disc is a different format than the blank disc(s). The format between the master disc and blank must be the same.
205	Targets Not Blank	The blank media you have inserted are not blank. Check your blank media quality.

Table 3-1   Error messages

Error Code	Error Message	Recommendation
206	Targets & Master Size Mismatch	The size of your master disc and the copied disc doesn't match. This error usually occurs during the Compare process. Double check the master and the copied disc.
207	Targets M-Code Mixed	The blank discs you've placed are not identical. Please make sure they have the same brand and speed to ensure proper duplication.
208	Targets are not RW Discs	The media you are trying to erase are not RW media. ONLY RW media is able to be erased.
209	Master Disc is CSS Protected	Your master disc is copy protected. You cannot copy this type of disc.
210	Bad Discs	The blank media you are using are not being recognized by the writers.
211	Format Cannot Be Tested	The blank media you've inserted does not support test function. You need to either use CD-R or DVD-R/RW media to perform the test function.
212	DVD is not Supported	The system does NOT support DVD format.
213	DVD-RAM is not Supported	The system does NOT support DVD-RAM format.
214	Blu-Ray is not Supported	The system does NOT support Blu-Ray format.
230	Not Enough HDD Space	There is not enough hard drive space to create a new partition. Delete some existing non-important partition to free up more spaces.
231	Redundant Name	The partition name you have entered has already been used.Choose a different partition name.
232	Format Failed	Unable to format the built in hard drive. It is likely the hard drive is bad. Contact Tech Support for assistance.

Table 3-1   Error messages

Error Code	Error Message	Recommendation
233	Partition Corrupted	The partition data is corrupted. Normally either the hard drive is bad or the hard drive has been used by another system. Re-format the hard drive.
240	Wrong Password	Incorrect password has been entered. Confirm the password and try again
241	Login Failed	After 3 attempts of entering an incorrect password the unit will lock. Confirm the password and restart the system to try again.
251	Copy Audio Error	An error occurred during the recording process of a particular track. Mostly due to bad blank media. Try with a different blank disc.
252	Not Audio CD	The master disc is not an audio CD. Only audio CDs will be able to edit audio tracks.
253	Over Blank Disc Capacity	The audio tracks you have selected is more than the blank media can hold. Remove some tracks in order to proceed.
260	No Update File	The system could not find the update file to perform the system firmware update. Contact Tech Support for assistance.
261	Wrong Update File	The update file you are trying to update is not compatible for your system.
262	Unknown Flash Model	This is a system error during the system firmware update. Contact Tech Support for assistance.
263	User Abort	The system has acknowledged the abort command.

Appendix A: Software Installation Guide for Accessing the Hard Drive on a Computer

This chapter describes the procedure for connecting the duplicator to the USB port on a computer. This software is used to load an image file directly into the duplicator's hard drive.

Minimum Requirements

Hardware

The hardware requirements for the computer are:

- Pentium 3 Class microprocessor or better
- USB 2.0 Type B Port
- 32 MBytes of RAM
- 10 MBytes of free disc space on your hard drive

Operating System

The computer must have one of these operating systems installed:

- Microsoft Windows 2000
- Microsoft Windows XP
- Microsoft Windows 2003
- Microsoft Windows Vista
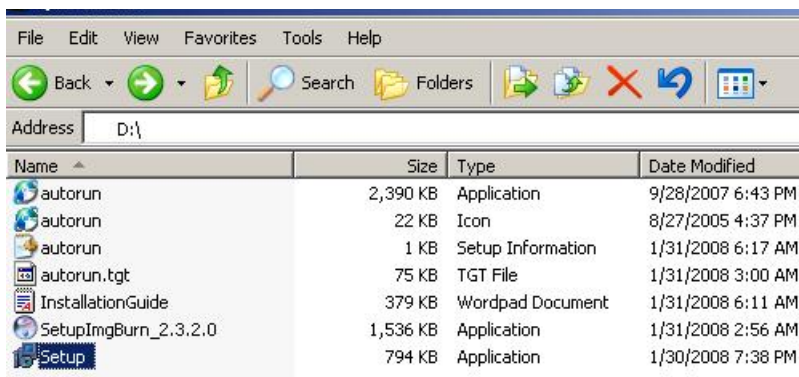
Installing the File System Driver and Utility

Follow these steps to Install the File System Driver and Utility:

> Note: The serial number is located on the Installation CD. Copy it down before inserting the CD into the CD-ROM drive.
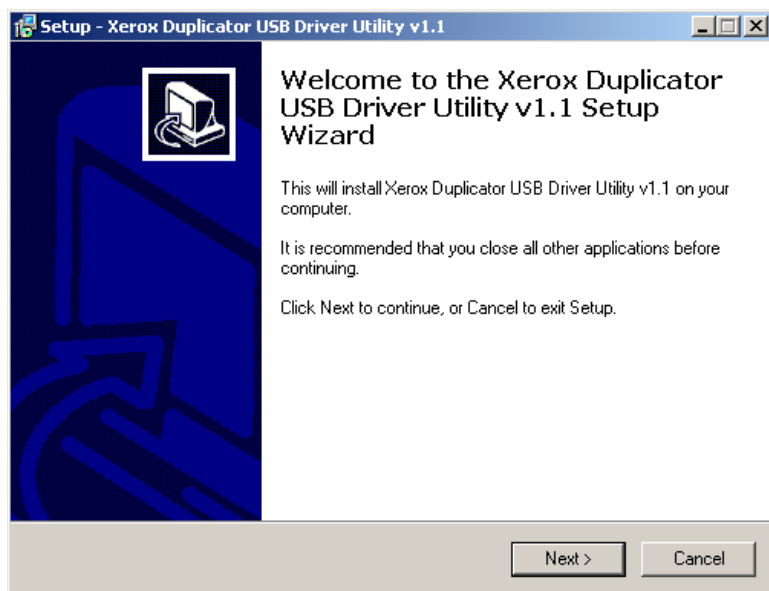
Step 1: Insert the Installation CD into the computer's CD-ROM drive

**Step 2:** Using the "My Computer" icon or Windows Explorer, click on the CD drive.

Step 3: Double-click Setup.exe Icon as shown:

| Name ▲	Size	Type	Date Modified
autorun	2,390 KB	Application	9/28/2007 6:43 PM
autorun	22 KB	Icon	8/27/2005 4:37 PM
autorun	1 KB	Setup Information	1/31/2008 6:17 AM
autorun.tgt	75 KB	TGT File	1/31/2008 3:00 AM
InstallationGuide	379 KB	Wordpad Document	1/31/2008 6:11 AM
SetupImgBurn_2.3.2.0	1,536 KB	Application	1/31/2008 2:56 AM
Setup	794 KB	Application	1/30/2008 7:38 PM

Step 4: Follow the Installation Wizard to complete the installation process.

Step 5: When promoted, enter your User Information. The serial number is printed on the installation disc.
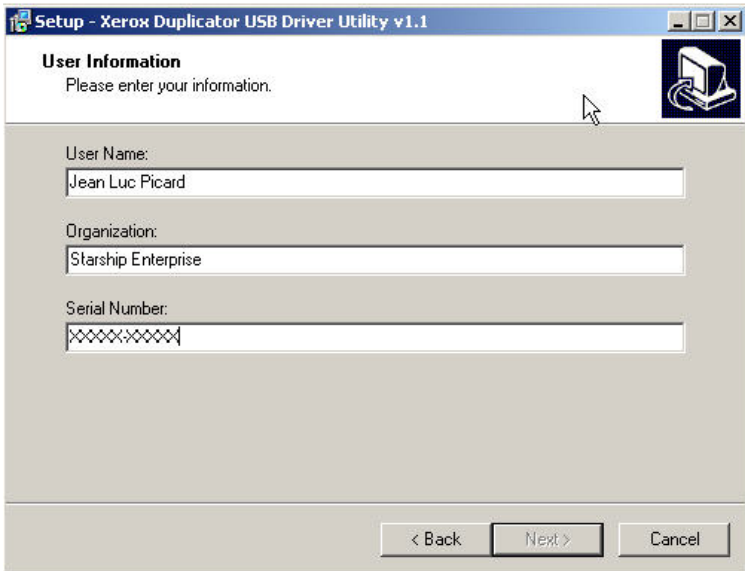
Step 6: When you have completed all of the installation steps, you will see the *Completing the USB Driver Utility v1.1 Setup Wizard* window:
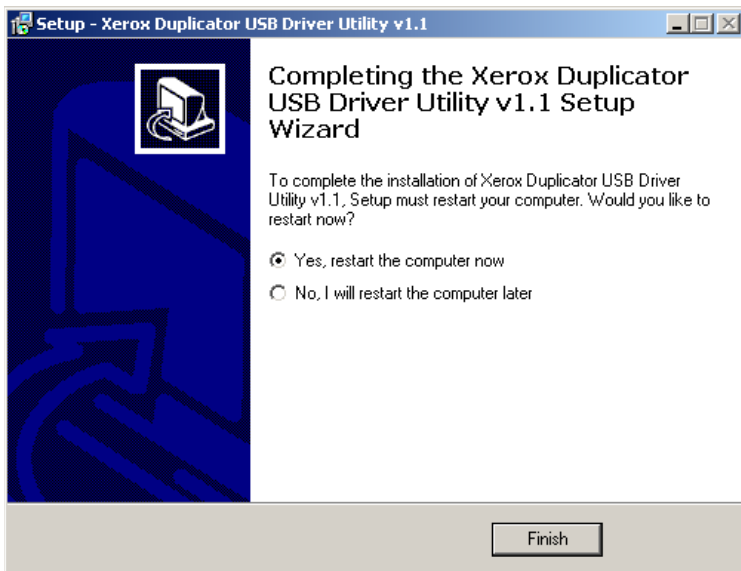
Step 7: Restart your PC to complete the installation.

Using the File System Utility:

When using for File System Utility for the first time:

Step 1: Power On the duplicator and your PC.

```
XEROX          2.14
1.Copy
```

Step 2: Use the up or down arrow buttons to navigate to the following screen.

```
XEROX          2.14
12. Setup
```

Step 3: Press >> to enter Setup menu and you should see the following screen.

```
Setup
1. Language
```

Step 4: Using the up or down arrow buttons on the duplicator's front panel, scroll to the "USB Connection" setting under "Setup" on the duplicator:

```
Setup
14. USB Connection
```

Step 5: Use the keypad on the duplicator's front panel to turn the USB Connection option to "On." Press >> to submit the change.

```
USB Connection:
On
```

**Step 6:** If the duplicator does not restart automatically, restart it when prompted.

Step 7: Once the duplicator has restarted, connect the duplicator to your PC using a USB 2.0 Cable.

Step 8: The File System Utility on your PC should recognize a new Drive Partition. Start the Xerox File System Manager by clicking on the Windows

Start button and using the command sequence Start: Programs: Xerox Utility: Xerox File System Manager. You should see the Xerox File System Manager main window appear:
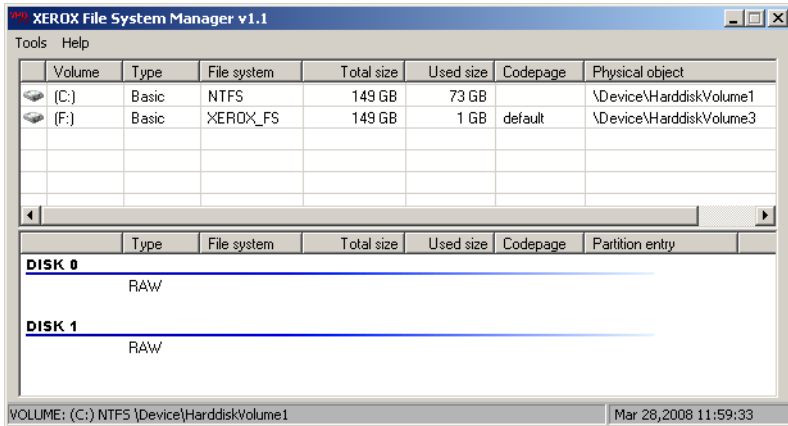
Step 9: The Xerox File System Manager automatically assigns the duplicator hard disk drive to the first available free drive letter. If a drive is not automatically assigned, you can assign one by performing a **Change Drive Letter** procedure. Right-click on the Volume name and then select the **Change Drive Letter** menu option from the list that appears.
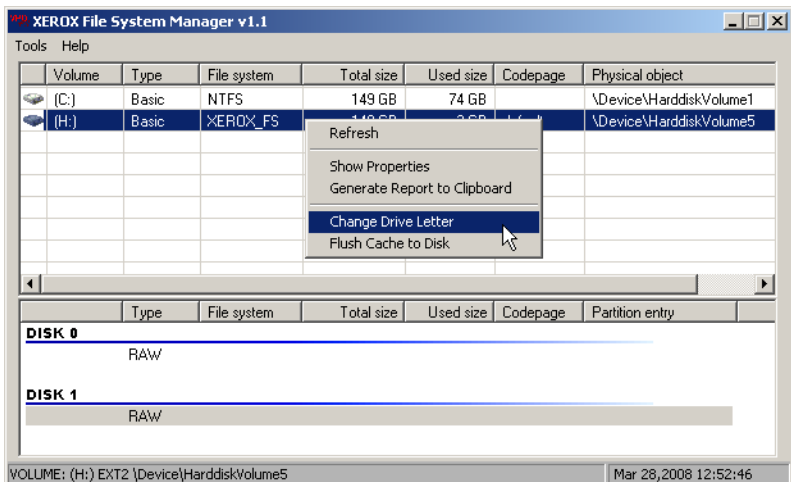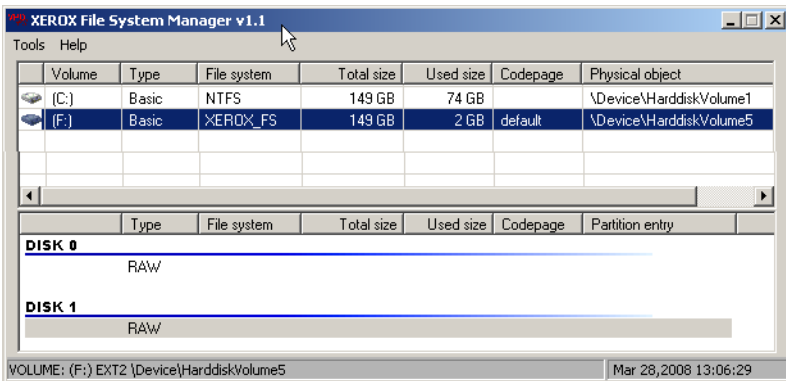
Step 10: Once you select the **Change Drive Letter** menu option, you will see the Enter or select a new drive letter dialog box:
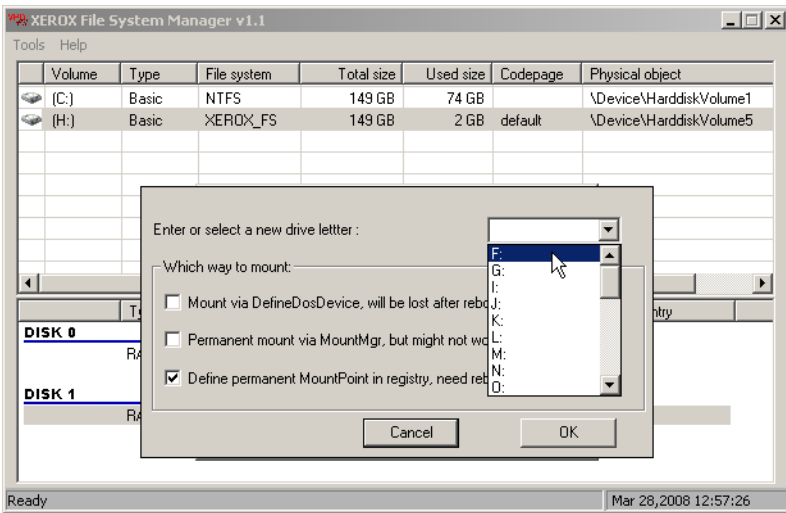
Select the new drive letter from the pull-down list and click the **OK** button to exit.

Step 11: Your PC should now have a Drive Partition ready to access:

When using the duplicator again after completing the above steps on the same PC:

Step 1: Power on the duplicator and your PC.

Step 2: Turn on the "USB Connection" setting under "Setup" on the duplicator.

```
USB Connection
On
```

Step 3: Restart the duplicator when prompted.

Step 4: Connect the duplicator to your PC using USB 2.0 Cable.

Step 5: Your PC should now have a drive partition ready to access.

Accessing the Hard Drive on the Duplicator

Step 1: Make sure your PC recognizes the duplicator's Hard Drive and that a drive letter was assigned on the PC correlating to the duplicator's Hard Drive.

Step 2: Open the "dup" folder located on that drive:

Duplicator (I:)			
File Edit View Favorites Tools Help			
⬅ Back ▾ ➡ ▾ 🗁 🔍 Search 📁 Folders 📄 📄 ✖ ↺			
Address 💿 I:\			
Name ▲	Size	Type	Date Modified
📁 dup		File Folder	2/1/2008 11:26 AM
📁 label		File Folder	2/1/2008 11:26 AM

Step 3: You can now do following:

- Rename or delete any existing pre-loaded ISO DVD/CD Image file(s) or duplicator's existing DVD/CD Image file(s).
- Copy/move an existing ISO DVD/CD Image file or duplicator's existing DVD/CD Image file(s) to and from the "dup" folder.

Creating an ISO DVD/CD Image file

In order to create an ISO DVD/CD Image file, you must install an ISO DVD/CD Image File Creation Utility. An example of this is the free program ImgBurn (go to http://www.imgburn.com for more information).

To install the ImgBurn program:

Step 1: Insert the Installation CD into a CD-ROM drive on the target computer.

Step 2: Using the "My Computer" icon or Windows Explorer, click on the CD drive.

Step 3: Go to the "Tools" folder.

Step 4: Double-click ImgBurn2400.exe Icon.

Note: These instructions are for the 2.4.0.0 release of ImgBurn, and may need to be modified if you are installing a later version.

Step 5: Follow Installation Wizard to complete the installation process.

To create an ISO DVD/CD Image File from a CD/DVD disc to the duplicator's hard drive using ImgBurn:

Step 1: Double-click ImgBurn Icon on your desktop or Click on the menu options: Start -> Program Files -> ImgBurn -> ImgBurn

Step 2: Click on "Mode" on the menu bar.

Step 3: Select "Read."

Step 4: Select the DVD/CD drive that has the disc you want to create the ISO image file from by clicking on the drop down box under "Source."

Step 5: Set your Destination to "I:\dup" by clicking on the button under "Destination." ("I:" represents the drive letter that you assigned for the duplicator's hard drive partition.)

Step 6: Click the Read Button at the bottom to perform the ISO completion process.

You can visit http://www.imgburn.com/index.php?act=screenshots for screenshots or other functionality of this software. Contact the Xerox Support Center for any questions you may have.

For more information, call
1-800-571-9767 or visit us at
www.xeroxduplicators.com

xerox 🔴