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Xerox[®] C315 and C325 Color Multifunction Printers, Xerox[®] C410 Color, and B410 Printers

Accessibility Guide

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Overview

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Overview

This document helps you set up, configure, and use the accessibility features of the printer.



Note: The Print drivers are compatible with Assistive Technologies, including Screen readers for Windows and iOS.

Supported Printer Models

- Xerox® C315 Color Multifunction Printer
- Xerox® C325 Color Multifunction Printer
- Xerox® C410 Color Printer
- Xerox® B410 Printer



Note: Feature support varies depending on the printer model.

Contacting Customer Support

Technical support using telephone is available in the United States and Canada only, call: 1-800-ASK-XEROX.

Following are the contact details:

- Office Multifunction Printer
 - 1-800-821-2797 (US)
 - 1-800-275-9376 (Canada)
- Small to Medium Printers
 - 1-800-835-6100 (US and Canada), 8:00 AM to 8:00 PM Eastern Time, Monday to Friday

To contact technical support in other countries or regions, send an email, or chat, go to <http://support.xerox.com>.

Locating the Printer for Accessibility

For information on the floor space requirements for the printer, refer to the Selecting a Location for the Printer section in the *User Guide*.



Note: For some printers, you are required to use a table or a stand to meet the height requirements. For more information, refer to the *User Guide* at www.support.xerox.com.

Ensure that:

- The height of the control panel is between 610 and 1016 mm (24 and 48 in.).
- The control panel is visible from a point 1016 mm (40 in.) above the floor.
- The clearance for the following areas is extended to:

- Front: 1220 mm (48 in.)



Note: If the printer is installed in a confined space, then extend the clearance to 1520 mm (60 in.).

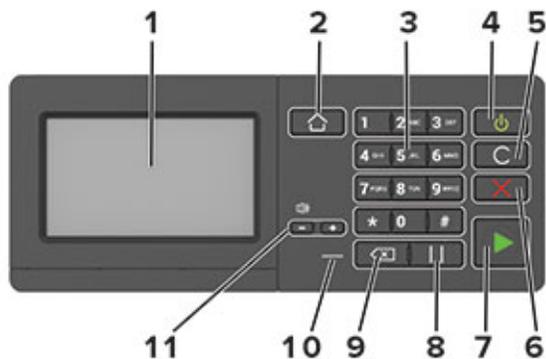
- Right or left side: 760 mm (30 in.)



Note: The clearance depends on how the supplies are replaced.

Using the Control Panel

Control Panel of Xerox® C315 Color Multifunction Printer



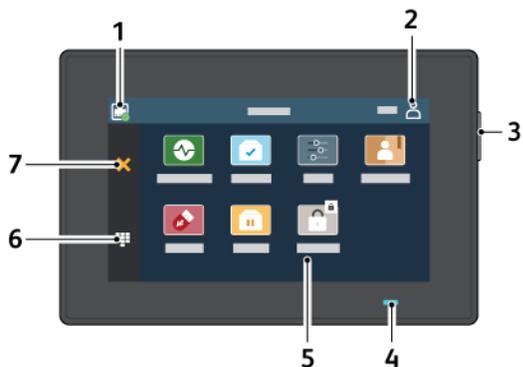
 Note: The Control Panel shown here is for Xerox® C315 Color Multifunction Printer. According to the printer model, your printer can have a touch-screen only control panel.

ITEM	PARTS OF THE CONTROL PANEL	FUNCTION
1	Display	<ul style="list-style-type: none"> View printer messages and supply status. Set up and operate the printer.
2	Home button	Go to the home screen.  Note: This button has a raised icon of a house.
3	Keypad	Enter numbers or symbols in an input field.  Note: The 5 key has one tactile bump.
4	Power button	<ul style="list-style-type: none"> Turn on or turn off the printer. Set the printer to Sleep or Hibernate mode. Wake the printer from Sleep or Hibernate mode.  Note: This button has a raised icon of a line partially within a broken circle.
5	Clear all or Reset button	Reset the settings of a function, such as copying, faxing, or scanning to the default level.  Note: This button has a raised icon of the letter C.
6	Stop or Cancel button	Stop the current job.  Note: This button has a raised icon of the letter X.
7	Start button	Start a job, depending on which mode is selected.  Note: This button has a raised icon of a circle.

ITEM	PARTS OF THE CONTROL PANEL	FUNCTION
8	Pause button	Place a dial pause in a fax number.  Note: This button has a raised icon of parallel lines.
9	Backspace button	Move the cursor backward and delete a character in an input field.  Note: This button has a raised icon of a left-pointing arrow.
10	Indicator light	Check the printer status.  Note: This option is available only in some printer models.
11	Volume buttons	Adjust the volume of the headset or speaker.  Note: These buttons have raised icons of plus and minus signs. Your printer can have a headset or a speaker port.  Note: The audio port is available only in some printer models.

Control Panel of Xerox® C325 Color Multifunction Printer

The Control Panel shown here is for Xerox® C325 Color Multifunction Printer.



ITEM	PARTS OF THE CONTROL PANEL	FUNCTION
1	Wireless Connection Status	This button provides the status of the network connectivity.
2	User Profile	Touching the User Profile button on the control panel touch screen allows you to log in and identify yourself to the printer. To access printer features, log in with your user credentials. If you do not know your user name or password, contact your system administrator.
3	Power Button	Turn on or turn off the printer.

ITEM	PARTS OF THE CONTROL PANEL	FUNCTION
		<p> Note: To turn off the printer, press and hold the power button for 5 seconds.</p> <p>Set the printer to Sleep mode.</p> <p>Wake the printer from Sleep or Hibernate mode.</p>
4	Status Indicator	<p>This light pulses blue or amber to indicate the printer status.</p> <p>Blue:</p> <ul style="list-style-type: none"> • Pulses blue once for access-card authentication when there is a delay in response from a remote server. <p> Note: Some card readers are not compatible with this feature.</p> <ul style="list-style-type: none"> • Pulses blue twice slowly to indicate that a job has completed. • Pulses blue rapidly while the printer is powering on, or to signal detection of an Identify Printer function from AirPrint, when applicable. <p>Amber:</p> <p>Pulses amber to indicate an error condition or warning that requires your attention or the attention of your system administrator. For example, this color can indicate an out-of-toner condition, a paper jam, or that the printer is out of paper for the current job.</p>
5	Touch Screen Display	<p>The screen displays information and provides access to the printer functions and apps, such as Status/Supplies, Job Queue, Settings, and USB Drive.</p>
6	On-screen keypad	<p>Enter numbers or symbols in an input field.</p>
7	Stop or Cancel button	<p>Stop the current printer task.</p>

Making a Quick Copy Using the Control Panel

1. Load an original document into the Automatic Document Feeder (ADF) tray or on the scanner glass.



Note:

- When loading a document into the ADF tray, adjust the paper guides.
- For multiple copies, use the keypad to enter the number.

2. From the control panel, press **Start** button.



Note: This option is available only in some printer models.

Enabling User Selectable Accessibility Features

This chapter contains:

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Enabling Magnification Mode



Note: This option is available only in some printer models.

1. From the keyboard, press and hold the **5** key until you hear a voice message.
2. Press **Tab** key and select **Magnification mode**.
3. Press **Tab** key and select **OK**.

For more information on navigating a magnified screen, refer to [Navigating the Screen Using Gestures](#).

Using Voice Guidance

ACTIVATING VOICE GUIDANCE

 Note: This option is available only in some printer models.

From the Control Panel

 Note: This option is available only in Xerox® C315 Color Multifunction Printer.

1. Press and hold the **5** key until you hear a voice message.
2. Select **OK**.

From the Keyboard

 Note: Keyboard is the preferred method for using accessibility features.

1. Press and hold the **5** key until you hear a voice message.
2. Press **Tab** to navigate the focus cursor to the **OK** button, then press **Enter**.

 Note:

- Voice Guidance is also activated when you insert headphones into the headphone jack.
- To adjust the volume, use the volume buttons at the bottom part of the control panel.
- Voice Guidance has limited language support in some printer models.

NAVIGATING THE SCREEN USING GESTURES FOR ZOOM AND PAN

 Note:

- The gestures are applicable only when Voice Guidance is activated.
- A physical keyboard is required to type characters and adjust certain settings. For more information, refer to [Performing a Task Using the Keyboard](#).
- This option is available only in some printer models.

 Note: Keyboard is the preferred method for using accessibility features.

 Note: If the gesture does not work, then apply more pressure.

GESTURE	FUNCTION
Triple-tap using one finger	Zoom in or zoom out text or images.
Pan	Access parts of the zoomed image that are beyond the limits of the screen.  Note: This gesture requires the use of two fingers to drag across a zoomed image.

USING THE KEYBOARD ON THE DISPLAY

Do one or more of the following:

- Drag a finger over the key to announce the character.
- Lift the finger to enter or type the character in the field.
- Press **Backspace** to delete characters.
- To hear the content in the input field, press **Tab**, then press **Shift + Tab**.

Using the Keyboard

To enable keyboard navigation on the printer, plug a supported USB keyboard into the USB port and press the **Tab** key to initiate the focus cursor.

NAVIGATING THE SCREEN USING THE KEYBOARD



Note:

- Xerox recommends a standard USB keyboard.
- Keyboard navigation is compatible with Voice Guidance.

PARTS OF THE KEYBOARD	FUNCTION
Tab	<p>Move the focus cursor to the next item on the screen.</p> <p> Note: Use the Tab key as the primary method for navigating the screen with a keyboard.</p>
Shift + Tab	Move the focus cursor to the previous item on the screen.
Enter	<ul style="list-style-type: none"> • Initiate an action. • Select setting values. • Open a menu. • Accept a selection.
Up arrow	Move the focus cursor to the previous item within a list.
Down arrow	Move the focus cursor to the next item within a list.
Left arrow	Move the focus cursor to the item on the left.
Right arrow	Move the focus cursor to the item on the right.
Home	<ul style="list-style-type: none"> • Move the focus cursor to the first item on the list. • Move the focus cursor to the beginning of an input field.
Esc	<ul style="list-style-type: none"> • Cancel a job. • Go back to the previous page. • Exit a pop-up screen of a setting without changing any value.
Page down	<ul style="list-style-type: none"> • Jump to the last item of a list within a single page. • Move to the next page.
Page up	<ul style="list-style-type: none"> • Jump to the first item of a list within a single page. • Move to the previous page.
F7	Mute the volume.
F6	Repeat the last spoken prompt.
F2	Open the job queue.

PARTS OF THE KEYBOARD	FUNCTION
F3	Start a job, depending on which mode is selected.
Space	Move to the next page.
Alt + Shift + L	Launch the login window.
Alt + Shift + N	Open or close the notification center.
Alt + Esc	Return to the home screen.

Performing a Task Using the Keyboard

The following tasks are examples of tasks initiated from the home screen.

MAKING COPIES



Note: This option is available only in some printer models.

1. Load an original document into the ADF tray or on the scanner glass.



Note: When you load a document into the ADF tray, adjust the paper guides.

2. From the keyboard, press **Tab** to navigate the focus cursor to the **Copy** icon, then press **Enter**.
3. Enter the number of copies.
4. Press **Tab** to navigate the focus cursor to the **Copy** button, then press **Enter**.

SENDING FAXES



Note: This option is available only in some printer models.

1. Load an original document into the ADF tray or on the scanner glass.



Note: When you load a document into the ADF tray, adjust the paper guides.

2. From the keyboard, press **Tab** to navigate the focus cursor to the Fax icon, then press **Enter** twice.
3. Enter the recipient fax number.
4. Press **Tab** to navigate the focus cursor to the **Fax** button, then press **Enter**.

SENDING EMAILS



Note: This option is available only in some printer models.

1. Load an original document into the ADF tray or on the scanner glass.



Note: When you load a document into the ADF tray, adjust the paper guides.

2. From the keyboard, press **Tab** to navigate the focus cursor to the Email icon, then press **Enter** twice.
3. Type the recipient email address.
4. Press **Tab** to navigate the focus cursor to the **Send** button, then press **Enter**.

Configuring Accessibility Settings

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Note: The following tasks and settings can be performed with the connected keyboard or touch screen or assistance of your administrator.

Adjusting the Voice Guidance Speech Rate

1. From the home screen, select **Settings > Device > Accessibility > Speech Rate**.
2. Select the speech rate.



Note: This option is available only in some printer models.

Adjusting the Default Headphone Volume

1. From the control panel, select **Settings > Device > Accessibility**.
2. Adjust the headphone volume.



Note:

- The volume resets to the default value after the session is logged out or when the printer wakes from Sleep or Hibernate mode.
- Volume can be adjusted using the control panel volume buttons for Xerox® C315 Color Multifunction Printer.

Adjusting the Default Internal Speaker Volume

 Note: This option is available only in some printer models.

1. From the control panel, select **Settings > Device > Preferences > Device Sounds**.
2. Adjust the volume.

 Note:

- If **Mute All Sounds** is enabled, then audible alerts are turned off. This setting also slows the printer performance.
- The volume resets to the default value after the session is logged out or when the printer wakes from Sleep or Hibernate mode.

Enabling Spoken Passwords or Personal Identification Numbers

1. From the home screen, select **Settings > Device > Accessibility > Speak Passwords/PINs**.
2. Enable the setting.



Note: This option is available only in some printer models.

Changing the Keyboard Type

1. From the home screen, select **Settings > Device > Preferences > Keyboard > Keyboard Type**.
2. Select a keyboard type.



Note: Match the keyboard type with the display language. For more information, refer to [Changing the Display Language](#).

Configuring the Fax Speaker Settings

1. From the home screen, select **Settings > Fax > Fax Setup > Speaker Settings**.
2. Do the following:
 - Set the Speaker Mode to **Always On**.
 - Set the Speaker Volume to **High**.
 - Activate the Ringer Volume.



Note: This option is available only in some printer models.

Enabling an Audible Alert When Loading Paper into the ADF Tray

1. From the home screen, select **Settings > Device > Notifications**.
2. Enable the **ADF Loaded Beep** setting.



Note: This option is available only in some printer models.

Adjusting the Duplicate Key Strike Interval

1. From the home screen, select **Settings > Device > Accessibility > Duplicate Key Strike Interval**.
2. Enter the value.

Adjusting the Initial Delay Before Key Repeat

1. From the home screen, select **Settings > Device > Accessibility > Key Repeat Initial Delay**.
2. Enter the value.

Adjusting the Key Repeat Rate

1. From the home screen, select **Settings > Device > Accessibility > Key Repeat Rate**.
2. Enter the value.

Enabling Two-Sided Copying

1. From the home screen, select **Settings > Copy > Sides**.
2. Select **2 sided to 2 sided** or **2 sided to 1 sided**.



Note: This option is available only in some printer models.

Changing the Display Language

1. From the home screen, select **Settings > Device > Preferences > Display Language**.
2. Select a display language.

Extending the Inactivity Timeout

1. From the home screen, select **Settings > Device > Accessibility**.
2. Enable the **Prolong Screen Timeout** setting.



Note:

- When enabled, the timeouts are automatically extended to 10 times the current setting.
- When **Voice Guidance** is activated, the timeouts are automatically extended to 10 times the current setting.
- When the timeout expires, a notification screen appears to allow for additional extension.

