

RANK XEROX

# A Customer Guide to Rank Xerox Office Products, Benefits and Services





# Rank Xerox — A Customer Guide to Office Products, Benefits and Services

In this step-by-step Rank Xerox Product Guide, we've set out for you our complete range of office products and we show just some of the many ways in which they can be used to best advantage in your business. Every product and service in our range has been developed with a clear and precise understanding of what you expect from it, in order to maximise your own productivity and efficiency. As you go through this Guide, we'll show you how Rank Xerox products can work for you, whatever the size of your business or the complexity of your work.

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You can turn to pages 4 and 5 and find out about **10 Series Copiers** which save you money with automatic double-sided copying, make large documents easier to handle by reducing them, or fine detail easier to understand with enlargement, or which can quickly and efficiently save you time by sorting, collating and stapling your paperwork into sets.

You can have cost effective, black and white, high speed printing on demand with the **Xerox 9500 Specialist Printing system** you'll find described on page 8.



*Copying and Printing*



*Drawing Offices*

You can print out to the highest quality all the information produced by your computer, including text, drawings and photographs. And you can do so easily, on demand, in any format, choosing from an unlimited range of typestyles and sizes, and paper weights. Turn to page 9 and see what **Xerox Electronic Laser Printing** can bring to your business.

You can see how to create multi-part sets of documents for your business, and save time and money, with **Rank Xerox Systems Printers** you'll discover on page 10.



*Systems Printers*



*Electronic Printing*

You can make your Drawing Office operate more productively with all the time-saving measures that the range of **Rank Xerox Engineering Products** will introduce. Take a look for yourself on page 11.

You can eliminate repetitive typing of memos and reports, effortlessly correct and edit documents, and enhance the presentation of all your business documentation with the impressive range of **Xerox Electronic Typewriters** outlined on page 12.



*Typewriters*

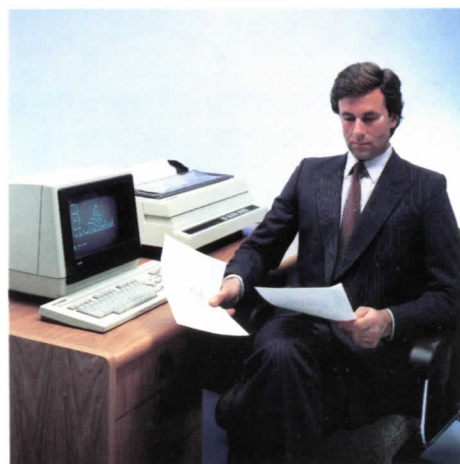




Word Processing

You can find on page 13 just some of the ways you can use **Xerox Word Processing Systems** for a variety of applications to improve your efficiency. From the high speed production of single-page documents or multi-page reports, to tabulating complex figurework, editing and revising lengthy documents, adding routine phrases to letters, or paragraphs to documents or legal agreements.

You can streamline all your business administration with a **Xerox Microcomputer**. And on page 14 you'll see how to make use of a host of business management programs as well.



Microcomputers



Facsimile

You can discover how, as the needs of your business grow, **Xerox Ethernet** can create a communications network within your company, and give you access to a range of business information services as well. See page 15.

You can send written, typed or drawn text — even photographs — worldwide in minutes with any of the **Xerox Facsimile Systems** you'll find on page 16.

You can choose top quality **Office Supplies** that are compatible with whatever make of copier, typewriter, word processor or microcomputer you possess. Everything from smooth running copying papers through to labels, cardstock, transparencies, typewriter ribbons, daisywheel printheads and magnetic storage products and accessories, plus lots more. See page 17.



Supplies

You can find out about the wide range of on-the-spot copying and printing services available at your high street **Xerox Copy Centres** on page 18. They offer much more than just a fast copying service. You can get copies of all your large documents, litho printing for your everyday stationery and a whole range of other efficient services for your print needs.



Xerox Copy Centre



Xerox Finance

You can easily purchase any item of Rank Xerox equipment through **Xerox Finance**. See page 19 and we'll show you how to take advantage of the very attractive terms available.

You can depend on receiving **Rank Xerox service nationwide**, whichever product you select. The Rank Xerox guarantee is on page 19.





## 10 Series Copiers

**You can now choose the copier that's exactly right for your business from this new generation of state-of-the-art copiers which set new standards in flexibility, and productivity, in ease of operation, in copy quality and in dependability.**



*Xerox 1020*

### **XEROX 1020**

**For everyday copying on a low budget.**

Small but versatile. That's the Xerox 1020. It's the compact copier which brings Xerox copy quality within the reach of even the smallest business. It produces on-the-spot copies of all your day-to-day paperwork, including bound volumes, mounted documents and poor quality originals. You can even take same-size copies of those larger than

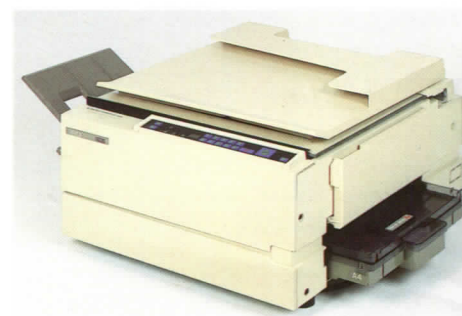
usual originals, such as artwork or posters, right up to B4 size and run off copies of most sizes of awkward computer printout.

### **XEROX 1030**

**For large A3 copy capability from a desktop machine.**

For a desktop copier that takes big originals and gives big, size-for-size copies, up to A3, there's the Xerox 1030. Now you can forget copying those large charts, diagrams, drawings and notices in sections then sticking them together with tape. And that's not all, for a small copier, it's certainly got speed —

standard A4 copies at 20 per minute and A3 at 11 per minute. While the job interrupt facility allows you to stop a long run, take a one-off copy, then continue where you left off, without losing the sequence. An optional 10-bin sorter is available for collating copies into sets.



*Xerox 1030*



*Xerox 1035*

### **XEROX 1035**

**For reduction and enlargement from a desktop machine.**

For all round performance from a desktop copier, you need the Xerox 1035. With 4 reduction and 2 enlargement ratios, plus a host of other 'big copier' benefits, including an optional 10-bin sorter, it's the small copier for your business. At a speedy 21 per minute, it produces A4 copies, or A3 size-for-size at 12 copies per minute.

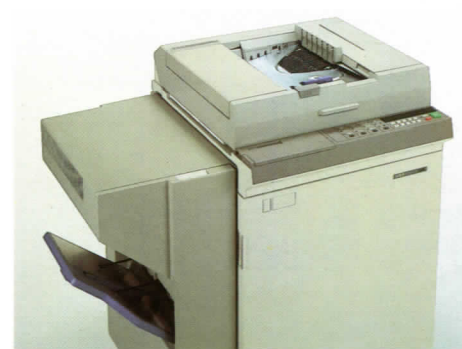
A3 originals can be reduced to a manageable A4 size for filing or for inclusion in reports. Or a section of a document can be enlarged to make fine detail easier to read. For easy reference, the reduction facility can copy 'pairs' of documents onto one A4 sheet. Or use a combination of enlargement and reduction to suit your needs. Two paper trays, of 250 sheets each, give push-button selection of any two sizes from A3, B4, A4, A5 or non-standard copy paper.

### **XEROX 1045**

**For varied demands of a busy office.**

Modularity makes the Xerox 1045 a totally flexible copier. It comprises 5 systems for you to choose from. The basic copier system 5 is ideal for high quality one-off copying and occasional long runs while systems 1-4 offer a wide choice of labour saving benefits which you can tailor to your particular needs. For instance add the re-circulating document handler and the finisher and

you automatically have the capacity to produce sets of stapled documents at 40 copies per minute, while the semi-automatic document handler allows you to speed originals through, one after another, with no need to lift the platen lid. All systems have two reduction ratios, a copy quality selector control for good reproduction every time, and manual double-sided copying. Systems 1-4 copy up to A3 size-for-size and System 5 up to B4 (and using reduction you can copy from originals up to A3).



*Xerox 1045*

**Now call 01-380 1418 for your free copy of the 10 Series brochure**





Xerox 1048

## XEROX 1048

### For fast automatic production of lengthy documents.

Like the Xerox 1045, the Xerox 1048 is a fast, versatile general office copier. But it has the extra productivity bonus of automatic double-sided copying, from single-sided or double-sided originals. There are two 1048 Systems, both with re-circulating document handler for automatic copying of a stack of originals, at a brisk 40 copies per minute; A3 size-for-size copying; and a

choice of two reduction ratios for making large documents a more manageable size.

**System 1** has a built-in finisher which automatically staples sets of up to 25 pages when instructed, ideal when you need lots of copies of reports ready for instant distribution.

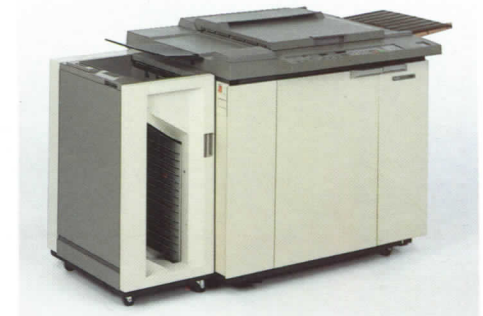
**System 2** will sort and collate sets of copies then offset stack them into a catch tray for separate binding.

## XEROX 1055

### For versatility plus very large copying.

The Xerox 1055 handles very large copying. It takes originals up to A2 size, and makes copies up to B3 size (40% bigger than A3). It speeds through A4 jobs at up to 50 copies per minute, and fast, multiple A3 size-for-size copies at 27 per minute. While the semi-automatic document handler lets you feed originals up to three times faster than manual copying. Quite a productivity benefit.

The 1055 enlarges, as well as reduces, makes double-sided copies, sorts and collates. It even folds A3 copies to A4 size. This means you can incorporate big charts, drawings or plans into A4 reports, folded and inserted automatically, into collated sets of up to 50 sheets each.



Xerox 1055

## XEROX 1075

### For the tough copying requirements of a busy company.

Available in five configurations so that you can choose exactly the features you need. Common to all are: automatic double-sided copying from single-sided originals or double-sided originals in the case of Systems 1 and 2; reduction for producing standard copies from oversize originals; the copy quality selector and monitoring system which ensures good quality copies, even from difficult originals. And to keep a record of each user's copying volume, there's the option of installing a user code system whereby access to the machine is by entering a personal code.

There's also image shift which ensures that when you're doing double-sided copying, the image on the second side is correctly positioned, leaving sufficient margin so that no information is lost in the binding.

The Xerox 1075 operates at 70 copies a minute and there's the innovative visual display screen and instruction panel to



Xerox 1075

guide you through all your copying tasks with words and pictures.

**System 5** is the basic 1075 model for straightforward, high quality, fast copying. Systems 1-4 incorporate a selection of practical additions to the basic model.

**System 1** with fully automatic document handler and finisher is for when you regularly need lengthy reports copied and stapled.

**System 2** is ideal for multi-page documents which do not require stapling since, after copying, they are either to be combined with other material or bound.

**System 3** has a semi-automatic document handler (SADH), sorter and computer forms feeder. Suitable if your copying does not include a high proportion of multi-page originals.

**System 4** gives speed and convenient one-off copying. The SADH has an integral computer forms feeder which positions and copies continuous stationery like computer printout at up to 35 'pages' a minute.

## XEROX UNIVERSAL COIN-OP

### You can provide your customers with a quick and easy copying service they can use at their convenience.

The coin-op is designed to collect payment for a wide range of Xerox copiers, and for safety it has high security locks and a large secure cash box. It allows you to select from a number of copy prices ranging from 2p up to

65p per copy, and you can offer special discount prices for multiple copying.

If you have a high street retail location, the service could encourage customers and provide extra profit potential. While for libraries or educational establishments, there's the opportunity to offer a copying service for lecture notes or reference material.






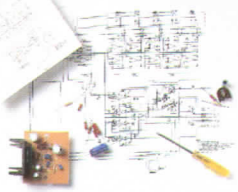

Xerox Universal Coin-OP



# 10 Series copiers. Matching your needs

You've read about some of the benefits of 10 Series copiers in the previous pages. Now, here they are down the left side of this table, but this time we've split each benefit into copier features. Which means you can choose the features that match your business needs, and locate the copier that provides them.

We regret the page numbers referred to under the Copier Model numbers on this chart do not refer to pages in this brochure. For further details on the 10 Series range phone 01-380 1418.

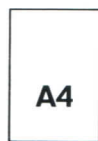
		Copier	1020	1030	1035	1045 SYSTEM 1	1045 SYSTEM 2
		Page Nos.	12, 13	14, 15	16, 17	18, 19, 20	18, 19, 20
<b>You can avoid wasted time at the copier</b> 	A4 copies per minute		11	20	21	40	40
	Automatic double-sided copying						
	Semi-automatic document handler						
	Recirculating document handler					YES	YES
	Computer forms feeder						
<b>You can copy large documents perfectly and instantly</b> 	Job interrupt			YES	YES	YES	YES
	Largest original		B4	A3	A3	A3	A3
	Largest copy		B4	A3	A3	A3	A3
	Reduction, fixed						
	Reduction, variable						
<b>You can reduce paperwork, filing &amp; postage costs</b> 	Reduction, fixed				YES	YES	YES
	Reduction, variable						
	Enlargement, fixed				YES		
<b>You can make fine detail easier to understand</b> 	Enlargement, variable						
	Enlargement, fixed						
<b>You can collate lengthy documents automatically</b> 	Collation with sorter bins			YES	YES		
	Collated copies offset stacked					YES	YES
	Stapler					YES	



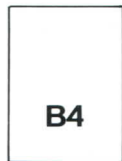
# Paper Sizes



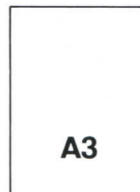
8 1/4" x 5 7/8"  
210mm x 148mm



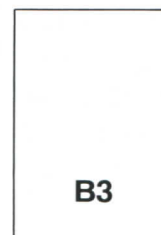
11 3/4" x 8 1/4"  
297mm x 210mm



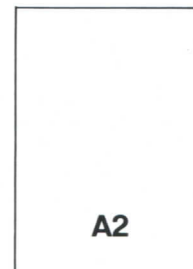
13 7/8" x 9 7/8"  
353mm x 250mm



16 1/2" x 11 3/4"  
420mm x 297mm



19 5/8" x 13 7/8"  
500mm x 353mm



23 5/8" x 16 1/2"  
594mm x 420mm

1045 SYSTEM 3	1045 SYSTEM 4	1045 SYSTEM 5	1048 SYSTEM 1	1048 SYSTEM 2	1055	1075 SYSTEM 1	1075 SYSTEM 2	1075 SYSTEM 3	1075 SYSTEM 4	1075 SYSTEM 5
18, 19, 21	18, 19, 21	18, 19	22, 23	22, 23	24, 25	26, 27, 28	26, 27, 28	26, 27, 29	26, 27, 29	26, 27
35	35	35	40	40	50	70	70	70	70	70
			YES	YES	YES	YES	YES	YES	YES	YES
YES	YES				YES			YES	YES	
			YES	YES		YES	YES			
						YES	YES	YES	YES	
YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
A3	A3	A3	A3	A3	A2	A3	A3	A3	A3	A3
A3	A3	B4	A3	A3	B3	14" x 8 1/2" 356mm x 216mm	14" x 8 1/2" 356mm x 216mm	14" x 8 1/2" 356mm x 216mm	14" x 8 1/2" 356mm x 216mm	14" x 8 1/2" 356mm x 216mm
YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
					YES	YES	YES	YES	YES	YES
					YES					
					YES					
YES					YES			YES		
			YES	YES		YES	YES			
			YES			YES				



# Specialist Printing

**You can have a complete, high speed, black and white printroom in a single machine with the Xerox 9500, and print offset quality on demand.**



## XEROX 9500

The Xerox 9500 prints at a rate of 7200 prints per hour, or two every second. That's high speed. And since you don't need plates, there's no time wasted in make-ready and there's no need for outside suppliers or ancillary equipment. And when a job is completed, there's no washing down afterwards. It's the ideal machine for rush jobs where offset quality is of paramount importance, leaving other printroom equipment free for colour work or very long runs.

Printing can take place immediately, with your first copy appearing just eight seconds after you load the machine and push the button. And the prints you obtain are offset quality with special controls to give you good results, even from poor originals.



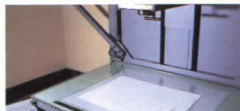
*Xerox 9500*

With an automatic document handler which holds up to 200 originals on 80gsm paper and frees you from time consuming manual feeding. Push button, double-sided printing which saves you postage, paper and filing costs. On-line sorting and collating of virtually limitless capacity to produce stacks of copies of different originals in separate bins, or collated sets ready for binding. All this plus reduction to ensure that your original always fits the page and you've got a printroom machine which can produce up to 9999 copies to demand, on demand.

## You can turn 12 conventional processes into just 3 — instantly and automatically

The Xerox 9500 will bypass all the manual, messy and time consuming operations of conventional printing, instantly and automatically. The 9500 can be loaded and left with up to 200 originals which it will process through its automatic document handler and print, collate or stack according to your programmed instructions.

### Conventional Print Processes



1. LOAD CAMERA for each original.



3. LINE SCREEN HALF-TONES for each photo on each original.



5. CLEAN UP BROMIDE for each original.



7. PROOF PLATE for each original.



9. PRINT each original.



11. LOAD COLLATOR



2. REDUCE/ENLARGE for each wrong-size original.



4. MAKE BROMIDE for each original.



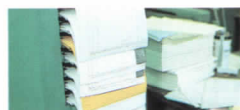
6. MAKE PLATE for each original.



8. SET UP PRESS



10. CLEAN DOWN

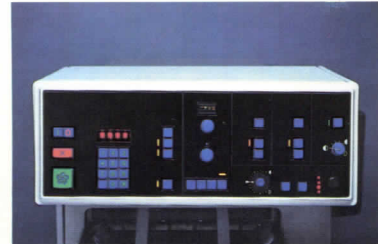


12. COLLATE

### Xerox 9500 Professional Printroom



1. LOAD 9500 with up to 200 originals.



2. PUSH-BUTTON PROGRAM



3. PRINT & COLLATE

## XEROX STACKER

And there's the optional high capacity stacker which accepts prints made onto a variety of paper weights, from 60gsm to 200gsm, and in sizes ranging from 203mm x 254mm to 216mm x 356mm. It will hold 2,500 sheets of 80gsm paper. You can unload the stacker without interrupting printing and, for easy separation of different jobs, divider sheets are automatically inserted.



*Xerox Stacker*



# Electronic Laser Printing

**You can convert any kind of digital data produced by computers or word processors — including text, drawings and photographs — into an image which can be laid out on the page in any required design, and then printed.**



## **XEROX 9700, XEROX 8700 and XEROX 2700**

**You can produce high quality, on demand printing.**

Electronic printers give you the ability to 'publish on demand,' tailoring every document and every job to the exact requirements of the recipient. This means you can print a million letters, identical except for the name and address. Or a single copy of a technical manual specially devised for a custom-made machine.

And you can print complicated price lists which are always up-to-date because you can correct the information on a daily, even hourly basis, as the changes occur. So electronic printing makes short runs, even one-off publishing both feasible and economic — printing work at the moment the demand arises.

In addition, you'll find you don't need to tie-up capital in stocks of print and you have the freedom to update or amend information at any time. This will apply to pre-punched stationery and forms which can be created and printed

when you need it since letterheads, logos and special graphics can also be created.

And there's an unlimited range of graphics and layouts you can choose. Typesizes and sizes of text can be changed without fuss, from letter to letter, if you wish. Several pages can be reduced onto a single sheet. Or tiny images enlarged to fill an A4 page. Rules, boxes and borders can be drawn. Diagrams, photographs and illustrations inserted with freedom to alter sizes and positions of both text and pictures.

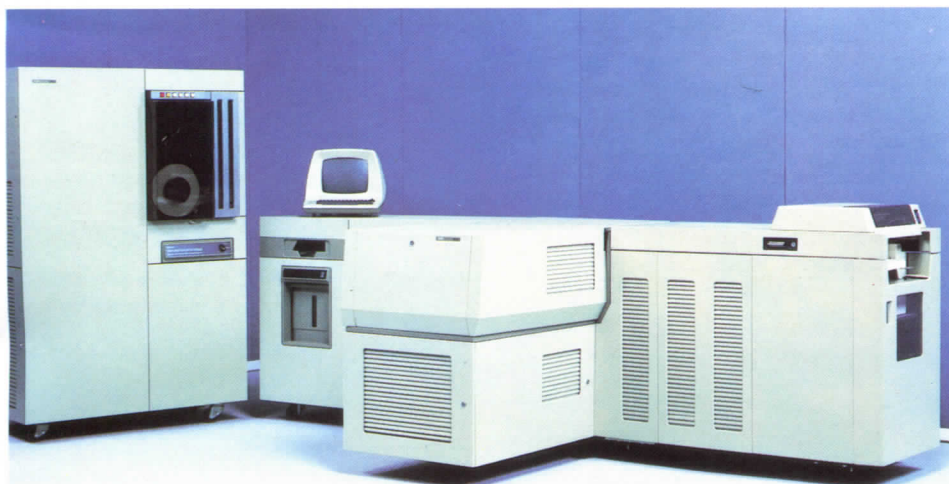
Printing takes place onto a variety of materials from bond paper to stiff card, including pre-punched or coloured stock, mixed if necessary for a report requiring covers and divider cards. You can also print onto self-adhesive labels and transparencies.

Xerox electronic printers print out a page at a time, not a character at a time like most printers. So even a page crammed with tiny lettering and complex diagrams is printed as fast as a simple page (about half a second for an A4 page). And quality is to offset standard.

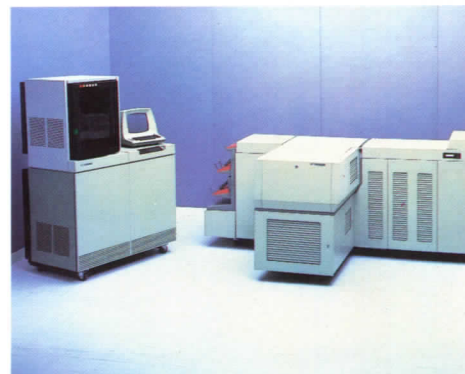


**XEROX 2700** — small in size and quiet in operation, the Xerox 2700 can be located exactly where you need it. At 12 pages per minute it prints out all your computer generated material to the highest quality and in the layout and graphics of your choice.

They can also be used as straightforward high speed printers from a mainframe computer: a single Xerox 9700 gives you as much capacity as several conventional line printers which would otherwise be necessary for a big computer.



**XEROX 9700** prints pages at a high speed of 120 per minute. Output is delivered into two bins each with 1500 page capacity.



**XEROX 8700** — the medium-speed 8700 prints out at 70 pages per minute. Each of the two output bins has a 500 page capacity.

**Now call 01-380 1418 for your free brochure on high speed printing and electronic laser printing**



# Systems Printing

**You can automatically create a set of documents containing identical or similar information, from one master, putting an end to manual creation and collation, and considerably speeding up administration.**

## XEROX 930 and 960

You can make big savings on cost, storage and control of pre-printed stationery, because the 930 and 960 print their own as they go along. You load the machine with blank paper and while it prints the job, it creates the right form at the same time — complete with headings, rules, footnotes, logos, and any other fixed information.

And since the very same or similar information can be put onto many different documents, there's no more repetitive re-typing, and no more typing errors. You can also feel confident that there's no paperwork missing. Even when an extra form is necessary on just some sets of forms, since these special requirements are built into the program, they're never overlooked.

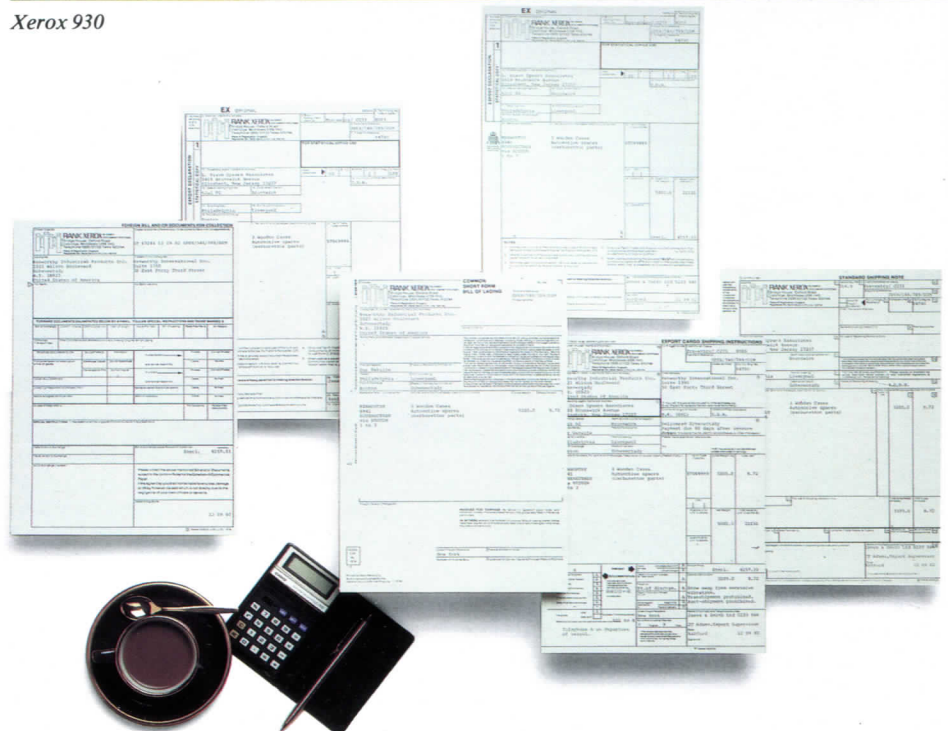
With the Xerox 930 and 960 you can quickly and accurately produce Sitpro export documentation, and sales order processing, purchasing and production control documentation.



*Xerox 960*



*Xerox 930*



**Now call 01-380 1418 for your free brochure on Systems Printing and Engineering Products**



# Engineering Products

**You can be freed from routine, repetitive work with the Xerox team of drawing office printers. Ideal for any kind of drawing office — architects, engineering companies or studios.**

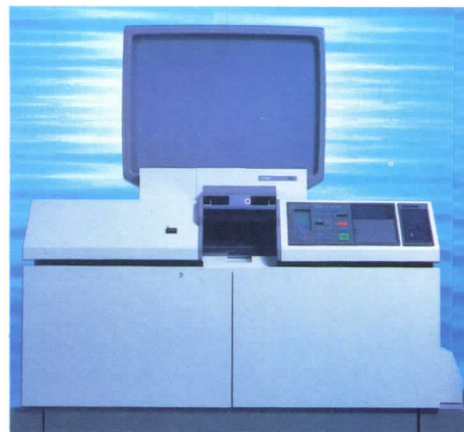


## XEROX 980

**You can make multiple large prints of drawings — up to A1 size — from easy to store microfilm aperture cards.**

Xerox 980 prints can be made onto plain or coloured paper, tracing paper for lightweight drawings, or polyester film which creates durable master drawings from microfilm originals. A stack of up to 20 aperture cards can be loaded and automatically programmed to print whatever paper size, magnification and quantity you want from each card. Automatic exposure and density control mean you always get consistently high quality results.

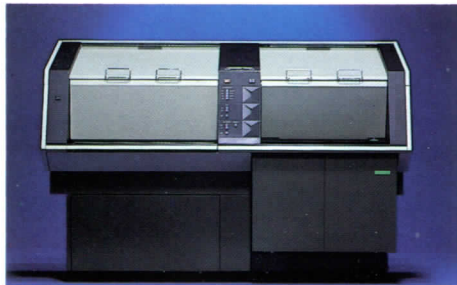
You have a choice of paper sizes — A1, A2, A3 and A4 — and of magnification, so the image can be set to fill the paper size or, alternatively, to leave you space for notes or additional drawings on the same sheet. The big A2 viewing screen makes it easy to position the image on the required part of the sheet. The 980 also makes unfused prints, when instructed, so toner isn't fixed and you can easily delete any unwanted parts by simply rubbing them away. The amended permanent print can then be made by feeding it through a separate off-line fuser (also supplied by Rank Xerox).



*Xerox 980*

## XEROX 2080

**You can amend drawings quickly and cheaply, create new originals from old originals, and restore damaged drawings.**



*Xerox 2080*

The Xerox 2080 copies very large originals (up to 914mm wide and up to 200 metres long) which means you can input AO originals. You can also copy up to 609mm wide and, if you wish, up to 200 metres long so you can make A1 copies. And it will accept originals up to 3mm thick, including artwork or rigid boards.

Copies can be produced onto white or coloured plain paper, tracing paper, draughting film, even textured material such as grained report covers. And you always get master quality, even when changing scales to produce metric drawings from Imperial originals or converting a mixed set of drawings to a

common scale. You can make small prints for binding into reports, or even smaller to incorporate within the pages of a technical manual. Whatever size is convenient.

Unfused prints mean you can amend drawings or add in new material easily, again with the permanent print produced on a separate off-line fuser (as with the 980). Superb quality enables you to produce your own new originals from old faded originals or prints and to restore damaged drawings. And using reduction and enlargement too, you can create a new drawing from several different sources.

## XEROX 7080

**You can achieve so much more than a dyeline printer at less cost.**

The Xerox 7080 eliminates all the time consuming manual operations that cause bottlenecks in conventional printrooms. You simply set the required print size and input the originals — up to A1 size — no need to sort out different sizes as the 7080 will produce standard-size copies from odd-size originals. It also measures the size of the originals and selects the appropriate reduction ratio and paper tray. It will then print, fold, stamp and sort the copies, without any intermediate handling, to produce sets of prints made up ready for distribution or binding.

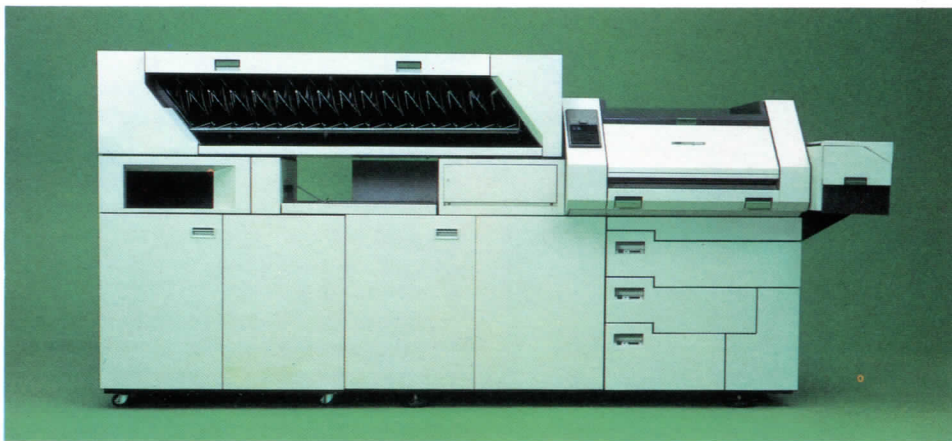
It accepts originals on a wide range of materials including polyester film, blue diazo paper, tracing paper and plain paper. You can produce reduced-down

copies to make them easier to handle, file and mail, compared with original-size copies from a dyeline machine.

The versatile built-in folder automatically folds A2 or A3 prints as they are produced and collates them so

they are ready for binding into tenders and other documentation.

While the built-in stamper will mark prints, when instructed, with the date and one fixed message, such as company name, plus any of five variable messages.



*Xerox 7080*



# Electronic Typewriters

**You can cut out repetitive typing, effortlessly correct and edit documents and enhance your professional image.**



## XEROX 610

**You can produce all your office typing with speed and proficiency.**



*Xerox 610*

Using a daisywheel for faster printing and better print quality, the Xerox 610 offers a choice of typescripts in 10, 12 and 15 pitch, plus proportional spacing.

The 610 is self-correcting. It remembers the last 180 characters typed. To correct simply back-space, lift off the words you want to change then return to where you left off typing. There's also, for example, automatic emboldening and underlining to stress particular words or phrases. Automatic centering and right hand alignment mean no more character

counting and reports will look far more professional. Automatic carriage return, so no interruption in the flow of typing. Automatic table set-up and decimal tabulation keeps all decimal points and columns of figures perfectly aligned.

And with its 1160 character memory ( $\frac{1}{2}$  page of A4 text) frequently used phrases, addresses and opening and closing paragraphs, can be typed in just once, then stored ready to be printed out automatically when needed.

## XEROX 620 SERIES

**You can save time when creating and editing documents.**

The Xerox 620 Series have all the productivity benefits of the Xerox 610 but with greatly increased memory capacity. The Series comprises three models: the Xerox 620, Xerox 625 and

Xerox 627 with memory capacities of 5, 10 and 15 pages of A4 text respectively.

In the absence of mains power, the contents of the memory are protected for a minimum of five days. This means you can unplug your Xerox 620 Series typewriter and move it to a new location without losing stored material.

To enable you to make the best advantage of the memory, each model has a high resolution, flicker-free 20 character line display to assist with general typing and the retrieval and editing of stored documents. You can make all your corrections before they are printed on to paper.

## XEROX 630

**You can store virtually limitless numbers of pages of text, via removable disks.**

This electronic typewriter has all the sophisticated features of the Xerox 620 including 20 character line display, but major advantage of this model is its virtually limitless memory, brought about by the use of removable disks. Each disk holds up to 80 pages of A4 typing which, of course, means greater document storage capacity and text editing ability.

### OPTIONAL EXTRAS Repetitive Letters

This package will enable the 630



*Xerox 630*

automatically to merge variable information, such as addresses into standard letters and documents either at the printer or on the disk, say, for mailings to customers or altering price lists.

### Document Assembly

Sets of standard paragraphs can be recorded on to disk and then used to build standard documents or merged into other documents. Applications would include, for example, the creation of legal documents such as wills and contracts.

## XEROX 640

**You can add the personal touch to standard sales letters, forms and other documents without re-typing the entire text.**

The Xerox 640 has a sophisticated text editing facility with a storage capacity of up to 80 A4 pages of typing per disk. It's the easy, convenient, cost-effective way of producing all your documents.

In addition to all the superb features of the other models, the 640 has a special feature of two  $5\frac{1}{4}$ " floppy disk units which means you can automatically copy text from one disk to another.

It also has a part-page visual display unit of 20 lines  $\times$  80 characters. When instructed, the screen will easily display a full index of disk contents, including remaining capacity.

### Word Processing

This features full document creation, storage, edit and print capabilities including tables, storing formats and moving blocks of text within the same, or to another document, plus block deletion and global find and replace.

### Forms Handling

This package allows formats to be stored on disk for fast error-free form filling.



*Xerox 640*



# Word Processing

**You can introduce the perfect combination of speed and quality to all your typed work — from single-page letters to multi-page reports — with Rank Xerox Easy-to-Use Word Processing Systems, designed to place increased office productivity at your fingertips.**

## XEROX 823

**You can at last see an end to repetitive typing and backlogs of urgent work.**

The Xerox 823 is an extremely easy-to-use word processor. It has all the features you need to produce single-page letters or multi-page reports with maximum speed and efficiency. Documents you have created can be stored in the memory, recalled and updated, so productivity is increased by eliminating repetitive typing. It has a 20,000 plus word dictionary which will check your spelling and so avoid unnecessary, time wasting errors. The display screen, with brightness control for easy viewing, means that you can see all your work before it's printed. You can also watch as you make revisions

and edit text ensuring that every word, phrase and paragraph is completely correct and accurately positioned within the document. And since the display screen is movable, you can position it on your desk for comfort as well as efficiency.

The low profile keyboard is separate from the display screen for flexibility of use. It's similar in layout to that of a standard typewriter. It's got special keys which clearly illustrate all the word processing commands you will have to make, so that, for example, filing a document, deleting or adding a word, or moving text, all become simple operations.

Your 823 also gives you microcomputing capability. This means you can use a



Xerox 823

comprehensive selection of business software programs, such as general accounting, financial planning, data management, export processing and so on,

## XEROX 16/8

**You can have an extremely efficient combination of word processing and microcomputing capability.**

The Xerox 16/8 combines all the superb word processing benefits of the 823, but also includes a much expanded microcomputer capability. It has not one, but two processors, a 16-bit and an 8-bit, each with its own memory. You can use your 8-bit operation for word

processing while using your 16-bit to explore a multitude of microcomputer applications. While the 8-bit processor is expertly handling your word processing, you can adeptly switch to the 16-bit operation to calculate some statistics, compute and analyse spreadsheets, build on your data base, make sales forecasts. So you have at your fingertips, exceptional word processing power and colossal computing power too. All in one unit.

With the addition of an expansion module, your Xerox 16/8 can become even more versatile. It will accommodate a further 128K characters of extra memory.

And there's the specially designed Xerox 16/8 display screen which makes it easier than ever to view all your word processing documentation before it's printed, and make corrections and revisions to letters and reports with ease.

## XEROX 860

**You can regularly produce high volume, multi-page documents with speed and efficiency.**



Xerox 860

The Xerox 860 combines all the text editing and memory features of a sophisticated word processor with an ability to multiply, divide, add and subtract. It will tabulate figures in any format you require making it as simple to change a complex page of statistics as it is to edit a long report. It is particularly suitable for high volume, multi-page document creation.

Its floppy disk memory gives you storage capacity of up to 300 A4 pages per disk, all of which can be called to the screen in seconds for rapid editing, re-calculation or re-formatting.

The 860 is the easy way into office automation, and with the addition of an Ethernet interface board will provide the option of full access to local area network services:

- Electronic Filing • Electronic Mailing
- Electronic Printing

Yet in spite of all this the 860 remains 'friendly' and simple to use. An average typist can be fully competent with the 860 in a few days.

### You can have a choice of printers

For printing out documents, information and reference material from either your Xerox 823 or Xerox 16/8 Word Processors, you can use the same high quality daisywheel and dot matrix printers details of which are given in the Microcomputer Section.

**Now call 01-380 1418 for your free brochure on the Xerox range of Electronic Typewriters and Word Processors**



# Microcomputers

**You can manage your business more easily, plan and organise faster, and have more accurate, up-to-the-minute information available to you with your Xerox Business Microcomputer.**



## XEROX 820-II

**You can keep a data file on customers.**

Operating on industry standard CP/M\*, the Xerox 820-II is a flexible, easy-to-use 8-bit microcomputer. It helps you cope quickly with most day-to-day business administration and management tasks. You can store all your business data such as your personnel files, sales statistics, profit and loss accounts and many more, on your Xerox microcomputer.



*Xerox 820-II*



*Xerox 16/8*

## XEROX 16/8

**You can make more informed business decisions.**

As a more powerful microcomputer than the Xerox 820-II, the Xerox 16/8 offers all the benefits of an 8-bit microcomputer, but in addition, it also has a 16-bit processor. This means it has a much expanded memory for handling an even greater variety and volume of business tasks. You have the advantage of being able to select from both 8-bit and 16-bit business software programs. For example, you could decide to use your 8-bit operation for word processing, while the 16-bit is operated for handling more specific business management work, such as data management, business accounting,

financial planning and others. The dual capability of the 16/8 undoubtedly gives you enormous flexibility of usage.

The Xerox 16/8 is also the ideal base system from which to build "cluster" stations — connected keyboards and screens, say in a department, so you can all share the information held on memory. Taking it a step further, you'll also be able to communicate — through the operating systems — with electronic post, electronic filing systems, external data bureaux, and mainframe computers.

The 16/8 gives you a choice of industry standard operating systems CP/M 80, CP/M 86 and MS-DOS. CP/M plus is also available as an optional extra.

## PRINTERS

Whether you choose a Xerox 820-II, Xerox 823 or a Xerox 16/8 Word Processor/Microcomputer, you'll find you have a full range of printers to choose from. For high speed, high volume printout of draft quality material, you'll find our dot matrix printers are ideal. There's the Xerox 80S or 100S or the Xerox

FX80S, the fastest in the range which prints out at a rate of up to 160 characters per second.

Or where presentation is important, then you can have the superb letter quality printing of the Xerox 620 and Xerox 630 daisywheel printers. Both give excellent results at speeds of up to 40 characters per second. And you can choose from a

selection of typestyles in 10, 12 or 15 pitch, or proportional spacing. Just drop in the daisywheel of your choice and you're ready to print.

As an alternative, there's the Xerox 610C Electronic Typewriter which can be used as a slave printer, as well as giving you top quality results as an easy-to-use stand-alone typewriter.

**Now call 01-380 1418 for your free Xerox Microcomputer brochure plus the Xerox Software brochure**



# Networks

## You can improve your productivity and efficiency through shared knowledge and resources

Today in offices everywhere, computers, word processors and printers are all busily working towards increased efficiency. Yet because they are all storing and processing information separately, unable to share it with each other — the system as a whole is only working to a fraction of its full potential.

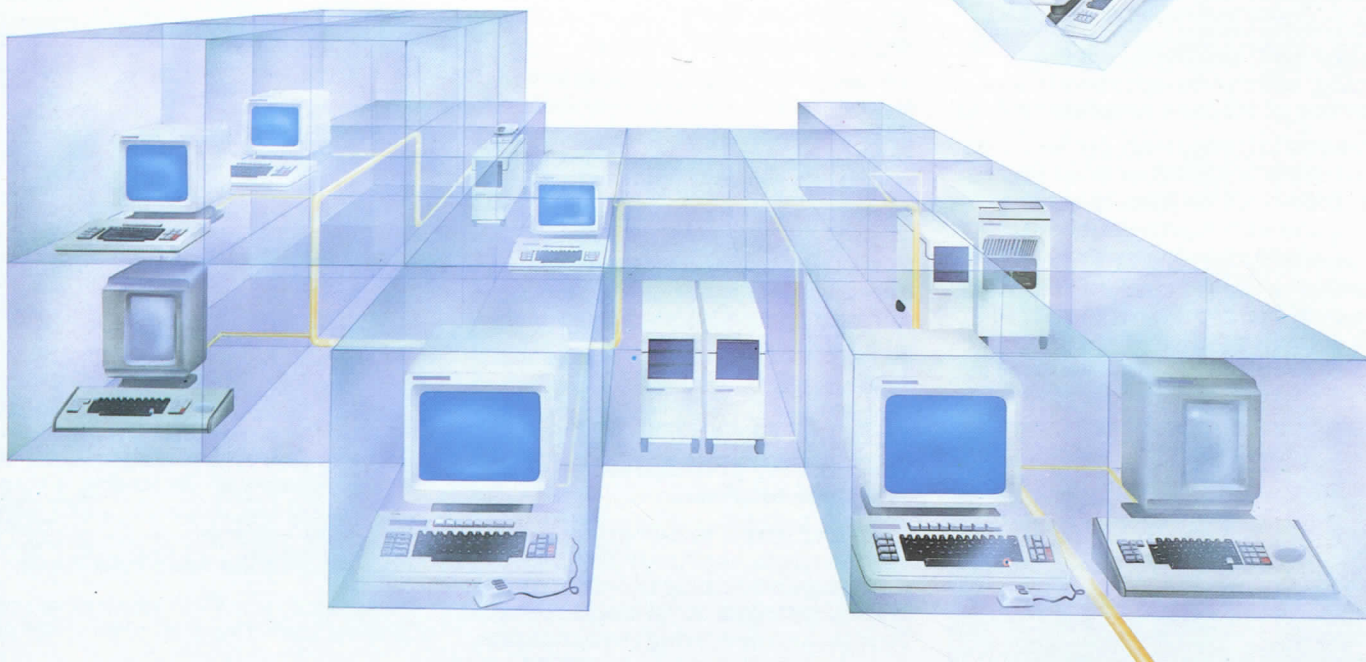
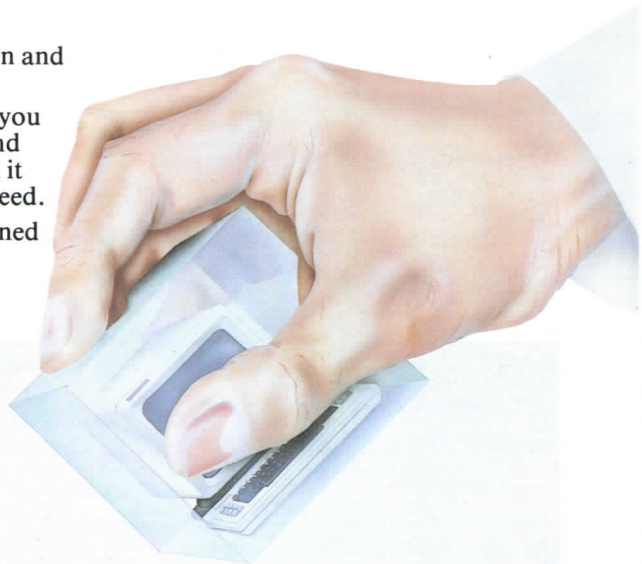
But now there are Ethernet and the Xerox 8000 network systems which provide the means of integrating the output from a variety of devices. Simply by being attached to the Ethernet Cable, each workstation is given access to all the printing, filing, communication and mailing services that are available within the system. This effectively cuts out the 'walls and the corridors'. And it eliminates those endless hours spent in communicating ideas and information from one mind to another. By sharing knowledge and resources, new levels of productivity become possible.

The introduction of Ethernet to your business will make available a whole range of general and specialist workstations, printers and file servers, which can all work together. The equipment is designed to cover a variety of applications from text-editing, word processing and records processing to electronic spreadsheets. The document creation facilities allow for a variety of font styles, single or multi-column and the merging of text and graphics in the same document, which makes it of special interest where your work involves high quality documentation and technical publications.

The flexibility of the system allows you to start with just a small network and build on it as your needs grow. And it can grow to virtually any size you need. Furthermore, as the system is designed

to accept both hardware and software enhancements, you are protected against obsolescence.

If you're considering office automation for your business, talk to Rank Xerox.



**Now call 01-380 1418 for your free brochure detailing Xerox Network Systems**



# Facsimile

**You can send letters, reports, estimates, charts, tabular figurework, diagrams, layouts, illustrations, foreign language text, photographs or even hand written documents over the telephone, anywhere in the world.**



## **XEROX TELECOPIER 455**

**You can transmit documents at high speed.**

The desktop Xerox Telecopier 455 stands conveniently by your telephone, taking up minimum space, yet offering the speed and convenience of semi-automatic loading of letters and documents. High speed transmission is achieved by the white line skipping feature which automatically by-passes the white spaces between lines. This fast,

efficient, yet compact Telecopier has the ability to communicate with other products meeting CCITT Group 1 and 2 standards, including the other members of the Xerox Telecopier family.



*Xerox Telecopier 455*



*Xerox Telecopier 485*

## **XEROX TELECOPIER 485**

**You can send and receive multi-page documents automatically, so you don't waste time.**

The Xerox Telecopier 485 can monitor incoming calls, answer them automatically, and then disconnect the call, so it can automatically receive documents without you being present. You can send up to 30 documents of varying lengths and thicknesses of paper, using the automatic document

feed — so your 485 can be left to work while you get on with other jobs.

It is particularly suitable for high traffic use, since it can receive up to 300 pages of messages at a time from any other CCITT Group 1 or 2 products, over national or international networks.

## **XEROX TELECOPIER 495**

**You can send documents in the evening, without being present, and make use of off-peak telephone rates.**

The Xerox Telecopier 495 can send and receive exact facsimiles of documents at high speed — an A4 letter in under a minute and with superb definition.

The Autodialler gives even greater versatility to the 495 enabling it to make its own calls at any time of the day or night without the need of anyone being present. Calls can therefore be made at

off-peak rates. It will even re-dial an engaged number three times.

The automatic document feed will accept up to 50 documents or dialler instruction cards at one time. On completion of all its operations, the autodialler prints out details of events, so you can see exactly what's happened. The 495 meets the standards of all CCITT Group 1, 2 and 3 products, so it can communicate with very many different types of facsimile terminals internationally.



*Xerox Telecopier 495*



*Xerox Telecopier 295*

## **XEROX TELECOPIER 295**

**You can keep a precise record of all your transmissions.**

Quiet and simple to use, in less than thirty seconds, the Xerox Telecopier 295 will transmit anything typed, written or drawn, anywhere in the world. Up to 30 sheets can be sent using the automatic document feeder and up to 300 A4 pages received automatically — so you can receive messages even when your office is empty.

As an extra benefit, the 295 prints the time and date each message is received and the identity of the sender. It is an economical and compact CCITT Group 3 machine which also communicates with other Group 1 and 2 machines.

**Now call 01-380 1418 for your free brochure on Xerox Facsimile Systems**



# Rank Xerox Supplies

**You can choose high quality Rank Xerox office supplies compatible with most makes of copiers, typewriters, word processors and microcomputers.**

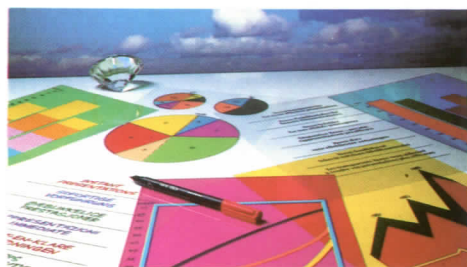


## XEROX PAPER

**You can have consistently clean, crisp copies from your Xerox paper.**

As well as white, highly popular 80gsm comes in a variety of attractive pastel shades and strong tints -and in a selection of sizes to suit every need, including quarto, foolscap, A4, B4 and A3.

For that extra quality plus, there's **Xerox 10 Series Paper**. Specially developed to celebrate the introduction of the Xerox 10 Series range of copiers, but equally impressive on any copier. It comes in 80gsm — A4 and A3 — and its brilliant white gives razor sharp images.



## XEROX TRANSPARENCIES

**You can produce all the transparencies you need for overhead projector presentations on your own copier.**

With Xerox Transparencies you can choose from lots of attractive colours

and add extra visual impact to your work. And there's Xerox Paper-Backed Transparencies too, which give you full-size A4 sheets that don't lose the border area like ordinary transparencies do.

## XEROX LABELS

**You can send out regular mailings quickly and economically.**

**Copier Labels** let you prepare a master address list, lay it on your Xerox copier and produce printed sheets of self-adhesive labels for use with everything

you send out. And they're available in a range of colours and sizes.

**Typewriter Labels** for use with any make of typewriter or word processor. Each A4 sheet contains your choice of 8 or 16 peel-off self-adhesive labels.



## ELECTRONIC TYPEWRITER MICROCOMPUTER & WORD PROCESSOR SUPPLIES

**You can choose from a wide range of compatible ribbons for your electronic typewriters, word processors, and microcomputer printers.**

**Ribbons** to suit almost every major model, with guaranteed compatibility. And compatible lift-off tapes. **Xerox**

**Ribbons** for Xerox systems give you colour range as well as single or multi-strike, correctable, or non-correctable options.

**Xerox Magnetic Storage Media** include floppy disks (5 1/4" and 8" — single or double-sided), magnetic cards or cassettes for most major systems. All offer superb reliability and long-life, with premium performance guaranteed.

## YOU CAN CHOOSE FROM A RANGE OF SPECIAL PAPERS FOR SPECIALIST PURPOSES

**For the Drawing Office:** a choice of quality papers. In sheet form (Xerox 80

large sheets), in rolls (Xerox 2080), plus there's drawing film, drafting film, and tracing papers.

**Other special Xerox Papers** include new Laserprint paper for impeccable laser printing; Xerox Liquid Toner Paper for

all toner copiers; Xerox Stencil Duplicator Paper for clear, sharp duplicating. For "Presentation" work, use Xerox 160 gsm cardstock for report covers, and Xerox 90 XQ and 110 XQ for exceptional copies.

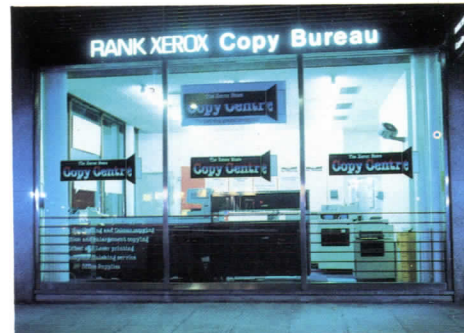
**Now call 01-380 1418 for your free Rank Xerox Office Supplies Catalogue, remembering that you can order any of these items direct by post or phone**



# Xerox Copy Centres

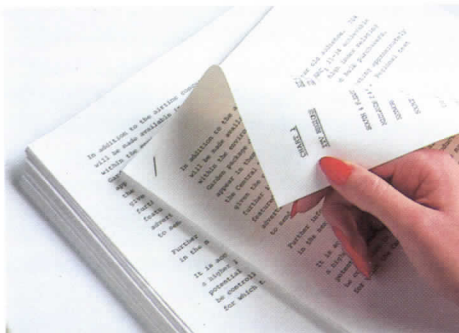
**You can visit your local Copy Centre for a wide range of on-the-spot copying services, and friendly, efficient service.**

**"Rush" copying jobs come in all shapes, forms and sizes. So do print jobs. Who do you turn to when you need fast action, and efficient service? Your local Xerox Copy Centre, who have on the premises a variety of equipment that can cope with all manner of tight deadline requests.**



## **You can depend on your local Copy Centre to cope with copy overload situations**

Could be you've got to produce a mammoth report in treble-quick time. Your local Copy Centre has the means to provide you with complete sets, copied to superb standard — and, if it's a large run, at discount prices too.



## **You can rely on your local Copy Centre to make possible what you thought was impossible**

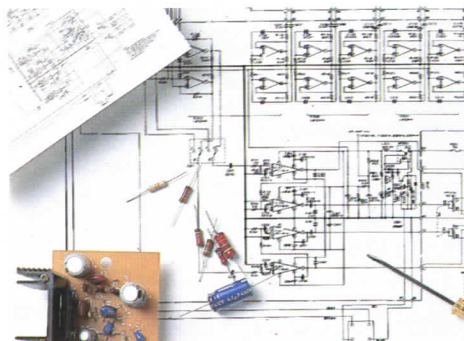
For example ... copying charts and diagrams onto colour acetates for presentation, producing concept boards to any size you want. Producing complete, stapled or bound reports, along with prestigious covers. In fact, producing and reproducing just about any image, to any size, on a variety of papers and materials. Just tell us what

you want, and chances are, we'll be the only people in the neighbourhood who can provide it — in the time, and at reasonable cost.



## **You can trust your local Copy Centre to cope with unusual requests**

Copies that need to be reduced, or enlarged. Copies from microfilm. Copying onto colour transparencies. Colour copies. Even binding and laminating — your local Copy Centre offers a complete service.



## **You can confidentially place your offset printing requirements with your local Copy Centre**

Letterheads, price lists, mailing letters, notices — whatever you need, on whatever colour or quality of paper or card you require. Trust all your stationery needs to Rank Xerox Copy Centres.

**Now call 01-380 1418 for the address of your nearest Xerox Copy Centre**



## Xerox Finance

**You can easily arrange very attractive terms through Xerox Finance for your Rank Xerox Equipment.**



As one of the largest sales financing organisations in the United Kingdom, Xerox Finance make it easy for you to acquire the use of Rank Xerox equipment.

As a division of Rank Xerox, Xerox Finance operates exclusively in the office equipment market and has all the in-depth knowledge, expertise and understanding of your needs that you

would expect from the major supplier in the field.

So if you're interested in any of the Rank Xerox products outlined in this brochure, and would like expert advice on finance, then ask about Xerox Finance at your local Rank Xerox office, or call 01-380 1418.

**You can rely on guaranteed quality and service from Rank Xerox wherever you are in the UK.**

### **YOUR GUARANTEE:**

Every Rank Xerox product is backed by the Rank Xerox name, by our innovative leadership, our long-standing commitment to quality and to business efficiency, and more specifically, by our nationwide service network.

Choose a Rank Xerox product for your business, and you're not just getting an advanced product. You'll also be gaining access to the most comprehensive service network in the country.

Service has always been a Rank Xerox priority. Wherever you are, we're not far away. And we get to you fast when you need us.

CP/M, CP/M Plus and CP/M 86 are registered trade marks of Digital Research Inc.  
MS-DOS is a trade mark of Microsoft Inc.

## **RANK XEROX**

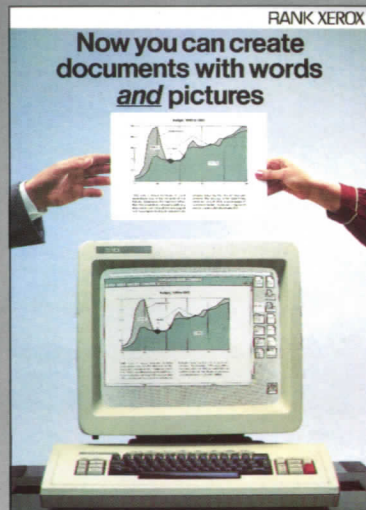
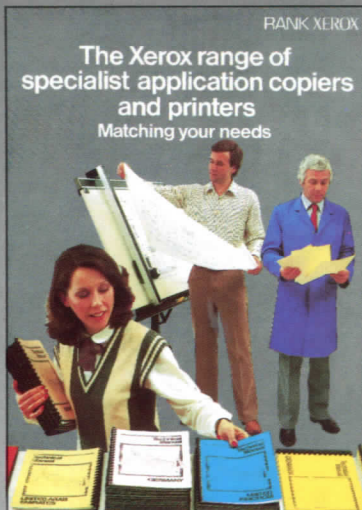


## You can easily obtain more information

There are so many ways the products and services outlined in this brochure can help you and your company to achieve even more efficiency and productivity.

To help you decide which products are right for your needs, Rank Xerox have published a series of brochures that explain both the products and the benefits in more detail.

First look through this brochure, decide which other product or supplies brochures you want, then for your free copies (or to arrange any product demonstrations) call either your local Sales Office direct — or call 01-380 1418



## RANK XEROX

Rank Xerox (UK) Ltd.  
Bridge House, Oxford Road  
Uxbridge, Middlesex

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