WorkCentre® 3210/3220
Multifunction Printer

WorkCentre® 3210/3220
User Guide

English		**Svenska**	Användarhandbok	**Română**	Ghid de Utilizare
Français	Guide d'utilisation	**Dansk**	Betjeningsvejledning	**Български**	Ръководство за потребителя
Italiano	Guida dell'utente	**Finnish**	Käyttöopas	**Slovensky**	Používateľská príručka
Deutsch	Benutzerhandbuch	**Norsk**	Brukerhåndbok	**Slovenščina**	Uporabniški priročnik
Español	Guía del usuario	**Čeština**	Uživatelská příručka	**Українська**	Посібник користувача
Português	Guia do usuário	**Polski**	Przewodnik użytkownika	**Русский**	Руководство пользователя
Nederlands	Gebruikershandleiding	**Magyar**	Felhasználói útmutató	**Türkçe**	Kullanıcı Kılavuzu
				Ελληνικά	Εγχειρίδιο χρήστη

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features of your new laser product

Your new machine is equipped with a number of special features that improve the quality of the documents you print. With the machine, you can:

SPECIAL FEATURES

Print with excellent quality and speed
- You can print with a resolution of up to 1200 dpi effective output.
- Your machine prints A4-sized paper at up to 24 ppm (WorkCentre 3210), 28 ppm (WorkCentre 3220) and letter-sized paper at up to 24 ppm (WorkCentre 3210), 30 ppm (WorkCentre 3220).
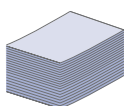
Handle many different types of printable material
- The manual tray supports letterhead, envelopes, labels, custom-sized media, postcards, and heavy paper. The manual tray holds up 1 sheet of paper.
- The 250-sheet tray 1 and optional tray support plain paper in various sizes.
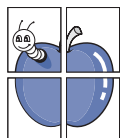
Create professional documents
- Print Watermarks. You can customize your documents with words, such as "Confidential". See *Software section*.
- Print Posters. The text and pictures of each page of your document are magnified and printed across the sheet of paper and can then be taped together to form a poster. See *Software section*.
- You can use preprinted forms and letterhead with plain paper. See *Software section*.
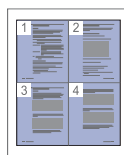
Save time and money
- To save paper, you can print multiple pages on one single sheet of paper.
- This machine automatically conserves electricity by substantially reducing power consumption when not in use.
- To save paper, you can print on both sides of the paper (double-sided printing). See *Software section*.
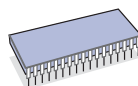
Expand your machine's capacity
- Your machine has an extra memory slot to expand their memory. (Page 83)
- Zoran IPS Emulation* compatible with PostScript 3 (PS) enables PS printing.

* Zoran IPS Emulation compatible with PostScript 3

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* 136 PS3 fonts

Contains UFST and MicroType from Monotype Imaging Inc.

Print in various environments
- You can print with Windows 2000 and Windows XP/2003/Vista as well as Linux and Macintosh systems.
- Your machine is equipped with a USB interface and a network interface.
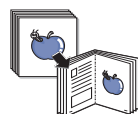
Copy originals in several formats
- Your machine can print multiple image copies from the original document on a single page.
- There are special functions to erase catalog and newspaper background.
- The print quality and image size may be adjusted and enhanced at the same time.
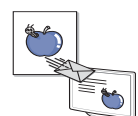
Scan the originals and send it right away
- Scan in color and use the precise compressions of JPEG, TIFF and PDF formats.
- Quickly scan and send files to multiple destinations using Networks scanning.
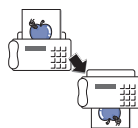
Set a specific time to transmit a Fax
- You can specify a certain time to transmit the fax and also send the fax to several stored destinations.
- After the transmission, the machine may print out the fax reports according to the setting.

IPv6

FEATURES BY MODELS

The machine is designed to support all of your document needs – from printing and copying, to more advanced networking solutions for your business.

Basic features of this machine include:

FEATURES	WorkCentre 3210	WorkCentre 3220
USB 2.0	●	●
USB Memory Interface	●	●
ADF (Automatic Document Feeder)	●	●
Network Interface Enthernet 10/100 Base TX wired LAN	●	●
Automatic Duplexing (2-sided) printing		●
FAX	●	●
Scan to email		●
PostScript driver		●

(● : Included, O: Optional, Blank: Not Available)

ABOUT THIS USER'S GUIDE

This user's guide provides information about basic understanding of the machine as well as detailed explanation on each step during the actual usage. Both novice users and professional users can refer to this guide for installing and using the machine.

Some terms in this guide are used interchangeably, as below:
• Document is synonymous with original.
• Paper is synonymous with media, or print media.
Following table offers the conventions of this guide:
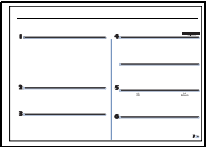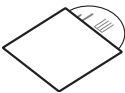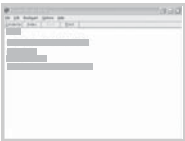
CONVENTION	DESCRIPTION	EXAMPLE
Bold	Used for texts on the display or actual prints on the machine.	**Start**
Note	Used to provide additional information or detailed specification of the machine function and feature.	The date format may differ from country to country
Caution	Used to give users information to protect the machine from possible mechanical damage or malfunction.	Do not touch the green underside of the print cartridge.
Footnote	Used to provide more detailed information on certain words or a phrase.	a. pages per minute
(See page 1 for more information)	Used to guide users to the reference page for the additional detailed information.	(See page 1 for more information)

FINDING MORE INFORMATION

You can find information for setting up and using your machine from the following resources, either as a print-out or on screen.

Quick Install Guide	Provides information on setting up your machine and this requires that you follow the instructions in the guide to prepare the machine.
Online User's Guide	Provides you with step-by-step instructions for using your machine's full features, and contains information for maintaining your machine, troubleshooting, and installing accessories. This user's guide also contains a *Software section* to provide you with information on how to print documents with your machine in various operating systems, and how to use the included software utilities.
Printer Driver Help	Provides you with help information on printer driver properties and instructions for setting up the properties for printing. To access a printer driver help screen, click **Help** from the printer properties dialog box.
Xerox website	If you have Internet access, you can get help, support, printer drivers, manuals, and order information from the **Xerox** website, www.xerox.com.

Safety

Read these safety notes carefully before using this product to ensure you operate the equipment safely.

Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include safety Agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product.

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

WARNING: This WARNING mark alerts users to the possibility of personal injury.

WARNING: This WARNING mark alerts users to heated surfaces.

CAUTION: This symbol indicates a Laser is being used in the equipment and alerts the user to refer to the appropriate safety information.

WARNING: This product must be connected to a protective earth circuit.

Operator Accessible Areas

This equipment has been designed to provide operator access to safe areas only. Operator access to hazardous areas is restricted using covers or guards, which require a tool to enable removal. Never remove these covers or guards.

Maintenance Information

1. Any operator product maintenance procedures will be described in the user documentation supplied with the product.

2. 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.

3. Use supplies and cleaning materials only as directed in the Operator section of this manual.

4. Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

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. Please contact your local Xerox Service Department to arrange relocation of the copier to a location outside of your building.

• 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 locate the machine in an area that has adequate ventilation and room for servicing.

• Always unplug this equipment from the electrical outlet before cleaning.

NOTE: Your Xerox machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

WARNING: The metallic surfaces in the fuser area are hot. Please use caution when removing paper jams from this area and avoid touching any metallic surfaces.

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 override or "cheat" any of the electrical or mechanical interlock devices.

- Never place this equipment where people might step on or trip on the power cord.

- This equipment should not be placed in a room unless proper ventilation is provided. Please contact your local Authorized dealer for further information.

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 override or disable electrical or mechanical interlock devices.

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

10. 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 anauthorized Xerox Service Representative to correct the problem:

The equipment emits unusual odours 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.

⚠️ **WARNING: Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instruction.**

Quality Standards

The product is manufactured under a registered ISO 9002 Quality system.

If you need additional safety information concerning this XEROX product or XEROX supplied materials you may call the following number:
EUROPE: **+44 (0) 1707 353434**
USA/CANADA: **1 800 928 6571**

Safety Standards

EUROPE: This XEROX product is certified by the following Agency using the Safety Standards listed.

- Agency: TUV Rheinland

- Standard: IEC60950-1, 2001

USA/CANADA: This XEROX product is certified by the following Agency using the Safety Standards listed.

- Agency: UNDERWRITERS LABORATORIES

- Standard: UL60950-1, 2003 Edition. Certification is based on reciprocity agreements, which include requirements for Canada.

Laser Safety Information

⚠️ **CAUTION: Use of controls, adjustments or performance of procedure other than those specified herein may result in hazardous light exposure.**

With specific regard to laser safety, the equipment complies with performance standards for laser product set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Ozone Safety Information

This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox installation procedure will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your authorized local dealer or Service Provider.

For Consumables

- Store all consumables in accordance with the instructions given on the package or container.

- Keep all consumables away from the reach of children.

- Never throw print cartridges or toner containers into an open flame.

- Cartridges: When handing cartridges, for example ink, fuser, etc, avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge. This can increase the risk of skin or eye contact.

Product Safety Certification

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

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1st Edition (2003) (USA/Canada)
SEMKO	IEC60950-1st Edition 1 (2001)

This product has been manufactured under a registered ISO 9001 Quality system.

Regulatory Information

$C\epsilon$ CE Mark

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

December 12, 2006:

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

December 15, 2004:

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

March 9, 1999:

Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of the conformity.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your XEROX Limited representative.

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.

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

WARNING: Shielded cables must be used with this equipment to maintain compliance with Council Directive 2004/108/EC.

EMC Information

FCC Notices For The USA

NOTE: 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.

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

EME Compliance for Canada

This Class "B" digital apparatus complies with Canadian ICES-003.

Cet appareil numerique de la classe "B" est conforme a la norme NMB-003 du Canada.

WARNING: Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

Illegal Copying

Congress, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such copies.

- Obligations or Securities of the United States Government, such as:

    Certificates of Indebtedness

    Coupons from Bonds

    Silver Certificates

    United States Bonds

    Federal Reserve Notes

    Certificates of Deposit

    National Bank currency

    Federal Reserve Bank Notes

    Gold Certificates

    Treasure Notes

    Fractional Notes

    Paper money

    Bonds and obligations of certain agencies of the government, such as FHA

    Bonds (US Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

    Internal Revenue Stamps (If it is necessary to copy a legal document on which there is a cancelled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

    Postage Stamps, canceled or uncanceled (For philatelic purposes, postage stamps may be photographed provided the reproduction is black and white and less than 3/4 or more than 11/2 times the linear dimensions of the original).

    Postal Money Orders

    Bills, checks, or drafts for money drawn by or on authorized officers of the United States

    Stamps and other representatives of value, of whatever denomination, which may be or have been issued under any Act of Congress

- Adjusted compensation Certificates for veterans of the World Wars.

- Obligations or Securities of any foreign government, bank, or corporation.

- Copyrighted material (unless permission of the copyright owner has been obtained or the copying falls within the "fair use" or library reproduction provisions of the copyright law). Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, DC 20559 (circular R21).

- Certificates of Citizenship or Naturalization (foreign naturalization certificates may be photographed).

- Passports (foreign passports may be photographed).

- Immigration papers.

- Draft Registration cards.

- Selective Service Induction papers which bear any of the following information:

    Registrant's earnings or income

    Registrant's dependency status

    Registrant's court record

    Registrant's previous military service

    Registrant's physical or mental condition

NOTE: Exception: US Army and Navy discharge certificates may be photographed.

- Badges, identification cards, passes or insignias carried by military or Naval personnel, or by members of the various Federal Departments and Bureaus, such as the FBI and Treasury (unless the photograph is ordered by the head of such Department or Bureau).

WARNING: Copying of the following is also prohibited in certain states: automobile licences, driver's licenses, and automobile Certificates of Title. This list is not all-inclusive. In case of doubt, consult your attorney.

Cyprus	*Hungary*	*Lithuania*	*Slovakia*
Czech Republic	*Italy*	*Malta*	*Slovenia*
Estonia	*Latvia*	*Poland*	*Spain*

For Fax Function

USA

FAX Send Header Requirements:

The telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a Fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.)

In order to program this information into your FAX machine refer to Setting the Machine and follow the steps provided.

Data Coupler Information:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested , this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (or REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. If advance notice isn't practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the user guide. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved.

Repairs to the machine should be made only by a Xerox representative or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If your office has specially wired alarm equipment connected to the telephone line, ensure the installation of this Xerox equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

CANADA

This product meets the applicable Industry Canada technical specifications

NOTE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all of the devices does not exceed 5.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

Europe

Radio Equipment & Telecommunications Terminal Equipment Directive

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC.

The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:
Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom, Iceland, Liechtenstein, Norway

In the event of problems, you should contact your local Xerox representative in the first instance.

This product has been tested to and is compliant with TBR21 or ES 103 021-1/2/3 or ES 203 021-1/2/3, technical specifications for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. The product may be configured to be compatible with other country networks. Please contact your Xerox representative if it needs to be reconnected to another country's network.

NOTE: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and

faster call setup. Modification, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

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OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

This product includes cryptographic software written by Eric Young(eay@cryptsoft.com). This product includes software written by Tim Hudson (tjh@cryptsoft.com).

Original SSLeay License

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This package is an SSL implementation written by Eric Young (eay@cryptsoft.com). The implementation was written so as to conform with Netscapes SSL.

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Environmental Compliance

USA

Energy Star

As an ENERGY STAR® partner, Xerox Corporation has determined that (the basic configuration of) this product meets the ENERGY STAR guidelines for energy efficiency.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory. Your machine will be delivered with the timer for switching to Power Save Mode from the last copy/print out, set at 1 minute (WorkCentre 3210), 5 minutes (WorkCentre 3220). A more detailed description of this feature can be found in the Machine Setup Section of this guide.

Product Recycling and Disposal

European Union

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.

Information for users on collection and disposal of old equipment and used batteries

These symbols on the products, and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

For business users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Information on disposal in other countries outside the European Union

These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.

Note for the battery symbol

This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

Hg

Removal

Batteries should only be replaced by a MANUFACTURER approved service facility.

North America

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.

If you are managing the disposal of your Xerox product, please note that the product may contain lead, 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: www.eiae.org.

WARNING: Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see www.dtsc.ca.gov/ hazardouswaste/perchlorate/.

Others Countries

Please contact your local waste authorities and request disposal guidance.

EH&S 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.
- Product Safety information for US

  www.xerox.com/about-xerox/environment/enus.html
- Product Safety information for EU

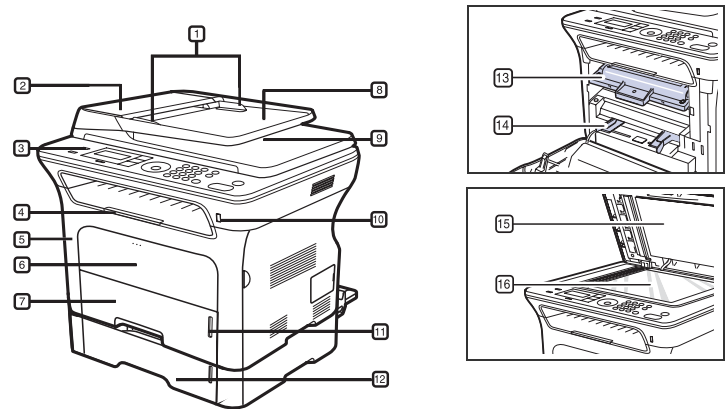 www.xerox.com/about-xerox/environment/eneu.html

introduction

These are the main components of your machine:

This chapter includes:

- Printer overview
- Control panel overview
- Understanding the Status LED

- Menu overview
- Supplied software
- Printer driver features

PRINTER OVERVIEW

Front view

1	Document width guides	9	Document output tray
2	ADF cover	10	USB memory port
3	Control panel	11	Paper level indicator
4	Output support	12	Optional tray 2
5	Front cover	13	Print cartridge
6	Manual tray	14	Manual tray paper width guides
7	Tray 1	15	Scanner lid
8	Document input tray	16	Scanner glass

Rear view
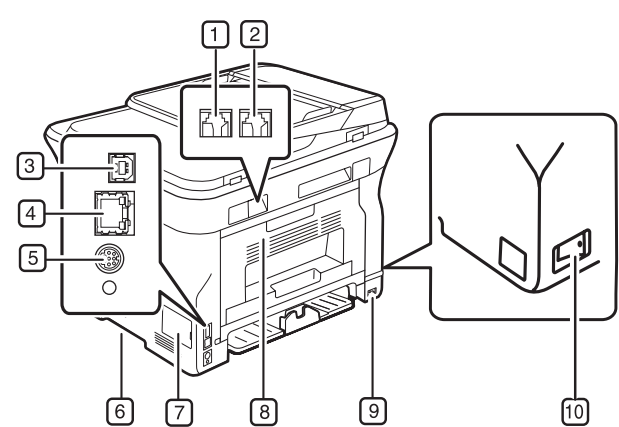
1	Telephone line socket	6	Handle
2	Extension telephone socket (EXT)	7	Control board cover
3	USB port	8	Rear cover
4	Network port	9	Power receptacle
5	15-pin optional tray connection	10	Power switch

CONTROL PANEL OVERVIEW
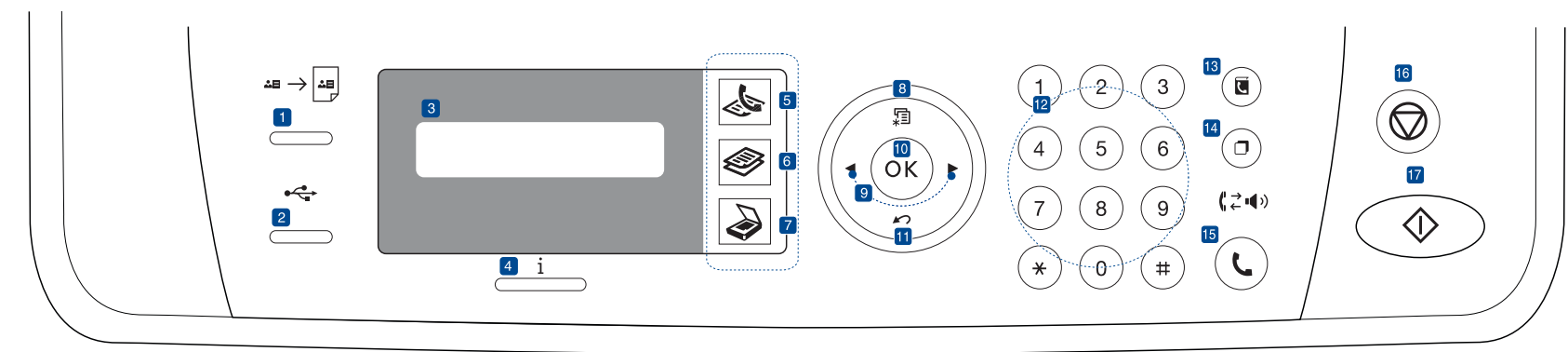
1	**ID Card Copy**	You can copy both sides of the ID Card like a driver's license to a single side of paper. See page 40.
2	**Direct USB**	Allows you to directly print files stored on a USB Memory device when it is inserted into the USB memory port on the front of your machine. See page 58.
3	**Display**	Shows the current status and prompts during an operation.
4	**Status**	Shows the status of your machine. See page 21.
5	**Fax**	Activates Fax mode.
6	**Copy**	Activates Copy mode.
7	**Scan/Email**	Activates Scan mode.
8	**Menu**	Enters Menu mode and scrolls through the available menus.
9	**Left/right arrow**	Scroll through the options available in the selected menu, and increase or decrease values.
10	**OK**	Confirms the selection on the screen.
11	**Back**	Sends you back to the upper menu level.
12	**Number keypad**	Dials a number or enters alphanumeric characters. See page 30.
13	**Address Book**	Allows you to store frequently used fax numbers in memory or search for stored fax numbers or email addresses.
14	**Redial/Pause**	In ready mode, redials the last number, or in Edit mode, inserts a pause into a fax number.
15	**On Hook Dial**	Engages the telephone line.
16	**Stop/Clear**	Stops an operation at any time. In ready mode, clears/cancels the copy options, such as the darkness, the document type setting, the copy size, and the number of copies.
17	**Start**	Starts a job.

- All illustrations on this user's guide may differ from your machine depending on its options or models.
- The surface of the output tray may become hot if you print a large number of pages at once. Make sure that you do not touch the surface, and do not allow children near it.

UNDERSTANDING THE STATUS LED

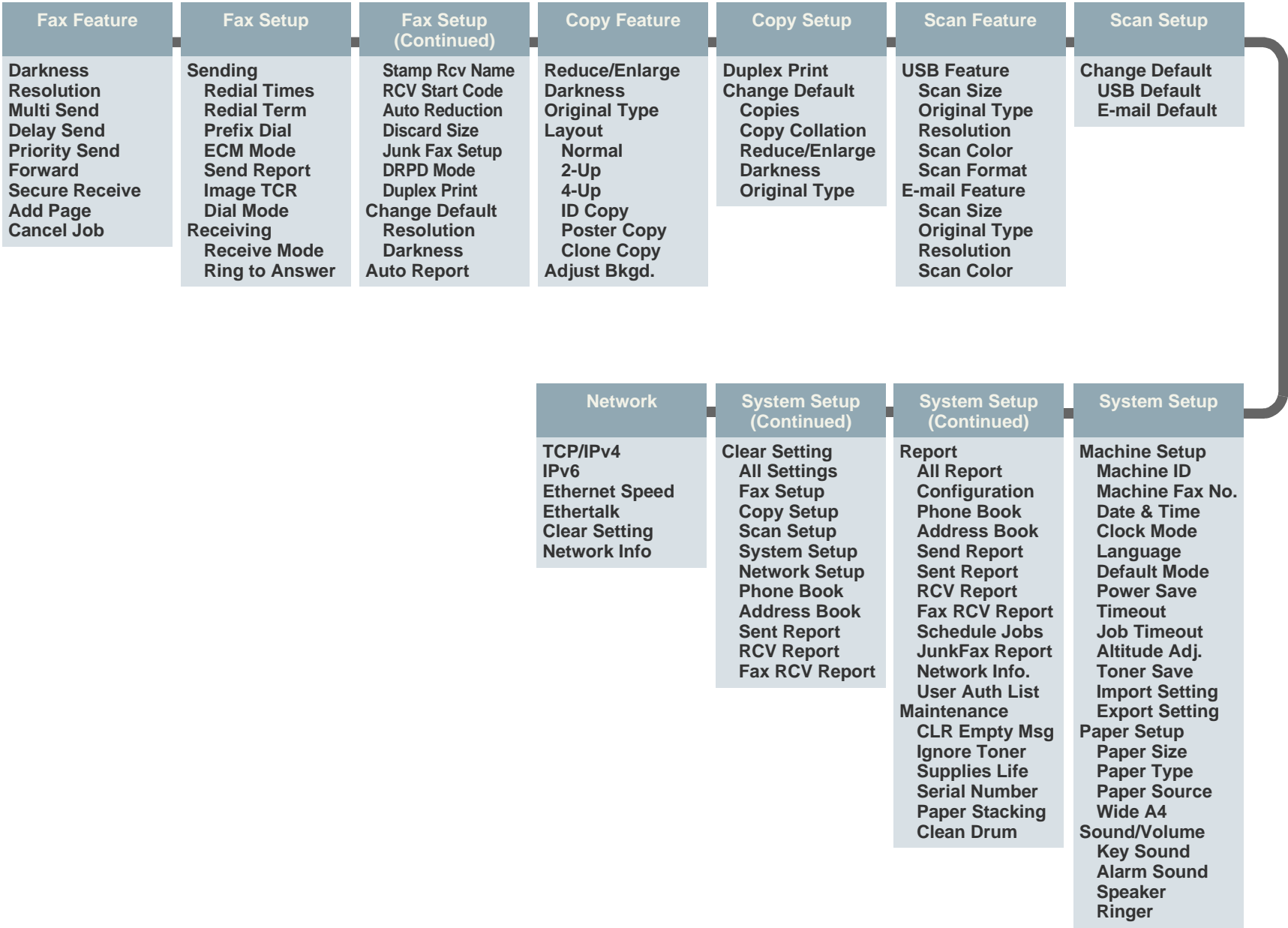The color of the **Status** i LED indicates the machine's current status.

STATUS		DESCRIPTION
Off		• The machine is powered off-line. • The machine is in power save mode. When data is received, or any button is pressed, it switches to on-line automatically.
Green	**Blinking**	• When the green LED slowly blinks, the machine is receiving data from the computer. • When the green LED rapidly blinks, the machine is printing data.
	On	• The machine is powered on and can be used.
Red	**Blinking**	• A minor error has occurred and the machine is waiting for the error to be cleared. Check the display message, and solve the problem referring to "Understanding display messages" on page 73. • The print cartridge is low. Order a new print cartridge, see "Ordering supplies and accessories" on page 83. You can temporarily improve print quality by redistributing the toner. See "Replacing the print cartridge" on page 65
	On	• A problem has occurred such as a paper jam, cover opened or no paper in the tray, so that the machine cannot continue the job. Check the message on the display, and refer to "Understanding display messages" on page 73 to solve the problem. • The print cartridge is empty, or needs to be changed. See "Understanding display messages" on page 73

Always check the message on the display to solve the problem. The instruction in the Troubleshooting section will guide you to operate the machine properly. See "Understanding display messages" on page 73 for more information.

MENU OVERVIEW

The control panel provides access to various menus to set up the machine or use the machine's functions. These menus can be accessed by pressing **Menu** 🗐. Refer to the following diagram.

📝 Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine.

Fax Feature	Fax Setup	Fax Setup (Continued)	Copy Feature	Copy Setup	Scan Feature	Scan Setup

Darkness
Resolution
Multi Send
Delay Send
Priority Send
Forward
Secure Receive
Add Page
Cancel Job
	Sending
	  Redial Times
	  Redial Term
	  Prefix Dial
	  ECM Mode
	  Send Report
	  Image TCR
	  Dial Mode
	Receiving
	  Receive Mode
	  Ring to Answer
		Stamp Rcv Name
		RCV Start Code
		Auto Reduction
		Discard Size
		Junk Fax Setup
		DRPD Mode
		Duplex Print
		Change Default
		  Resolution
		  Darkness
		Auto Report
			Reduce/Enlarge
			Darkness
			Original Type
			Layout
			  Normal
			  2-Up
			  4-Up
			  ID Copy
			  Poster Copy
			  Clone Copy
			Adjust Bkgd.
				Duplex Print
				Change Default
				  Copies
				  Copy Collation
				  Reduce/Enlarge
				  Darkness
				  Original Type
					USB Feature
					  Scan Size
					  Original Type
					  Resolution
					  Scan Color
					  Scan Format
					E-mail Feature
					  Scan Size
					  Original Type
					  Resolution
					  Scan Color
						Change Default
						  USB Default
						  E-mail Default

Network	System Setup (Continued)	System Setup (Continued)	System Setup

TCP/IPv4
IPv6
Ethernet Speed
Ethertalk
Clear Setting
Network Info
	Clear Setting
	  All Settings
	  Fax Setup
	  Copy Setup
	  Scan Setup
	  System Setup
	  Network Setup
	  Phone Book
	  Address Book
	  Sent Report
	  RCV Report
	  Fax RCV Report
		Report
		  All Report
		  Configuration
		  Phone Book
		  Address Book
		  Send Report
		  Sent Report
		  RCV Report
		  Fax RCV Report
		  Schedule Jobs
		  JunkFax Report
		  Network Info.
		  User Auth List
		Maintenance
		  CLR Empty Msg
		  Ignore Toner
		  Supplies Life
		  Serial Number
		  Paper Stacking
		  Clean Drum
			Machine Setup
			  Machine ID
			  Machine Fax No.
			  Date & Time
			  Clock Mode
			  Language
			  Default Mode
			  Power Save
			  Timeout
			  Job Timeout
			  Altitude Adj.
			  Toner Save
			  Import Setting
			  Export Setting
			Paper Setup
			  Paper Size
			  Paper Type
			  Paper Source
			  Wide A4
			Sound/Volume
			  Key Sound
			  Alarm Sound
			  Speaker
			  Ringer

SUPPLIED SOFTWARE

You must install the printer and scanner software using the supplied CD after you have set up your machine and connected it to your computer. CD provides you with the following software.

CD	CONTENTS	
Printer software CD	Windows	• **Printer driver**: Use this driver to take full advantage of your printer's features. • **Postscript Printer Description (PPD) file**: Use the PostScript driver to print documents with complex fonts and graphics in the PS language. (WorkCentre 3220 only) • **Scanner driver**: TWAIN and Windows Image Acquisition (WIA) drivers are available for scanning documents on your machine. • **Status Monitor**: This program allows you to monitor the machine's status and alerts you when an error occurs during printing. • **SetIP**: Use this program to set your machine's TCP/IP addresses. You can only use IPv4 setting for SetIP.
	Linux	• **Printer driver**: Use this driver to take full advantage of your printer's features. • **Postscript Printer Description (PPD) file**: Use this file to run your machine from a Linux computer and print documents. (WorkCentre 3220 only) • **SANE**: Use this driver to scan documents.
	Macintosh	• **Printer driver**: Use this driver to take full advantage of your printer's features. • **Postscript Printer Description (PPD) file**: Use this file to run your machine from a Macintosh computer and print documents. (WorkCentre 3220 only) • **Scanner driver**: TWAIN driver is available for scanning documents on your machine.

PRINTER DRIVER FEATURES

Your printer drivers support the following standard features:
• Paper orientation, size, source and media type selection
• Number of copies
In addition, you can use various special printing features. The following table shows a general overview of features supported by your printer drivers:

Some models or operating system may not support the certain feature(s) in the following table.

Printer driver

FEATURE	WINDOWS	LINUX	MACINTOSH
Toner save	O	O	O
Machine print quality option	O	O	O
Poster printing	O	X	X
Multiple pages per sheet (N-up)	O	O (2, 4)	O
Fit to page printing	O	X	O
Scale printing	O	X	O
Different source for first page	O	X	O
Watermark	O	X	X
Overlay	O	X	X
Duplex	O (WorkCentre 3220 only)	O (WorkCentre 3220 only)	O (WorkCentre 3220 only)

PostScript driver (WorkCentre 3220 only)

FEATURE	WINDOWS	LINUX	MACINTOSH
Toner save	O	O	O
Machine print quality option	O	O	O
Poster printing	X	X	X
Multiple pages per sheet (N-up)	O	O (2, 4)	O
Fit to page printing	O	X	O
Scale printing	O	X	O
Different source for first page	X	X	O
Watermark	X	X	X
Overlay	X	X	X
Duplex	O	O	O

getting started

This chapter gives you step-by-step instructions for setting up the machine.

This chapter includes:

- Setting up the hardware
- System requirements
- Setting up the network

- Installing the software
- Machine's basic settings

SETTING UP THE HARDWARE

This section shows the steps to set up the hardware which is explained in the *Quick Install Guide.* Make sure you read *Quick Install Guide* and complete following steps.

1. Select a stable location.

Select a level, stable place with adequate space for air circulation. Allow extra space to open covers and trays.
The area should be well-ventilated and away from direct sunlight or sources of heat, cold, and humidity. Do not set the machine close to the edge of your desk or table.
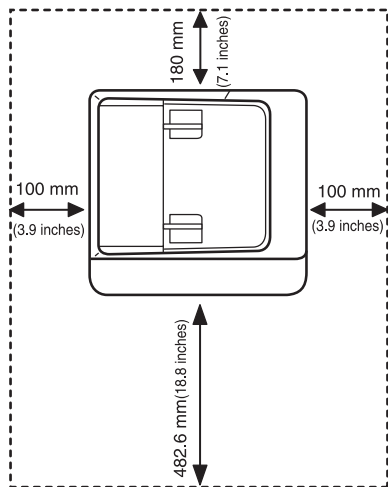
Printing is suitable for altitudes under 1,000 m (3,281 ft). Refer to the altitude setting to optimize your printing. See "Altitude adjustment" on page 29 for more information.

Place the machine on a flat, stable surface so that there is no incline greater than 2 mm (0.08 inch). Otherwise, printing quality may be affected.
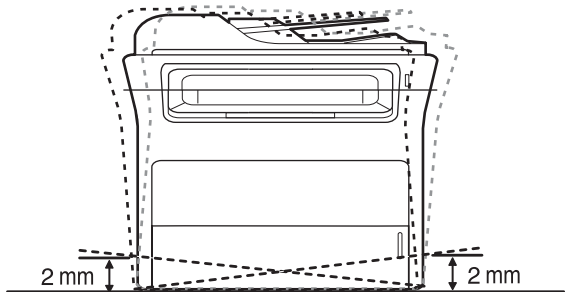
2. Unpack the machine and check all the enclosed items.

3. Remove the tape holding the machine tightly.

4. Install the print cartridge.

5. Load paper. (See "Loading paper" on page 37.)

6. Make sure that all the cables are connected to the machine.

7. Turn the machine on.

> ⚠ When you move the machine, do not tilt or turn it upside down. Otherwise, the inside of the machine may be contaminated by toner, which can cause damage to the machine or bad print quality.

SYSTEM REQUIREMENTS

Before you begin, ensure that your system meets the following requirements:

Windows

Your machine supports the following Windows operating systems.

OPERATING SYSTEM	REQUIREMENT (RECOMMENDED)		
	CPU	RAM	FREE HDD SPACE
Windows 2000	Pentium II 400 MHz (Pentium III 933 MHz)	64 MB (128 MB)	600 MB
Windows XP	Pentium III 933 MHz (Pentium IV 1 GHz)	128 MB (256 MB)	1.5 GB
Windows Server 2003	Pentium III 933 MHz (Pentium IV 1 GHz)	128 MB (512 MB)	1.25 GB to 2 GB
Windows Vista	Pentium IV 3 GHz	512 MB (1024 MB)	15 GB

> ✏ • Internet Explorer 5.0 or higher is the minimum requirement for all Windows operating systems.
> • Users who have an administrator right can install the software.

Macintosh

OPERATING SYSTEM	REQUIREMENT (RECOMMENDED)		
	CPU	RAM	FREE HDD SPACE
Mac OS X 10.3 ~ 10.4	• Intel Processor • Power PC G4 / G5	• 128 MB for a Power-PC based Mac (512 MB). • 512 MB for an Intel-based Mac (1 GB)	1 GB
Mac OS X 10.5	• Intel Processor • 867 MHz or faster Power PC G4 /G5	512 MB (1 GB)	1 GB

Linux

ITEM	REQUIREMENTS
Operating system	RedHat 8.0, 9.0 (32bit) RedHat Enterprise Linux WS 4, 5 (32/64bit) Fedora Core 1~7 (32/64bit) Mandrake 9.2 (32bit), 10.0, 10.1 (32/64bit) Mandriva 2005, 2006, 2007 (32/64bit) SuSE Linux 8.2, 9.0, 9.1 (32bit) SuSE Linux 9.2, 9.3, 10.0, 10.1, 10.2 (32/64bit) SuSE Linux Enterprise Desktop 9, 10 (32/64bit) Ubuntu 6.06, 6.10, 7.04 (32/64bit) Debian 3.1, 4.0 (32/64bit)
CPU	Pentium IV 2.4GHz (IntelCore2)
RAM	512 MB (1024 MB)
Free HDD space	1 GB (2GB)

- It is necessary to claim swap partition of 300 MB or larger for working with large scanned images.
- The Linux scanner driver supports the optical resolution at maximum.

SETTING UP THE NETWORK

You need to set up the network protocols on the machine to use it as your network printer. You can set up the basic network settings through the machine's control panel.

Introduction

Once you have connected your machine to a network with an RJ-45 Ethernet cable, you can share the machine with other network users.

You need to set up the network protocols on the machine to use it as your network printer. Protocols can be set up by the following two methods:

Via network administration programs

You can configure your machine's print server settings and manage the machine via the following programs that came with your machine:
- **CentreWare IS**: CentreWare Internet Services is the embedded HTTP server application that resides in the WorkCentre 3220 or WorkCentre 3210. CentreWare Internet Services allows administrators to change network and system settings on the WorkCentre 3220 or WorkCentre 3210 from the convenience of their desktops. The user will require the WorkCentre 3220 or WorkCentre 3210 IP address to access CWIS. Many of the features available within CentreWare Internet Services will require an administrator user name and password. The default user name is **admin** and the default password is **1111**. A user will only be prompted for an administrator's user name and password once in a single browser session.
  This embedded web server allows you to:
  - Configure the network parameters necessary for the machine to connect to various network environments.
  - Customize e-mail settings and set up **Address Book** for scanning to email.
  - Customize printer, copy, and fax settings.
- **SetIP**: Utility program allowing you to select a network interface and manually configure the IP addresses for use with the TCP/IP protocol. See the *Software section*. You can only use IPv4 setting for SetIP.

Via the control panel

You can set up the following basic network parameters through the machine's control panel:
- Configure TCP/IP
- Configure EtherTalk

Supported operating systems

The following table shows the network environments supported by the machine:

ITEM	REQUIREMENTS
Network interface	• Ethernet 10/100 Base-TX
Network operating system	• Windows 2000/XP/2003/Vista • Various Linux OS • Mac OS 10.3 ~ 10.5
Network protocols	• TCP/IP • Standard TCP/IP • LPR • IPP/HTTP • Bonjour • DHCP • BOOTP

Locating the WorkCentre 3210 or WorkCentre 3220 IP Address

1. Press **Menu** 🔄 on the control panel, until you see **Network** on the bottom line of the display.
2. Press **OK** to access the menu.
3. Press the left/right arrow until **Network Info.** appears and press **OK**.
4. **Print** appears and press **OK**.
5. Press the left/right arrow to select **Yes** and press **OK**. The Network Configuration page prints out.
6. On the Network Configuration page note the IP Address (Example 169.123.21.23)

Accessing CentreWare Internet Services (CWIS)

1. On your PC open a web browser such as Internet Explorer.
2. In the URL or Address field enter http;//xxx.xxx.xxx.xxx where x is your IP address and click **Go** to access the web site of your machine.
3. Select a tab to view.

Configuring network protocol via the machine

You can set up TCP/IP network parameters, follow the steps listed below.

1. Make sure your machine is connected to the network with an RJ-45 Ethernet cable.
2. Make sure you have turned on the machine.
3. Press **Menu** 🔄 on the control panel, until you see **Network** on the bottom line of the display.
4. Press **OK** to access the menu.
5. Press the left/right arrow until **TCP/IPv4** appears and press **OK**.
6. Press the left/right arrow until **Static** appears and press **OK**.
7. Press the left/right arrow until **IP Address** appears and press **OK**. Enter a byte between 0 and 255 using the number keypad and press the left/right arrow to move between bytes. Repeat this to complete the address from the 1st byte to the 4th byte.
8. When you have finished, press **OK**. Repeat steps 9 and 10 to configure the other TCP/IP parameters: subnet mask and gateway address.

   📝 Contact the network administrator if you are not sure how to configure.

9. If you would like to turn on **IPv6** repeat step 3. to 4.
10. Then press left/right arrow until **IPv6** appears and press **OK**.
11. Press the left/right arrow until **On** appears and press **OK**.

   📝 You can also set up the network settings through the network administration programs.
   - **CentreWare Internet Services**: Web-based printer management solution for network administrators. **CentreWare Internet Services** provides you with an efficient way of managing network devices and lets you remotely monitor and troubleshoot network machines from any site with corporate internet access.
   - **CentreWare Internet Services**: Web server embedded on your network print server, which allows you to:
     - Configure the network parameters necessary for the machine to connect to various network environments.
     - Customize machine settings.
   - **SetIP**: Utility program allowing you to select a network interface and manually configure the IP addresses for use with the TCP/IP protocol. You can only use IPv4 setting for SetIP. See "Using SetIP program" on page 27.

Setting Ethernet speed

You can select the communication speed for Ethernet connections.

1. Press **Menu** 🔄 on the control panel, until you see **Network** on the bottom line of the display.
2. Press **OK** to access the menu.
3. Press the left/right arrow until **Ethernet Speed** appears and press **OK**.
4. Press the left/right arrow until the speed you want appears and press **OK**.
5. Press **Stop/Clear** ⊘ to return to ready mode.

Restoring the network configuration

You can return the network configuration to its default settings.

1. Press **Menu** 🔄 on the control panel, until you see **Network** on the bottom line of the display.
2. Press **OK** to access the menu.
3. Press the left/right arrow until **Clear Setting** appears and press **OK**.
4. Press **OK** when **Yes** appears to restore the network configuration.
5. Power the machine off and back on.

Printing a network configuration page

The Network Configuration page shows how the network interface card on your machine is configured.

1. Press **Menu** 🔄 on the control panel, until you see **Network** on the bottom line of the display.
2. Press **OK** to access the menu.
3. Press the left/right arrow until **Network Info** appears and press **OK**.
4. Press **OK** when **Yes** appears. The Network Configuration page prints out.

Using SetIP program

This program is for the network IP setting using the MAC address which is the hardware serial number of the network printer card or interface. Especially, it is for the network administrator to set several network IPs at the same time.

   📝 • You can only use SetIP program when your machine is connected to a network.
   • The following procedure is based on the Windows XP operating system.
   • You can only use IPv4 setting for SetIP.

Installing the program

1. Insert the driver CD provided along with your machine. When the driver CD runs automatically, close the window.
2. Start **Windows Explorer** and open the X drive. (X represents your CD-ROM drive.)
3. Double click **Application** > **SetIP**.
4. Open the folder of the language you plan to use.
5. Double click **Setup.exe** to install this program.
6. Follow the instruction on the window to complete the installation.

Starting the program

1. Print the machine's network information report which includes your machine's MAC address. See "Printing reports" on page 61.
2. From the Windows **Start** menu, select **All Programs** > **your printer driver name** > **SetIP** > **SetIP**.

3. Click ![icon] in the SetIP window to open the TCP/IP configuration window.

4. Enter the network card's MAC address, IP address, subnet mask, default gateway, and then click **Apply**.

> 📝 When you enter the MAC address, enter it without colon(:).

5. Click **OK**, then the machine prints the network information. Confirm all the settings are correct.

6. Click **Exit** to close the **SetIP** program.

INSTALLING THE SOFTWARE

You have to install the machine software for printing. The software includes drivers, applications, and other user friendly programs.

> 📝 • The following procedure is for when the machine is being used as a network machine. If you want to connect a machine with a USB cable, refer to *Software section*.
> • The following procedure is based on the Windows XP operating system. The procedure and popup window which appear during the installation may differ depending on the operating system, the printer feature, or the interface in use.

1. Make sure that the network setup for your machine is completed. (See "Setting up the network" on page 26.) All applications should be closed on your computer before beginning installation.

2. Insert the Printer Software CD-ROM into your CD-ROM drive.
The CD-ROM should automatically run, and an installation window appears.
If the installation window does not appear, click **Start** > **Run**. Type X:**Setup.exe**, replacing "X" with the letter which represents your drive and click **OK**.
If you use Windows Vista, click **Start** > **All Programs** > **Accessories** > **Run**, and type X:**Setup.exe**.
If the **AutoPlay** window appears in Windows Vista, click **Run Setup.exe** in **Install or run program** field, and click **Continue** in the **User Account Control** window.

3. Click **Install Software**.
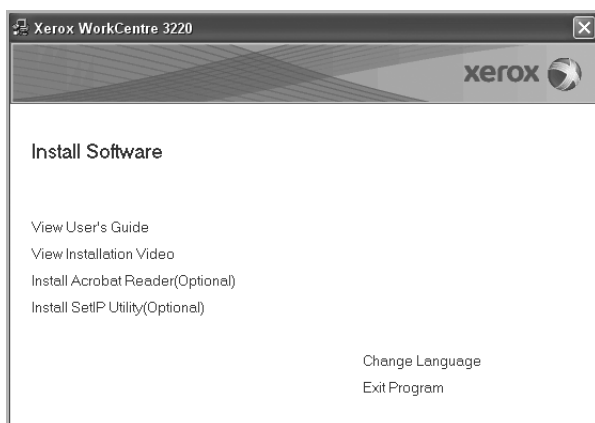
4. Select **Typical installation for a network printer**, and then click **Next**.
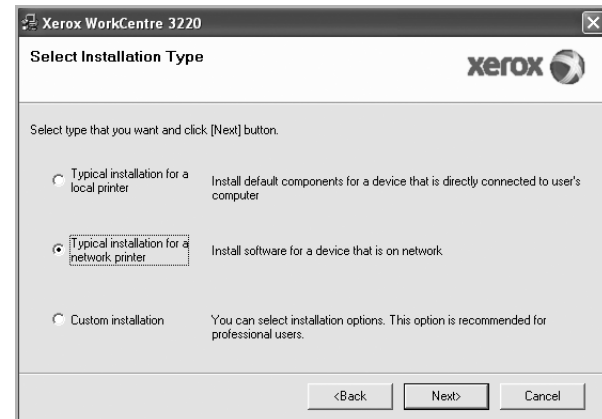
5. The list of machines available on the network appears. Select the printer you want to install from the list and then click **Next**.

- If you do not see your machine on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your machine to the network. To add the machine to the network, enter the port name and the IP address for the machine.
  To verify your machine's IP address or the MAC address, print a Network Configuration page. (See "Printing reports" on page 61.)
- To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.

> 📝 If you are not sure of the IP address, contact your network administrator or print network information. (See "Printing reports" on page 61.)

6. After the installation is finished, a window appears asking you to print a test page. If you desire, select the corresponding checkbox(es) and click **Finish**.

The window appears asking you to register yourself as a user of Xerox machines in order to receive information from Xerox.

> • If your machine does not work properly after the installation, try to reinstall the printer driver. See *Software section*.
> • During the printer driver installation process, the driver installer detects the location information for your operating system and sets the default paper size for your machine. If you use a different Windows location, you must change the paper size to match the paper you usually use. Go to printer properties to change the paper size after installation is complete.

MACHINE'S BASIC SETTINGS

After installation is complete, you may want to set the machine's default settings. Refer to the next section if you would like to set or change values.

Altitude adjustment

The print quality is affected by atmospheric pressure, which is determined by the height of the machine above sea level. The following information will guide you on how to set your machine to the best print quality or best quality of print.

Before you set the altitude value, find the altitude where you are using the machine.

| 1 | **Normal** |
| 2 | **High** |
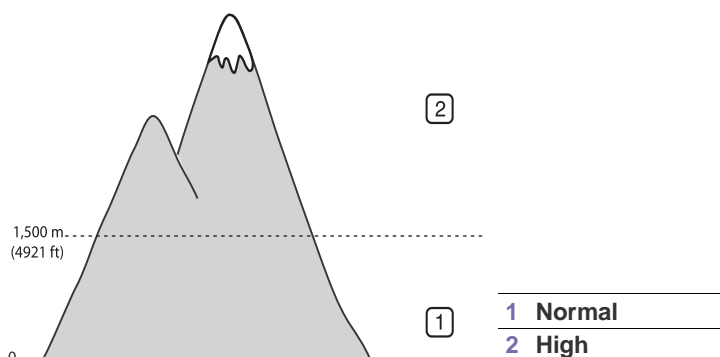
1. Ensure that you have installed the printer driver with the provided Printer Software CD.
2. From the Windows **Start** menu, select **All Programs** > **your printer driver name** > **Printer Settings Utility**.
3. Click **Setting** > **Altitude Adjustment**. Select the appropriate value from the dropdown list, and then click **Apply**.

> If your machine is connected to a network, you can enter **CentreWare IS** by typing the IP address of the machine in the address bar of your browser. Click **Properties** > **General** > **Printer Default**. Select the appropriate altitude value, and then click **Apply**.

Changing the display language

To change the language that appears on the control panel, follow these steps:

1. Press **Menu** 🗐 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press **OK** when **Machine Setup** appears.
3. Press the left/right arrow until **Language** appears and press **OK**.
4. Press the left/right arrow until the language you want appears and press **OK**.
5. Press **Stop/Clear** ⊘ to return to ready mode.

Setting the date and time

The current date and time are shown on the display when your machine is on and ready to work. All of your faxes will have the date and time printed on them.

1. Press **Menu** 🗐 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press **OK** when **Machine Setup** appears.
3. Press the left/right arrow until **Date & Time** appears and press **OK**.
4. Enter the correct time and date using the number keypad.
   Month = 01 to 12
   Day   = 01 to 31
   Year   = requires four digits
   Hour   = 01 to 12 (12-hour mode)
          00 to 23 (24-hour mode)
   Minute = 00 to 59

   > The date format may differ from country to country

   You can also use the left/right arrow to move the cursor under the digit you want to correct and enter a new number.
5. To select **AM** or **PM** for 12-hour format, press the *or # button or any number button.

   When the cursor is not under the AM or PM indicator, pressing the *or # button immediately moves the cursor to the indicator.
   You can change the clock mode to 24-hour format (e.g. 01:00 PM as 13:00). For details, see the next section.
6. Press **OK** to save the time and date.
   When you enter a wrong number, **Out of Range** appears and the machine does not proceed to the next step. If this happens, simply reenter the correct number.
7. Press **Stop/Clear** ⊘ to return to ready mode.

Changing the clock mode

You can set your machine to display the current time using either a 12-hour or 24-hour format.

1. Press **Menu** 🗐 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press **OK** when **Machine Setup** appears.
3. Press the left/right arrow until **Clock Mode** appears and press **OK**.
4. Press the left/right arrow to select the other mode and press **OK**.
5. Press **Stop/Clear** ⊘ to return to ready mode.

Changing the default mode

Your machine is preset to Fax mode. You can switch this default mode between Fax mode and Copy mode.

1. Press **Menu** 🔳 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press **OK** when **Machine Setup** appears.
3. Press the left/right arrow until **Default Mode** appears and press **OK**.
4. Press the left/right arrow until the default mode you want appears and press **OK**.
5. Press **Stop/Clear** 🛇 to return to ready mode.

Setting sounds

You can control the following sounds:

* **Key Sound:** Turns the key sound on or off. With this option set to **On**, a tone sounds each time a key is pressed.
* **Alarm Sound:** Turns the alarm sound on or off. With this option set to **On**, an alarm tone sounds when an error occurs or fax communication ends.
* **Speaker:** Turns on or off the sounds from the telephone line through the speaker, such as a dial tone or a fax tone. With this option set to **Comm.** which means "Common," the speaker is on until the remote machine answers.

  > 🖉 You can adjust the volume level using **On Hook Dial** (⌇🕪).

* **Ringer:** Adjusts the ringer volume. For the ringer volume, you can select **Off**, **Low**, **Mid**, and **High**.

Speaker, ringer, key sound, and alarm sound

1. Press **Menu** 🔳 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press the left/right arrow until **Sound/Volume** appears and press **OK**.
3. Press the left/right arrow until the sound option you want appears and press **OK**.
4. Press the left/right arrow until the desired status or volume for the sound you have selected appears and press **OK**.
5. If necessary, repeat steps 3 through 5 to set other sounds.
6. Press **Stop/Clear** 🛇 to return to ready mode.

Speaker volume

1. Press **On Hook Dial** (⌇🕪). A dial tone sounds from the speaker.
2. Press the left/right arrow until you hear the volume you want.
3. Press **Stop/Clear** 🛇 to save the change and return to ready mode.

  > 🖉 You can adjust the speaker volume only when the telephone line is connected.

Entering characters using the number keypad

As you perform various tasks, you may need to enter names and numbers. For example, when you set up your machine, you enter your name or your company's name, and the fax number. When you store fax numbers or email addresses in memory, you may also enter the corresponding names.

Entering alphanumeric characters

1. When you are prompted to enter a letter, locate the button labeled with the character you want. Press the button until the correct letter appears on the display.

   For example, to enter the letter **O**, press **6**, labeled with **MNO**. Each time you press **6**, the display shows a different letter, **M**, **N**, **O**, **m, n, o** and finally **6**.
   You can enter special characters, such as space, plus sign, and etc. For details, see the below section.

2. To enter additional letters, repeat step 1.

   If the next letter is printed on the same button, move the cursor by pressing the right arrow button and then press the button labeled with the letter you want. The cursor will move to the right and the next letter will appear on the display.
   You can enter a space by pressing the right arrow.

3. When you have finished entering letters, press **OK**.

Keypad letters and numbers

KEY	ASSIGNED NUMBERS, LETTERS, OR CHARACTERS
1	@ / . ' 1
2	A B C a b c 2
3	D E F d e f 3
4	G H I g h i 4
5	J K L j k l 5
6	M N O m n o 6
7	P Q R S p q r s 7
8	T U V t u v 8
9	W X Y Z w x y z 9
0	& + - , 0

Correcting numbers or names

If you make a mistake while entering a number or name, press the left arrow button to delete the last digit or character. Then enter the correct number or character.

Inserting a pause

With some telephone systems, you must dial an access code (9, for example) and listen for a second dial tone. In such cases, you must insert a pause in the telephone number. You can insert a pause while you are setting up speed buttons or speed dial numbers.

To insert a pause, press **Redial/Pause** ⟳ at the appropriate place while entering the telephone number. A - appears on the display at the corresponding location.

Using the save modes

Toner Save mode

Toner save mode allows your machine to use less toner on each page. Activating this mode extends the life of the print cartridge beyond what one would experience in the normal mode, but it reduces print quality.

1. Press **Menu** 🗐 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press **OK** when **Machine Setup** appears.
3. Press the left/right arrow until **Toner Save** appears and press **OK**.
4. Press the left/right arrow until the time setting you want appears and press **OK**.
5. Press **Stop/Clear** ⊘ to return to ready mode.

Power Save mode

Power Save mode allows your machine to reduce power consumption when it is not in actual use. You can turn this mode on and select a length of time for which the machine waits after a job is printed before it switches to a reduced power state.

1. Press **Menu** 🗐 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press **OK** when **Machine Setup** appears.
3. Press the left/right arrow until **Power Save** appears and press **OK**.
4. Press the left/right arrow until the setting you want appears and press **OK**.
5. Press **Stop/Clear** ⊘ to return to ready mode.

Setting print job timeout

You can set the amount of time a single print job is active before it must print.The machine handles incoming data as a single job if it comes in within the specified time. When an error occurs while processing data from the computer and the data flow stops, the machine waits the specified time and then cancels printing if data flow does not resume.

1. Press **Menu** 🗐 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press **OK** when **Machine Setup** appears.
3. Press the left/right arrow until **Job Timeout** appears and press **OK**.
4. Press the left/right arrow until the time setting you want appears and press **OK**.
5. Press **Stop/Clear** ⊘ to return to ready mode.

Changing the font setting

Your machine has preset the font for your region or country.

If you want to change the font or set the font for special condition such as the DOS environment, you can change the font setting as follows:

1. Ensure that you have installed the printer driver from the provided software CD.
2. Select **Printer Settings Utility** in **Start** > **All Programs** > **your printer driver name**.
3. Confirm if **PCL** is selected in **Emulation Setting**.
4. Click **Setting**.
5. Select your preferred font in the **Symbol set** list.

6. Click **Apply**.

📝 Following information shows the proper font list for corresponding languages.
   - Russian: CP866, ISO 8859/5 Latin Cyrillic
   - Hebrew: Hebrew 15Q, Hebrew-8, Hebrew-7
   - Greek: ISO 8859/7 Latin Greek, PC-8 Latin/Greek
   - Arabic & Farsi: HP Arabic-8, Windows Arabic, Code Page 864, Farsi, ISO 8859/6 Latin Arabic
   - OCR : OCR-A, OCR-B

loading originals and print media

This chapter introduces you how to load originals and print media into your machine.

This chapter includes:

- Loading originals
- Selecting print media
- Changing the size of the paper in the paper tray
- Loading paper

- Printing on special print materials
- Adjusting the output support
- Setting the paper size and type

LOADING ORIGINALS

You can use the scanner glass or ADF to load an original for copying, scanning, and sending a fax.

On the scanner glass

Make sure that no originals are in the ADF. If an original is detected in the ADF, the machine gives it priority over the original on the scanner glass. To get the best scan quality, especially for colored or gray-scaled images, use the scanner glass.

1. Lift and open the scanner lid.
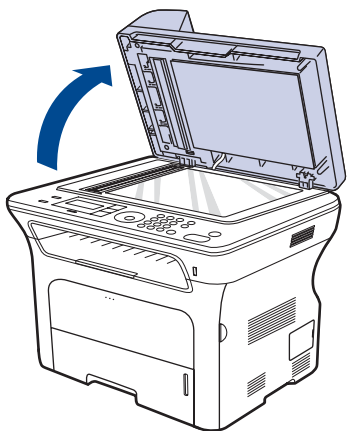
2. Place the original face down on the scanner glass and align it with the registration guide at the top left corner of the glass.

3. Close the scanner lid.

- Leaving the scanner lid open while copying may affect copy quality and toner consumption.
- Dust on the scanner glass may cause black spots on the printout. Always keep it clean.
- If you are copying a page from a book or magazine, lift the scanner lid until its hinges are caught by the stopper and then close the lid. If the book or magazine is thicker than 30 mm, start copying with the lid open.

In the ADF

Using the ADF, you can load up to 50 sheets of paper (75 g/m^2, 20 lb bond) for one job.

When you use the ADF:

- Do not load paper smaller than 142 x 148 mm (5.6 x 5.8 inches) or larger than 216 x 356 mm (8.5 x 14 inches).
- Do not attempt to load the following types of paper:
  - carbon-paper or carbon-backed paper
  - coated paper
  - onion skin or thin paper
  - wrinkled or creased paper
  - curled or rolled paper
  - torn paper
- Remove all staples and paper clips before loading.
- Make sure any glue, ink, or correction fluid on the paper is completely dry before loading.
- Do not load originals that include different sizes or weights of paper.
- Do not load booklets, pamphlets, transparencies, or documents having other unusual characteristics.

1. Flex or fan the edge of the paper stack to separate the pages before loading originals.
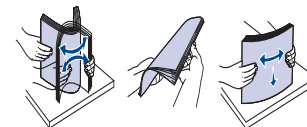
2. Load the original face up into the ADF. Make sure that the bottom of the original stack matches the paper size marked on the document input tray.
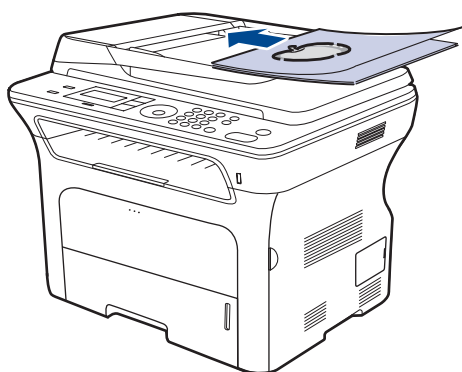
3. Adjust the document width guides to the paper size.
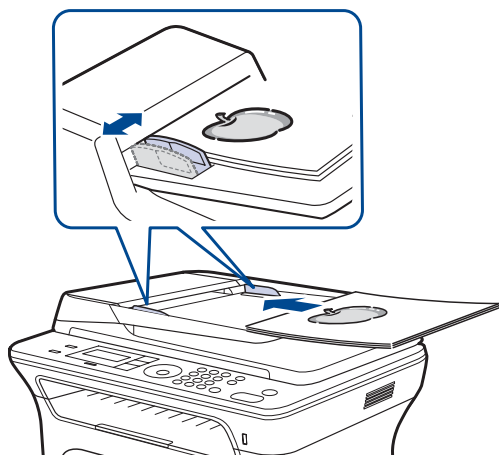
Dust on the ADF glass may cause black lines on the printout. Always keep it clean.

SELECTING PRINT MEDIA

You can print on a variety of print media, such as plain paper, envelopes, labels, and transparencies. Always use print media that meet the guidelines for use with your machine. Print media that does not meet the guidelines outlined in this user's guide may cause the following problems:
- Poor print quality
- Increased paper jams
- Premature wear on the machine.

Properties, such as weight, composition, grain, and moisture content, are important factors that affect the machine's performance and the output quality. When you choose print materials, consider the following:
- The type, size and weight of the print media for your machine are described later in this section.
- Desired outcome: The print media you choose should be appropriate for your project.
- Brightness: Some print media are whiter than others and produce sharper, more vibrant images.
- Surface smoothness: The smoothness of the print media affects how crisp the printing looks on the paper.

- Some print media may meet all of the guidelines in this section and still not produce satisfactory results. This may be the result of improper handling, unacceptable temperature and humidity levels, or other variables over which Xerox has no control.
  - Before purchasing large quantities of print media, ensure that it meets the requirements specified in this user's guide.

Using print media that does not meet these specifications may cause problems, requiring repairs. Such repairs are not covered by Xerox's warranty or service agreements.

Specifications on print media

TYPE	SIZE	DIMENSIONS	WEIGHT[A]	CAPACITY[B]
Plain paper	Letter	216 x 279 mm (8.5 x 11 inches)	• 60 to 105 g/m^2 (16 to 28 lb bond) for the tray • 60 to 163 g/m^2 (16 to 43 lb bond) for the manual tray	• 250 sheets of 80 g/m^2 (20 lb bond) paper for the tray • 1 sheet in the manual tray • 250 sheets of 80 g/m^2 (20 lb bond) paper for optional tray
	Legal	216 x 356 mm (8.5 x 14 inches)		
	US Folio	216 x 330 mm (8.5 x 13 inches)		
	A4	210 x 297 mm (8.26 x 11.69 inches)		
	Oficio	216 x 343 mm (8.5 x 13.5 inches)		
	JIS B5	182 x 257 mm (7.16 x 10.11 inches)		
	ISO B5	176 x 250 mm (6.93 x 9.84 inches)		
	Executive	184 x 267 mm (7.25 x 10.5 inches)		
	A5	148 x 210 mm (5.82 x 8.26 inches)		
	A6	105 x 148 mm (4.13 x 5.82 inches)		1 sheet in the manual tray
Envelope	Envelope Monarch	98 x 191 mm (3.87 x 7.5 inches)	75 to 90 g/m^2 (20 to 24 lb bond)	1 sheet in the manual tray
	Envelope No. 10	105 x 241 mm (4.12 x 9.5 inches)		
	Envelope DL	110 x 220 mm (4.33 x 8.66 inches)		
	Envelope C5	162 x 229 mm (6.37 x 9.01 inches)		
	Envelope C6	114 x 162 mm (4.48 x 6.38 inches)		
Transparency	Letter, A4	Refer to the Plain paper section	138 to 146 g/m^2	1 sheet in the manual tray
Labels	Letter, Legal, US Folio, A4, JIS B5, ISO B5, Executive, A5, A6	Refer to the Plain paper section	120 to 150 g/m^2 (32 to 40 lb bond)	1 sheet in the manual tray
Card stock	Letter, Legal, US Folio, A4, JIS B5, ISO B5, Executive, A5, A6	Refer to the Plain paper section	105 to 163 g/m^2 (28 to 43 lb bond)	1 sheet in the manual tray
Minimum size (custom)		66 x 127 mm (2.6 x 5 inches)	60 to 163 g/m^2 (16 to43 lb bond)	
Maximum size (custom)		216 x 356 mm (8.5 x 14 inches)		

a. If media weight is over 105 g/m^2 (28 lb bond), use the manual tray.
b. Maximum capacity may differ depending on media weight, thickness, and environmental conditions.

Media sizes supported in each mode
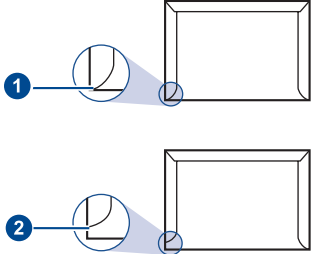
MODE	SIZE	SOURCE
Copy mode	Letter, A4, Legal, Oficio, US Folio, Executive, JIS B5, A5, A6	• tray 1 • optional tray 2 • manual tray
Print mode	All sizes supported by the machine	• tray 1 • optional tray 2 • manual tray
Fax mode	Letter, A4, Legal	• tray 1 • optional tray 2
Duplex printing[a]	Letter, A4, Legal, US Folio, Oficio	• tray 1 • optional tray 2 • manual tray

a. 75 to 90 g/m^2 (20~24 lb bond) only

Guidelines for selecting and storing print media

When selecting or loading paper, envelopes, or other print materials, keep these guidelines in mind:

- Always use print media that conform with the specifications listed on page 34
- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- For the best print quality, use only high quality copier grade paper specifically recommended for use in laser printers.
- Avoid using the following media types:
  - Paper with embossed lettering, perforations, or a texture that is too smooth or too rough
  - Erasable bond paper
  - Multi-paged paper
  - Synthetic paper and thermally reactive paper
  - Carbonless paper and Tracing paper.

  Use of these types of paper could result in paper jams, chemical smells, and damage to your printer.
- Store print media in its ream wrapper until you are ready to use it. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture or other conditions that can cause it to wrinkle or curl.
- Store unused print media at temperatures between 15° C and 30° C. The relative humidity should be between 10% and 70%.
- Store unused print media in a moisture-proof wrap, such as a plastic container or bag, to prevent dust and moisture from contaminating your paper.
- Load special media types one sheet at a time through the manual tray to avoid paper jams.
- To prevent print media, such as transparencies and label sheets, from sticking together, remove them as they print out.

Guidelines for special print media

MEDIA TYPE	GUIDELINES
Envelopes	• Successful printing on envelopes depends upon the quality of the envelopes. When selecting envelopes, consider the following factors: - Weight: The weight of the envelope paper should not exceed 90 g/m^2 or jamming may occur. - Construction: Prior to printing, envelopes should lie flat with less than 6 mm curl, and should not contain air. - Condition: Envelopes should not be wrinkled, nicked, or otherwise damaged. - Temperature: You should use envelopes that are compatible with the heat and pressure of the machine during operation. • Use only well-constructed envelopes with sharp and well creased folds. • Do not use stamped envelopes. • Do not use envelopes with clasps, snaps, windows, coated lining, self-adhesive seals, or other synthetic materials. • Do not use damaged or poorly made envelopes. • Be sure the seam at both ends of the envelope extends all the way to the corner of the envelope. **1** Acceptable **2** Unacceptable
	• Envelopes with a peel-off adhesive strip or with more than one flap that folds over to seal must use adhesives compatible with the machine's fusing temperature for 0.1 second. Check your machine's specification to view the fusing temperature, see page 86. The extra flaps and strips might cause wrinkling, creasing, or jams, and may even damage the fuser. • For the best print quality, position margins no closer than 15 mm from the edges of the envelope. • Avoid printing over the area where the envelope's seams meet.

MEDIA TYPE	GUIDELINES
Labels	• To avoid damaging the machine, use only labels designed for use in laser machines. 　- When selecting labels, consider the following factors: 　- Adhesives: The adhesive material should be stable at your machine's fusing temperature. Check your machine's specification to view the fusing temperature, see page 86. 　- Arrangement: Only use labels with no exposed backing between them. Labels can peel off sheets that have spaces between the labels, causing serious jams. 　- Curl: Prior to printing, labels must lie flat with no more than 13 mm of curl in any direction. 　- Condition: Do not use labels with wrinkles, bubbles, or other indications of separation. • Make sure that there is no exposed adhesive material between labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to machine components. • Do not run a sheet of labels through the machine more than once. The adhesive backing is designed for only a single pass through the machine. • Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.
Card stock or custom-sized materials	• Do not print on media smaller than 76 mm wide or 356 mm long. • In the software application, set margins at least 6.4 mm away from the edges of the material.
Preprinted paper	• Letterhead must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the printer's fusing temperature for 0.1 second. Check your machine's specification to view the fusing temperature, see page 86. • Letterhead ink must be non-flammable and should not adversely affect printer rollers. • Forms and letterhead should be sealed in a moisture-proof wrapping to prevent changes during storage. • Before you load preprinted paper, such as forms and letterhead, verify that the ink on the paper is dry. During the fusing process, wet ink can come off preprinted paper, reducing print quality.

CHANGING THE SIZE OF THE PAPER IN THE PAPER TRAY

To load longer sizes of paper, such as Legal-sized paper, you need to adjust the paper guides to extend the paper tray.
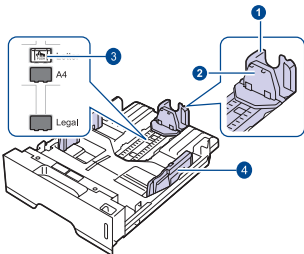
1	**Paper length guide**
2	**Support guide**
3	**Guide lock**
4	**Paper width guides**

1. Press and hold the guide lock, and slide the paper length guide to locate it in the correct paper size slot. It is preset to Letter or A4 size depending on the country.
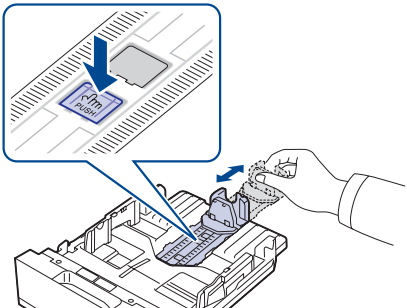
2. After inserting paper into the tray, adjust the support guide so that it lightly touches the paper stack.
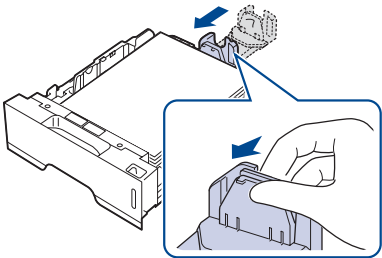
3. Squeeze the paper width guides, as shown and slide them to the stack of paper until it lightly touches the side of the stack.
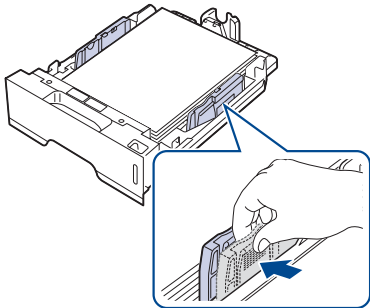
4. Load the paper into the tray.

5. Place the tray into the machine.

6. Set the paper size from your computer.

📝 • Do not push the paper width guides far enough to cause the materials to warp.
 • If you do not adjust the paper width guides, it may cause paper jams.
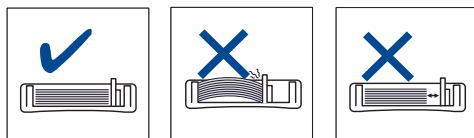
LOADING PAPER

Loading paper in the tray 1 or optional tray

Load the print media you use for the majority of your print jobs in the tray 1. The tray 1 can hold a maximum of 250 sheets of 80 g/m^2 (20 lb bond) plain paper.

You can purchase an optional tray and attach it below the standard tray to load an additional 250 sheets of paper. (See "Ordering supplies and accessories" on page 83.)

📝 Using photographic paper or coated paper may cause problems, requiring repairs. Such repairs are not covered by Xerox's warranty or service agreements.

1. To load paper, pull and open the paper tray and place paper with the side you want to print facing down.
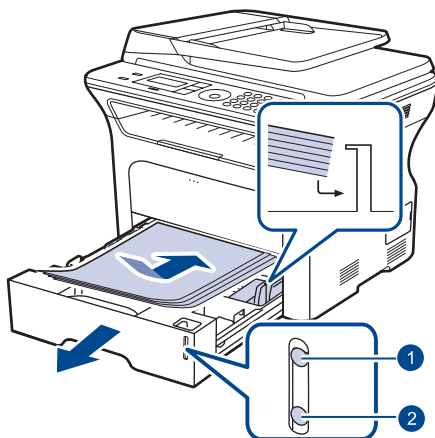
1	Full
2	Empty

2. After loading paper, set the paper type and size for the tray 1. See *Software section* for PC-printing.

📝 • If you experience problems with paper feed, place one sheet at a time in the manual tray.
 • You can load previously printed paper. The printed side should be facing up with an uncurled edge at the front. If you experience problems with paper feed, turn the paper around. Note that print quality is not guaranteed.

PRINTING ON SPECIAL PRINT MATERIALS

The machine can hold special sizes and types of print material, such as postcards, note cards, and envelopes. Especially, it is useful for single page printing on letterhead or colored paper.

Feeding the print material manually

 • Load only one size of print media at a time in the tray.
 • To prevent paper jams, do not add paper when there is still paper in the tray. This also applies to other types of print media.
 • Print media should be loaded face up with the side you want to print, and the top edge going into the tray first. Place print materials in the center of the tray.
 • Always load only the specified print media to avoid paper jams and print quality problems. (See "Selecting print media" on page 33.)
 • Flatten any curl on postcards, envelopes, and labels before loading them into the tray.
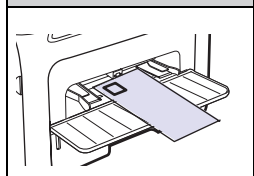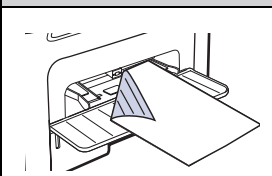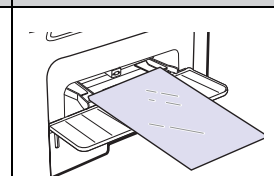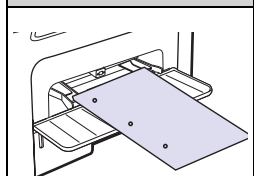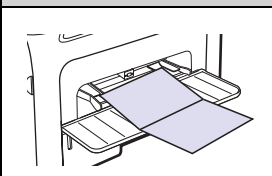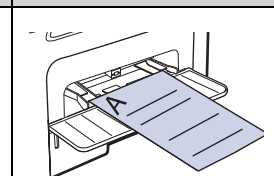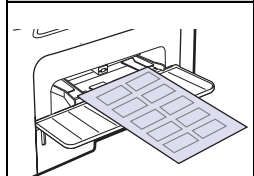
1. Open the manual tray.
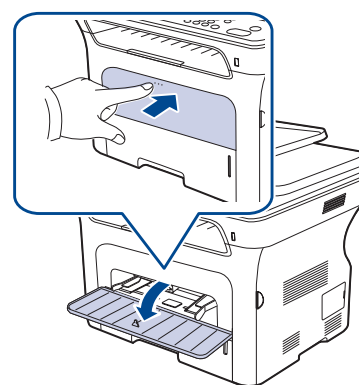
2. Load the paper with the side to be printed on facing up.
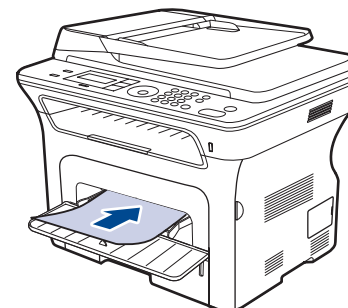
 Place the side to be printed facing up.

Envelope	Preprinted paper	Transparency
Punched paper	**Card stock**	**Letterhead paper**
Label		

3. When you print in application, start the print menu.
4. Before you print, open printer properties.
5. Press the **Paper** tab in printer properties, and select an appropriate paper type.

 If you want to use a label, set the paper type to **Label**.

6. Select **Manual Feeder** in paper source then, press **OK**.
7. Start printing in application.

- If you are printing multiple pages, load the next sheet after first page prints out. Repeat this step for every page to be printed.
- The settings you change remain in effect only while you are using the current application.
- If envelopes are printed out with wrinkles, crease or black bold lines, open the rear cover and pull down the pressure lever on the right side about 90 degrees and try printing again. Keep the rear cover opened during printing.

Pressure lever
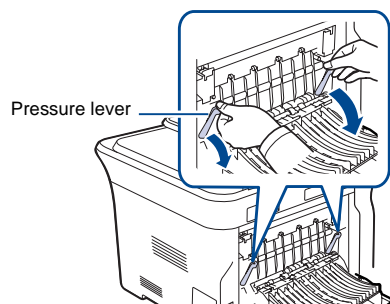
ADJUSTING THE OUTPUT SUPPORT

The printed pages stack on the output tray, and the output support will help the printed pages align. To let the output support correctly align the pages you need to pull it out appropriately depending on the paper size.
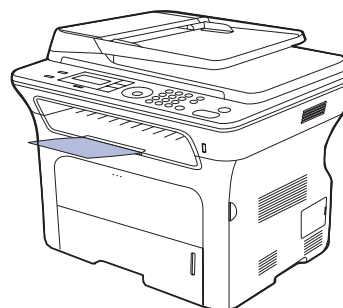
1 Output support

- If the output support is incorrectly adjusted, printed pages may be mis-aligned or fall.
- If you continuously print many pages, the surface of the output tray may become hot. Be careful not to touch the surface, and especially keep children away from the surface.

Stacking papers firmly

If you use a machine in a humid area, or you are using the damp print media caused by a high humidity, the print-outs on the output tray may be curled and may not be stacked properly. In this case, you can set the machine to use the **Paper Stacking** function to let print-outs stacked firmly. But, using this function will make the print speed slow.

1. Press **Menu** 回 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press the left/right arrow until **Maintenance** appears and press **OK**.
3. Press the left/right arrow until **Paper Stacking** appears and press **OK**.
4. Press the left/right arrow to select **On** or **Off** and press **OK**.
5. Press **Stop/Clear** ⊘ to return to ready mode.

SETTING THE PAPER SIZE AND TYPE

After loading paper in the paper tray, you need to set the paper size and type using the control panel buttons. These settings will apply to Copy and Fax modes. For PC-printing, you need to select the paper size and type in the application program you use on your PC.

1. Press **Menu** 回 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press the left/right arrow until **Paper Setup** appears and press **OK**.
3. Press **OK** when **Paper Size** appears.
4. Press the left/right arrow until the paper tray you want appears and press **OK**.
5. Press the left/right arrow until the paper size you are using appears and press **OK**.
6. Press the left/right arrow until **Paper Type** appears and press **OK**.
7. Press the left/right arrow until the paper tray you want appears and press **OK**.
8. Press the left/right arrow until the paper type you are using appears and press **OK**.
9. Press **Stop/Clear** ⊘ to return to ready mode.

copying

This chapter gives you step-by-step instructions for copying documents.

This chapter includes:

- Selecting the paper tray
- Copying
- Changing the settings for each copy
- Changing the default copy settings

- ID card copying
- Using special copy features
- Printing on both sides of paper
- Setting copy timeout

SELECTING THE PAPER TRAY

After loading the print media for copy output, you must select the paper tray you will use for copy jobs.

1. Press **Menu** 🗐 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press the left/right arrow until **Paper Setup** appears and press **OK**.
3. Press the left/right arrow until **Paper Source** appears and press **OK**.
4. Press **OK** when **Copy Tray** appears.
5. Press the left/right arrow until the paper tray you want appears and press **OK**.
6. Press **Stop/Clear** ⊘ to return to ready mode.

COPYING

1. Press **Copy** ⬙ .
   Ready to Copy appears on the top line of the display.
2. Load originals face up into the ADF, or place a single original face down on the scanner glass.
   For details about loading an original, see page 32.
3. Enter the number of copies using the number keypad, if necessary.
4. If you want to customize the copy settings including copy size, darkness, and original type, by using the control panel buttons. See page 39.
   If necessary, you can use special copy features, such as poster copying, 2- or 4-up copying. See page 40.
5. Press **Start** ◇ to begin copying.

   📝 You can cancel the copy job during an operation. Press **Stop/Clear** ⊘ , and the copying will stop.

CHANGING THE SETTINGS FOR EACH COPY

Your machine provides default settings for copying so that you can quickly and easily make a copy. However, if you want to change the options for each copy, use the copy function buttons on the control panel.

📝 If you press **Stop/Clear** ⊘ while setting the copy options, all of the options you have set for the current copy job will be canceled and returned to their default status. Or, they will automatically return to their default status after the machine completes the copy in progress.

1. Press **Copy** ⬙ .
2. Press **Menu** 🗐 until **Copy Feature** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until the setup option you want appears and press **OK**.

4. Press the left/right arrow until the setting you want appears and press **OK**.
5. Repeat steps 3 through 4, as needed.
6. Press **Stop/Clear** ⊘ to return to ready mode.

📝 While you are setting copy options, pressing **Stop/Clear** ⊘ cancels the changed settings and restores the defaults.

Darkness

If you have an original containing faint markings or dark images, you can adjust the brightness to make a copy that is easier to read.
- **Light:** Works well with dark print.
- **Normal:** Works well with standard typed or printed originals.
- **Dark:** Works well with light print.

Original Type

The original type setting is used to improve the copy quality by selecting the document type for the current copy job.

Each time you press the button, the following modes are available:
- **Text:** Use for originals containing mostly text.
- **Text/Photo:** Use for originals with mixed text and photographs.
- **Photo:** Use when the originals are photographs and receipts.

Reduced or enlarged copy

You can reduce or enlarge the size of a copied image from 25% to 400% when you copy original documents from the scanner glass, or from 25% to 100% from the ADF.

To select from the predefined copy sizes:

The left/right arrow until the size setting you want appears and press **OK**.

To scale the copy by directly entering the scale rate:

1. The left/right arrow until **Custom** appears and press **OK**.
2. Enter the scale rate and press **OK** to save the selection.

📝 When you make a reduced copy, black lines may appear at the bottom of your copy.

CHANGING THE DEFAULT COPY SETTINGS

The copy options, including darkness, original type, copy size, and number of copies, can be set to those most frequently used. When you copy a document, the default settings are used unless they have been changed by using the corresponding buttons on the control panel.
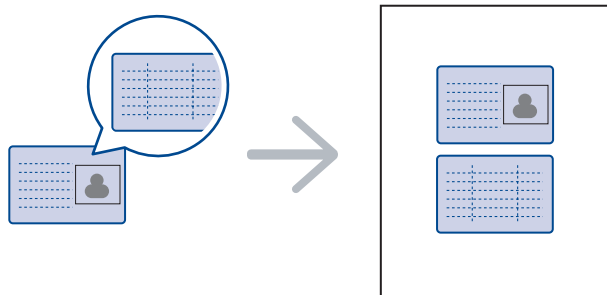
1. Press **Copy** .
2. Press **Menu** until **Copy Setup** appears on the bottom line of the display and press **OK**.
3. Press **OK** when **Change Default** appears.
4. Press the left/right arrow until the setup option you want appears and press **OK**.
5. Press the left/right arrow until the setting you want appears and press **OK**.
6. Repeat steps 4 through 5, as needed.
7. Press **Stop/Clear** to return to ready mode.

While you are setting copy options, pressing **Stop/Clear** cancels the changed settings and restores the defaults.

ID CARD COPYING

Your machine can print 2-sided originals on one sheet of A4-, Letter-, Legal-, Folio-, Oficio-, Executive-, B5-, A5-, or A6-sized paper.

When you copy using this feature, the machine prints one side of the original on the upper half of the paper and the other side on the lower half without reducing the size of the original. This feature is helpful for copying a small-sized item, such as a name card.

This copy feature is available only when you place originals on the scanner glass. Unload the paper in ADF.

1. Press **ID Card Copy** .
2. Place the front side of an original facing down on the scanner glass where arrows indicate as shown, and close the scanner lid.
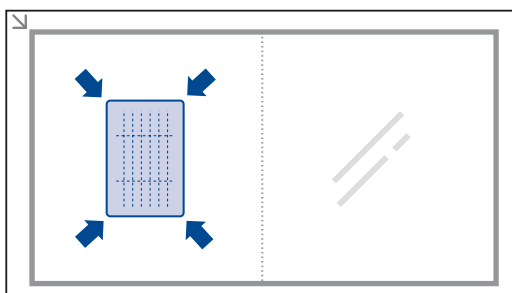
3. **Place Front Side and Press[Start]** appears on the display.
4. Press **Start** .
   Your machine begins scanning the front side and shows **Place Back Side and Press[Start]**
5. Turn the original over and place it on the scanner glass, where arrows indicate as shown. Then, close the scanner lid.
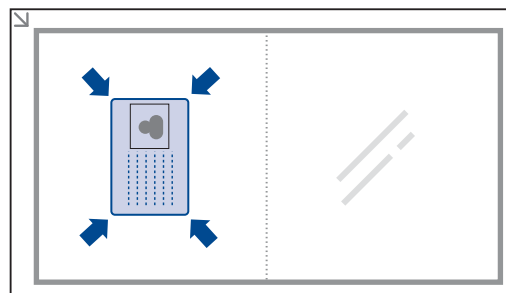
If you press **Stop/Clear** or if no buttons are pressed for approximately 30 seconds, the machine cancels the copy job and returns to ready mode.

6. Press **Start** to begin copying.

If the original is larger than the printable area, some portions may not be printed.

If you press **Stop/Clear** or if no buttons are pressed for approximately 30 seconds, the machine cancels the copy job and returns to ready mode.

USING SPECIAL COPY FEATURES

You can use the following copy features:

Collation

You can set the machine to sort the copy job. For example, if you make 2 copies of a 3 page original, one complete 3 page document will print followed by a second complete document.
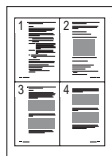
1. Press **Copy** .
2. Load originals face up into the ADF, or place a single original face down on the scanner glass.
   For details about loading an original, see page 32.
3. Enter the number of copies using the number keypad.
4. Press **Menu** until **Copy Setup** appears on the bottom line of the display and press **OK**.
5. Press **OK** when **Change Default** appears.
6. Press the left/right arrow until **Copy Collation** appears and press **OK**.
7. Press the left/right arrow to select **On**.
8. Press **Start** to begin copying.
   One complete document will print followed by the second complete document.
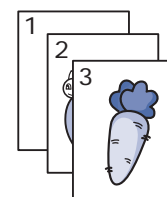
2-up or 4-up copying

Your machine can print 2 or 4 original images reduced to fit onto one sheet of paper.

1. Press **Copy** ⬥.
2. Load originals face up into the ADF, or place a single original face down on the scanner glass.
   For details about loading an original, see page 32.
3. Press **Menu** ▤ until **Copy Feature** appears on the bottom line of the display and press **OK**.
4. Press the left/right arrow until **Layout** appears and press **OK**.
5. Press the left/right arrow until **2-Up** or **4-Up** appears and press **OK**.
6. Press **Start** ◊ to begin copying.

Poster copying

Your machine can print an image onto 9 sheets of paper (3x3). You can paste the printed pages together to make one poster-sized document.

This copy feature is available only when you place originals on the scanner glass. Unload the paper in ADF.

1. Press **Copy** ⬥.
2. Place a single original face down on the scanner glass.
   For details about loading an original, see page 32.
3. Press **Menu** ▤ until **Copy Feature** appears on the bottom line of the display and press **OK**.
4. Press the left/right arrow until **Layout** appears and press **OK**.
5. Press the left/right arrow until **Poster Copy** appears and press **OK**.
6. Press **Start** ◊ to begin copying.

Your original is divided into 9 portions. Each portion is scanned and printed one by one in the following order:
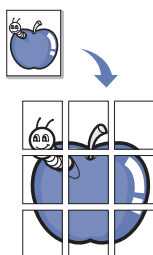
Clone copying

Your machine can print multiple image copies from the original document on a single page. The number of images is automatically determined by the original image and paper size.

This copy feature is available only when you place originals on the scanner glass. Unload the paper in ADF.

1. Press **Copy** ⬥.
2. Place a single original face down on the scanner glass.
   For details about loading an original, see page 32.
3. Press **Menu** ▤ until **Copy Feature** appears on the bottom line of the display and press **OK**.
4. Press the left/right arrow until **Layout** appears and press **OK**.
5. Press the left/right arrow until **Clone Copy** appears and press **OK**.
6. Press **Start** ◊ to begin copying.
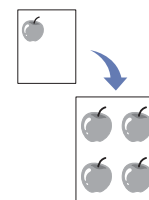
Adjusting background images

You can set the machine to print an image without its background. This copy feature removes the background color and can be helpful when copying an original containing color in the background, such as a newspaper or a catalog.

1. Press **Copy** ⬥.
2. Load originals face up into the ADF, or place a single original face down on the scanner glass.
   For details about loading an original, see page 32.
3. Press **Menu** ▤ until **Copy Feature** appears on the bottom line of the display and press **OK**.
4. Press the left/right arrow until **Adjust Bkgd.** appears and press **OK**.
5. Press the left/right arrow until the binding option you want appears.
   - **Off:** Does not use this feature.
   - **Auto:** Optimizes the background.
   - **Enhance Lev. 1~2:** The higher the number is, the more vivid the background is.
   - **Erase Lev. 1~4:** The higher the number is, the lighter the background is.
6. Press **Start** ◊ to begin copying.
7. Press **Stop/Clear** ⬡ to return to ready mode.

PRINTING ON BOTH SIDES OF PAPER

You can set the machine to print documents on both sides of paper.
(WorkCentre 3220 only)

1. Press **Copy** ⬙ .
2. Press **Menu** 🗐 until **Copy Setup** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until **Duplex Print** appears and press **OK**.
4. Press the left/right arrow until the binding option you want appears.
   - **Off:** Copys in Normal mode.
   - **Short Edge:** Copys pages to be read by flipping like a note pad.

   - **Long Edge:** Copys pages to be read like a book.

5. Press **OK** to save your selection.

SETTING COPY TIMEOUT

You can set the time the machine waits before it restores the default copy settings, if you do not start copying after changing them on the control panel.

1. Press **Menu** 🗐 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press **OK** when **Machine Setup** appears.
3. Press the left/right arrow until **Timeout** appears and press **OK**.
4. Press the left/right arrow until the time setting you want appears. Selecting **Off** means that the machine does not restore the default settings until you press **Start** ◇ to begin copying, or **Stop/Clear** ⬙ to cancel.
5. Press **OK** to save your selection.
6. Press **Stop/Clear** ⬙ to return to ready mode.

scanning

Scanning with your machine lets you turn pictures and text into digital files that can be stored on your computer.

This chapter includes:

- Scanning basics
- Scanning from the control panel
- Scanning using a network connection

- Changing the settings for each scan job
- Changing the default scan settings
- Setting up Address Book

The maximum resolution that can be achieved depends upon various factors, including computer speed, available disk space, memory, the size of the image being scanned, and bit depth settings. Thus, depending on your system and what you are scanning, you may not be able to scan at certain resolutions, especially using enhanced resolution.

SCANNING BASICS

Your machine offers the following ways to scan an image using a local connection:

- Via one of the preset imaging applications. Scanning an image launches the selected application, enabling you to control the scanning process. See the next section.
- **TWAIN**: TWAIN is the one of preset imaging applications. Scanning an image launches the selected application, enabling you to control the scanning process. See the *Software section*. This feature can be used via the local connection or the network connection. See *Software section*.
- **WIA**: WIA stands for Windows Images Acquisition. To use this feature your computer must be connected directly with the machine via an USB cable. See *Software section*.
- To a portable USB memory device, if inserted into the USB memory port on your machine. See page 58.

Also, you can send scanned images to several destinations using a network connection:

- To your networked computer via the **Network Scan** program. You can scan an image from the machine, if network-connected, to the computer where the **Network Scan** program is running.
- Email: You can send the scanned image as an attachment to an email. See page 44. (WorkCentre 3220 only)

SCANNING FROM THE CONTROL PANEL

### Scanning to application programs for USB connections

1. Make sure that your machine and computer are turned on and properly connected to each other.
2. Load originals face up into the ADF, or place a single original face down on the scanner glass.
   For details about loading an original, see page 32.
3. Press **Scan/Email** ⌖.
   Ready to Scan appears on the top line of the display.
4. Press the left/right arrow until **Scan to Appl.** appears on the bottom line of the display and press **OK**.

   You can add more TWAIN-compliant software for scanning, such as Adobe Photoshop, from **Printer Settings Utility**. See *Software section*.

5. Press the left/right arrow until the application program you want appears, then press **OK**.
   Default setting is **My Documents**.
6. To scan from the default setting, press **Start** ⌖. Press the left/right button until the setting you want appears then press **OK**.
7. Scanning begins.

   Scanned image is saved in computer's **My Documents**> **My Pictures**>**Xerox** folder.

SCANNING USING A NETWORK CONNECTION

If you have connected your machine to a network and set up network parameters correctly, you can scan and send images over the network.

Preparing for network scanning

Before using your machine's network scanning features, you need to configure the following settings depending on your scan destination:

- Adding the machine to the Network Scan program for scanning to a network client
- Registering as an authorized user for scanning to Email
- Setting up an account for scanning to Email

Adding the machine to the Network Scan program

First, install the **Network Scan** program.

To scan images from your machine to your computer through the network, you need to register the machine as an authorized network scanner in the **Network Scan** program.

1. From the Windows **Start** menu, select **All Programs** > **Xerox** > **Network Scan** > **Network Scan**.
   The **Xerox Network Scan Manager** window opens.

2. Click the **Add Device** button or double-click the **Add Device** icon.

3. Click **Next**.

4. Select **Browse for a scanner. (recommended)**, or select **Connect to this scanner.** and enter the IP address of your machine.

5. Click **Next**.

A list of the scanners on your network appears.

6. Select your machine from the list and enter a name, user ID, and PIN (Personal Identification Number) for the machine.

> • For the scanner name, the model name of your machine is automatically entered, but can be changed.
> • You can enter an ID of up to 8 characters. The first character must be a letter.
> • The PIN must be 4 digits.

7. Click **Next**.

8. Click **Finish**.

Your machine is added to the **Network Scan** program and you can now scan images through the network.

> • You can change the scanner properties of your machine and the scan settings from the **Xerox Network Scan Manager** window. Click **Properties** and set the options in each tab.

Registering authorized users

To send an email, you need to register authorized users using **CentreWare IS**. You can add up to 2000 users. You can setup authorized users to access scan to e-mail. You need to register authorized users using **CentreWare IS**.

1. Enter your machine's IP address as the URL in a browser and click **Go** to access the web site of your machine.

> The IP address can be found on the control panel. Press the **Menu** 🔲 button > **System Setup** > **Report** > **Network Info.**.

2. Click **Properties** > **E-mail** > **User Authentication**

3. Enable **User Authentication**. Check the **Enable Auth User** box.

4. Check the **Enable Guest Account** box to allow guest access. If this option is enabled, then enter a **Guest Login Name** and a **Guest Password** from 4-10 digits that can be used by the guest account to access the feature.

5. Click the **Add** button to add new accounts.

6. Enter a **User Name**, a **Auth ID**, **Password** and **Email address** for each account desired. Your machine can hold up to 2000 accounts.

> From the control panel on your machine, verify the user correctly registered.
>
> **1.** Press **Scan/Email** 📇 .
> **2.** Press the left/right arrow until **Scan to Email** appears on the bottom line of the display and press **OK**.
> **3.** The machine will prompt for a Login. Enter a valid **My login ID**, **Password**, and **Destination Email**.
> **4.** The machine will open the email service. If an invalid set of credentials was entered the WorkCentre will return to **Scan to Email**.

Setting up an e-mail account

To scan and send an image as an email attachment, you need to set up network parameters using **CentreWare IS**.

1. Enter your machine's IP address as the URL in a browser and click **Go** to access the web site of your machine.

2. Click **Properties**, **Protocol** and **SMTP Server**.

3. Select **IP Address** or **Host Name**.

4. Enter the IP address in dotted decimal notation or as a host name.

5. Enter the server port number, from 1 to 65535.
The default port number is 25.

6. Put a check mark in **SMTP Requires Authentication** to require authentication.

7. Enter the SMTP server login name and password.

Scanning to a network client

Network client allows you to remotely scan an original from your network-connected machine to your computer in JPEG, TIFF, or PDF file format.

Scanning

1. Make sure that your machine and the computer are connected to a network and **Network Scan** is running on the computer.

2. Load originals face up into the ADF, or place a single original face down on the scanner glass.
For details about loading an original, see page 32.

3. Press **Scan/Email** 📇 .

4. Press the left/right arrow until **Network Scan** appears on the bottom line of the display and press **OK**.

5. Enter the ID you have set in the **Xerox Network Scan Manager** window and press **OK**.

6. Enter the PIN you have set in the **Xerox Network Scan Manager** window and press **OK**.

7. If the scan destination is folder type, press the left/right arrow until the scan setting option you want appears and press **OK**. Or, press **Start** ◇ to immediately start scanning using the default settings.

• **Resolution**: Sets the image resolution.

• **Scan Color**: Sets the color mode.

• **Scan Format**: Sets the file format in which the image is to be saved. If you select TIFF or PDF, you can select to scan multiple pages.

• **Scan Size**: Sets the image size.
If the scan destination is application type, go to the step 11.

8. Press the left/right arrow until the desired status appears and press **OK**.

9. Press **Start** ◇ to start scanning.
Your machine begins scanning the original to the computer where the program is running.

Scanning to Email

You can scan and send an image as an email attachment. You first need to set up your email account in **CentreWare IS**. See page 44.

Before scanning, you can set the scan options for your scan job. See page 45.

1. Make sure that your machine is connected to a network.

2. Load originals face up into the ADF, or place a single original face down on the scanner glass.
For details about loading an original, see page 32.

3. Press **Scan/Email** 📇 .

4. Press the left/right arrow until **Scan to Email** appears on the bottom line of the display and press **OK**.

5. Enter the recipient's email address and press **OK**.
If you have set up **Address Book**, you can use a speed button or a speed email or group email number to retrieve an address from memory. See page 45.

6. To enter additional addresses, press **OK** when **Yes** appears and repeat step 5.
    To continue to the next step, press the left/right arrow to select **No** and press **OK**.

7. If the display asks if you want to send the email to your account, press the **Scroll** buttons to select **Yes** or **No** and press **OK**.

    📝 This prompt does not appear if you have activated the **Send to Myself** option in the email account setup.

8. Enter an email subject and press **OK**.

9. Press the left/right arrow until the file format you want appears and press **OK** or **Start** ◇ .
    The machine begins scanning and then sends the email.

10. If the machine asks if you want to log off your account, press the **Scroll** buttons to select **Yes** or **No** and press **OK**.

11. Press **Stop/Clear** ◯ to return to ready mode.

CHANGING THE SETTINGS FOR EACH SCAN JOB

Your machine provides you with the following setting options to allow you to customize your scan jobs.

*   **Scan Size:** Sets the image size.
*   **Original Type:** Sets the original document's type.
*   **Resolution:** Sets the image resolution.
*   **Scan Color:** Sets the color mode.
*   **Scan Format:** Sets the file format in which the image is to be saved. If you select TIFF or PDF, you can select to scan multiple pages. Depending on the selected scan type, this option may not appear.

To customize the settings before starting a scan job:

1. Press **Scan/Email** ⤸ .

2. Press **Menu** ▦ until **Scan Feature** appears on the bottom line of the display and press **OK**.

3. Press the left/right arrow until the scan type you want appears and press **OK**.

4. Press the left/right arrow until the scan setting option you want appears and press **OK**.

5. Press the left/right arrow until the desired status appears and press **OK**.

6. Repeat steps 4 and 5 to set other setting options.

7. When you have finished, press **Stop/Clear** ◯ to return to ready mode.

CHANGING THE DEFAULT SCAN SETTINGS

To avoid having to customize the scan settings for each job, you can set up default scan settings for each scan type.

1. Press **Scan/Email** ⤸ .

2. Press **Menu** ▦ until **Scan Setup** appears on the bottom line of the display and press **OK**.

3. Press **OK** when **Change Default** appears.

4. Press the left/right arrow until the scan type you want appears and press **OK**.

5. Press the left/right arrow until the scan setting option you want appears and press **OK**.

6. Press the left/right arrow until the desired status appears and press **OK**.

7. Repeat steps 5 and 6 to change other settings.

8. To change the default settings for other scan types, press **Back** ↰ and repeat from step 4.

9. Press **Stop/Clear** ◯ to return to ready mode.

SETTING UP ADDRESS BOOK

You can set up **Address Book** with the email addresses you use frequently via **CentreWare IS** and then easily and quickly enter email addresses by entering the location numbers assigned to them in **Address Book**. (WorkCentre 3220 only)

Registering speed email numbers

1. Enter your machine's IP address as the URL in a browser and click **Go** to access the web site of your machine.

2. Click **Properties** and **E-mail**.

3. Click **Local Address Book** and **Add**.

4. Select a index number and enter the user name and e-mail address you want.

5. Click **Apply**.

    📝 You can also click Import and obtain your address book from your computer.

Configuring group email numbers

Enter your machine's IP address as the URL in a browser and click **Go** to access the web site of your machine.

1. Click **Properties** and **E-mail**.

2. Click **Group Address Book** and **Add**.

3. Select a group number and enter the group name you want.

4. Select speed email numbers that will be included in the group.

5. Click **Apply**.

Using Address Book entries

To retrieve an email address, use the following ways:

Speed email numbers

When you are prompted to enter a destination address while sending an email, press **Address Book** ▤ , select speed email and enter the speed email number at which you stored the address you want.

*   For a one-digit speed email location, press and hold the corresponding digit button from the number keypad.
*   For a two- or three-digit speed email location, press the first digit button(s) and then hold down the last digit button.

You can also search through memory for an entry by pressing **Address Book** ▤ . See page 46.

Group email numbers

To use a group email entry, you need to search for and select it from memory.

When you are prompted to enter a destination address while sending an email, press **Address Book** ▤ . See page 46

Searching Address Book for an entry

There are two ways to search for an address in memory. You can either scan from A to Z sequentially or search by entering the first letters of the name associated with the address.

Searching sequentially through memory

1. If necessary, press **Scan/Email** ⌖ .
2. Press **Address Book** ⌥ until **Search & Send** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until the number category you want appears and press **OK**.
4. Press **OK** when **All** appears.
5. Press the left/right arrow until the name and address you want appears. You can search upwards or downwards through the entire memory in alphabetical order.

Searching with a particular first letter

1. If necessary, press **Scan/Email** ⌖ .
2. Press **Address Book** ⌥ until **Search & Send** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until the number category you want appears and press **OK**.
4. Press the left/right arrow until **ID** appears and press **OK**.
5. Enter the first few letters of the name you want and press **OK**.
6. Press the left/right arrow until the name you want appears and press **OK**.

Printing Address Book

You can check your **Address Book** settings by printing a list.

1. Press **Menu** ⌦ until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press the left/right arrow until **Report** appears and press **OK**.
3. Press the left/right arrow until **Address Book** appears and press **OK**.
4. Press the left/right arrow until **E-mail** appears and press **OK**.
5. Press **OK** when **Yes** appears to confirm printing.
   A list showing your speed button settings, and the speed/group email entries print out.

basic printing

This chapter explains common printing tasks.

This chapter includes:

- Printing a document
- Canceling a print job

PRINTING A DOCUMENT

Your machine allows you to print from various Windows, Macintosh, or Linux applications. The exact steps for printing a document may vary depending on the application you use.
For details about printing, see the *Software section*.

CANCELING A PRINT JOB

If the print job is waiting in a print queue or print spooler, such as the printer group in Windows, delete the job as follows:

1. Click the Windows **Start** menu.
2. For Windows 2000, select **Settings** and then **Printers**.
   For Windows XP/2003, select **Printers and Faxes**.
   For Windows Vista, select **Control Panel** > **Hardware and Sound** > **Printers**.
3. Double-click the Xerox WorkCentre 3210 or WorkCentre 3220 icon. (Or Xerox WorkCentre 3220 PS)
4. From the **Document** menu, select **Cancel**.

   You can also access this window by simply double-clicking the printer icon at the bottom right corner of the Windows desktop.

You can also cancel the current job by pressing **Stop/Clear** ⃠ on the control panel.

faxing

This chapter gives you information about using your machine as a fax machine.

This chapter includes:

• Sending a fax
• Receiving a fax

> We recommend you to use traditional analog phone services (PSTN: public switched telephone network) when connecting telephone lines to use Fax. If you use other Internet services (DSL, ISDN, VoIP), you can improve the connection quality by using the Micro-filter. The Micro-filter eliminates unnecessary noise signals and improves connection quality or Internet quality. Since the DSL Micro-filter is not provided with the machine, contact your Internet Service provider for use on DSL Micro-filter.
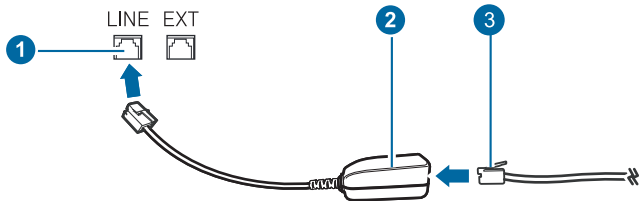
1	**Line port**
2	**Micro filter**
3	**DSL modem / Telephone line**

SENDING A FAX

Setting the fax header

In some countries, you are required by law to indicate your fax number on any fax you send. The Machine ID, containing your telephone number and name or company name, will be printed at the top of each page sent from your machine.

1. Press **Menu** 🗐 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press **OK** when **Machine Setup** appears.
3. Press **OK** when **Machine ID** appears.
4. Enter your name or the company name using the number keypad. You can enter alphanumeric characters using the number keypad, and include special symbols by pressing the **0** button. For details on how to enter alphanumeric characters, see page 30.
5. Press **OK** to save the ID.
6. Press the left/right arrow until **Machine Fax No.** appears and press **OK**.
7. Enter your fax number using the number keypad and press **OK**.
8. Press **Stop/Clear** ⬇ to return to ready mode.

Adjusting the document settings

Before starting a fax, change the following settings according to your original's status to get the best quality.

Resolution

The default document settings produce good results when using typical text-based originals. However, if you send originals that are of poor

• Other ways to fax
• Fax setup

quality, or contain photographs, you can adjust the resolution to produce a higher quality Fax.

1. Press **Fax** ⬅.
2. Press **Menu** 🗐 until **Fax Feature** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until **Resolution** appears and press **OK**.
4. Press the left/right arrow until the option you want appears and press **OK**.
5. Press **Stop/Clear** ⬇ to return to ready mode.

Recommended resolution settings for different original document types are described in the table below:

MODE	RECOMMENDED FOR:
Standard	Originals with normal sized characters.
Fine	Originals containing small characters or thin lines or originals printed using a dot-matrix printer.
Super Fine	Originals containing extremely fine detail. Super Fine mode is enabled only if the machine with which you are communicating also supports the Super Fine resolution. • For memory transmission, **Super Fine** mode is not available. The resolution setting is automatically changed to **Fine**. • When your machine is set to **Super Fine** resolution and the fax machine with which you are communicating does not support **Super Fine** resolution, the machine transmits using the highest resolution mode supported by the other fax machine.
Photo Fax	Originals containing shades of gray or photographs.
Color Fax	Originals with colors. Sending a color fax is enabled only if the machine with which you are communicating supports color fax reception and you send the fax manually. In this mode, memory transmission is not available.

> The resolution setting is applied to the current fax job. To change the default setting, see page 55.

Darkness

You can select the default contrast mode to fax your originals lighter or darker.

1. Press **Fax** ⬆️ .
2. Press **Menu** 🔳 until **Fax Feature** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until **Darkness** appears and press **OK**.
4. Press the left/right arrow until the option you want appears and press **OK**.
   - **Light:** Works well with dark print.
   - **Normal:** Works well with standard typed or printed originals.
   - **Dark:** Works well with light print.
5. Press **Stop/Clear** ⊘ to return to ready mode.

📝 The darkness setting is applied to the current fax job. To change the default setting, see page 55.

Sending a fax automatically

1. Press **Fax** ⬆️ .
2. Load originals face up into the ADF, or place a single original face down on the scanner glass.
   For details about loading an original, see page 32.
   Ready to Fax appears on the top line of the display.
3. Adjust the resolution and the darkness to suit your fax needs.
4. Enter the receiving fax machine's number.
   You can use speed buttons, speed dial numbers, or group dial numbers.
   For details about storing and searching for a number, see page 56.
5. Press **Start** ◇ .
6. If an original is placed on the scanner glass, select **Yes** to add another page. Load another original and press **OK**.
7. When you have finished, select **No** at the **Another Page?** prompt.
   After the number is dialed, the machine begins sending the fax when the receiving fax machine answers.

📝 When you want to cancel a fax job, press **Stop/Clear** ⊘ at any time while sending.

Sending a fax manually

1. Press **Fax** ⬆️ .
2. Load originals face up into the ADF, or place a single original face down on the scanner glass.
   For details about loading an original, see page 32.
3. Adjust the resolution and the darkness to suit your fax needs. See page 48.
4. Press **On Hook Dial** ⏻ . You hear a dial tone.
5. Enter the receiving fax machine's number.
   You can use speed buttons, speed dial numbers, or group dial numbers.
   For details about storing and searching for a number, see page 56.
6. Press **Start** ◇ when you hear a high-pitched fax signal from the remote fax machine.

📝 When you want to cancel a fax job, press **Stop/Clear** ⊘ at any time while sending.

Confirming a transmission

When the last page of your original has been sent successfully, the machine beeps and returns to ready mode.

When something goes wrong while sending your fax, an error message appears on the display. For a list of error messages and their meanings, see page 73. If you receive an error message, press **Stop/Clear** ⊘ to clear the message and try to send the fax again.

You can set your machine to print a confirmation report automatically each time sending a fax is completed. For further details, see page 55.

Automatic redialing

When the number you have dialed is busy or there is no answer when you send a fax, the machine automatically redials the number every three minutes, up to seven times according to the factory default settings.

When the display shows **Retry Redial?**, press **OK** to redial the number without waiting. To cancel the automatic redialing, press **Stop/Clear** ⊘ .

To change the time interval between redials and the number of redial attempts. See page 55.

Redialing the last number

To redial the number you called last:

1. Press **Redial/Pause** 🔁 .
2. When an original is loaded in the ADF, the machine automatically begins to send.
   If an original is placed on the scanner glass, select **Yes** to add another page. Load another original and press **OK**. When you have finished, select **No** at the **Another Page?** prompt.

RECEIVING A FAX

Selecting the paper tray

After loading the print media for fax output, you have to select the paper tray you will use for the fax reception.

1. Press **Menu** 🔳 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press the left/right arrow until **Paper Setup** appears and press **OK**.
3. Press the left/right arrow until **Paper Source** appears and press **OK**.
4. Press the left/right arrow until **Fax Tray** appears and press **OK**.
5. Press the left/right arrow until the paper tray you want appears and press **OK**.
6. Press **Stop/Clear** ⊘ to return to ready mode.

Changing receiving modes

1. Press **Fax** ⬆️ .
2. Press **Menu** 🔳 until **Fax Setup** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until **Receiving** appears and press **OK**.
4. Press **OK** when **Receive Mode** appears.
5. Press the left/right arrow until the fax reception mode you want appears.
   - In **Fax** mode, the machine answers an incoming fax call and immediately goes into the fax reception mode.
   - In **Tel** mode, you can receive a fax by pressing **On Hook Dial** ⏻ and then **Start** ◇ . You can also pick up the handset of the extension phone and then press the remote receive code. See page 50.

- In **Ans/Fax** mode, an answering machine attached to your machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the machine automatically switches to **Fax** mode to receive the fax. See page 50.
- In **DRPD** mode, you can receive a call using the Distinctive Ring Pattern Detection (DRPD) feature. Distinctive Ring is a telephone company service which enables an user to use a single telephone line to answer several different telephone numbers. For further details, see page 50.

6. Press **OK** to save your selection.

7. Press **Stop/Clear** ⊘ to return to ready mode.

📝 • When the memory is full, the printer can no longer receive any incoming fax. Secure free memory to resume by removing data stored in the memory.
- To use the **Ans/Fax** mode, attach an answering machine to the EXT socket on the back of your machine.
- If you do not want other people to view your received documents, you can use secure receiving mode. In this mode, all of the received faxes are stored in memory. For further details, see page 51.

Receiving automatically in Fax mode

Your machine is preset to **Fax** mode at the factory. When you receive a fax, the machine answers the call on a specified number of rings and automatically receives the fax.

To change the number of rings, see page 55.

Receiving manually in Tel mode

You can receive a fax call by pressing **On Hook Dial** (⤄◁)) and then pressing **Start** ◇ when you hear a fax tone from the remote machine.

The machine begins receiving a fax and returns to ready mode when the reception is completed.

Receiving manually using an extension telephone

This features works best when you are using an extension telephone connected to the EXT socket on the back of your machine. You can receive a fax from someone you are talking to on the extension telephone without going to the fax machine.

When you receive a call on the extension phone and hear fax tones, press the keys *9* on the extension phone. The machine receives the fax.

Press the buttons slowly in sequence. If you still hear the fax tone from the remote machine, try pressing *9* once again.

9 is the remote receive code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to whatever you wish. For details about changing the code, see page 55.

Receiving automatically in Ans/Fax mode

To use this mode, you must attach an answering machine to the EXT socket on the back of your machine.

If the caller leaves a message, the answering machine stores the message as it would normally. If your machine detects a fax tone on the line, it automatically starts to receive the fax.

📝 • If you have set your machine to **Ans/Fax** mode and your answering machine is switched off, or no answering machine is connected to EXT socket, your machine automatically goes into **Fax** mode after a predefined number of rings.
- If your answering machine has a user-selectable ring counter, set the machine to answer incoming calls within 1 ring.
- If you are in **Tel** mode (manual reception) when the answering machine is connected to your machine, you must switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.

Receiving faxes using DRPD mode

Distinctive Ring is a telephone company service which enables an user to use a single telephone line to answer several different telephone numbers. The particular number someone uses to call you is identified by different ringing patterns, which consist of various combinations of long and short ringing sounds. This feature is often used by answering services who answer telephones for many different clients and need to know which number someone is calling in on to properly answer the phone.

Using the Distinctive Ring Pattern Detection (DRPD) feature, your fax machine can learn the ring pattern you designate to be answered by the fax machine. Unless you change it, this ringing pattern will continue to be recognized and answered as a fax call, and all other ringing patterns will be forwarded to the extension telephone or answering machine plugged into the EXT socket. You can easily suspend or change DRPD at any time.

Before using the DRPD option, Distinctive Ring service must be installed on your telephone line by the telephone company. To set up DRPD, you will need another telephone line at your location, or someone available to dial your fax number from outside.

To set up the **DRPD** mode:

1. Press **Fax** ⤏.

2. Press **Menu** 🗟 until **Fax Setup** appears on the bottom line of the display and press **OK**.

3. Press the left/right arrow until **Receiving** appears and press **OK**.

4. Press the left/right arrow until **DRPD Mode** appears and press **OK**. **Waiting Ring** appears on the display.

5. Call your fax number from another telephone. It is not necessary to place the call from a fax machine.

6. When your machine begins to ring, do not answer the call. The machine requires several rings to learn the pattern.
When the machine completes learning, the display shows **Completed DRPD Setup**. If the DRPD setup fails, **Error DRPD Ring** appears. Press **OK** when **DRPD Mode** appears and start over from step 4.

7. Press **Stop/Clear** ⊘ to return to ready mode.

📝 • DRPD must be set up again if you re-assign your fax number, or connect the machine to another telephone line.
- After DRPD has been set up, call your fax number again to verify that the machine answers with a fax tone. Then have a call placed to a different number assigned to that same line to be sure the call is forwarded to the extension telephone or answering machine plugged into the EXT socket.

Receiving in secure receiving mode

You may need to prevent your received faxes from being accessed by unauthorized people. You can turn on secure receiving mode to restrict printing of received faxes when the machine is unattended. In secure receiving mode, all incoming faxes go into memory. When the mode is deactivated, any stored faxes are printed.

Activating secure receiving mode

1. Press **Fax** ⬛.
2. Press **Menu** ⬛ and then press **OK** when **Fax Feature** appears on the bottom line of the display.
3. Press the left/right arrow until **Secure Receive** appears and press **OK**.
4. Press the left/right arrow until **On** appears and press **OK**.
5. Enter a four-digit password you want to use and press **OK**.

   > You can activate secure receiving mode without setting a password, but cannot protect your faxes.

6. Re-enter the password to confirm it and press **OK**.
7. Press **Stop/Clear** ⬛ to return to ready mode.

When a fax is received in secure receiving mode, your machine stores it in memory and shows **Secure Receive** to let you know that there is a fax received.

Printing received faxes
1. Access the **Secure Receive** menu by following steps 1 through 3 in "Activating secure receiving mode."
2. Press the left/right arrow until **Print** appears and press **OK**.
3. Enter the four-digit password and press **OK**.
   The machine prints all of the faxes stored in memory.

Deactivating secure receiving mode
1. Access the **Secure Receive** menu by following steps 1 through 3 in "Activating secure receiving mode."
2. Press the left/right arrow until **Off** appears and press **OK**.
3. Enter the four-digit password and press **OK**.
   The mode is deactivated and the machine prints all faxes stored in memory.
4. Press **Stop/Clear** ⬛ to return to ready mode.

Receiving faxes in memory

Since your machine is a multi-tasking device, it can receive faxes while you are making copies or printing. If you receive a fax while you are copying or printing, your machine stores incoming faxes in its memory. Then, as soon as you finish copying or printing, the machine automatically prints the fax.

Also, your machine receives faxes and stores them in its memory when there is no paper in the tray or no toner in the installed print cartridge.

OTHER WAYS TO FAX

Sending a fax to multiple destinations

You can use the Multiple Send feature, which allows you to send a fax to multiple locations. Originals are automatically stored in memory and sent to a remote station. After transmission, the originals are automatically erased from memory. You cannot send a color fax using this feature.

1. Press **Fax** ⬛.
2. Load originals face up into the ADF, or place a single original face down on the scanner glass.
   For details about loading an original, see page 32.
3. Adjust the document resolution and darkness to suit your fax needs. See page 48.
4. Press **Menu** ⬛ until **Fax Feature** appears on the bottom line of the display and press **OK**.
5. Press the left/right arrow until **Multi Send** appears and press **OK**.
6. Enter the number of the first receiving fax machine and press **OK**.
   You can use speed buttons, speed dial numbers. You can enter Group Dial Number using **Address Book** ⬛ Button. For details, see page 56.
7. Enter the second fax number and press **OK**.
   The display asks you to enter another fax number to send the document.
8. To enter more fax numbers, press **OK** when **Yes** appears and repeat steps 6 and 7. You can add up to 10 destinations.

   > Once you entered a group dial number, you cannot enter another group dial numbers anymore.

9. When you have finished entering fax numbers, press the left/right arrow to select **No** at the **Another No.?** prompt and press **OK**.
   The original is scanned into memory before transmission. The display shows memory capacity and the number of pages being stored in memory.
10. If an original is placed on the scanner glass, select **Yes** to add another pages. Load another original and press **OK**.
    When you have finished, select **No** at the **Another Page?** prompt.
    The machine begins sending the fax to the numbers you entered in the order in which you entered them.

Sending a delayed fax

You can set your machine to send a fax at a later time when you will not be present. You cannot send a color fax using this feature.

1. Press **Fax** ⬛.
2. Load originals face up into the ADF, or place a single original face down on the scanner glass.
   For details about loading an original, see page 32.
3. Adjust the document resolution and darkness to suit your fax needs. See page 48.
4. Press **Menu** ⬛ until **Fax Feature** appears on the bottom line of the display and press **OK**.
5. Press the left/right arrow until **Delay Send** appears and press **OK**.
6. Enter the number of the receiving machine using the number keypad.
   You can use speed buttons, speed dial numbers. You can enter Group Dial Number using **Address Book** ⬛ Button.For details, see page 56.
7. Press **OK** to confirm the number. The display asks you to enter another fax number to which to send the document.

8. To enter more fax numbers, press **OK** when **Yes** appears and repeat steps 6 and 7. You can add up to 10 destinations.

   📝 Once you entered a group dial number, you cannot enter another group dial numbers anymore.

9. When you have finished entering fax numbers, press the left/right arrow to select **No** at the **Another No.?** prompt and press **OK**.

10. Enter the job name you want and press **OK**.
   For details on how to enter alphanumeric characters, see page 30.
   If you do not want to assign a name, skip this step.

11. Enter the time using the number keypad and press **OK**, or **Start** ◇ .

   📝 If you set a time earlier than the current time, the fax will be sent at that time on the following day.

   The original is scanned into memory before transmission. The display shows memory capacity and the number of pages being stored in memory.

12. If an original is placed on the scanner glass, select **Yes** to add another page. Load another original and press **OK**.
   When you have finished, select **No** at the **Another Page?** prompt. The machine returns to ready mode. The display reminds you that you are in ready mode and that a delayed fax is set.

Adding pages to a delayed fax

You can add pages to the delayed transmissions previously reserved in your machine's memory.

1. Load the originals to be added and adjust document settings.
2. Press **Menu** 🗐 until **Fax Feature** appears on the bottom line of the display and press **OK**.
3. Press **OK** when **Add Page** appears.
4. Press the left/right arrow until the fax job you want appears and press **OK**.
   The machine scans the original into memory and shows the total number of pages and the number of the added pages.

Canceling a delayed fax

1. Press **Menu** 🗐 until **Fax Feature** appears on the bottom line of the display and press **OK**.
2. Press the left/right arrow until **Cancel Job** appears and press **OK**.
3. Press the left/right arrow until the fax job you want appears and press **OK**.
4. Press **OK** when **Yes** appears.
   The selected fax is deleted from memory.

Sending a priority fax

Using the Priority Fax feature, a high priority fax can be sent ahead of reserved operations. The original is scanned into memory and immediately transmitted when the current operation is finished. In addition, priority transmission will interrupt a Multiple Send operation between stations (i.e., when the transmission to station A ends, before transmission to station B begins) or between redial attempts.

1. Press **Fax** 📞 .
2. Load originals face up into the ADF, or place a single original face down on the scanner glass.
   For details about loading an original, see page 32.
3. Adjust the document resolution and darkness to suit your fax needs. See page 48.

4. Press **Menu** 🗐 until **Fax Feature** appears on the bottom line of the display and press **OK**.
5. Press the left/right arrow until **Priority Send** appears and press **OK**.
6. Enter the number of the receiving machine.
   You can use speed buttons, speed dial numbers, or group dial numbers. For details, see page 56.
7. Press **OK** to confirm the number.
8. Enter the job name you want and press **OK**.
   The original is scanned into memory before transmission. The display shows memory capacity and the number of pages being stored in memory.
9. If an original is placed on the scanner glass, select **Yes** to add another page. Load another original and press **OK**.
   When you have finished, select **No** at the **Another Page?** prompt. The machine shows the number being dialed and begins sending the fax.

Forwarding faxes

You can forward your incoming and outgoing faxes to another fax machine or email address.

Forwarding sent faxes to another fax machine

You can set the machine to send copies of all outgoing faxes to a specified destination, in addition to the fax numbers you entered.

1. Press **Fax** 📞 .
2. Press **Menu** 🗐 until **Fax Feature** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until **Forward** appears and press **OK**.
4. Press **OK** when **Fax** appears.
5. Press the left/right arrow until **Send Forward** appears and press **OK**.
6. Press the left/right arrow to select **On** and press **OK**.
7. Enter the number of the fax machine to which faxes are to be sent and press **OK**.
8. Press **Stop/Clear** ⊘ to return to ready mode.
   Subsequent sent faxes will be forwarded to the specified fax machine.

Forwarding sent faxes to email address

   📝 SMTP server must be setup to forward to an email address, see "Setting up an e-mail account" on page 44. (WorkCentre 3220 only)

You can set the machine to send copies of all outgoing faxes to a specified destination, in addition to the email address you entered.

1. Press **Fax** 📞 .
2. Press **Menu** 🗐 until **Fax Feature** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until **Forward** appears and press **OK**.
4. Press the left/right arrow until **E-mail** appears and press **OK**.
5. Press the left/right arrow until **Send Forward** appears and press **OK**.
6. Press the left/right arrow to select **On** and press **OK**.
7. Enter your email address and press **OK**.
8. Enter the email address to which faxes are to be sent and press **OK**.
9. Press **Stop/Clear** ⊘ to return to ready mode.
   Subsequent sent faxes will be forwarded to the specified email address.

Forwarding received faxes to another fax machine

You can set your machine to forward incoming faxes to another fax number during a specified time period. When a fax arrives at your machine, it is stored in memory. Then, the machine dials the fax number that you have specified and sends the fax.

1. Press **Fax** ![fax icon].
2. Press **Menu** ![menu icon] until **Fax Feature** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until **Forward** appears and press **OK**.
4. Press **OK** when **Fax** appears.
5. Press the left/right arrow until **Rcv. Forward** appears and press **OK**.
6. Press the left/right arrow until **Forward** appears and press **OK**.
   To set the machine to print out a fax when fax forwarding has been completed, select **Forward&Print**.
7. Enter the number of the fax machine to which faxes are to be sent and press **OK**.
8. Enter the starting time and press **OK**.
9. Enter the ending time and press **OK**.
10. Press **Stop/Clear** ![stop icon] to return to ready mode.
   Subsequent received faxes will be forwarded to the specified fax machine.

Forwarding received faxes to email address

You can set your machine to forward incoming faxes to the email address you entered. (WorkCentre 3220 only)

1. Press **Fax** ![fax icon].
2. Press **Menu** ![menu icon] until **Fax Feature** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until **Forward** appears and press **OK**.
4. Press the left/right arrow until **E-mail** appears and press **OK**.
5. Press the left/right arrow until **Rcv. Forward** appears and press **OK**.
6. Press the left/right arrow until **Forward** appears and press **OK**.
   To set the machine to print out a fax when fax forwarding has been completed, select **Forward&Print**.
7. Enter your email address and press **OK**.
8. Enter the email address to which faxes are to be sent and press **OK**.
9. Press **Stop/Clear** ![stop icon] to return to ready mode.
   Subsequent sent faxes will be forwarded to the specified email address.

Sending a Fax from a PC

You can send a fax from your PC without going to the multi-function printer. To send a fax from your PC, you need to install the PC-fax software and customize the software setting's. See the **Software Section**.

Installing PC-Fax Software

1. To install the PC-Fax, insert the supplied Xerox Drivers CD.
2. The CD-ROM should automatically run, and the installation window appears.
3. When the language selection window appears, select the appropriate language and then click **Install Software**.

4. Chose **PC-Fax** (if not already selected) and then click **Next**.
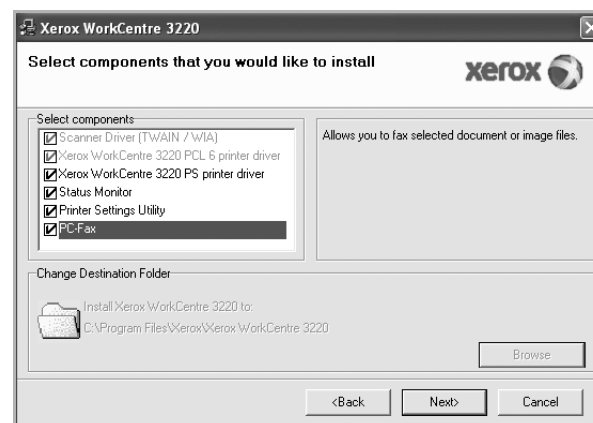
5. At the next screen accept your choice by clicking **Next** and then click **Finish**. **PC-Fax** is now installed.

Configuring PC Fax

1. From the **Start** menu, select **Programs** or **All Program** > **your printer driver name** > **Configure PC Fax**.
2. Enter your name and fax number.
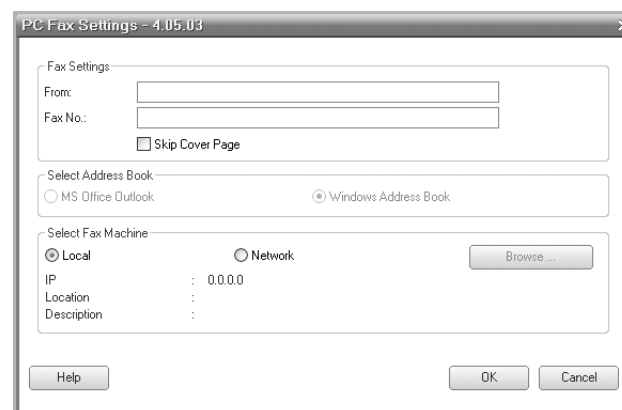
3. Select the address book you will use.
4. Select the multi-function printer you will use by choosing **Local** or **Network**.
5. If you select **Network**, click **Browse** and search the multi-function printer you will use.
6. Click **OK**.

To send a PC Fax

1. Open the document you want to send.
2. Select **Print** from the **File** menu.
   The **Print** window displays. It may look slightly different depending on your application.

3. Select **Xerox PC-Fax** from the **Name** drop down list box.
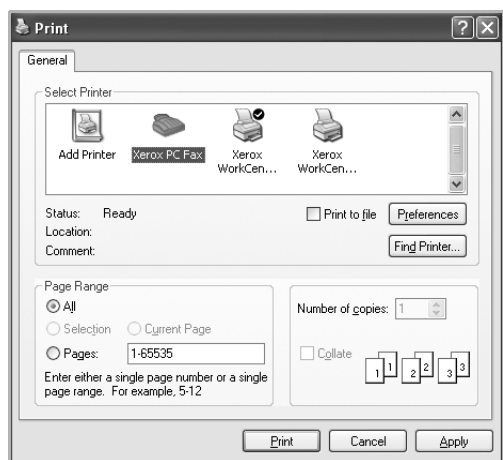
4. Select **OK**.
5. Compose the cover page and click **Continue**.
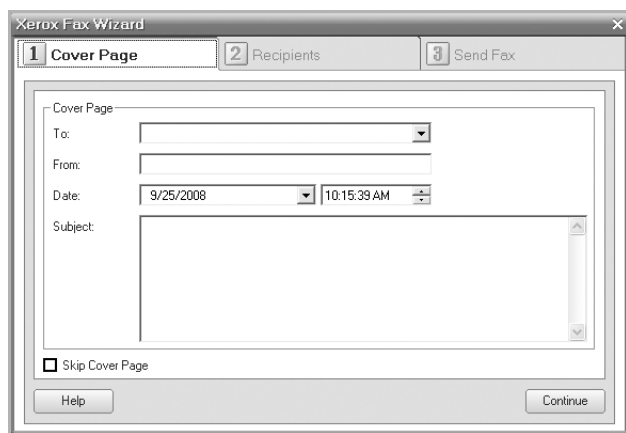
6. Enter the recipients' numbers and click **Continue**.

Remove a selected phone entry

Add a new Phone entry
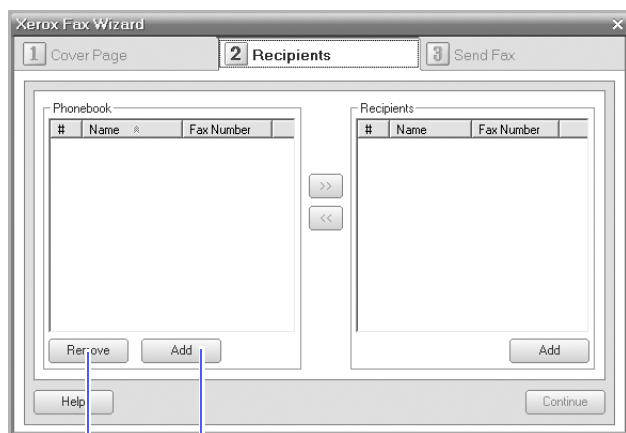
7. Select the resolution and click **Send Fax**.
   Your PC begins to send the fax data and multi-function printer sends the fax.
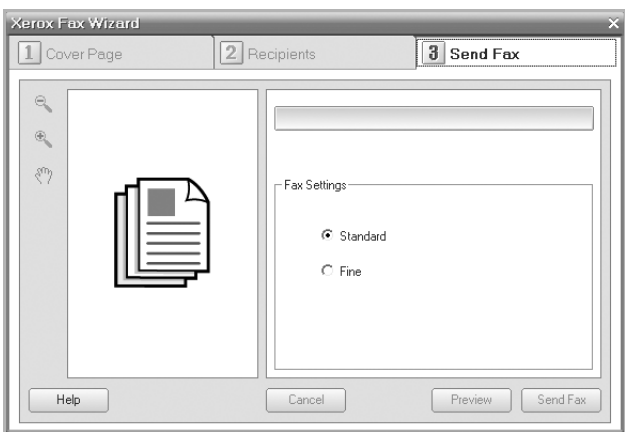
FAX SETUP

Changing the fax setup options

Your machine provides you with various user-selectable options for setting up the fax system. You can change the default settings for your preferences and needs.

To change the fax setup options:

1. Press **Fax** ✎.
2. Press **Menu** 🔲 until **Fax Setup** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow to select **Sending** or **Receiving** and press **OK**.
4. Press the left/right arrow until the menu item you want appears and press **OK**.
5. Press the left/right arrow until the desired status appears or enter the value for the option you have selected, and press **OK**.
6. If necessary, repeat steps 4 through 5.
7. Press **Stop/Clear** ⊘ to return to ready mode.

Sending options

OPTION	DESCRIPTION
Redial Times	You can specify the number of redial attempts. If you enter **0**, the machine will not redial.
Redial Term	Your machine can automatically redial a remote fax machine if it was busy. You can set an interval between attempts.
Prefix Dial	You can set a prefix of up to five digits. This number dials before any automatic dial number is started. It is useful for accessing a PABX exchange.
ECM Mode	This mode helps with poor line quality and makes sure any faxes you send are sent smoothly to any other ECM-equipped fax machine. Sending a fax using ECM may take more time.

OPTION	DESCRIPTION
Send Report	You can set your machine to print a confirmation report showing whether a transmission was successful, how many pages were sent, and more. The available options are **On**, **Off**, and **On-Error**, which prints only when a transmission is not successful.
Image TCR	This function allows users to know what fax messages have been sent by showing sent messages in the transmission report. The first page of the message is turned into an image file than is printed on the transmission report so the users can see what messages have been sent. However, you can not use this function when sending fax without saving the data in the memory.
Dial Mode	This setting may not be available depending on your country. If you cannot reach this option, your machine does not support this feature. You can set the dial mode for your machine to either tone dialling or pulse dialling. If you have a public telephone system or a private branch exchnage(PBX) system, you may need to select **Pulse**. Contact your local telephone company if you are not sure which dial mode to use. If you select **Pulse**, some phone system features might not be available. It can also take longer to dial a fax or phone number.

Receiving options

OPTION	DESCRIPTION
Receive Mode	You can select the default fax receiving mode. For details on receiving faxes in each mode, see page 49.
Ring to Answer	You can specify the number of times the machine rings before answering an incoming call.
Stamp RCV Name	This option allows the machine to automatically print the page number, and the date and time of reception at the bottom of each page of a received fax.
RCV Start Code	This code allows you to initiate fax reception from an extension phone plugged into the **EXT** socket on the back of the machine. If you pick up the extension phone and hear fax tones, enter the code. It is preset to ****9*** at the factory.
Auto Reduction	When receiving a fax containing pages as long as or longer than the paper loaded in the paper tray, the machine can reduce the size of the original to fit the size of the paper loaded in the machine. Turn on this feature if you want to automatically reduce an incoming page. With this feature set to **Off**, the machine cannot reduce the original to fit onto one page. The original will be divided and printed in actual size on two or more pages.

OPTION	DESCRIPTION
Discard Size	When receiving a fax containing pages as long as or longer than the paper in your machine, you can set the machine to discard a specific length from the end of the received fax. The machine will print the received fax on one or more sheets of paper, minus the data that would have been on the specified discard segment. When the received fax contains pages larger than the paper in your machine, and **Auto Reduction** has been turned on, the machine will reduce the fax to fit on the existing paper, and nothing will be discarded.
Junk Fax Setup	This setting may not be available depending on your country. Using this feature, the system will not accept faxes sent from remote stations whose numbers are stored in the memory as junk fax numbers. This feature is useful for blocking any unwanted faxes. When you turn on this feature, you can access the following options to set junk fax numbers. • **Add:** Allows you to set up to 20 fax numbers. • **Delete:** Allows you to delete the desired junk fax number. • **Delete All:** Allows you to delete all junk fax numbers.
DRPD Mode	This mode enables a user to use a single telephone line to answer several different telephone numbers. In this menu, you can set the machine to recognize which ring patterns to answer. For details about this feature, see page 50.
Duplex Print	• **Long Edge:** Prints pages to be read like a book. • **Short Edge:** Prints pages to be read by flipping like a note pad. • **Off:** Prints received fax on one sides of a paper.

Changing the default document settings

The fax options, including resolution and darkness, can be set to the most frequently used modes. When you send a fax, the default settings are used if they are not changed by using the corresponding button and menu.

1. Press **Fax** .
2. Press **Menu** until **Fax Setup** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until **Change Default** appears and press **OK**.
4. Press **OK** when **Resolution** appears.
5. Press the left/right arrow until the resolution you want appears and press **OK**.
6. Press the left/right arrow until **Darkness** appears and press **OK**.
7. Press the left/right arrow until the darkness you want appears and press **OK**.
8. Press **Stop/Clear** to return to ready mode.

Printing sent fax report automatically

You can set the machine to print a report with detailed information about the previous 50 communication operations, including time and dates.

1. Press **Fax** ⬅.
2. Press **Menu** 🗐 until **Fax Setup** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until **Auto Report** appears and press **OK**.
4. Press the left/right arrow until **On** appears and press **OK**.
5. Press **Stop/Clear** ⬡ to return to ready mode.

Setting up Address Book

You can set up **Address Book** with the fax numbers you use most frequently. Your machine provides you with the following features for setting up **Address Book**:

- Speed/Group dial numbers

📖 Before beginning to store fax numbers, make sure that your machine is in Fax mode.

Speed dial numbers

You can store up to 200 frequently-used fax numbers in speed dial numbers.

Registering a speed dial number

1. Press **Fax** ⬅.
2. Press **Address Book** 🗐 until **New & Edit** appears on the bottom line of the display and press **OK**.
3. Press **OK** when **Speed Dial** appears.
4. Enter a speed dial number between 0 and 199 and press **OK**. If an entry is already stored in the number you choose, the display shows the name to allow you to change it. To start over with another speed dial number, press **Back** ⤺.
5. Enter the name you want and press **OK**. For details on how to enter alphanumeric characters, see page 30.
6. Enter the fax number you want and press **OK**.
7. Press **Stop/Clear** ⬡ to return to ready mode.

Editing speed dial numbers

1. Press **Address Book** 🗐 until **New & Edit** appears on the bottom line of the display and press **OK**.
2. Press **OK** when **Speed Dial** appears.
3. Enter the speed dial number you want to edit and press **OK**.
4. Change the name and press **OK**.
5. Change the fax number and press **OK**.
6. Press **Stop/Clear** ⬡ to return to ready mode.

Using speed dial numbers

When you are prompted to enter a destination number while sending a fax, enter the speed dial number at which you stored the number you want.

- For a one-digit (0-9) speed dial number, press and hold the corresponding digit button on the number keypad.
- For a two- or three-digit speed dial number, press the first digit button(s) and then hold down the last digit button.

You can also search through memory for an entry by pressing **Address Book** 🗐. See page 57.

Group dial numbers

If you frequently send the same document to several destinations, you can group these destinations and set them under a group dial number. You can then use a group dial number to send a document to all of the destinations within the group. You can set up to 100 group dial numbers using the destination's existing speed dial numbers.

Registering a group dial number

1. Press **Fax** ⬅.
2. Press **Address Book** 🗐 until **New & Edit** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until **Group Dial** appears and press **OK**.
4. Enter a group dial number between 0 and 99 and press **OK**.
5. Enter a speed dial number and press **OK**.
6. Press **OK** when speed dial information appears correctly.
7. Press **OK** when **Yes** appears.
8. Repeat steps 5 and 6 to include other speed dial numbers into the group.
9. When you have finished, press the left/right arrow to select **No** at the **Another No.?** prompt and press **OK**.
10. Press **Stop/Clear** ⬡ to return to ready mode.

Editing a group dial number

You can delete a specific entry from a group or add a new number to the selected group.

1. Press **Address Book** 🗐 until **New & Edit** appears on the bottom line of the display and press **OK**.
2. Press the left/right arrow until **Group Dial** appears and press **OK**.
3. Enter the group dial number you want to edit and press **OK**.
4. Enter the speed dial number you want to add or delete and press **OK**. If you entered a new speed dial number, **Add?** appears. If you enter a speed dial number stored in the group, **Delete?** appears.
5. Press **OK** to add or delete the number.
6. Press **OK** when **Yes** appears to add or delete more numbers and repeat steps 4 and 5.
7. When you have finished, press the left/right arrow to select **No** at the **Another No.?** prompt and press **OK**.
8. Press **Stop/Clear** ⬡ to return to ready mode.

Using group dial numbers

To use a group dial entry, you need to search for and select it from memory.

When you are prompted to enter a fax number while sending a fax, press **Address Book** 🗐. See below.

Searching Address Book for an entry

There are two ways to search for a number in memory. You can either scan from A to Z sequentially, or you can search by entering the first letters of the name associated with the number.

Searching sequentially through the memory

1. If necessary, press **Fax** .
2. Press **Address Book** until **Search & Dial** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until the number category you want appears and press **OK**.
4. Press **OK** when **All** appears.
5. Press the left/right arrow until the name and number you want appears. You can search upwards or downwards through the entire memory in alphabetical order.

Searching with a particular first letter

1. If necessary, press **Fax** .
2. Press **Address Book** until **Search & Dial** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until the number category you want appears and press **OK**.
4. Press the left/right arrow until **ID** appears and press **OK**.
5. Enter the first few letters of the name you want and press **OK**.
6. Press the left/right arrow until the name you want appears and press **OK**.

Deleting a Address Book entry

You can delete entries in **Address Book** one by one.

1. Press **Address Book** until **Delete** appears on the bottom line of the display and press **OK**.
2. Press the left/right arrow until the number category you want appears and press **OK**.
3. Press the left/right arrow until the searching method you want appears and press **OK**.
   Select **Search All** to search for an entry by scanning through all entries in **Address Book**.
   Select **Search ID** to search for an entry by the first few letters of the name.
4. Press the left/right arrow until the name you want appears and press **OK**.
   Or, enter the first letters and press **OK**. Press the left/right arrow until the name you want appears and press **OK**.
5. Press **OK**.
6. Press **OK** when **Yes** appears to confirm the deletion.
7. Press **Stop/Clear** to return to ready mode.

Printing Address Book

You can check your **Address Book** settings by printing a list.

1. Press **Address Book** until **Print** appears on the bottom line of the display.
2. Press **OK**. A list showing your speed dial and group dial entries prints out.

using USB flash memory

This chapter explains how to use a USB memory device with your machine.

This chapter includes:

- About USB memory
- Plugging in a USB memory device
- Scanning to a USB memory device

- Printing from a USB memory device
- Backing up data
- Managing USB memory

ABOUT USB MEMORY

USB memory devices are available with a variety of memory capacities to give you more room for storing documents, presentations, downloaded music and videos, high resolution photographs, or whatever other files you want to store or move.
You can do the following on your machine using a USB memory device:
- Scan documents and save them on a USB memory device.
- Print data stored on a USB memory device.
- Back up **Address Book**/ **Phone Book** entries and the system settings of your machine.
- Restore backup files to the machine's memory.
- Format the USB memory device.
- Check the available memory space.

PLUGGING IN A USB MEMORY DEVICE

The USB memory port on the front of your machine is designed for USB V1.1 and USB V2.0 memory devices. Your machine supports USB memory devices with FAT16/FAT32 and sector size of 512 bytes.
Check your USB memory device's file system from your dealer.
You must use only an authorized USB memory device with an A plug type connector.
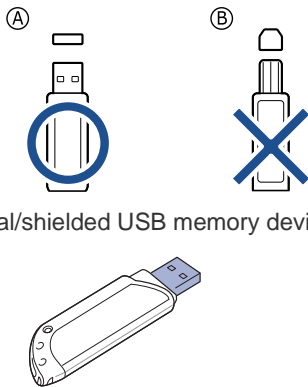
Use only a metal/shielded USB memory device.

Insert a USB memory device into the USB memory port on the front of your machine.

> ⚠ • Do not remove the USB memory device while the machine is in operation, or writing to or reading from USB memory. The machine warranty does not cover damage caused by use's misuse.
> • If your USB memory device has certain features, such as security settings and password settings, your machine may not automatically detect it. For details about these features, see the device's User's Guide.

SCANNING TO A USB MEMORY DEVICE

You can scan a document and save the scanned image onto a USB memory device. There are two ways of doing this: you can scan to the device using the default settings, or you can customize your own scan settings.

Scanning

1. Insert a USB memory device into the USB memory port on your machine.
2. Load originals face up into the ADF, or place a single original face down on the scanner glass.
   For details about loading an original, see page 32.
3. Press ⊿ **Scan/Email**.
4. Press **OK** when **Scan to USB** appears on the bottom line of the display.
5. Press **Start** ◇ .
   Regardless of the button you press, the color mode is decided as customized. See "Customizing Scan to USB" on page 59.
   Your machine begins scanning the original, and then asks if you want to scan another page.

6. Press **OK** when **Yes** appears to scan more pages. Load an original and press **Start** ◇ .
Regardless of the button you press, the color mode is decided as customized. See "Customizing Scan to USB" on page 59.
Otherwise, press the left/right arrow to select **No** and press **OK**.

After scanning is complete, you can remove the USB memory device from the machine.

Customizing Scan to USB

You can specify image size, file format, or color mode for each scanning to USB job.

1. Press ⬟ **Scan/Email**.

2. Press **Menu** 囲 until **Scan Feature** appears on the bottom line of the display and press **OK**.

3. Press **OK** when **USB Memory** appears.

4. Press the left/right arrow until the setting option you want appears and press **OK**.
You can set the following options:
- **Scan Size:** Sets the image size.
- **Original Type:** Sets the original document's type.
- **Resolution:** Sets the image resolution.
- **Scan Color:** Sets the color mode. If you select Mono in this option, you cannot select JPEG in **Scan Format**.
- **Scan Format:** Sets the file format in which the image is to be saved. When you select TIFF or PDF, you can select to scan multiple pages. If you select JPEG in this option, you cannot select Mono in **Scan Color**.

5. Press the left/right arrow until the desired status appears and press **OK**.

6. Repeat steps 4 and 5 to set other setting options.

7. When you have finished, press **Stop/Clear** ⊘ to return to ready mode.

You can change the default scan settings. For details, see page 45.

PRINTING FROM A USB MEMORY DEVICE

You can directly print files stored on a USB memory device. You can print TIFF, BMP, JPEG, PDF, and PRN files.
Direct Print option supported file types:
- PRN: Xerox PCL 6 compatible.
- PRN files can be created by selecting the Print to file check box when you print a document. The document will be saved as a PRN file, rather than printed on paper. Only PRN files created in this fashion can be printed directly from USB memory. See the *Software section* to learn how to create a PRN file.
- BMP: BMP Uncompressed
- TIFF: TIFF 6.0 Baseline
- JPEG: JPEG Baseline
- PDF: PDF 1.4 and below (WorkCentre 3220 only)

To print a document from a USB memory device:

1. Insert a USB memory device into the USB memory port on your machine.

2. Press **Direct USB** ⊷.
Your machine automatically detects the device and reads data stored on it.

3. Press the left/right arrow until **USB Print** appears and press **OK**.

4. Press the left/right arrow until the folder or file you want appears and press **OK**.
If you see **D** in the front of a folder name, there are one or more files or folders in the selected folder.

5. If you selected a file, skip to the next step.
If you selected a folder, press the left/right arrow until the file you want appears.

6. Press the left/right arrow to select the number of copies to be printed or enter the number.

7. Press **Start** ◇ to start printing the selected file.
After printing the file, the display asks if you want to print another job.

8. Press **OK** when **Yes** appears to print another job, and repeat from step 2.
Otherwise, press the left/right arrow to select **No** and press **OK**.

9. Press **Stop/Clear** ⊘ to return to ready mode.

📝 Can choose paper size and tray when printing. See "Setting the paper size and type" on page 38.

BACKING UP DATA

Data in the machine's memory can be accidentally erased due to power failure or storage failure. Backup helps you protect your **Address Book** entries and the system settings by storing them as backup files on a USB memory device.

Backing up data

1. Insert the USB memory device into the USB memory port on your machine.

2. Press **Menu** 囲 until **System Setup** appears on the bottom line of the display and press **OK**.

3. Press **OK** when **Machine Setup** appears.

4. Press the left/right arrow until **Export Setting** appears and press **OK**.

5. Press the left/right arrow until the option you want appears.
- **Address Book:** Backs up all **Address Book** entries.
- **Setup Data:** Backs up all system settings.

6. Press **OK** to begin backing up the data.
The data is backed up to the USB memory.

7. Press **Stop/Clear** ⊘ to return to ready mode.

Restoring data

1. Insert the USB memory device on which the backup data is stored in to the USB memory port.

2. Press **Menu** 囲 until **System Setup** appears on the bottom line of the display and press **OK**.

3. Press **OK** when **Machine Setup** appears.

4. Press the left/right arrow until **Import Setting** appears and press **OK**.

5. Press the left/right arrow until the data type you want appears and press **OK**.

6. Press the left/right arrow until the file containing the data you want to restore appears and press **OK**.

7. Press **OK** when **Yes** appears to restore the backup file to the machine.

8. Press **Stop/Clear** ⊘ to return to ready mode.

MANAGING USB MEMORY

You can delete image files stored on a USB memory device one by one or all at once by reformatting the device.

⚠ After deleting files or reformatting a USB memory device, files cannot be restored. Therefore, confirm that you no longer need the data before deleting it.

Deleting an image file

1. Insert the USB memory device into the USB memory port on your machine.
2. Press **Direct USB** ⟷.
3. Press the left/right arrow until **File Manage** appears and press **OK**.
4. Press **OK** when **Delete** appears.
5. Press the left/right arrow until the folder or file you want appears and press **OK**.

   📝 If you see **D** in the front of a folder name, there are one or more files or folders in the selected folder.

   If you selected a file, the display shows the size of the file for about 2 seconds. Go to the next step.
   If you selected a folder, press the left/right arrow until the file you want to delete appears and press **OK**.
6. Press **OK** when **Yes** appears to confirm your selection.
7. Press **Stop/Clear** ⊘ to return to ready mode.

Formatting a USB memory device

1. Insert the USB memory device into the USB memory port on your machine.
2. Press **Direct USB** ⟷.
3. Press the left/right arrow until **File Manage** appears and press **OK**.
4. Press the left/right arrow until **Format** appears and press **OK**.
5. Press **OK** when **Yes** appears to confirm your selection.
6. Press **Stop/Clear** ⊘ to return to ready mode.

Viewing the USB memory status

You can check the amount of memory space available for scanning and saving documents.

1. Insert the USB memory device into the USB memory port on your machine.
2. Press **Direct USB** ⟷.
3. Press the left/right arrow until **Check Space** appears and press **OK**. The available memory space appears on the display.
4. Press **Stop/Clear** ⊘ to return to the ready mode.

maintenance

This chapter provides information for maintaining your machine and the print cartridge.

This chapter includes:

- Printing reports
- Clearing memory
- Cleaning your machine
- Maintaining the cartridge

- Replacing the print cartridge
- Maintenance parts
- Managing your machine from the website
- Checking the machine's serial number

PRINTING REPORTS

Your machine can provide various reports with useful information you will need. The following reports are available:

> Some reports may not appear in the display depending on options or models. If so, it is not applicable to your machine.

REPORT/LIST	DESCRIPTION
Configuration	This list shows the status of the user-selectable options. You may print this list to confirm your changes after changing settings.
Address Book	This list shows all of the fax numbers and email addresses currently stored in the machine's memory.
Send Report	This report shows the fax number, the number of pages, the elapsed time of the job, the communication mode, and the communication results for a particular fax job. You can set up your machine to automatically print a transmission confirmation report after each fax job. See page 54.
Sent Report	This report shows information on the faxes and emails you have recently sent. You can set the machine to automatically print this report every 50 communications. See page 54.
Fax RCV Report	This report shows information on the faxes you have recently received.
Schedule Jobs	This list shows the documents currently stored for delayed faxes along with the starting time and type of each operation.
Junk Fax Report	This list shows the fax numbers specified as junk fax numbers. To add or delete numbers to or from this list, access the **Junk Fax Setup** menu. See page 55.
Network Info.	This list shows information on your machine's network connection and configuration.
User Auth List	This list shows authorized users who are allowed to use the email function.

Printing a report

1. Press **Menu** 🗐 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press the left/right arrow until **Report** appears and press **OK**.
3. Press the left/right arrow until the report or list you want to print appears and press **OK**.
   To print all reports and lists, select **All Report**.
4. Press **OK** when **Yes** appears to confirm printing.
   The selected information prints out.

CLEARING MEMORY

You can selectively clear information stored in your machine's memory.

⚠️ Before clearing the memory, make sure that all fax jobs have been completed, or you will lose those jobs.

1. Press **Menu** 🗐 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press the left/right arrow until **Clear Setting** appears and press **OK**.
3. Press the left/right arrow until the item you want to clear appears.

📝 Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine.

OPTIONS	DESCRIPTION
All Settings	Clears all of the data stored in memory and resets all of your settings to the factory default.
Fax Setup	Restores all of the fax options to the factory default.
Copy Setup	Restores all of the copy options to the factory default.
Scan Setup	Restores all of the scan options to the factory default.
System Setup	Restores all of the system options to the factory default.
Network Setup	Restores all of the network options to the factory default.
Address Book	Clears all of the fax number and email address entries stored in memory.
Sent Report	Clears all records of sent faxes and emails.
Fax RCV Report	Clears all records of received faxes.

4. Press **OK** when **Yes** appears.
5. Press **OK** again to confirm clearing.
6. Repeat steps 3 through 5 to clear another item.
7. Press **Stop/Clear** 🛇 to return to ready mode.

FIRMWARE UPDATE

You can update machine firmware using **CentreWare IS**.
1. Download the lastest firmware in Xerox website, www.xerox.com.
2. On your PC open a web browser such as Internet Explorer.
3. In the URL or Address field enter http;//xxx.xxx.xxx.xxx where x is your IP address and click **Go** to access the web site of your machine.
4. Click **Print** > **File Download**.
5. Click **Browse** and select downloaded firmware file.
6. Click the blue button to send the upgrade file.

CLEANING YOUR MACHINE

To maintain print and scan quality, follow the cleaning procedures below each time the print cartridge is replaced or if print and scan quality problems occur.

⚠️ • Cleaning the cabinet of the machine with cleaning materials containing large amounts of alcohol, solvent, or other strong substances can discolor or distort the cabinet.
• If your machine or its surrounding is contaminated with toner, we recommend you to use cloth or tissue dampened with water to clean it. If you use a vacuum cleaner, toner blown into the air may be harmful.

Cleaning the outside
Clean the cabinet of the machine with a soft lint-free cloth. You can dampen the cloth slightly with water, but be careful not to let any water drip onto or into the machine.

Cleaning the inside
During the printing process, paper, toner, and dust particles can accumulate inside the machine. This buildup can cause print quality problems, such as toner specks or smearing. Cleaning the inside of the machine clears or reduces these problems.

1. Turn the machine off and unplug the power cord. Wait for the machine to cool down.
2. Completely open the front cover.
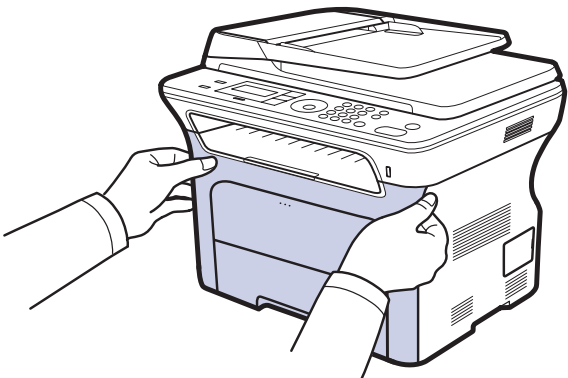
⚠️ • Do not touch the green surface, the OPC drum or the front of the print cartridge, with your hands or any other material. Use the handle on each cartridge in order to avoid touching this area.
• Be careful not to scratch the surface of the paper transfer belt.
• If you leave the front cover open for more than a few minutes, the OPC drum can be exposed to light. This will cause damage to the OPC drum. Close the front cover should the installation need to be halted for any reason.

3. Grasp the handles on the print cartridge and pull to remove the cartridge from the machine.
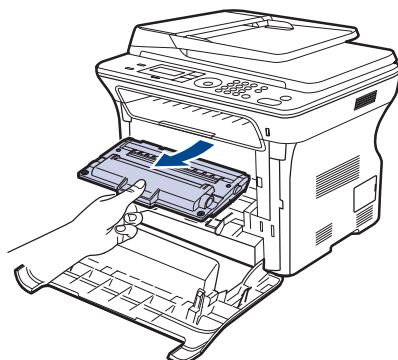
4. With a dry lint-free cloth, wipe away any dust and spilled toner from the print cartridges area and their cavities.
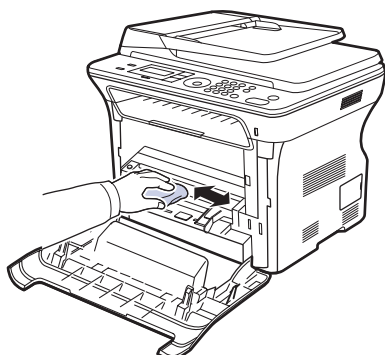
⚠ If toner gets on your clothing, wipe it off with a dry cloth and wash it in cold water. Hot water sets toner into fabric.

5. Locate the long strip of glass (LSU) inside the cartridge compartment, and gently swab the glass to see if dirt turns the white cotten black.
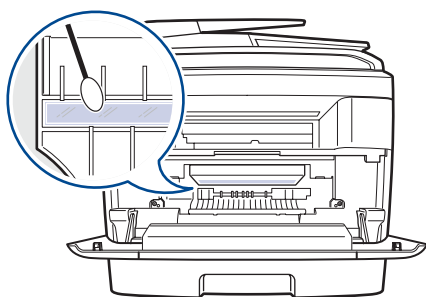
6. Reinstall all the compartments into the machine, and close the front cover.

⚠ If the front cover is not completely closed, the machine will not operate.

7. Plug in the power cord and turn the machine on.

Cleaning the scan unit

Keeping the scan unit clean helps ensure the best possible copies. We suggest that you clean the scan unit at the start of each day and during the day, as needed.

1. Slightly dampen a soft lint-free cloth or paper towel with water.
2. Open the scanner lid.
3. Wipe the surface of the scanner glass and ADF glass until it is clean and dry.
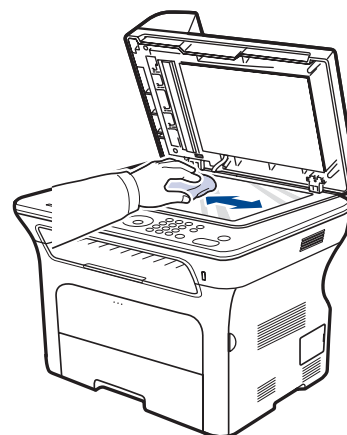
4. Wipe the underside of the scanner lid and white sheet until it is clean and dry.
5. Close the scanner lid.

MAINTAINING THE CARTRIDGE

Print cartridge storage

To get the most from the print cartridge, keep the following guidelines in mind:

- Do not remove the print cartridge from its package until ready for use.
- Do not refill the print cartridge. The machine warranty does not cover damage caused by using a refilled cartridge.
- Store print cartridges in the same environment as your machine.
- To prevent damage to the print cartridge, do not expose it to light for more than a few minutes.

Expected cartridge life

The life of the print cartridge yield depends on the amount of toner that print jobs require. When printing text at ISO 19752 5% coverage, a new print cartridge lasts an average of 2,000 or 4,000 pages. The actual number may also be different depending on the print density of the pages you print on, and the number of pages may be affected by operating environment, printing interval, media type, and media size. If you print a lot of graphics, you may need to change the cartridge more often.

Redistributing toner

When a toner is low, faded or light areas may appear. You can temporarily improve print quality by redistributing the toner.

- The toner-related message saying that the toner is low may appear on the display.
- The SmartPanel program window appears on the computer telling you which cartridge is low on toner.

1. Completely open the front cover.
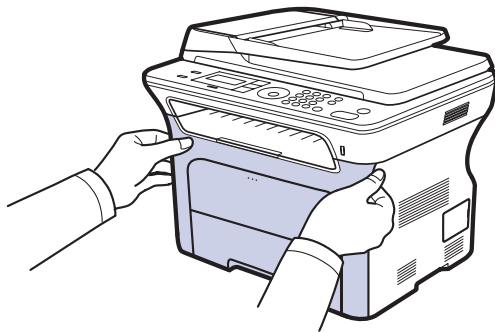
⚠
- Do not touch the green surface, the OPC drum or the front of the print cartridge, with your hands or any other material. Use the handle on each cartridge in order to avoid touching this area.
- Be careful not to scratch the surface of the paper transfer belt.
- If you leave the front cover open for more than a few minutes, the OPC drum can be exposed to light. This will cause damage to the OPC drum. Close the front cover should the installation need to be halted for any reason.

2. Grasp the handles on the print cartridge and pull to remove the cartridge from the machine.
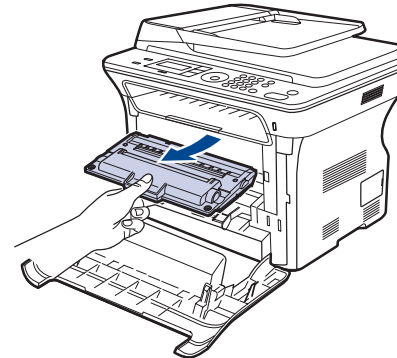
3. Holding both handles on the print cartridge, thoroughly rock it from side to side to evenly distribute the toner.
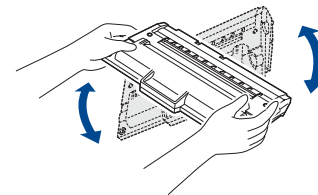
📝 If toner gets on your clothing, wipe it off with a dry cloth and wash it in cold water. Hot water sets toner into fabric.

4. Slide the print cartridge back into the machine.

5. Close the front cover. Make sure the cover is securely latched.

⚠ If the front cover is not completely closed, the machine will not operate.

REPLACING THE PRINT CARTRIDGE

When the print cartridge is completely empty, you must replace the print cartridge.
- The status LED and the toner-related message on the display indicates that the print cartridge should be replaced.
- Incoming faxes are saved in memory.

At this stage, the print cartridge needs to be replaced. Check the type of print cartridge for your machine. (See "Ordering supplies and accessories" on page 83.)

1. Turn the machine off, then wait a few minutes for the machine to cool.
2. Completely open the front cover.
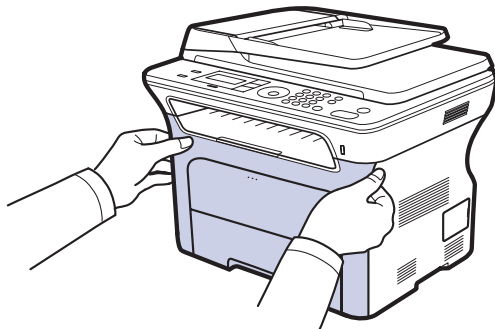
⚠ • Do not touch the green surface, the OPC drum or the front of each print cartridge, with your hands or any other material. Use the handle on each cartridge in order to avoid touching this area.
- Be careful not to scratch the surface of the paper transfer belt.
- If you leave the front cover open for more than a few minutes, the OPC drum can be exposed to light. This will cause damage to the OPC drum. Close the front cover should the installation need to be halted for any reason.

3. Grasp the handles on the print cartridge and pull to remove the cartridge from the machine.
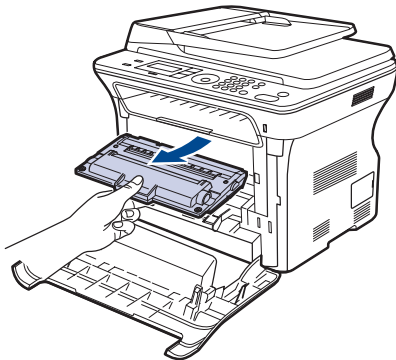
4. Take a new print cartridge out of its package.
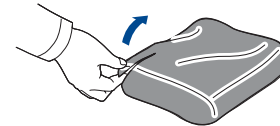
⚠ • Don't use sharp objects, such as a knife or scissors, to open the print cartridge package. You could damage the surface of the print cartridge.
- To prevent damage, do not expose the print cartridge to light for more than a few minutes. Cover it with a piece of paper to protect it if necessary.

5. Holding both handles on the print cartridge, thoroughly rock it from side to side to evenly distribute the toner.
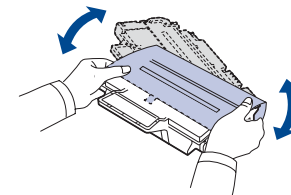
6. Place the print cartridge on a flat surface, as shown, and remove the paper covering the print cartridge by removing the tape.
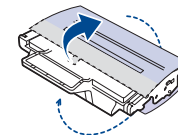
📝 If toner gets on your clothing, wipe it off with a dry cloth and wash it in cold water. Hot water sets toner into fabric.

7. Grasp the handles on the print cartridge. Insert the cartridge until it clicks into place.
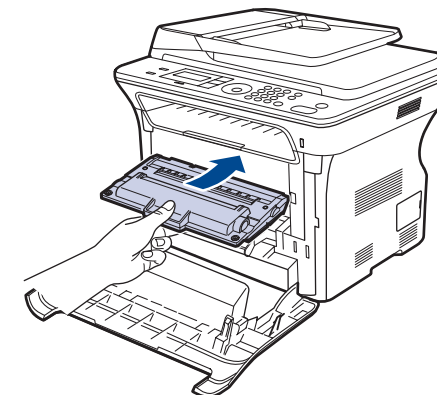
8. Close the front cover. Make sure the cover is securely latched, and then turn the machine on.

⚠ If the front cover is not completely closed, the machine will not operate.

Cleaning the drum

If there are streaks or spots on your print, the OPC drum of the print cartridge may require cleaning.

1. Before starting the cleaning procedure, make sure that paper is loaded in the machine.
2. Press **Menu** 🔳 until **System Setup** appears on the bottom line of the display and press **OK**.
3. Press the left/right arrow until **Maintenance** appears and press **OK**.
4. Press **OK** when **Clean Drum** appears.
   The machine prints out a cleaning page. Toner particles on the drum surface are affixed to the paper.
   If the problem remains, repeat steps 1 through 4.

Clearing the Toner Empty message

When the **Toner Empty** message appears you can configure not to see this message again not to disturb you.

1. Press **Menu** 🔳 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press the left/right arrow until **Maintenance** appears and press **OK**.
3. Press the left/right arrow until **CLR Empty Msg.** appears and press **OK**.
4. Select **On** and press **OK**.
5. Now the **Toner Empty** message does not appear but the **Replace Toner** message will remain for reminding you that the new cartridge needs to be installed for quality.

⚠️
   • Once you have selected **On**, this setting will be permanently written to the memory of the print cartridge, and this menu will be disappeared from the **Maintenance** menu.
   • You can keep printing but the quality cannot be guaranteed, and the product support is no longer provided.

MAINTENANCE PARTS

To avoid print quality and paper feed problems resulting from worn parts, and to maintain your machine in top working condition the following condition, the following items will need to be replaced after the specified number of pages, or when the life span of each item has expired.

ITEMS	YIELD (AVERAGE)
ADF rubber pad	Approx. 20,000 pages
ADF feed roller	Approx. 20,000 pages
Pick-up roller	Approx. 50,000 pages
Transfer roller	Approx. 50,000 pages

We highly recommend that this maintenance be performed by an authorized service provider, dealer or the retailer where you bought the machine. The warranty does not cover the replacement of the maintenance parts after their lifespan.

Checking replaceables

If you experience frequent paper jams or printing problems, check the number of pages the machine has printed or scanned. Replace the corresponding parts, if necessary.

1. Press **Menu** 🔳 until **System Setup** appears on the bottom line of the display and press **OK**.
2. Press the left/right arrow until **Maintenance** appears and press **OK**.
3. Press the left/right arrow until **Supplies Life** appears and press **OK**.
4. Press the left/right arrow until the item you want appears and press **OK**.
   • **Supplies Info:** Prints the supply information page.
   • **Total:** Displays the total number of pages printed.
   • **ADF Scan:** Displays the number of pages scanned using the ADF.
   • **Platen Scan:** Displays the number of pages scanned using the scanner glass.
   • **Transfer Belt:** Displays the number of pages printed each item.
5. If you selected to print a supply information page, press **OK** to confirm.
6. Press **Stop/Clear** 🚫 to return to ready mode.

Replacing the ADF rubber pad

You will need to replace the ADF rubber pad when there seems to be a consistent problem with paper pickup or when its specified yield is reached.

1. Open the ADF cover.
2. Rotate the bushing on the right end of the ADF roller toward the ADF and remove the roller from the slot.
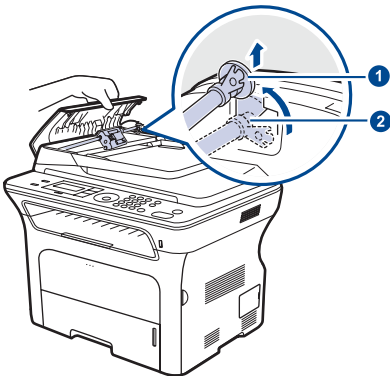
1	Bushing
2	ADF roller

3. Remove the ADF rubber pad from the ADF, as shown.
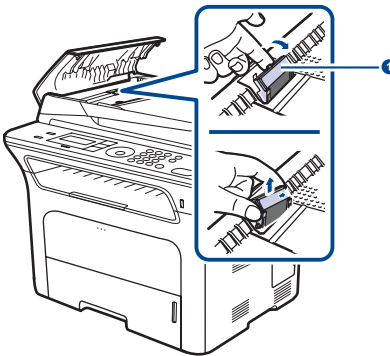
1	ADF rubber pad

4. Insert a new ADF rubber pad into place.

5. Align the left end of the ADF roller with the slot and push the right end of the roller into the right slot. Rotate the bushing on the right end of the roller toward the document input tray.
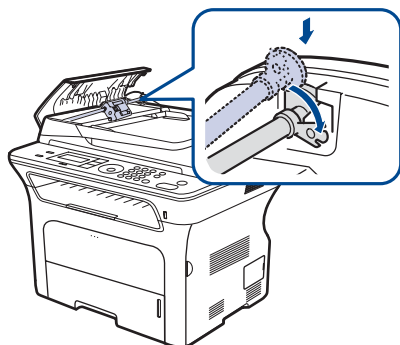
6. Close the ADF cover.

Replacing the ADF feed roller

1. Open the ADF cover.
2. Rotate the bushing on the right end of the ADF feed roller toward the ADF and remove the ADF feed roller from the slot.
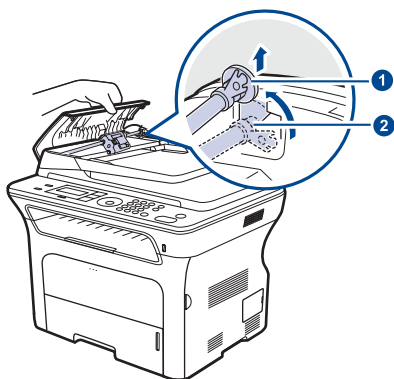
1	Bushing
2	ADF roller

3. Insert a new ADF feed roller into place.
4. Align the left end of the ADF feed roller with the slot and push the right end of the roller into the right slot. Rotate the bushing on the right end of the roller toward the document input tray.
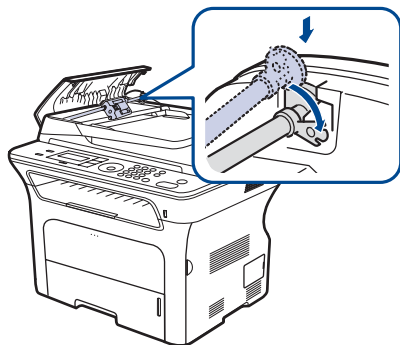
5. Close the ADF cover.

Replacing the transfer roller

1. Turn the machine off, then wait a few minutes for the machine to cool down.
2. Completely open the front cover.

⚠ • Do not touch the green surface, the OPC drum or the front of each print cartridge, with your hands or any other material. Use the handle on each cartridge in order to avoid touching this area.
   • Be careful not to scratch the surface of the paper transfer belt.
   • If you leave the front cover open for more than a few minutes, the OPC drum can be exposed to light. This will cause damage to the OPC drum. Close the front cover should the installation need to be halted for any reason.

3. Grasp the handles on the print cartridge and pull to remove the cartridge from the machine.

4. Push the transfer roller lever forward to release the transfer roller. Remove the transfer roller from the machine.
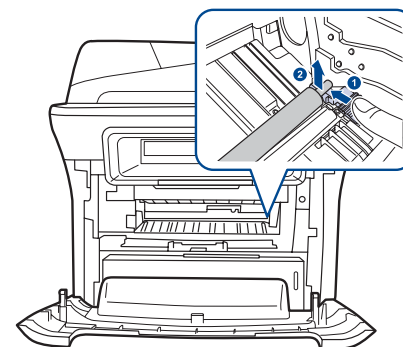
☑ Do not touch the sponge on the transfer roller area.

5. Insert a new transfer roller into place.

6. Grasp the handles on the print cartridge. Insert the cartridge until it clicks into place.

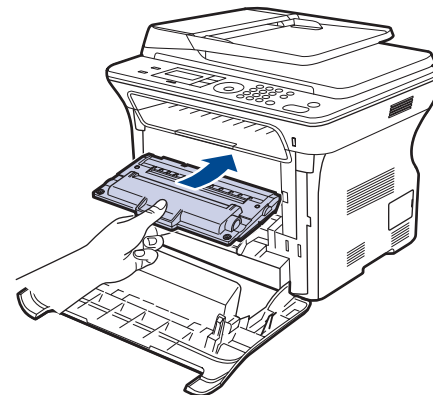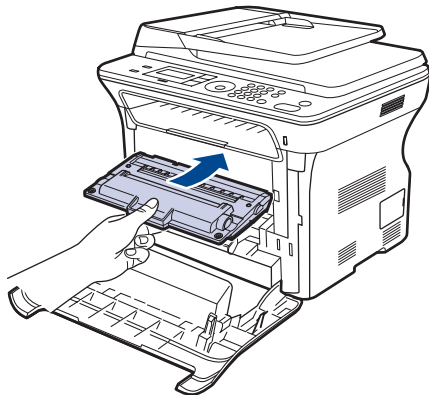**7.** Close the front cover. Make sure the cover is securely latched, and then turn the machine on.

> ⚠ If the front cover is not completely closed, the machine will not operate.

Replacing the pick up roller

1. Pull the tray open.
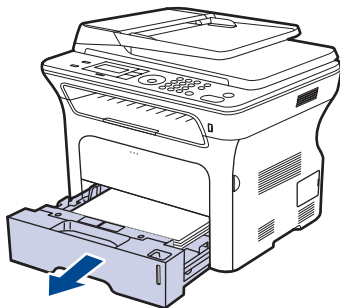
2. Release the latch of pick up roller unit with your finger and hold it slide the pick up roller unit to the left.
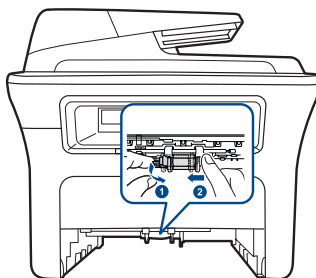
3. Slide the right guide of the pick up roller unit to the right.
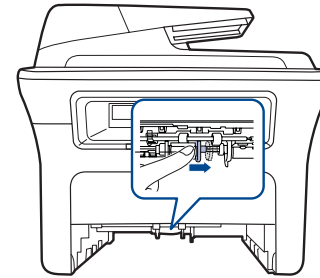
4. Position the pick up roller in the middle and pull it down to release.
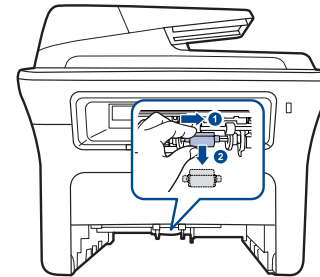
5. Replace the new pick up roller and fasten it by doing steps reverse.

6. Insert the tray back into the machine.

MANAGING YOUR MACHINE FROM THE WEBSITE

If you have connected your machine to a network and set up TCP/IP network parameters correctly, you can manage the machine via Xerox's **CentreWare IS**, an embedded web server. Use **CentreWare IS** to:

• View the machine's device information and check its current status.
• Change TCP/IP parameters and set up other network parameters.
• Change the printer properties.
• Set the machine to send email notifications to let you know the machine's status.
• Get support for using the machine.

To access **CentreWare IS**:

1. Start a web browser, such as Internet Explorer, from Windows.

2. Enter the machine IP address (http://xxx.xxx.xxx.xxx) in the address field and press the **Enter** key or click **Go**.

Your machine's embedded website opens.

CHECKING THE MACHINE'S SERIAL NUMBER

When you call for service or register as a user on the Xerox website, the machine's serial number may be required.

You can check the serial number by taking the following steps:

1. Press **Menu** 🔲 until **System Setup** appears on the bottom line of the display and press **OK**.

2. Press the left/right arrow until **Maintenance** appears and press **OK**.

3. Press the left/right arrow until **Serial Number** appears and press **OK**.

4. Check your machine's serial number.

5. Press **Stop/Clear** ⬇ to return to ready mode.

troubleshooting

This chapter gives helpful information for what to do if you encounter an error.

This chapter includes:

- Tips for avoiding paper jams
- Clearing document jams
- Clearing paper jams

- Understanding display messages
- Solving other problems

TIPS FOR AVOIDING PAPER JAMS

By selecting the correct media types, most paper jams can be avoided. When a paper jam occurs, follow the steps outlined on page 69.

- Follow the procedures on page 37. Ensure that the adjustable guides are positioned correctly.
- Do not overload the tray. Ensure that the paper level is below the paper capacity mark on the inside of the tray.
- Do not remove paper from the tray while your machine is printing.
- Flex, fan, and straighten paper before loading.
- Do not use creased, damp, or highly curled paper.
- Do not mix paper types in a tray.
- Use only recommended print media. (See "Setting the paper size and type" on page 38.)
- Ensure that the recommended side of the print media is facing down in the tray, or facing up in the manual tray.

CLEARING DOCUMENT JAMS

When an original jams while passing through the ADF, **Document Jam** appears on the display.

Input Misfeed

1. Remove any remaining pages from the ADF.
2. Open the ADF cover.
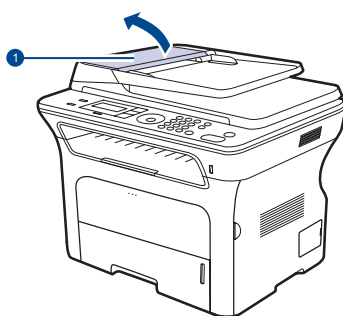
1	ADF cover

3. Rotate the bushing on the right end of the ADF roller toward the ADF (①) and remove the roller from the slot (②). Pull the document gently to the left and out of the ADF.
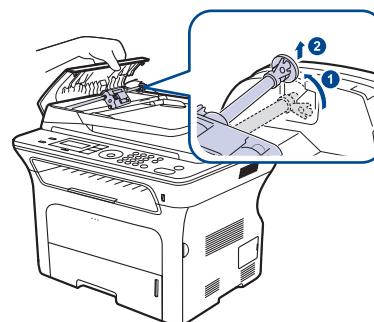
📝 This illustration may differ from your machine depending on its model.

4. Align the left end of the ADF roller with the slot and push the right end of the ADF roller into the right slot (①). Rotate the bushing on the right end of the roller toward the document input tray (②).
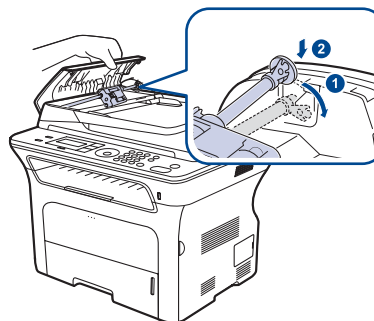
5. Close the ADF cover. Then load the removed page(s), if any, back into the ADF.

📝 To prevent document jams, use the scanner glass for thick, thin, or mixed paper-type originals.

Exit misfeed

1. Remove any remaining pages from the ADF.
2. Seize the misfeed paper, and remove the paper from the document output tray by carefully pulling it to the right using both hands.
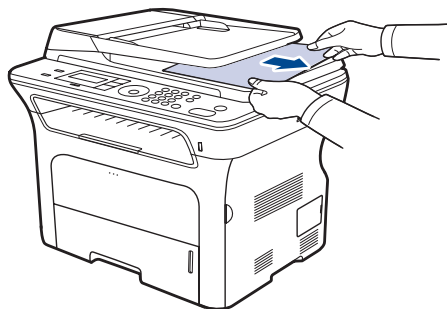
3. Load the removed pages back into the ADF.

Roller misfeed

1. Open the scanner lid.
2. Seize the misfeed paper, and remove the paper from the feed area by carefully pulling it to the right using both hands.
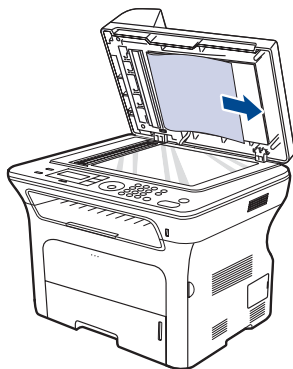
3. Close the scanner lid. Then load the removed pages back into the ADF.

CLEARING PAPER JAMS

When a paper jam occurs, the warning message appears on the display screen. Refer to the table below to locate and clear the paper jam.

MESSAGE	LOCATION OF JAM	GO TO
Paper Jam 0 Open/Close Door	In the paper feed area or inside the machine	Page 70, Page 71
Paper Jam 1 Open/Close Door	Inside the machine	Page 71
Paper Jam 2 Check Inside	Inside the machine or in the fuser area	Page 71
Duplex Jam 0 Check Inside	Inside the machine	Page 71
Duplex Jam 1 Open/Close Door	In the paper feed area or inside the machine	Page 71

Some messages may not appear in the display depending on options or models.

To avoid tearing the paper, pull the jammed paper out gently and slowly. Follow the instructions in the following sections to clear the jam.

In the paper feed area

If paper is jammed in the paper feed area, follow the next steps to release the jammed paper.

1. Pull the tray open.
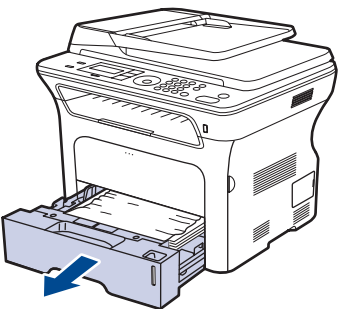
2. Remove the jammed paper by gently pulling it straight out as shown below.
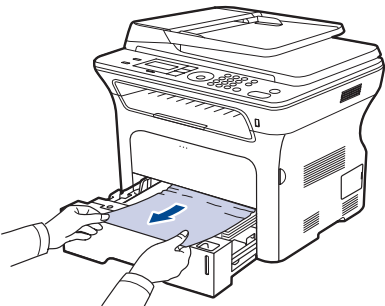
If the paper does not move when you pull, or if you do not see the paper in this area, check In the print cartridge area.

3. Insert the tray back into the machine. Printing automatically resumes.

In the manual tray

When you print using the manual tray and the machine detects that there is either no paper or that the paper has been improperly loaded, follow the next steps to release the jammed paper.

1. Check if the paper is stuck in the feeding area, and if so, pull it out gently and slowly.
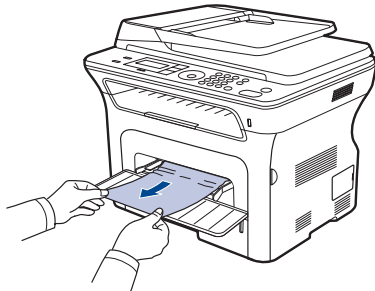
2. Load a paper into the manual tray.
3. Open the front cover and close it. The machine will resume printing.

In the print cartridge area

If paper is jammed in the print cartridge area, follow the next steps to release the jammed paper.

1. Open the front cover and pull the print cartridge out
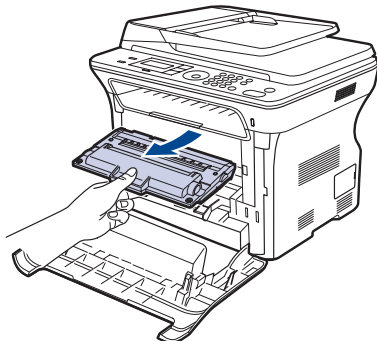
2. Remove the jammed paper by gently pulling it straight out as shown below.
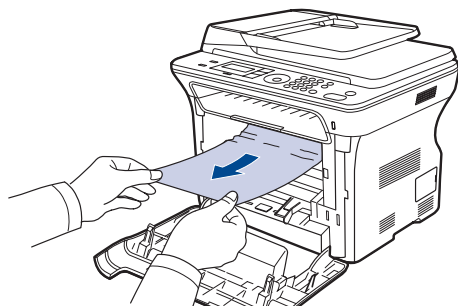
3. Replace the print cartridge and close the front cover. Printing automatically resumes.

> ⚠ If the front cover is not completely closed, the machine will not operate.

In the paper exit area

If paper is jammed in the paper exit area, follow the next steps to release the jammed paper.

1. If a long portion of the paper is visible, pull it straight out. Open and close the front cover firmly. The machine will resume printing.
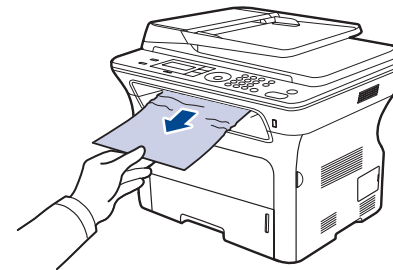
If you cannot find the jammed paper, or if there is any resistance removing the paper, stop pulling and go to step 2.

2. Open the rear cover.
3. Pull the guide rear on each side down and carefully take the jammed paper out of the machine. Return the guide rear to its original position.
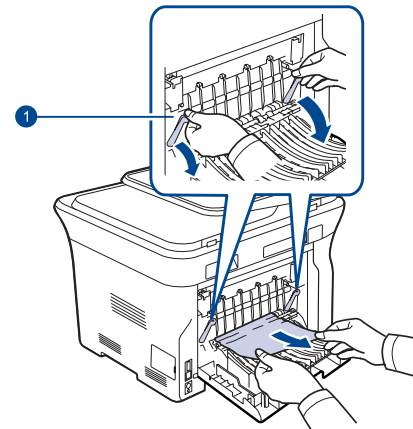
1	**Rear guide**

4. Close the rear cover. Printing automatically resumes.

In the duplex unit area

If the duplex unit is not inserted correctly, paper jam may occur. Make sure that the duplex unit is inserted correctly.

1. Pull the duplex unit out of the machine.
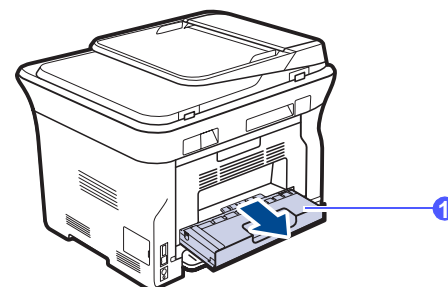
1	**duplex unit**

2. Remove the jammed paper from the duplex unit.
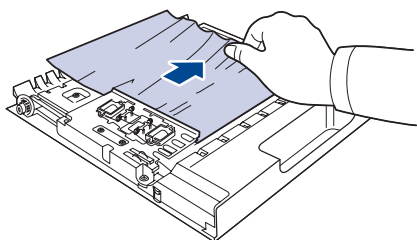
If the paper does not come out with the duplex unit, remove the paper from the bottom of the machine.
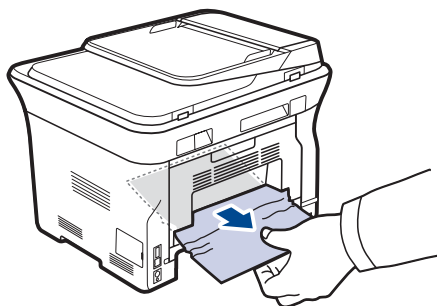
If you cannot find the jammed paper, or if there is any resistance removing the paper, stop pulling and go to step 3.

3. Open the rear cover.
4. Pull the guide rear on each side down and remove the paper. Return the guide rear to its original position.
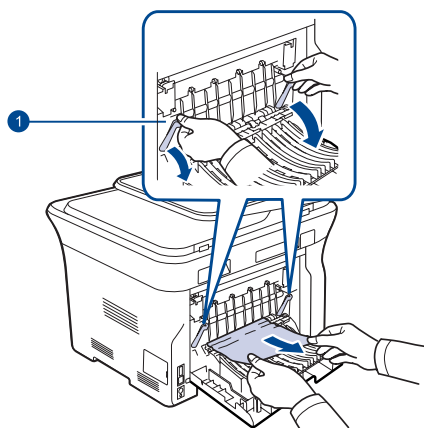
1	Guide rear

5. Close the rear cover. Printing automatically resumes.

In the optional tray

If paper is jammed in the optional Tray, follow the next steps to release the jammed paper.

1. Pull the optional tray open.
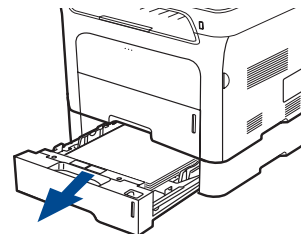
2. If you see the jammed paper, remove the paper from the machine by gently pulling it straight out as shown below.
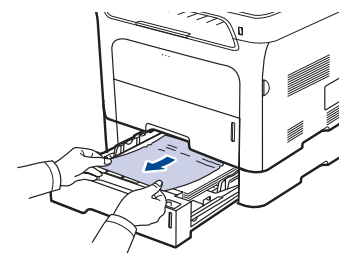
If you cannot find the jammed paper, or if there is any resistance removing the paper, stop pulling and go to step 3.

3. Pull the tray half.
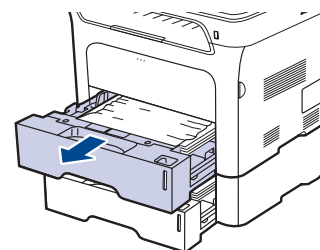
4. Remove the jammed paper by gently pulling the paper straight up and out.
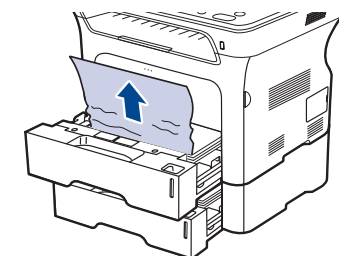
5. Insert the trays back into the machine. Printing automatically resumes.

UNDERSTANDING DISPLAY MESSAGES

Messages appear on the control panel display to indicate the machine's status or errors. Refer to the tables below to understand the messages' meaning and correct the problem if necessary. Messages and their meanings are listed in alphabetical order.

> • If the message is not in the table, cycle the power and try the printing job again. If the problem persists, call for service.
> • Some messages may not appear in the display depending on options or models.

• xxx indicates the media type.
• yyy indicates the tray.

MESSAGE	MEANING	SUGGESTED SOLUTIONS
[COMM. Error]	The machine has a communication problem.	Ask the sender to try again.
[Incompatible]	The machine has received a fax from which is registered as a junk fax.	The received fax data will be deleted. Reconfirm junk fax setup. See page 55
[Line Error]	Your machine cannot connect with the receiving fax machine or has lost contact because of a problem with the phone line.	Try again. If the problem persists, wait an hour or so for the line to clear and try again. Or, turn the ECM mode on. See page 54.
[No Answer]	The receiving fax machine has not answered after several redial attempts.	Try again. Make sure that the receiving machine is operational.
[Stop Pressed]	**Stop/Clear** ⊘ has been pressed during an operation.	Try again.
[yyy] Paper Empty	There is no paper in the tray.	Load paper in the tray.
[yyy] Paper Mismatch	The paper size specified in the printer properties does not match the paper you are loading.	Load the correct paper in the tray.
Cancel? ◄ Yes ►	Your machine's memory has become full while trying to store an original into memory.	To cancel the fax job, press the **OK** button to accept **Yes**. If you want to send those pages that have been successfully stored, press the **OK** button to accept **No**. You should send the remaining pages later, when memory is available.
Connection Error	Connection with the SMTP server failed.	Check the server settings and the network cable.

MESSAGE	MEANING	SUGGESTED SOLUTIONS
Data Read Fail Check USB Mem.	Time expired while reading data.	Try again.
Data Write Fail Check USB Mem.	Storing to the USB memory failed.	Check the available USB memory space.
Document Jam	The loaded original has jammed in the ADF.	Clear the jam. See page 69.
Door Open	The front cover is not securely latched.	Close the cover until it locks into place.
Duplex Jam 0 Check Inside	Paper has jammed during duplex printing. This is applicable only to machines with this feature.	Clear the jam. See page 71.
Duplex Jam 1 Open/Close Door	Paper has jammed during duplex printing. This is applicable only to machines with this feature.	Clear the jam. See page 71.
Enter Again	You entered an unavailable item.	Enter the correct item again.
File Format Not Supported	The selected file format is not supported.	Use the correct file format.
Group Not Available	You have tried to select a group location number where only a single location number can be used, such as when adding locations for a Multiple Send operation.	Use a speed dial number or dial a number manually using the number keypad.
Install Toner ▼	The print cartridge is not installed.	Install the print cartridge.
Invalid Toner ▼	The print cartridge you have installed is not for your machine.	Install the a Xerox-genuine print cartridge designed for your machine.
Line Busy	The receiving fax machine did not answer or the line is already engaged.	Try again after a few minutes.
Mail Exceeds Server Support	The mail size is larger than the supported size by SMTP server.	Divide your mail or reduce the resolution.
Main Motor Locked	There is a problem in the main motor.	Open and then close the front cover.

MESSAGE	MEANING	SUGGESTED SOLUTIONS
Memory Full	The memory is full.	Delete unnecessary fax jobs and retransmit after more memory becomes available. Alternatively, split the transmission into more than one operation.
Not Assigned	The speed button or speed dial number you tried to use has no number assigned to it.	Enter the number manually using the number keypad or store the number or address.
One Page is Too Large	Single page data exceeds the configured mail size.	Reduce the resolution and try again.
Operation Not Assigned	You are in the **Add Page**/**Cancel Job** operation, but there are no jobs stored.	Check the display to see if there are any scheduled jobs.
Out-Bin Full| Open/Close Door	The output tray of the machine is full of paper.	Remove paper. Open the front cover and than close it.
Paper Jam 0 Open/Close Door	Paper has jammed in the feeding area of the tray.	Clear the jam. See page 70.
Paper Jam 1 Open/Close Door	Paper has jammed inside the machine.	Clear the jam. See page 71.
Paper Jam 2 Check Inside	Special print media has jammed in the paper exit area.	Clear the jam. See page 71.
Refilled Toner ▼	The print cartridge you have installed is not genuine or refilled.	The print quality may get poor if the refilled print cartridge is installed, since its characteristics may significantly differ from the genuine. We recommend Xerox-genuine print cartridge.
Replace Toner ▼	This message appears between **Toner Empty** and **Toner Low** status.	Replace the print cartridge with a new one. See page 65.
Replace [xxx] Soon	The life of the part expires soon.	See page 66 and call for service.
Retry Redial?	The machine is waiting for a specified time interval to redial a previously busy station.	You can press **OK** to immediately redial, or **Stop/Clear** ⊘ to cancel the redial operation.
Send Error (AUTH)	There is a problem in SMTP authentication.	Configure the authentication setting.

MESSAGE	MEANING	SUGGESTED SOLUTIONS
Send Error (DNS)	There is a problem in DNS.	Configure the DNS setting.
Send Error (POP3)	There is a problem in POP3.	Configure the POP3 setting.
Send Error (SMTP)	There is a problem in SMTP.	Change to the available server.
Send Error (Wrong Config)	There is a problem on the network interface card.	Configure your network interface card correctly.
Toner Empty ▼	The print cartridge has run out. The machine stops printing. Press **OK** to toggle the message to **Stop** or **Continue**. ◀ **Stop** ▶	You can select the option among **Stop** or **Continue** with the left/right arrow. If you select **Stop** by pressing **OK** on the control panel, the machine stops printing. If you select **Continue**, the machine keeps printing, but the quality cannot be guaranteed. If you do not select any, the machine will work as **Stop** is selected. Replace the print cartridge with a new one. See page 65.
Toner Exhausted ▼	The lifespan of the print cartridge which the arrow indicates is reached.	This message appears when the toner is completely empty, and your machine stops printing. Replace the corresponding print cartridge with a Xerox-genuine cartridge. See page 65.
Toner Low ▼	The corresponding print cartridge is almost empty.	Take out the print cartridge and thoroughly shake it. By doing this, you can temporarily reestablish printing operations.
Updating Data Please Wait...	This message appears when there is a change in the system setting or when you back up a data.	Do not turn the power off when this message is showing. Changes may not be saved and datas can be lost.

SOLVING OTHER PROBLEMS

The following chart lists some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. If the problem persists, call for service.

Paper feeding

CONDITION	SUGGESTED SOLUTIONS
Paper is jammed during printing.	Clear the paper jam. See page 69.
Paper sticks together.	• Ensure there is not too much paper in the tray. The tray can hold up to 250 sheets of paper, depending on the thickness of your paper. • Make sure that you are using the correct type of paper. See page 38. • Remove paper from the tray and flex or fan the paper. • Humid conditions may cause some paper to stick together.
Multiple sheets of paper do not feed.	• Different types of paper may be stacked in the tray. Load paper of only one type, size, and weight. • If multiple sheets have caused a paper jam, clear the paper jam. See page 69.
Paper does not feed into the machine.	• Remove any obstructions from inside the machine. • Paper has not been loaded correctly. Remove paper from the tray and reload it correctly. • There is too much paper in the tray. Remove excess paper from the tray. • The paper is too thick. Use only paper that meets the specifications required by the machine. See page 33. • If an original does not feed into the machine, the ADF rubber pad may require to be replaced. See page 66.
The paper keeps jamming.	• There is too much paper in the tray. Remove excess paper from the tray. If you are printing on special materials, use the manual tray. • An incorrect type of paper is being used. Use only paper that meets the specifications required by the machine. See page 33. • There may be debris inside the machine. Open the front cover and remove the debris. • If an original does not feed into the machine, the ADF rubber pad may require to be replaced. See page 66.
Envelopes skew or fail to feed correctly.	Ensure the paper guides are against both sides of the envelopes.

Printing problems
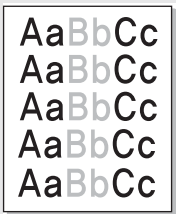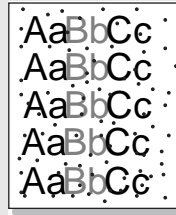
CONDITION	POSSIBLE CAUSE	SUGGESTED SOLUTIONS
The machine does not print.	The machine is not receiving power.	Check the power cord connections. Check the power switch and the power source.
	The machine is not selected as the default printer.	Select Xerox WorkCentre 3210 or WorkCentre 3220 as your default printer in your Windows.
	• Check the machine for the following: • The front cover is not closed. Close the cover. • Paper is jammed. Clear the paper jam. See page 70. • No paper is loaded. Load paper. See page 37. • The print cartridge is not installed. Install the print cartridge. • If a system error occurs, contact your service representative.	
	The connection cable between the computer and the machine is not connected properly.	Disconnect the printer cable and reconnect it.
	The connection cable between the computer and the machine is defective.	If possible, attach the cable to another computer that is working properly and print a job. You can also try using a different printer cable.
	The port setting is incorrect.	Check the Windows printer setting to make sure that the print job is sent to the correct port. If the computer has more than one port, make sure that the machine is attached to the correct one.
	The machine may be configured incorrectly.	Check the printer properties to ensure that all of the print settings are correct.
	The printer driver may be incorrectly installed.	Repair the printer software. See the *Software section.*
	The machine is malfunctioning.	Check the display message on the control panel to see if the machine is indicating a system error.
	The document size is so big that the hard disk space of the computer is not enough to access the print job.	Get more hard disk space and print the document again.
The machine selects print materials from the wrong paper source.	The paper source selection in the printer properties may be incorrect.	For many software applications, the paper source selection is found under the **Thin Paper** tab within the printer properties. Select the correct paper source. See the printer driver help screen.
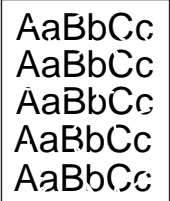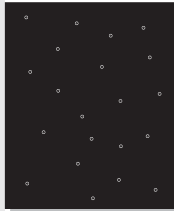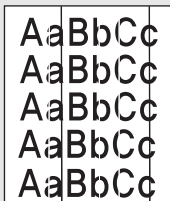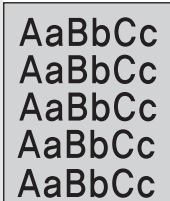
CONDITION	POSSIBLE CAUSE	SUGGESTED SOLUTIONS
A print job is extremely slow.	The job may be very complex.	Reduce the complexity of the page or try adjusting the print quality settings.
Half the page is blank.	The page orientation setting may be incorrect.	Change the page orientation in your application. See the printer driver help screen.
	The paper size and the paper size settings do not match.	Ensure that the paper size in the printer driver settings matches the paper in the tray. Or, ensure that the paper size in the printer driver settings matches the paper selection in the software application settings you use.
The machine prints, but the text is wrong, garbled, or incomplete.	The printer cable is loose or defective.	Disconnect the printer cable and reconnect. Try a print job that you have already printed successfully. If possible, attach the cable and the machine to another computer and try a print job that you know works. Finally, try a new printer cable.
	The wrong printer driver was selected.	Check the application's printer selection menu to ensure that your machine is selected.
	The software application is malfunctioning.	Try printing a job from another application.
	The operating system is malfunctioning.	Exit Windows and reboot the computer. Turn the machine off and then back on again.
Pages print, but are blank.	The print cartridge is defective or out of toner.	Redistribute the toner, if necessary. See page 64. If necessary, replace the print cartridge.
	The file may have blank pages.	Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	Contact a service representative.
The printer does not print PDF file correctly. Some parts of graphics, text, or illustrations are missing.	Incompatibility between the PDF file and the Acrobat products.	Printing the PDF file as an image may solve this problem. Turn on **Print As Image** from the Acrobat printing options. ⓘ It will take longer to print when you print a PDF file as an image.
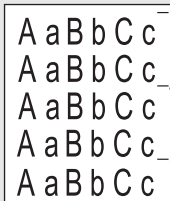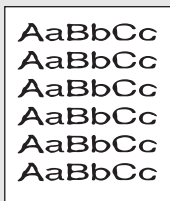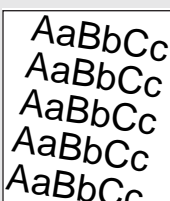
CONDITION	POSSIBLE CAUSE	SUGGESTED SOLUTIONS
The print quality of photos is not good. Images are not clear.	The resolution of the photo is very low.	Reduce the photo size. If you increase the photo size in the software application, the resolution will be reduced.
The machine prints, but the text is wrong, garbled, or incomplete.	If you are under the DOS environment, the font setting for your machine may be set incorrectly.	Suggested solutions: Change the font setting. See "Changing the font setting" on page 31.
Before printing, the machine emits vapor near the output tray.	Using damp paper can cause vapor during printing.	This is not a problem. Just keep printing.
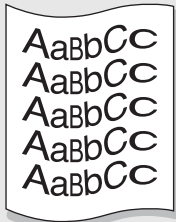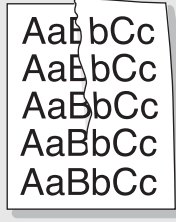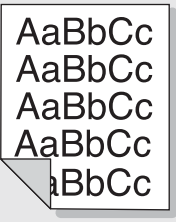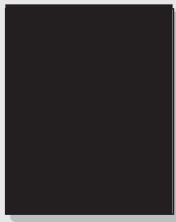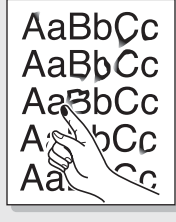
Printing quality problems
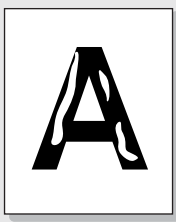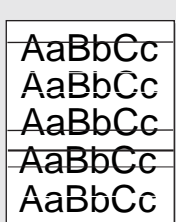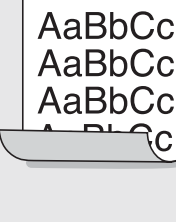
If the inside of the machine is dirty or paper has been loaded improperly, you may notice a reduction in print quality. See the table below to clear the problem.

CONDITION	SUGGESTED SOLUTIONS
Light or faded print AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If a vertical white streak or faded area appears on the page: • The toner supply is low. You may be able to temporarily extend the print cartridge life. See page 65. If this does not improve the print quality, install a new print cartridge. • The paper may not meet paper specifications; for example, the paper is too moist or too rough. See page 33. • If the entire page is light, the print resolution setting is too low. Adjust the print resolution. See the help screen of the printer driver. • A combination of faded or smeared defects may indicate that the print cartridge needs cleaning. • The surface of the LSU part inside the machine may be dirty. Clean the LSU, contact a service representative.
Toner specks AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• The paper may not meet specifications; for example, the paper is too moist or too rough. See page 33. • The paper path may need cleaning. See "Cleaning the inside" on page 62.

CONDITION	SUGGESTED SOLUTIONS
Dropouts AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If faded areas, generally rounded, occur randomly on the page: • A single sheet of paper may be defective. Try reprinting the job. • The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different brand of paper. See page 33. • The paper lot is bad. The manufacturing processes can cause some areas to reject toner. Try a different kind or brand of paper. • Change the printer option and try again. Go to printer properties, click **Paper** tab, and set type to **Thick Paper**. Refer to the *Software section* for details. If these steps do not correct the problem, contact a service representative.
White Spots	White spots appear on the page: • The paper is too rough and a lot of dirt from the paper falls to the inner devices within the machine, which means the transfer belt may be dirty. Clean the inside of your machine. Contact a service representative. • The paper path may need cleaning. Contact a service representative.
Vertical lines AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If black vertical streaks appear on the page: • The drum inside the print cartridge has probably been scratched. Remove the print cartridge and install a new one. See page 65. If white vertical streaks appear on the page: • The surface of the LSU part inside the machine may be dirty. Clean the LSU, contact a service representative.
Color or Black background AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If the amount of background shading becomes unacceptable: • Change to a lighter weight paper. See page 33. • Check the machine's environment: very dry (low humidity) or high humidity (higher than 80% RH) conditions can increase the amount of background shading. • Remove the old print cartridge and install a new one. See page 65.
Toner smear AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• Clean the inside of the machine. See page 62. • Check the paper type and quality. See page 33. • Remove the print cartridge and install a new one. See page 65.

CONDITION	SUGGESTED SOLUTIONS
Vertical repetitive defects A aBbCc A aBbCc A aBbCc A aBbCc A aBbCc	If marks repeatedly appear on the printed side of the page at even intervals: • The print cartridge may be damaged. If a repetitive mark occurs on the page, print a cleaning sheet several times to clean the cartridge. After the printout, if you still have the same problems, remove the print cartridge and install a new one. See page 65. • Parts of the machine may have toner on them. If the defects occur on the back of the page, the problem will likely correct itself after a few more pages. • The fusing assembly may be damaged. Contact a service representative.
Background scatter A	Background scatter results from bits of toner randomly distributed on the printed page. • The paper may be too damp. Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture. • If background scatter occurs on an envelope, change the printing layout to avoid printing over areas that have overlapping seams on the reverse side. Printing on seams can cause problems. • If background scatter covers the entire surface area of a printed page, adjust the print resolution through your software application or the printer properties.
Misformed characters AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• If characters are improperly formed and producing hollow images, the paper stock may be too slick. Try a different paper. See page 33. • If characters are improperly formed and producing a wavy effect, the scanner unit may need service. For service, contact a service representative.
Page skew AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• Ensure that the paper is loaded properly. • Check the paper type and quality. See page 33. • Ensure that the paper or other material is loaded correctly and the guides are not too tight or too loose against the paper stack.

CONDITION	SUGGESTED SOLUTIONS
Curl or wave AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• Ensure that the paper is loaded properly. • Check the paper type and quality. Both high temperature and humidity can cause paper curl. See page 33. • Turn over the stack of paper in the tray. Also try rotating the paper 180° in the tray.
Wrinkles or creases AabbCc AabbCc AaBbCc AaBbCc AaBbCc	• Ensure that the paper is loaded properly. • Check the paper type and quality. See page 33. • Turn over the stack of paper in the tray. Also try rotating the paper 180° in the tray.
Back of printouts are dirty AaBbCc AaBbCc AaBbCc AaBbCc aBbCc	• Check for leaking toner. Clean the inside of the machine. See page 62.
Solid Color or Black pages 	• The print cartridge may not be installed properly. Remove the cartridge and reinsert it. • The print cartridge may be defective and need replacing. Remove the print cartridge and install a new one. See page 65. • The machine may require repair. Contact a service representative.
Loose toner AaBbCc AaBbCc AaBbCc A bCc Aa Cc	• Clean the inside of the machine. See page 62. • Check the paper type and quality. See page 33. • Remove the print cartridge and install a new one. See page 65. • If the problem persists, the machine may require repair. Contact a service representative.

CONDITION	SUGGESTED SOLUTIONS
Character Voids 	Character voids are white areas within parts of characters that should be solid black: • If you are using transparencies, try another type of transparency. Because of the composition of transparencies, some character voids are normal. • You may be printing on the wrong surface of the paper. Remove the paper and turn it around. • The paper may not meet paper specifications. See page 33.
Horizontal stripes AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If horizontally aligned black streaks or smears appear: • The print cartridge may be installed improperly. Remove the cartridge and reinsert it. • The print cartridge may be defective. Remove the print cartridge and install a new one. See page 65. • If the problem persists, the machine may require repair. Contact a service representative.
Curl AaBbCc AaBbCc AaBbCc A BbCc	If the printed paper is curled or paper does not feed into the machine: • Turn over the stack of paper in the tray. Also try rotating the paper 180° in the tray. • Change the printer option and try again. Go to printer properties, click **Paper** tab, and set type to **Thin Paper**. Refer to the *Software section* for details. • Use the **Paper Stacking** function. See page 38.
An unknown image repetitively appears on a next few sheets or loose toner, light print, or contamination occurs.	Your printer is probably being used at an altitude of 1,000 m (3,281 ft) or above. The high altitude may affect the print quality such as loose toner or light imaging. You can set this option through **Printer Settings Utility** or **Printer** tab in printer driver's properties. See page 29.

Copying problems

CONDITION	SUGGESTED SOLUTIONS
Copies are too light or too dark.	Use **Darkness** to darken or lighten the background of the copies.
Smears, lines, marks, or spots appears on copies.	• If defects are on the original, use **Darkness** to lighten the background of your copies. • If no defects are on the original, clean the scan unit. See page 63.
Copy image is skewed.	• Ensure that the original is face down on the scanner glass or face up in the ADF. • Check that the copy paper is loaded correctly.
Blank copies print out.	Ensure that the original is face down on the scanner glass or face up in the ADF.

CONDITION	SUGGESTED SOLUTIONS
Image rubs off the copy easily.	• Replace the paper in the tray with paper from a new package. • In high humidity areas, do not leave paper in the machine for extended periods of time.
Frequent copy paper jams occur.	• Fan the stack of paper, then turn it over in the tray. Replace the paper in the tray with a fresh supply. Check/adjust the paper guides, if necessary. • Ensure that the paper is the proper paper weight. 80 g/m^2 (20 lb bond) paper is recommended. • Check for copy paper or pieces of copy paper remaining in the machine after a paper jam has been cleared.
print cartridge produces fewer copies than expected before running out of toner.	• Your originals may contain pictures, solids, or heavy lines. For example, your originals may be forms, newsletters, books, or other documents that use more toner. • The machine may be turned on and off frequently. • The scanner lid may be left open while copies are being made.

Scanning problems

CONDITION	SUGGESTED SOLUTIONS
The scanner does not work.	• Make sure that you place the original to be scanned face down on the scanner glass, or face up in the ADF. • There may not be enough available memory to hold the document you want to scan. Try the Prescan function to see if that works. Try lowering the scan resolution rate. • Check that the USB cable is connected properly. • Make sure that the USB cable is not defective. Switch the cable with a known good cable. If necessary, replace the cable. • Check that the scanner is configured correctly. Check scan setting in the application you want to use to make certain that the scanner job is being sent to the correct port.
The unit scans very slowly.	• Check if the machine is printing received data. If so, scan the document after the received data has been printed. • Graphics are scanned more slowly than text. • Communication speed slows in scan mode because of the large amount of memory required to analyze and reproduce the scanned image. Set your computer to the ECP printer mode through BIOS setting. It will help to increase the speed. For details about how to set BIOS, refer to your computer user's guide.
Message appears on your computer screen: • "Device can't be set to the H/W mode you want." • "Port is being used by another program." • "Port is Disabled. • "Scanner is busy receiving or printing data. When the current job is completed, try again." • "Invalid handle." • "Scanning has failed."	• There may be a copying or printing job in progress. When that job is complete, try your job again. • The Selected port is currently being used. Restart your computer and try again. • The printer cable may be improperly connected or the power may be off. • The scanner driver is not installed or the operating environment is not set up properly. • Ensure that the machine is properly connected and the power is on, Then restart your computer. • The USB cable may be improperly connected or the power may be off.

Network Scan problems

CONDITION	SUGGESTED SOLUTIONS
I cannot find a scanned image file.	You can check the scanned file's destination in the **Advanced** page in the **Network Scan** program's Properties screen.
I cannot find the scanned image file after scanning.	• Check if the scanned file's application is on your computer. • Check **Send image immediately to the specified folder using an associated default application** in the **Advanced** page in the **Network Scan** program's Properties screen to open the scanned image immediately after scanning.
I forgot my ID and PIN.	Check your ID and PIN in the **Server** page in the **Network Scan** program's Properties screen.
I cannot view the Help file.	To view the Help file, you need to have Internet Explorer 4 service pack 2 or above.
I cannot use the Xerox Network Scan Manager	Check your operating system. Supporting operating systems are Windows 2000/XP/2003/Vista.

Fax problems

CONDITION	SUGGESTED SOLUTIONS
The machine is not working, there is no display and the buttons are not working.	• Unplug the power cord and plug it in again. • Ensure that there is power to the electrical outlet.
No dial tone sounds.	• Check that the phone line is connected properly. • Check that the phone socket in the wall is working by plugging in another phone.
The numbers stored in memory do not dial correctly.	Make sure that the numbers are stored in memory correctly. Print an address book list, referring to page 57.
The original does not feed into the machine.	• Make sure that the paper is not wrinkled and you are putting it in correctly. Check that the original is the right size, not too thick or thin • Make sure that the ADF is firmly closed. • The ADF rubber pad may need to be replaced. See page 66.
Faxes are not received automatically.	• The receiving mode should be set to **Fax**. • Make sure that there is paper in the tray. • Check to see if the display shows any error message. If it does, clear the problem.

CONDITION	SUGGESTED SOLUTIONS
The machine does not send.	• Make sure that the original is loaded in the ADF or on the scanner glass. • **Sending** should show up on the display. • Check the fax machine you are sending to, to see if it can receive your fax.
The incoming fax has blank spaces or is of poor-quality.	• The fax machine sending you the fax may be faulty. • A noisy phone line can cause line errors. • Check your machine by making a copy. • The print cartridge may be empty. Replace the print cartridge, referring to page 65.
Some of the words on an incoming fax are stretched.	The fax machine sending you the fax had a temporary document jam.
There are lines on the originals you send.	Check your scan unit for marks and clean it. See page 63.
The machine dials a number, but a connection with the other fax machine fails.	The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Speak with the other machine operator and ask her/him to sort out the problem.
Faxes do not store in memory.	There may not be enough memory space to store the fax. If the display shows the **Memory Full** message, delete from memory any faxes you no longer need and then try again to store the fax.
Blank areas appear at the bottom of each page or on other pages, with a small strip of text at the top.	You may have chosen the wrong paper settings in the user option setting. For details about paper settings, see page 33.

Common PostScript problems (WorkCentre 3220 only)

The following situations are PS language specific and may occur when several printer languages are being used.

To receive a printed or screen-displayed message when PostScript errors occur, open the Print Options window and click the desired selection next to the PostScript errors section

PROBLEM	POSSIBLE CAUSE	SOLUTION
PostScript file cannot be printed.	The PostScript driver may not be installed correctly.	• Install the PostScript driver, referring to *Software section*. • Print a configuration page and verify that the PS version is available for printing. • If the problem persists, contact a service representative.
"Limit Check Error" message appears.	The print job was too complex.	You might need to reduce the complexity of the page or install more memory.
A PostScript error page prints.	The print job may not be PostScript.	Make sure that the print job is a PostScript job. Check to see whether the software application expected a setup or PostScript header file to be sent to the machine.
The optional tray is not selected in the driver.	The printer driver has not been configured to recognize the optional tray.	Open the PostScript driver properties, select the **Device Settings** tab, and set the **Tray** option of the **Installable Options** section to **Installed**.

Common Windows problems

CONDITION	SUGGESTED SOLUTIONS
"File in Use" message appears during installation.	Exit all software applications. Remove all software from the StartUp Group, then restart Windows. Reinstall the printer driver.
"General Protection Fault", "Exception OE", "Spool32", or "Illegal Operation" messages appear.	Close all other applications, reboot Windows and try printing again.
"Fail To Print", "A printer timeout error occurred." messages appear.	These messages may appear during printing. Just keep waiting until the machine finishes printing. If the message appears in ready mode or after printing has been completed, check the connection and/or whether an error has occurred.

Refer to the Microsoft Windows documentation that came with your computer for further information on Windows error messages.

Common Linux problems

CONDITION	SUGGESTED SOLUTIONS
The machine does not print.	• Check if the printer driver is installed in your system. Open Unified Driver configurator and switch to the Printers tab in Printers configuration window to look at the list of available printers. Make sure that your machine is displayed on the list. If not, invoke Add new printer wizard to set up your device. • Check if the printer is started. Open Printers configuration and select your machine on the printers list. Look at the description in the Selected printer pane. If its status contains "(stopped)" string, press the **Start** button. After that normal operation of the printer should be restored. The "stopped" status might be activated when some problems in printing occurred. For instance, this could be an attempt to print document when port is claimed by a scanning application. • Check if the port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (port), the situation of simultaneous access of different "consumer" application to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the device. The other "consumer" will encounter "device busy" response. You should open ports configuration and select the port assigned to your printer. In the Selected port pane you can see if the port is occupied by some other application. If this is the case, you should wait for completion of the current job or should press Release port button, if you are sure that the present owner is not functioning properly. • Check if your application has special print option such as "-oraw". If "-oraw" is specified in the command line parameter then remove it to print properly. For Gimp front-end, select "print" -> "Setup printer" and edit command line parameter in the command item. • The CUPS (Common Unix Printing System) version distributed with SuSE Linux 9.2 (cups-1.1.21) has a problem with ipp (Internet Printing Protocol) printing.Use the socket printing instead of ipp or install later version of CUPS (cups-1.1.22 or higher).
The machine does not print whole pages and its output is half page printed.	It is a known problem that occurs when a color printer is used on version 8.51 or earlier of Ghostscript, 64-bit Linux OS, and reported to bugs.ghostscript.com as Ghostscript Bug 688252. The problem is solved in AFPL Ghostscript v. 8.52 or above. Download the latest version of AFPL Ghostscript from http://sourceforge.net/projects/ghostscript/ and install it to solve this problem.

CONDITION	SUGGESTED SOLUTIONS
I cannot scan via Gimp Front-end.	• Check if Gimp Front-end has "Xsane: Device dialog." on the "Acquire" menu. If not, you should install Xsane plug-in for Gimp on the your computer. You can find Xsane plug-in package for Gimp on Linux distribution CD or Gimp home page. For the detail information, refer to the Help for Linux distribution CD or Gimp Front-end application. If you wish to use other kind of scan application, refer to the Help for application.
I encounter error "Cannot open port device file" when printing a document.	Avoid changing print job parameters (via LPR GUI, for example) while a print job is in progress. Known versions of CUPS server break the print job whenever print options are changed and then try to restart the job from the beginning. Since Unified Linux Driver locks port while printing, the abrupt termination of the driver keeps the port locked and therefore unavailable for subsequent print jobs. If this situation occurred, try to release the port.
The machine does not appear on the scanners list.	• Check if your machine is attached to your computer. Make sure that it is connected properly via the USB port and is turned on. • Check if the scanner driver for your machine is installed in your system. Open Unified Driver configurator, switch to Scanners configuration, then press **Drivers**. Make sure that driver with a name corresponding to your machine's name is listed in the window. Check if the port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (port), the situation of simultaneous access of different "consumer" application to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the device. The other "consumer" will encounter "device busy" response. This can usually happen while starting scan procedure, and appropriate message box appears. • To identify the source of the problem, you should open ports configuration and select the port assigned to your scanner. port's symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1 and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively and so forth sequentially. In the Selected port pane you can see if the port is occupied by some other application. If this is the case, you should wait for completion of the current job or should press Release port button, if you are sure that the present port's owner is not functioning properly.

CONDITION	SUGGESTED SOLUTIONS
The machine does not scan.	• Check if a document is loaded into the machine. • Check if your machine is connected to the computer. Make sure if it is connected properly if I/O error is reported while scanning. • Check if the port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (port), the situation of simultaneous access of different "consumer" application to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the device. The other "consumer" will encounter "device busy" response. This can usually happen while starting scan procedure, and appropriate message box will be displayed. To identify the source of the problem, you should open ports configuration and select the port assigned to your scanner. port's symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1 and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively and so forth sequentially. In the Selected port pane you can see if the port is occupied by some other application. If this is the case, you should wait for completion of the current job or should press Release port button, if you are sure that the present port's owner is not functioning properly.

Refer to Linux User's Guide that came with your computer for further information on Linux error messages.

Common Macintosh problems

CONDITION	SUGGESTED SOLUTIONS
The printer does not print PDF file correctly. Some parts of graphics, text, or illustrations are missing.	Incompatibility between the PDF file and the Acrobat products: Printing the PDF file as an image may solve this problem. Turn on **Print As Image** from the Acrobat printing options. It will take longer to print when you print a PDF file as an image.
The document has printed, but the print job has not disappeared from the spooler in Mac OS 10.3.2.	Update your Mac OS to OS 10.3.3. or higher.
Some letters are not displayed normally during the Cover page printing.	This problem is caused because Mac OS cannot create the font during the Cover page printing. English alphabet and numbers are displayed normally at the Cover page.

Refer to Mac OS User's Guide that came with your computer for further information on Mac OS error messages.

ordering supplies and accessories

This chapter provides information on purchasing cartridges and accessories available for your machine.

This chapter includes:

- Supplies
- Accessories

> The optional parts or features may differ by countries. Contact your sales representatives whether the part you want is available in your country.

SUPPLIES

When the toner runs out, you can order the following type of print cartridge for your machine:

TYPE	Average yield[a]
Standard yield print cartridge	Average cartridge yield 2,000 standard pages.
High yield print cartridge	Average cartridge yield 4,000 standard pages.

a. Declared yield value in accordance with ISO/IEC 19752.

> ⚠ When purchasing new print cartridges or other supplies, these must be purchased in the same country where the machine was purchased. Otherwise, print cartridges or other supplies will be incompatible with your machine, as configurations of print cartridges and other supplies vary, depending on the specific country.

- How to purchase

ACCESSORIES

You can purchase and install accessories to enhance your machine's performance and capacity.

ACCESSORY	DESCRIPTION	PART NUMBER
Memory module	Extends your machine's memory capacity.	098N02189
Optional tray 2	If you are experiencing frequent paper supply problems, you can attach an additional 250 sheet tray. You can print documents in various sizes and types of print materials.	098N02204

HOW TO PURCHASE

To order Xerox-authorized supplies or accessories, contact your local Xerox dealer or the retailer where you purchased your machine, or visit www.xerox.com/office/support and select your product name or number for information on calling for technical support.

installing accessories

Your machine is a full-featured model that has been optimized to meet most of your printing needs. Recognizing that each user may have different requirements, however, Xerox makes several accessories available to enhance your machine's capabilities.

This chapter includes:

• Precautions to take when installing accessories

PRECAUTIONS TO TAKE WHEN INSTALLING ACCESSORIES

• Disconnect the power cord
  Never remove the control board cover while the power is turned on.
  To avoid the possibility of an electrical shock, always disconnect the power cord when installing or removing ANY internal or external accessories.
• Discharge static electricity
  The control board and internal accessories (memory module) are sensitive to static electricity. Before installing or removing any internal accessories, discharge static electricity from your body by touching something metal, such as the metal back plate on any device plugged into a grounded power source. If you walk around before finishing the installation, repeat this procedure to discharge any static electricity again.

⚠ When installing accessories, battery inside the machine is a service component. Do not change it by yourself.
Risk of explosion if battery is replaced by an incorrect type. Dispose used batteries according to the instructions.

UPGRADING A MEMORY MODULE

Your machine has a small outline dual in-line memory module (SODIMM).
Use this memory module slot to install additional memory.
When you are expanding the memory capacity, you can add a memory module to the vacant memory slot. Your machine has 128 MB memory, and you can add a 256 MB memory module.
Order information is provided for optional memory module. (see "Memory module" on page 83.)

Installing a memory module

1. Turn the machine off and unplug all cables from the machine.
2. Open the control board cover.
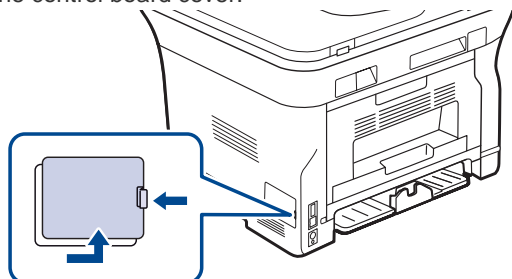
3. Take out a new memory module from the plastic bag.

• Upgrading a memory module

4. Holding the memory module by the edges, align the memory module on the slot at about a 30-degree tilt. Make sure that the notches of the module and the grooves on the slot fit each other.
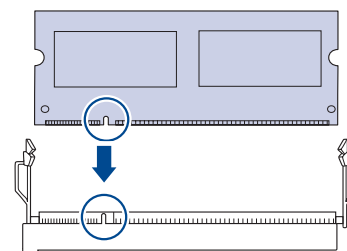
📝 The notches and grooves illustrated above may not match those on an actual memory module and its slot.

5. Press the memory module into the slot with care until you hear a 'click'.
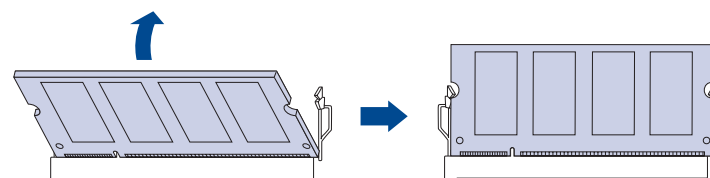
⚠ Do not press the memory module strongly or the module may be damaged. If the module does not seem to fit into the slot properly, carefully try the previous procedure again.

6. Replace the control board cover.
7. Reconnect the power cord and printer cable, and turn the machine on.

📝 To release the memory module, pull the two tabs on the sides of the slot outwards, then the module springs out.

Activating the added memory in the PS printer properties

After installing the memory module, you need to select it in the printer properties of the PostScript printer driver in order to use it.

1. Make sure that the PostScript printer driver is installed on your computer. For details about installing the PS printer driver, see *Software secion*.
2. Click the Windows **Start** menu.
3. For Windows 2000, select **Settings** and then **Printers**.
   For Windows XP/2003, select **Printers and Faxes**.
   For Windows Vista, select **Control Panel** > **Hardware and Sound** > **Printers**.
4. Select the **Xerox WorkCentre 3220 PS** printer.
5. Click the right mouse button on the printer icon and select **Properties**.
6. For Windows 2000/XP/2003/Vista, select **Device Settings**.
7. Select the amount of memory you installed from **Printer Memory** in the **Installable Options** section.
8. Click **OK**.

specifications

This chapter guides you about this machine's specifications such as various features.

This chapter include:

- General specifications
- Printer specifications
- Scanner specifications
- Copier specifications
- Facsimile specifications

GENERAL SPECIFICATIONS

📝 The symbol * optional feature depending on machines.

ITEM	DESCRIPTION
ADF Capacity	Up to 50 sheets 75 g/m^2 (20 lb bond)
ADF document size	Width: 142 to 216 mm (5.6 x 8.5 inches) Length: 148 to 356 mm (5.8 x 14 inches)
Paper input capacity	• Tray: 250 sheets for plain paper, 80 g/m^2 (20 lb bond) • Manual tray: 1 sheet for paper • Optional tray: 250 sheets for plain paper, 80 g/m^2 (20 lb bond) For details about paper input capacity, see 34 page.
Paper output capacity	Face down: 150 sheets 75 g/m^2 (20 lb bond)
Power rating	AC 110 - 127 V or AC 220 - 240 V See the Rating label on the machine for the correct voltage, frequency (hertz) and type of current for your machine.
Power consumption	• Average operating mode: Less than 450 WH • Ready mode: Less than 60 WH • Power save mode: Less than 12 WH • Power off mode: 0 WH
Noise Level[a]	WorkCentre 3210 — • Ready mode: Less than 26 dBA • Printing mode: Less than 49 dBA • Copying mode: Less than 52 dBA WorkCentre 3220 — • Ready mode: Less than 26 dBA • Printing mode: Less than 50 dBA • Copying mode: Less than 52 dBA
Default time to power save mode from ready mode	• WorkCentre 3210: 1 Minute • WorkCentre 3220: 5 Minutes
Boot-up time	Less than 15 seconds (from sleep mode)
Operating environment	• Temperature: 10 to 32 °C (50 to 89.6 °F) • Humidity: 20 to 80% RH
Display	16 characters x 2 lines
Print cartridge life[b]	Average cartridge yield 4,000 standard pages. (Shipped with 2,000 pages Starter print cartridge[c].)

ITEM	DESCRIPTION
Memory (Expandable)*	128 MB (max. 384 MB)
External dimension (W x D x H)	445.2 x 410.5 x 395.3 mm (17.53 x 16.16 x 15.56 inches) without optional tray
Weight (Including consumables)	• WorkCentre 3210: 13.8 Kg (30.45 lbs) • WorkCentre 3220: 13.9 Kg (30.73 lbs)
Package weight	• Paper: 2.8 Kg (6.2 lbs) • Plastic: 0.76 Kg (1.7 lbs)
Duty cycle (Monthly)	• WorkCentre 3210: Up to 30,000 pages • WorkCentre 3220: Up to 50,000 pages
Fusing temperature	180 °C (356 °F)

a. Sound Pressure Level, ISO 7779

b. Declared yield value in accordance with ISO/IEC 19752. The number of pages may be affected by operating environment, printing interval, media type, and media size.

c. It varies depending on the product configuration.

PRINTER SPECIFICATIONS

ITEM	DESCRIPTION	
Printing method	Laser beam printing	
Printing speed[a]	• WorkCentre 3210: Up to 24 ppm (A4), 24 ppm (Letter) • WorkCentre 3220: Up to 28 ppm(A4), 30 ppm (Letter)	
Duplex printing speed	WorkCentre 3220: Up to 14 ipm (A4/Letter)	
First print out time	From ready	• WorkCentre 3210: Less than 9.5 seconds • WorkCentre 3220: Less than 8.5 seconds
	From coldboot	• WorkCentre 3210: Less than 17 seconds • WorkCentre 3220: Less than 16 seconds
Print resolution	Up to 1,200 dpi effective output	
Printer language	• WorkCentre 3210: PCL6 • WorkCentre 3220: PCL6, PostScript 3	
OS compatibility[b]	• Windows: 2000/XP/2003/Vista • Linux: Various Linux OS • Macintosh: Mac OS X 10.3~10.5	
Interface	• High speed USB 2.0 • Ethernet 10/100 Base TX (embedded type)	

a. It will be affected by operating system used, computing performance, application software, connecting method, media type, media size and job complexity.

b. Visit www.xerox.com/office/support to download the latest software version.

SCANNER SPECIFICATIONS

ITEM	DESCRIPTION		
Compatibility	TWAIN standard/WIA standard		
Scanning method	Color CIS		
Resolution[a]	TWAIN standard	Optical	• ADF: Up to 600 x 600 dpi • Scanner glass: Up to 1,200 x 1,200 dpi
		Enhanced: Up to 4,800 x 4,800 dpi	
	WIA standard[b]	• ADF: Up to 600 x 600 dpi • Scanner glass: Up to 1,200 x 1,200 dpi	
	Scan to USB: 100, 200, 300 dpi		
	Scan to E-mail (WorkCentre 3220 only): 100, 200, 300 dpi		
	Scan to Application: 75, 150, 200, 300, 600 dpi		
Network Scan File format	BMP, TIFF, PDF, JPEG[c](color only)		
Effective scanning length	• Scanner glass: 297 mm (11.7 inches) • ADF: 348 mm (13.7 inches)		
Effective scanning width	Max. 208 mm (8.2 inches)		
Color bit depth	• Internal: 24 bit • External: 24 bit		
Mono bit depth	• 1 bit for Lineart & Halftone • 8 bit for gray scale		

a. Due to the applications for scanning, the maximum resolution might differ.

b. WIA standard supports only the optical resolution.

c. JPEG is not available when you select the mono mode in scan color.

COPIER SPECIFICATIONS

ITEM	DESCRIPTION	
Copy Speed[a]	• WorkCentre 3210: Up to 24 cpm (A4), 24 cpm (Letter) • WorkCentre 3220: Up to 28 cpm(A4), 30 cpm (Letter)	
Copy resolution	Text	Scan/Printing: Up to 600 x 600 dpi
	Text/ photo	Scan/Printing: Up to 600 x 600 dpi
	Photo	Scan/Printing: Up to 600 x 600 dpi
Zoom range	• ADF: 25% to 100% • Scanner glass: 25% to 400%	

a. Copy speed is based on Single Document Multiple Copy.

FACSIMILE SPECIFICATIONS

The fax feature may not be supported depending on machines.

ITEM	DESCRIPTION
Compatibility	ITU-T G3, ECM
Applicable line	Public Switched Telephone Network (PSTN) or behind PABX
Data coding	MH/MR/MMR/JBIG/JPEG
Modem speed	33.6 Kbps
Transmission speed	Up to 3 seconds/page[a]
Maximum document length	356 mm (14 inches)
Resolution	• Standard: Up to 203 x 98 dpi • Fine/Photo: Up to 203 x 196 dpi • Super Fine: Up to 300 x 300 dpi (Receiving only) • Color: Up to 200 x 200 dpi
Memory	3.2 MB (Approx. 260 pages)
Halftone	256 levels

a. Standard resolution, MMR(JBIG), Maximum modem speed, Phase "C" by ITU-T No. 1 chart, Memory Tx, ECM.

glossary

> The following glossary helps you get familiar with the product by understanding the terminologies commonly used with printing as well as mentioned in this user's guide.

ADF

An Automatic Document Feeder (ADF) is a mechanism that will automatically feed an original sheet of paper so that the machine can scan some amount of the paper at once.

AppleTalk

AppleTalk is a proprietary suite of protocols developed by Apple, Inc for computer networking. It was included in the original Macintosh (1984) and is now deprecated by Apple in favor of TCP/IP networking.

BIT Depth

A computer graphics term describing the number of bits used to represent the color of a single pixel in a bitmapped image. Higher color depth gives a broader range of distinct colors. As the number of bits increases, the number of possible colors becomes impractically large for a color map. 1-bit color is commonly called as monochrome or black and white.

BMP

A bitmapped graphics format used internally by the Microsoft Windows graphics subsystem (GDI), and used commonly as a simple graphics file format on that platform.

BOOTP

Bootstrap Protocol. A network protocol used by a network client to obtain its IP address automatically. This is usually done in the bootstrap process of computers or operating systems running on them. The BOOTP servers assign the IP address from a pool of addresses to each client. BOOTP enables 'diskless workstation' computers to obtain an IP address prior to loading any advanced operating system.

CCD

Charge Coupled Device (CCD) is a hardware which enables the scan job. CCD Locking mechanism is also used to hold the CCD module to prevent any damage when you move the machine.

Collation

Collation is a process of printing a multiple-copy job in sets. When collation is selected, the device prints an entire set before printing additional copies.

Control Panel

A control panel is a flat, typically vertical, area where control or monitoring instruments are displayed. They are typically found in front of the machine.

Coverage

It is the printing term used for a toner usage measurement on printing. For example, 5% coverage means that an A4 sided paper has about 5% image or text on it. So, if the paper or original has complicated images or lots of text on it, the coverage will be higher and at the same time, a toner usage will be as much as the coverage.

CSV

Comma Separated Values (CSV). A type of file format, CSV is used to exchange data between disparate applications. The file format, as it is used in Microsoft Excel, has become a pseudo standard throughout the industry, even among non-Microsoft platforms.

DADF

A Duplex Automatic Document Feeder (DADF) is a mechanism that will automatically feed and flip over an original sheet of paper so that the machine can scan on both sides of the paper.

Default

The value or setting that is in effect when taking a printer out of its box state, reset, or initialized.

DHCP

A Dynamic Host Configuration Protocol (DHCP) is a client-server networking protocol. A DHCP server provides configuration parameters specific to the DHCP client host requesting, generally, information required by the client host to participate on an IP network. DHCP also provides a mechanism for allocation of IP addresses to client hosts.

DIMM

Dual Inline Memory Module (DIMM), a small circuit board that holds memory. DIMM stores all the data within the machine like printing data, received fax data.

DNS

The Domain Name Server (DNS) is a system that stores information associated with domain names in a distributed database on networks, such as the Internet.

Dot Matrix Printer

A dot matrix printer refers to a type of computer printer with a print head that runs back and forth on the page and prints by impact, striking an ink-soaked cloth ribbon against the paper, much like a typewriter.

DPI

Dots Per Inch (DPI) is a measurement of resolution that is used for scanning and printing. Generally, higher DPI results in a higher resolution, more visible detail in the image, and a larger file size.

DRPD

Distinctive Ring Pattern Detection. Distinctive Ring is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers.

Duplex

A mechanism that will automatically flip over a sheet of paper so that the machine can print (or scan) on both sides of the paper. A printer equipped with a Duplex can print double-sided of paper.

Duty Cycle

Duty cycle is the page quantity which does not affect printer performance for a month. Generally the printer has the lifespan limitation such as pages per year. The lifespan means the average capacity of print-outs, usually within the warranty period. For example, if the duty cycle is 48,000 pages per month assuming 20 working days, a printer limits 2,400 pages a day.

ECM

Error Correction Mode (ECM) is an optional transmission mode built into Class 1 fax machines or fax modems. It automatically detects and corrects errors in the fax transmission process that are sometimes caused by telephone line noise.

Emulation

Emulation is a technique of one machine obtaining the same results as another.

An emulator duplicates the functions of one system with a different system, so that the second system behaves like the first system. Emulation focuses on exact reproduction of external behavior, which is in contrast to simulation, which concerns an abstract model of the system being simulated, often considering its internal state.

Ethernet

Ethernet is a frame-based computer networking technology for local area networks (LANs). It defines wiring and signaling for the physical layer, and frame formats and protocols for the media access control (MAC)/data link layer of the OSI model. Ethernet is mostly standardized as IEEE 802.3. It has become the most widespread LAN technology in use during the 1990s to the present.

EtherTalk

A suite of protocols developed by Apple Computer for computer networking. It was included in the original Macintosh (1984) and is now deprecated by Apple in favor of TCP/IP networking.

FDI

Foreign Device Interface (FDI) is a card installed inside the machine to allow a third party device such as a coin operated device or a card reader. Those devices allow the pay-for-print service on your machine.

FTP

A File Transfer Protocol (FTP) is a commonly used protocol for exchanging files over any network that supports the TCP/IP protocol (such as the Internet or an intranet).

Fuser Unit

The part of a laser printer that melts the toner onto the print media. It consists of a hot roller and a back-up roller. After toner is transferred onto the paper, the fuser unit applies heat and pressure to ensure that the toner stays on the paper permanently, which is why paper is warm when it comes out of a laser printer.

Gateway

A connection between computer networks, or between a computer network and a telephone line. It is very popular, as it is a computer or a network that allows access to another computer or network.

Grayscale

A shades of gray that represent light and dark portions of an image when color images are converted to grayscale; colors are represented by various shades of gray.

Halftone

An image type that simulates grayscale by varying the number of dots. Highly colored areas consist of a large number of dots, while lighter areas consist of a smaller number of dots.

HDD

Hard Disk Drive (HDD), commonly referred to as a hard drive or hard disk, is a non-volatile storage device which stores digitally-encoded data on rapidly rotating platters with magnetic surfaces.

IEEE

The Institute of Electrical and Electronics Engineers (IEEE) is an international non-profit, professional organization for the advancement of technology related to electricity.

IEEE 1284

The 1284 parallel port standard was developed by the Institute of Electrical and Electronics Engineers (IEEE). The term "1284-B" refers to a specific connector type on the end of the parallel cable that attaches to the peripheral (for example, a printer).

Intranet

A private network that uses Internet Protocols, network connectivity, and possibly the public telecommunication system to securely share part of an organization's information or operations with its employees. Sometimes the term refers only to the most visible service, the internal website.

IP address

An Internet Protocol (IP) address is a unique number that devices use in order to identify and communicate with each other on a network utilizing the Internet Protocol standard.

IPM

The Images Per Minute (IPM) is a way of measuring the speed of a printer. An IPM rate indicates the number of single-sided sheets a printer can complete within one minute.

IPP

The Internet Printing Protocol (IPP) defines a standard protocol for printing as well as managing print jobs, media size, resolution, and so forth. IPP can be used locally or over the Internet to hundreds of printers, and also supports access control, authentication, and encryption, making it a much more capable and secure printing solution than older ones.

IPX/SPX

IPX/SPX stands for Internet Packet Exchange/Sequenced Packet Exchange. It is a networking protocol used by the Novell NetWare operating systems. IPX and SPX both provide connection services similar to TCP/IP, with the IPX protocol having similarities to IP, and SPX having similarities to TCP. IPX/SPX was primarily designed for local area networks (LANs), and is a very efficient protocol for this purpose (typically its performance exceeds that of TCP/IP on a LAN).

ISO

The International Organization for Standardization (ISO) is an international standard-setting body composed of representatives from national standards bodies. It produces world-wide industrial and commercial standards.

ITU-T

The International Telecommunication Union is an international organization established to standardize and regulate international radio and telecommunications. Its main tasks include standardization, allocation of the radio spectrum, and organizing interconnection arrangements between different countries to allow international phone calls. A -T out of ITU-T indicates telecommunication.

ITU-T No. 1 chart

Standardized test chart published by ITU-T for document facsimile transmissions.

JBIG

Joint Bi-level Image Experts Group (JBIG) is an image compression standard with no loss of accuracy or quality, which was designed for compression of binary images, particularly for faxes, but can also be used on other images.

JPEG

Joint Photographic Experts Group (JPEG) is a most commonly used standard method of lossy compression for photographic images. It is the format used for storing and transmitting photographs on the World Wide Web.

LDAP

The Lightweight Directory Access Protocol (LDAP) is a networking protocol for querying and modifying directory services running over TCP/IP.

LED

A Light-Emitting Diode (LED) is a semiconductor device that indicates the status of a machine.

MAC address

Media Access Control (MAC) address is a unique identifier associated with a network adapter. MAC address is a unique 48-bit identifier usually written as 12 hexadecimal characters grouped in pairs (e. g., 00-00-0c-34-11-4e). This address is usually hard-coded into a Network Interface Card (NIC) by its manufacturer, and used as an aid for routers trying to locate machines on large networks.

MFP

Multi Function Peripheral (MFP) is an office machine that includes the following functionality in one physical body, so as to have a printer, a copier, a fax, a scanner and etc.

MH

Modified Huffman (MH) is a compression method for decreasing the amount of data that needs to be transmitted between the fax machines to transfer the image recommended by ITU-T T.4. MH is a codebook-based run-length encoding scheme optimized to efficiently compress white space. As most faxes consist mostly of white space, this minimizes the transmission time of most faxes.

MMR

Modified Modified READ (MMR) is a compression method recommended by ITU-T T.6.

Modem

A device that modulates a carrier signal to encode digital information, and also demodulates such a carrier signal to decode transmitted information.

MR

Modified Read (MR) is a compression method recommended by ITU-T T.4. MR encodes the first scanned line using MH. The next line is compared to the first, the differences determined, and then the differences are encoded and transmitted.

NetWare

A network operating system developed by Novell, Inc. It initially used cooperative multitasking to run various services on a PC, and the network protocols were based on the archetypal Xerox XNS stack. Today NetWare supports TCP/IP as well as IPX/SPX.

OPC

Organic Photo Conductor (OPC) is a mechanism that makes a virtual image for print using a laser beam emitted from a laser printer, and it is usually green or gray colored and a cylinder shaped.

An exposing unit of a drum is slowly worn away by its usage of the printer, and it should be replaced appropriately since it gets scratches from grits of a paper.

Originals

The first example of something, such as a document, photograph or text, etc, which is copied, reproduced or translated to produce others, but which is not itself copied or derived from something else.

OSI

Open Systems Interconnection (OSI) is a model developed by the International Organization for Standardization (ISO) for communications. OSI offers a standard, modular approach to network design that divides the required set of complex functions into manageable, self-contained, functional layers. The layers are, from top to bottom, Application, Presentation, Session, Transport, Network, Data Link and Physical.

PABX

A private automatic branch exchange (PABX) is an automatic telephone switching system within a private enterprise.

PCL

Printer Command Language (PCL) is a Page Description Language (PDL) developed by HP as a printer protocol and has become an industry standard. Originally developed for early inkjet printers, PCL has been released in varying levels for thermal, matrix printer, and page printers.

PDF

Portable Document Format (PDF) is a proprietary file format developed by Adobe Systems for representing two dimensional documents in a device independent and resolution independent format.

PostScript

PostScript (PS) is a page description language and programming language used primarily in the electronic and desktop publishing areas. - that is run in an interpreter to generate an image.

Printer Driver

A program used to send commands and transfer data from the computer to the printer.

Print Media

The media like paper, envelopes, labels, and transparencies which can be used on a printer, a scanner, a fax or, a copier.

PPM

Pages Per Minute (PPM) is a method of measurement for determining how fast a printer works, meaning the number of pages a printer can produce in one minute.

PRN file

An interface for a device driver, this allows software to interact with the device driver using standard input/output system calls, which simplifies many tasks.

Protocol

A convention or standard that controls or enables the connection, communication, and data transfer between two computing endpoints.

PS

See PostScript.

PSTN

The Public-Switched Telephone Network (PSTN) is the network of the world's public circuit-switched telephone networks which, on industrial premises, is usually routed through the switchboard.

Resolution

The sharpness of an image, measured in Dots Per Inch (DPI). The higher the dpi, the greater the resolution.

SMB

Server Message Block (SMB) is a network protocol mainly applied to share files, printers, serial ports, and miscellaneous communications between nodes on a network. It also provides an authenticated Inter-process communication mechanism.

SMTP

Simple Mail Transfer Protocol (SMTP) is the standard for e-mail transmissions across the Internet. SMTP is a relatively simple, text-based protocol, where one or more recipients of a message are specified, and then the message text is transferred. It is a client-server protocol, where the client transmits an email message to the server.

Subnet Mask

The subnet mask is used in conjunction with the network address to determine which part of the address is the network address and which part is the host address.

TCP/IP

The Transmission Control Protocol (TCP) and the Internet Protocol (IP); the set of communications protocols that implement the protocol stack on which the Internet and most commercial networks run.

TCR

Transmission Confirmation Report (TCR) provides details of each transmission such as job status, transmission result and number of pages sent. This report can be set to print after each job or only after failed transmissions.

TIFF

Tagged Image File Format (TIFF) is a variable-resolution bitmapped image format. TIFF describes image data that typically come from scanners. TIFF images make use of tags, keywords defining the characteristics of the image that is included in the file. This flexible and platform-independent format can be used for pictures that have been made by various image processing applications.

Print cartridge

A kind of bottle within a machine like printer which contains toner. Toner is a powder used in laser printers and photocopiers, which forms the text and images on the printed paper. Toner can be melted by the heat of the fuser, causing it to bind to the fibers in the paper.

TWAIN

An industry standard for scanners and software. By using a TWAIN-compliant scanner with a TWAIN-compliant program, a scan can be initiated from within the program.; an image capture API for Microsoft Windows and Apple Macintosh operating systems.

UNC Path

Uniform Naming Convention (UNC) is a standard way to access network shares in Window NT and other Microsoft products. The format of a UNC path is: \\<servername>\<sharename>\<Additional directory>

URL

Uniform Resource Locator (URL) is the global address of documents and resources on the Internet. The first part of the address indicates what protocol to use, the second part specifies the IP address or the domain name where the resource is located.

USB

Universal Serial Bus (USB) is a standard that was developed by the USB Implementers Forum, Inc., to connect computers and peripherals. Unlike the parallel port, USB is designed to concurrently connect a single computer USB port to multiple peripherals.

Watermark

A watermark is a recognizable image or pattern in paper that appears lighter when viewed by transmitted light. Watermarks were first introduced in Bologna, Italy in 1282; they have been used by papermakers to identify their product, and also on postage stamps, currency, and other government documents to discourage counterfeiting.

WIA

Windows Imaging Architecture (WIA) is an imaging architecture that is originally introduced in Windows Me and Windows XP. A scan can be initiated from within these operating systems by using a WIA-compliant scanner.

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Español	Sección de software	**Norsk**	Om programvaren	**Slovenščina**	Razdelek o programski opremi
Português	Secção do software	**Čeština**	Sekce softwaru	**Українська**	Програмне забезпечення
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Software section
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1 Installing Printer Software in Windows

This chapter includes:

- **Installing Printer Software**
- **Reinstalling Printer Software**
- **Removing Printer Software**

NOTE: The following procedure is based on Windows XP, for other operating systems, refer to the corresponding Windows user's guide or online help.

Installing Printer Software

You can install the printer software for local printing or network printing. To install the printer software on the computer, perform the appropriate installation procedure depending on the printer in use.

A printer driver is software that lets your computer communicate with your printer. The procedure to install drivers may differ depending on the operating system you are using.

All applications should be closed on your PC before beginning installation.

Installing Software for Local Printing

A local printer is a printer directly attached to your computer using the printer cable supplied with your printer, such as a USB or parallel cable. If your printer is attached to a network, skip this step and go to "Installing Software for Network Printing" on page 6.

You can install the printer software using the typical or custom method.

NOTE: If the "New Hardware Wizard" window appears during the installation procedure, click ⊠ in the upper right corner of the box to close the window, or click **Cancel**.

Typical Installation

This is recommended for most users. All components necessary for printer operations will be installed.

1   Make sure that the printer is connected to your computer and powered on.

2   Insert the supplied CD-ROM into your CD-ROM drive.

    The CD-ROM should automatically run, and an installation window appears.

If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "**X**" with the letter which represents your drive and click **OK**.

If you use Windows Vista, click **Start** → **All programs** → **Accessories** → **Run**, and type **X:\Setup.exe**.

If the **AutoPlay** window appears in Windows Vista, click **Run Setup.exe** in **Install or run program** field, and click **Continue** in the **User Account Control** window.

3   Click **Install Software**.

4   Select **Typical installation for a local printer**. Click **Next**.

NOTE: If your printer is not already connected to the computer, the following window will appear.
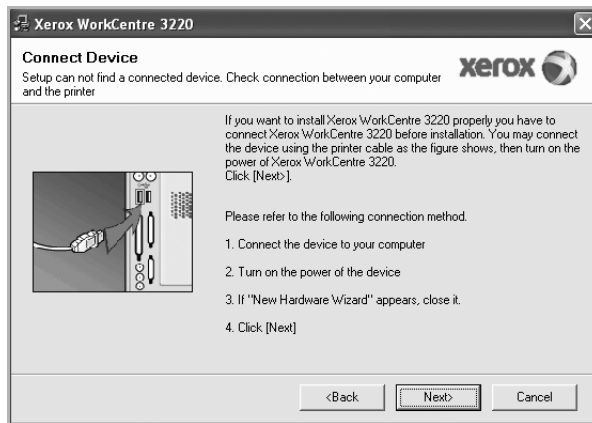
- After connecting the printer, click **Next**.
- If you don't want to connect the printer at this time, click **Next**, and **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.
- *The installation window that appears in this User's Guide may differ depending on the printer and interface in use.*

5 After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and click **Next**.

   Otherwise, just click **Next** and skip to step 7.

6 If the test page prints out correctly, click **Yes**.

   If not, click **No** to reprint it.

7 Click **Finish**.

NOTE: After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Reinstalling Printer Software" on page 9.

Custom Installation

You can choose individual components to install.

1 Make sure that the printer is connected to your computer and powered on.

2 Insert the supplied CD-ROM into your CD-ROM drive.

   The CD-ROM should automatically run, and an installation window appears.

   If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "**X**" with the letter which represents your drive and click **OK**.

   If you use Windows Vista, click **Start** → **All programs** → **Accessories** → **Run**, and type **X:\Setup.exe**.

If the **AutoPlay** window appears in Windows Vista, click **Run Setup.exe** in **Install or run program** field, and click **Continue** in the **User Account Control** window.

3 Click **Install Software**.

4 Select **Custom installation**. Click **Next**.

5 Select your printer and click **Next**.
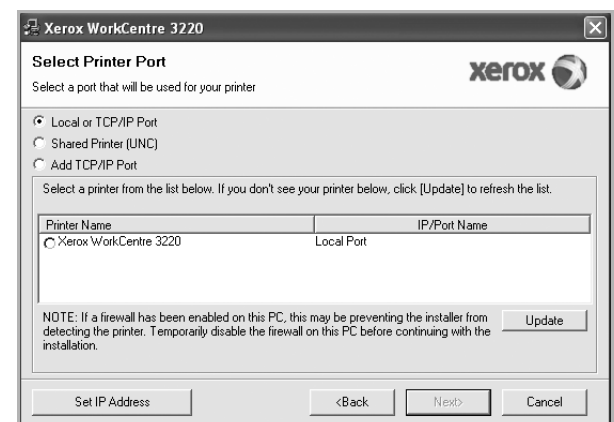
NOTE: If your printer is not already connected to the computer, the following window will appear.
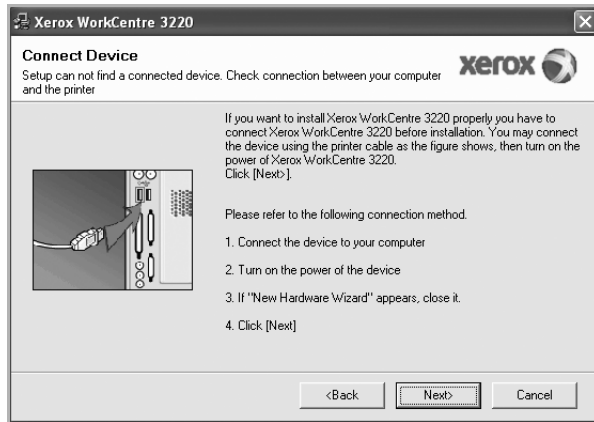
- After connecting the printer, click **Next**.
- If you don't want to connect the printer at this time, click **Next**, and **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.
- *The installation window that appears in this User's Guide may differ depending on the printer and interface in use.*

6 Select the components to be installed and click **Next**.
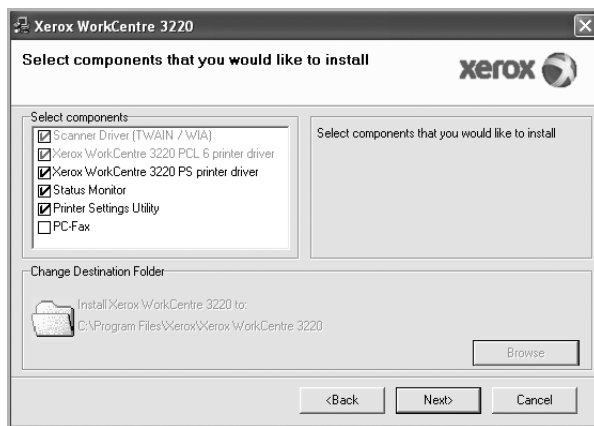
NOTE: You can change the desired installation folder by clicking [**Browse**].

7 After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and click **Next**.

Otherwise, just click **Next** and skip to step 9.

8 If the test page prints out correctly, click **Yes**.

If not, click **No** to reprint it.

9 Click **Finish**.

Installing Software for Network Printing

When you connect your printer to a network, you must first configure the TCP/IP settings for the printer. After you have assigned and verified the TCP/IP settings, you are ready to install the software on each computer on the network.

You can install the printer software using the typical or custom method.

Typical Installation

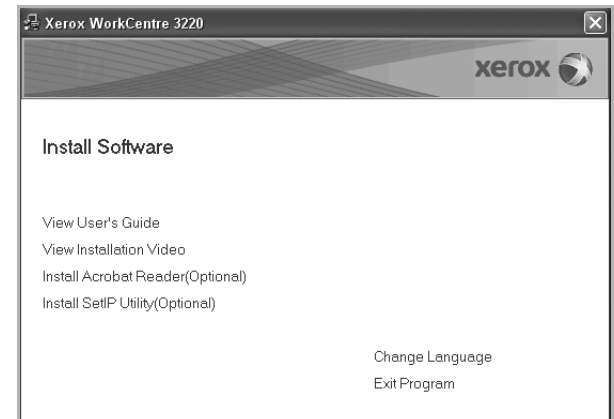This is recommended for most users. All components necessary for printer operations will be installed.

1 Make sure that the printer is connected to your network and powered on. For details about connecting to the network, see the supplied printer's User's Guide.

2 Insert the supplied CD-ROM into your CD-ROM drive.

The CD-ROM should automatically run, and an installation window appears.

If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "**X**" with the letter which represents your drive and click **OK**.

If you use Windows Vista, click **Start** → **All programs** → **Accessories** → **Run**, and type **X:\Setup.exe**.

If the **AutoPlay** window appears in Windows Vista, click **Run Setup.exe** in **Install or run program** field, and click **Continue** in the **User Account Control** window.

3 Click **Install Software**.

4 Select **Typical installation for a network printer**. Click **Next**.

5 The list of printers available on the network appears. Select the printer you want to install from the list and then click **Next**.

• If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer.

To verify your printer's IP address or the MAC address, print a Network Configuration page.

• To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.

NOTE: If you cannot find your machine in network, please turn off the firewall and click **Update**.
For Windows operating system, **Start** → **Control Panel** and start windows firewall, and set this option unactivated. For other operating system, refer to its on-line guide.

6 After the installation is finished, click **Finish**. If you choose to print a test page, select the checkbox.

7 If the test page prints out correctly, click **Yes**.

If not, click **No** to reprint it.

8 Click **Finish**.

NOTE: After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Reinstalling Printer Software" on page 9.

Custom Installation

You can choose individual components to install and set a specific IP address.

1 Make sure that the printer is connected to your network and powered on. For details about connecting to the network, see the supplied printer's User's Guide.
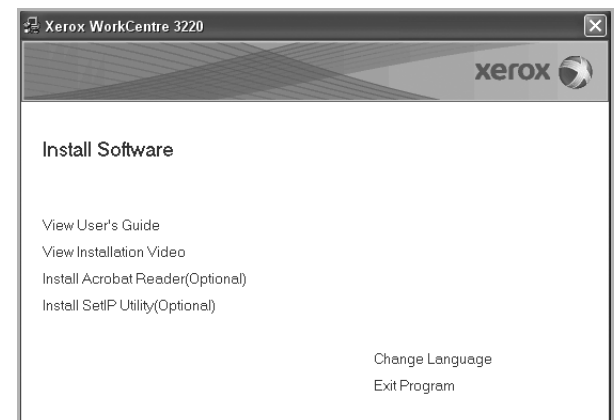
2 Insert the supplied CD-ROM into your CD-ROM drive.

The CD-ROM should automatically run, and an installation window appears.

If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "**X**" with the letter which represents your drive and click **OK**.

If you use Windows Vista, click **Start** → **All programs** → **Accessories** → **Run**, and type **X:\Setup.exe**.

If the **AutoPlay** window appears in Windows Vista, click **Run Setup.exe** in **Install or run program** field, and click **Continue** in the **User Account Control** window.

3 Click **Install Software**.

**4** Select **Custom installation**. Click **Next**.

5 The list of printers available on the network appears. Select the printer you want to install from the list and then click **Next**.

• If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer.

To verify your printer's IP address or the MAC address, print a Network Configuration page.

• To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.

NOTE: If you cannot find your machine in network, please turn off the firewall and click **Update**.
For Windows operating system, **Start → Control Panel** and start windows firewall, and set this option unactivated. For other operating system, refer to its on-line guide.

TIP: If you want to set a specific IP address on a specific network printer, click the **Set IP Address** button. The Set IP Address window appears. Do as follows:
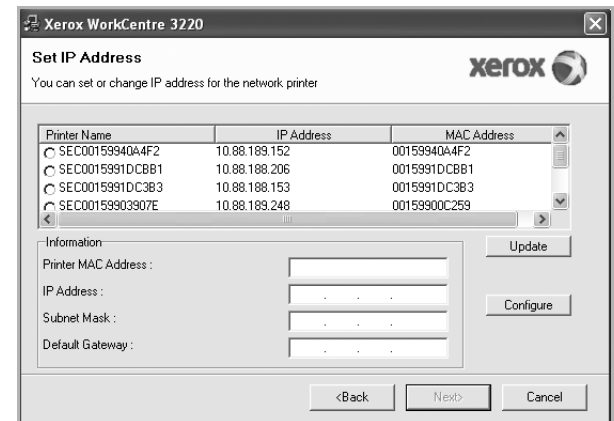
a. Select a printer to be set with a specific IP address from the list.
b. Configure an IP address, subnet mask, and gateway for the printer manually and click **Configure** to set the specific IP address for the network printer.
c. Click **Next**.
• You can also set the network printer via CentreWare IS, an embedded web server. Click **Launch SWS** on **Set IP Address** window. Your machine's embedded website opens.

6 Select the components to be installed and click **Next**.
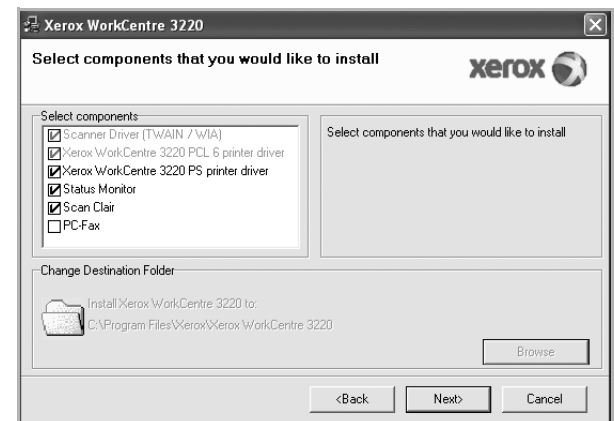
NOTE: You can change the desired installation folder by clicking [**Browse**].

7 Select the components to be installed. After selecting the components, the following window appears. You can also change the printer name, set the printer to be shared on the network, set the printer as the default printer, and change the port name of each printer. Click **Next**.
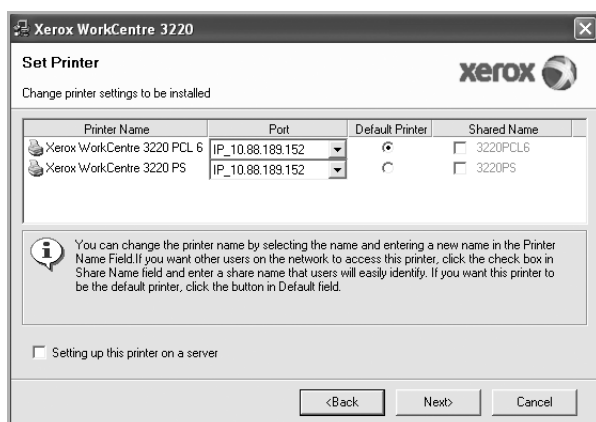
To install this software on a server, select the **Setting up this printer on a server** checkbox.

8 After the installation is finished, click **Finish**. If you choose to print a test page, select the checkbox.

9 If the test page prints out correctly, click **Yes**.

If not, click **No** to reprint it.

10 Click **Finish**.

NOTE: After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Reinstalling Printer Software" on page 9.

Reinstalling Printer Software

You can reinstall the software if installation fails.

1 Start Windows.

2 From the **Start** menu select **Programs** or **All Programs** → **your printer driver name** → **Maintenance**.

3 Select **Repair** and click **Next**.

4 The list of printers available on the network appears. Select the printer you want to install from the list and then click **Next**.

- If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer.
- To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.

You will see a component list so that you can reinstall any item individually.

NOTE: If your printer is not already connected to the computer, the following window will appear.
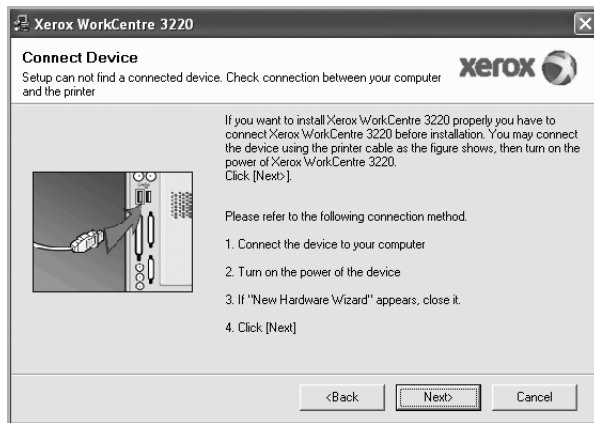
• After connecting the printer, click **Next**.
• If you don't want to connect the printer at this time, click **Next**, and **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.
• *The reinstallation window that appears in this User's Guide may differ depending on the printer and interface in use.*

5 Select the components you want to reinstall and click **Next**.

If you installed the printer software for local printing and you select **your printer driver name**, the window asking you to print a test page appears. Do as follows:

a. To print a test page, select the check box and click **Next**.

b. If the test page prints out correctly, click **Yes**.

If it doesn't, click **No** to reprint it.

6 When the reinstallation is done, click **Finish**.

Removing Printer Software

1 Start Windows.

2 From the **Start** menu select **Programs** or **All Programs** → **your printer driver name** → **Maintenance**.

3 Select **Remove** and click **Next**.

You will see a component list so that you can remove any item individually.

4 Select the components you want to remove and then click **Next**.

5 When your computer asks you to confirm your selection, click **Yes**.

The selected driver and all of its components are removed from your computer.

6 After the software is removed, click **Finish**.

2 Using SetIP

- **Installing SetIP**
- **Using SetIP**

NOTE: You can only use IPv4 setting for SetIP.

Installing SetIP

1 Make sure that the printer is connected to your computer and powered on.

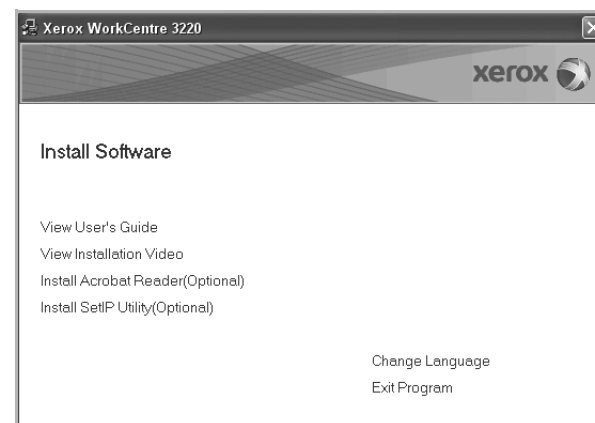**2** Insert the supplied CD-ROM into your CD-ROM drive.

The CD-ROM should automatically run, and an installation window appears.

If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "**X**" with the letter which represents your drive and click **OK**.

If you use Windows Vista, click **Start** → **All programs** → **Accessories** → **Run**, and type **X:\Setup.exe**.

If the **AutoPlay** window appears in Windows Vista, click **Run Setup.exe** in **Install or run program** field, and click **Continue** in the **User Account Control** window.

3 Click **Install SetIP Utility(Optional)**.
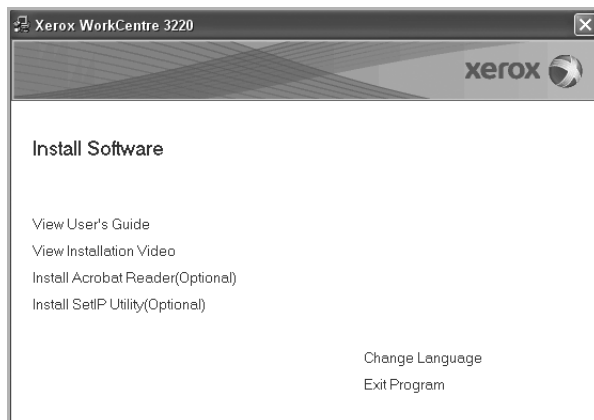
4 Click **Next**.
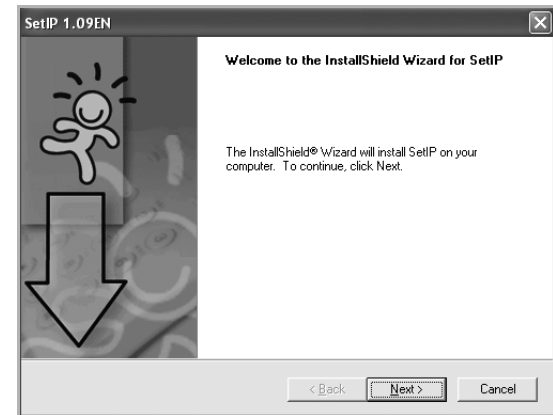
5 Click **Next**.
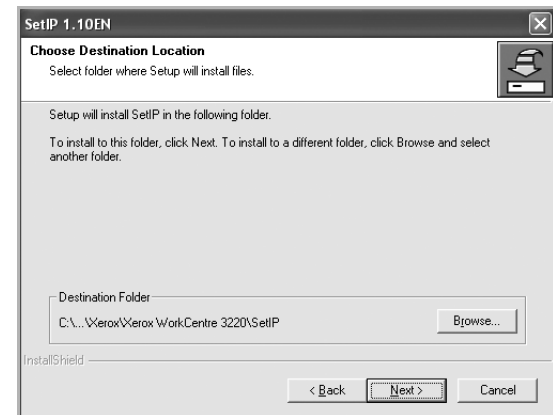
6 Click **Finish**.

Using SetIP

1 From the Windows **Start** menu, select **Programs** or **All Programs** → **your printer driver name** → **SetIP** → **SetIP**.

The program automatically detects and displays new and configured print servers on your network.

Printer Name	Mac Address	IP Address	Subnet Mask	Default Gateway
SEC00159940A4F2	00159940A4F2	10.88.189.152	255.255.255.0	10.88.189.1
SEC0015991DCBB1	0015991DCBB1	10.88.188.206	255.255.255.0	10.88.188.1
SEC0015991DC3B3	0015991DC3B3	10.88.188.153	255.255.255.0	10.88.188.1
SEC00159903907E	00159900C259	10.88.189.248	255.255.255.0	10.88.189.1
SEC001599033E03	001599033E03	10.88.189.132	255.255.255.0	10.88.189.1
SEC0015990105b9	0015990105B9	10.88.189.67	255.255.255.0	10.88.189.1

2 Select the name of your printer and click ⚙. If you cannot find your printer name, click 🔄 to refresh the list.

NOTES:
- To confirm the MAC address, see the NETWORK PRINTER CARD TEST PAGE. The NETWORK PRINTER CARD TEST PAGE will be printed after the Configuration Page.

- The refreshed list doesn't show your printer, click ⚙ enter your network printer card's Mac address, IP address, subnet mask, default gateway, and then click **Apply**.

3 Click **OK** to confirm the settings.

4 Click **Exit** to close the SetIP program.

3 Basic Printing

This chapter explains the printing options and common printing tasks in Windows.

This chapter includes:

- **Printing a Document**
- **Printing to a file (PRN)**
- **Printer Settings**
  - **Layout Tab**
  - **Paper Tab**
  - **Graphics Tab**
  - **Extras Tab**
  - **About Tab**
  - **Printer Tab**
  - **Using a Favorite Setting**
  - **Using Help**

Printing a Document

NOTES:
- Your printer driver **Properties** window that appears in this User's Guide may differ depending on the printer in use. However the composition of the printer properties window is similar.
- *Check the Operating System(s) that are compatible with your printer. Please refer to the OS Compatibility section of Printer Specifications in your Printer User's Guide.*
- If you need to know the exact name of your printer, you can check the supplied CD-ROM.
- When you select an option in printer properties, you may see an exclamation mark ⚠ or ⊗ mark. An exclamation mark means you can select that certain option but it is not recommended, and ⊗ mark means you cannot select that option due to the machine's setting or environment.

The following procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to the User's Guide of your software application for the exact printing procedure.

1 Open the document you want to print.

2 Select **Print** from the **File** menu. The Print window is displayed. It may look slightly different depending on your application.

The basic print settings are selected within the Print window. These settings include the number of copies and print range.

Make sure that your printer is selected.
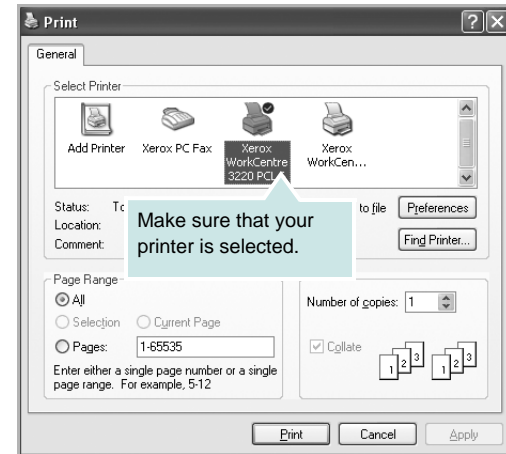
3 Select **your printer driver** from the **Name** drop-down list.

To take advantage of the printer features provided by your printer driver, click **Properties** or **Preferences** in the application's Print window. For details, see "Printer Settings" on page 14.

If you see **Setup**, **Printer**, or **Options** in your Print window, click it instead. Then click **Properties** on the next screen.

Click **OK** to close the printer properties window.

4 To start the print job, click **OK** or **Print** in the Print window.

Printing to a file (PRN)

You will sometimes need to save the print data as a file for your purpose.

To create a file:

1 Check the **Print to file** box at the **Print** window.
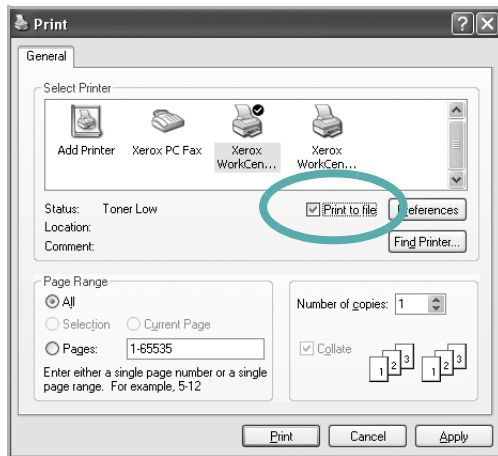
2 Select the folder and assign a name of the file and then click OK.

Printer Settings

You can use the printer properties window, which allows you to access all of the printer options you need when using your printer. When the printer properties are displayed, you can review and change the settings needed for your print job.

Your printer properties window may differ, depending on your operating system. This Software User's Guide shows the Properties window for Windows XP.

Your printer driver **Properties** window that appears in this User's Guide may differ depending on the printer in use.

If you access printer properties through the Printers folder, you can view additional Windows-based tabs (refer to your Windows User's Guide) and the Printer tab (see "Printer Tab" on page 18).

NOTES:
- Most Windows applications will override settings you specify in the printer driver. Change all print settings available in the software application first, and change any remaining settings using the printer driver.
- The settings you change remain in effect only while you are using the current program. **To make your changes permanent**, make them in the Printers folder.
- The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.
    1. Click the Windows **Start** button.
    2. Select **Printers and Faxes**.
    3. Select **your printer driver icon**.
    4. Right-click on the printer driver icon and select **Printing Preferences**.
    5. Change the settings on each tab, click OK.

Layout Tab

The **Layout** tab provides options to adjust how the document appears on the printed page. The **Layout Options** includes **Multiple Pages per Side**, **Poster Printing** and **Booklet Printing**. See "Printing a Document" on page 13 for more information on accessing printer properties.
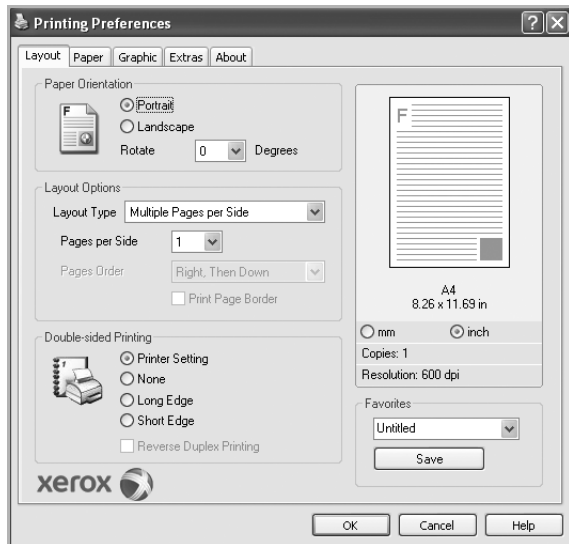
Paper Orientation

Paper Orientation allows you to select the direction in which information is printed on a page.
- **Portrait** prints across the width of the page, letter style.
- **Landscape** prints across the length of the page, spreadsheet style.
- **Rotate** allows you to rotate the page the selected degrees

▲ Portrait   ▲ Landscape
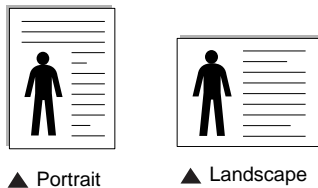
Layout Options

Layout Options allows you to select advanced printing options. You can choose **Multiple Pages per Side** and **Poster Printing**.
- For details, see "Printing Multiple Pages on One Sheet of Paper (N-Up Printing)" on page 19.
- For details, see "Printing Posters" on page 20.
- For details, see "Printing Booklets" on page 20

Double-sided Printing

Double-sided Printing allows you to print on both sides of paper. *If this option does not appear, your printer does not have this feature.*
- For details, see "Printing on Both Sides of Paper" on page 21.

Paper Tab

Use the following options to set the basic paper handling specifications when you access the printer properties. See "Printing a Document" on page 13 for more information on accessing printer properties.

Click the **Paper** tab to access various paper properties.
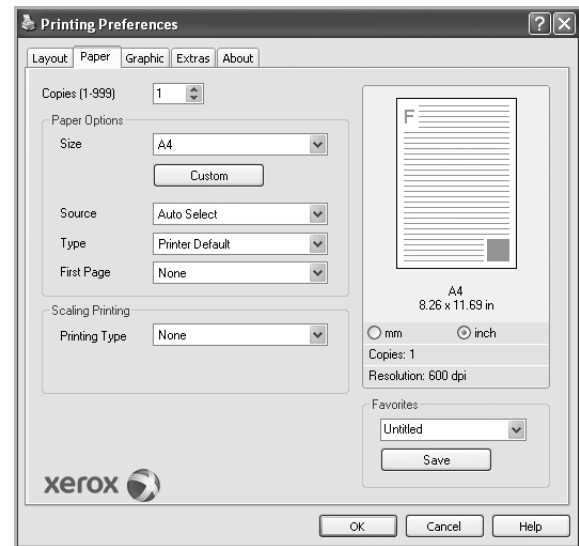
Copies

Copies allows you to choose the number of copies to be printed. You can select 1 to 999 copies.

Paper Options

Size

Size allows you to set the size of paper you loaded in the tray.
If the required size is not listed in the **Size** box, click **Custom**. When the **Custom Paper Setting** window appears, set the paper size and click **OK**. The setting appears in the list so that you can select it.

Source

Make sure that **Source** is set to the corresponding paper tray.
Use **Manual Feeder** when printing on special materials like envelopes and transparencies. You have to load one sheet at a time into the Manual Tray or Multi-Purpose Tray.
If the paper source is set to **Auto Selection**, the printer automatically picks up print material in the following tray order: Manual Tray or Multi-Purpose Tray, Tray n.

Type

Set **Type** to correspond to the paper loaded in the tray from which you want to print. This will let you get the best quality printout. If not, print quality may not be achieved as you want.

Thick Paper: 24 lb to 28 lb (90~105 g/m^2) thick paper.

Thin Paper: 16 lb to 19 lb (60~70 g/m^2) thin paper.

Cotton: 20 lb to 24 lb (75~90 g/m^2) cotton paper such as Gilbert 25% and Gilbert 100%.

Plain Paper: Normal plain paper. Select this type if your printer is monochrome and printing on the 16 lb (60 g/m^2) cotton paper.

Recycled Paper: 20 lb to 24 lb (75~90 g/m^2) recycled paper.

Color Paper: 20 lb to 24 lb (75~90 g/m^2) color-backgrounded paper.

Archive Paper: If you need to keep print-out for a long period time such as archives, select this option.

First Page

This property allows you to print the first page using a different paper type from the rest of the document. You can select the paper source for the first page.

For example, load thick stock for the first page into the Multi-purpose Tray, and plain paper into Tray n. Then, select **Tray n** in the **Source** option and **Multi-Purpose Tray** in the **First Page** option. *If this option does not appear, your printer does not have this feature.*

Scaling Printing

Scaling Printing allows you to automatically or manually scale your print job on a page. You can choose from **None**, **Reduce/Enlarge**, and **Fit to Page**.

- For details, see "Printing a Reduced or Enlarged Document" on page 21.
- For details, see "Fitting Your Document to a Selected Paper Size" on page 21.

Graphics Tab

Use the following Graphic options to adjust the print quality for your specific printing needs. See "Printing a Document" on page 13 for more information on accessing printer properties.

Click the **Graphic** tab to display the properties shown below.
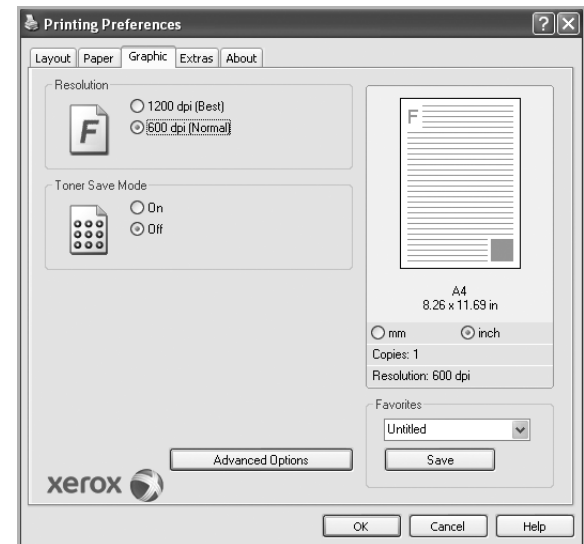
Resolution

The Resolution options you can select may vary depending on your printer model. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

Toner Save Mode

Selecting this option extends the life of your print cartridge and reduces your cost per page without a significant reduction in print quality. *Some printers do not support this feature.*

- **Printer Setting**: If you select this option, this feature is determined by the setting you've made on the control panel of the printer.
- **On**: Select this option to allow the printer to use less toner on each page.
- **Off**: If you don't need to save toner when printing a document, select this option.

Advanced Options

You can set advanced settings by clicking the **Advanced Options** button.

• **TrueType Options**: This option determines what the driver tells the printer about how to image the text in your document. Select the appropriate setting according to the status of your document.

- **Download as Outline**: When this option is selected, the driver will download any TrueType fonts that are used in your document not already stored (resident) on your printer. If, after printing a document, you find that the fonts did not print correctly, choose Download as bit image and resubmit your print job. The Download as bit image setting is often useful when printing Adobe. *This feature is available only when you use the PCL printer driver.*

- **Download as Bitmap**: When this option is selected, the driver will download the font data as bitmap images. Documents with complicated fonts, such as Korean or Chinese, or various other fonts, will print faster in this setting.

- **Print as Graphics**: When this option is selected, the driver will download any fonts as graphics. When printing documents with high graphic content and relatively few TrueType fonts, printing performance (speed) may be enhanced in this setting.

• **Print All Text To Black**: When the **Print All Text To Black** option is checked, all text in your document prints solid black, regardless of the color it appears on the screen.

Extras Tab

You can select output options for your document. See "Printing a Document" on page 13 for more information about accessing the printer properties.

Click the **Extras** tab to access the following feature:
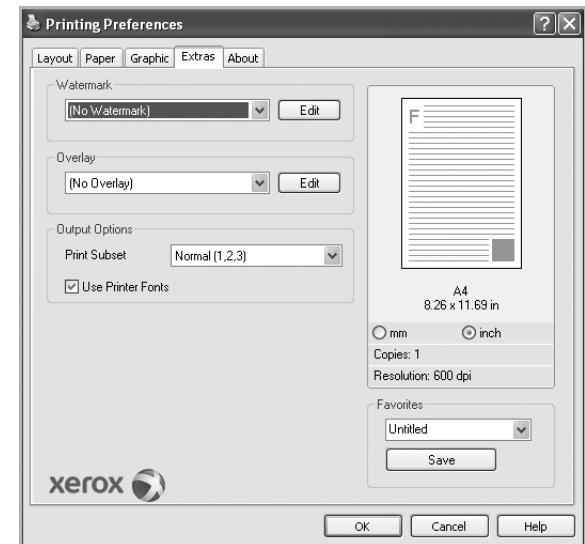
Watermark
You can create a background text image to be printed on each page of your document. For details, see "Using Watermarks" on page 22.

Overlay
Overlays are often used to take the place of preprinted forms and letterhead paper. For details, see "Using Overlays" on page 23.

Output Options
• **Print Subset**: You can set the sequence in which the pages print. Select the print order from the drop-down list.
• **Normal (1,2,3)**: Your printer prints all pages from the first page to the last page.
• **Reverse All Pages (3,2,1)**: Your printer prints all pages from the last page to the first page.
• **Print Odd Pages**: Your printer prints only the odd numbered pages of the document.
• **Print Even Pages**: Your printer prints only the even numbered pages of the document.
• **Use Printer Fonts**: When Use Printer Fonts is checked, the printer uses the fonts that are stored in its memory (resident fonts) to print your document, rather than downloading the fonts used in your document. Because downloading fonts takes time, selecting this option can speed up your printing time. When using Printer fonts, the printer will try to match the fonts used in your document to those stored in its memory. If, however, you use fonts in your document that are very different from those resident in the printer, your printed output will appear very different from what it looks like on the screen. *This feature is available only when you use the PCL printer driver.*

About Tab

Use the **About** tab to display the copyright notice and the version number of the driver. If you have an Internet browser, you can connect to the Internet by clicking on the web site icon. See "Printing a Document" on page 13 for more information about accessing printer properties.

Printer Tab

If you access printer properties through the **Printers** folder, you can view the **Printer** tab. You can set the printer configuration.

The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.

1   Click the Windows **Start** menu.

2   Select **Printers and Faxes**.

3   Select **your printer driver icon**.

4   Right-click on the printer driver icon and select **Properties**.

5   Click the **Printer** tab and set the options.

High Altitude Correction
If your printer is going to be used at a high altitude, checking this option will optimize the print quality for those circumstances.

Using a Favorite Setting

The **Favorites** option, which is visible on each properties tab, allows you to save the current properties settings for future use.

To save a **Favorites** item:

1   Change the settings as needed on each tab.

2   Enter a name for the item in the **Favorites** input box.
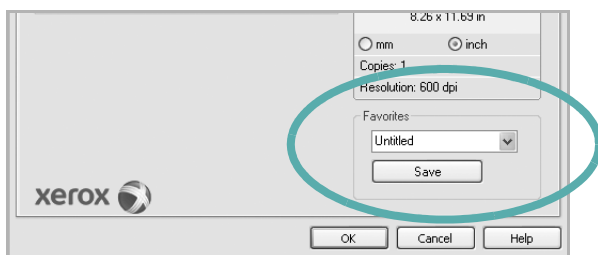
3   Click **Save**.

When you save **Favorites**, all current driver settings are saved.

To use a saved setting, select the item from the **Favorites** drop down list. The printer is now set to print according to the Favorites setting you selected.

To delete a Favorites item, select it from the list and click **Delete**.

You can also restore the printer driver's default settings by selecting **Printer Default** from the list.

Using Help

Your printer has a help screen that can be activated by clicking the **Help** button in the printer properties window. These help screens give detailed information about the printer features provided by the printer driver.

You can also click from the upper right corner of the window, and then click on any setting.

4 Advanced Printing

This chapter explains printing options and advanced printing tasks.

NOTE:
- Your printer driver **Properties** window that appears in this User's Guide may differ depending on the printer in use. However the composition of the printer properties window is similar.
- If you need to know the exact name of your printer, you can check the supplied CD-ROM.

This chapter includes:

- **Printing Multiple Pages on One Sheet of Paper (N-Up Printing)**
- **Printing Posters**
- **Printing Booklets**
- **Printing on Both Sides of Paper**
- **Printing a Reduced or Enlarged Document**
- **Fitting Your Document to a Selected Paper Size**
- **Using Watermarks**
- **Using Overlays**

Printing Multiple Pages on One Sheet of Paper (N-Up Printing)

You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify. You can print up to 16 pages on one sheet.

1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.

2 From the **Layout** tab, choose **Multiple Pages per Side** in the **Layout Type** drop-down list.

3 Select the number of pages you want to print per sheet (1, 2, 4, 6, 9, or 16) in the **Pages per Side** drop-down list.

4 Select the page order from the **Page Order** drop-down list, if necessary.

Check **Print Page Border** to print a border around each page on the sheet.

5 Click the **Paper** tab, select the paper source, size, and type.

6 Click **OK** and print the document.

Printing Posters
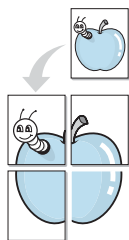
This feature allows you to print a single-page document onto 4, 9, or 16 sheets of paper, for the purpose of pasting the sheets together to form one poster-size document.

NOTE: The poster printing option is available when 600 dpi is selected in the resolution option on the Graphic tab.

1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.

2 Click the **Layout** tab, select **Poster Printing** in the **Layout Type** drop-down list.

3 Configure the poster option:

You can select the page layout from **Poster<2x2>**, **Poster<3x3>**, **Poster<4x4>** or **Custom**. If you select **Poster<2x2>**, the output will be automatically stretched to cover 4 physical pages. If the option is set to Custom, you can enlarge the original from 150% to 400%. Depending on the level of the enlargement, the page layout is automatically adjusted to **Poster<2x2>**, **Poster<3x3>**, **Poster<4x4>**.
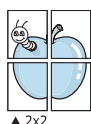
▲ 2x2
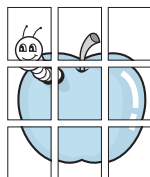
▲ 3x3

Specify an overlap in millimeters or inches to make it easier to pasting the sheets together.

0.15 inches

0.15 inches
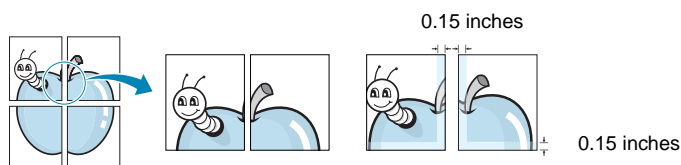
4 Click the **Paper** tab, select the paper source, size, and type.

5 Click **OK** and print the document. You can complete the poster by pasting the sheets together.

Printing Booklets
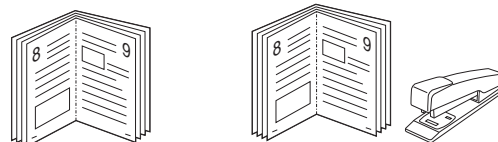
This printer feature allows you to print your document on both sides of the paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet.

1 To change the print settings from your software application, access the printer properties. See "Printing a Document" on page 13.

2 From the **Layout** tab, choose **Booklet Printing** from the **Layout Type** drop-down list.

NOTE: The **Booklet Printing** option is not available for all paper sizes. In order to find out the available paper size for this feature, select the paper size in the **Size** option on the **Paper** tab, then check if the **Booklet Printing** in a **Layout Type** drop-down list on the **Layout** tab is activated.

3 Click the **Paper** tab, and select the paper source, size, and type.

4 Click **OK** and print the document.

5 After printing, fold and staple the pages.

Printing on Both Sides of Paper

You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented.

The options are:
- **Printer Setting**, if you select this option, this feature is determined by the setting you've made on the control panel of the printer. *If this option does not appear, your printer does not have this feature.*
- **None**
- **Long Edge**, which is the conventional layout used in book binding.
- **Short Edge**, which is the type often used with calendars.

▲ Long Edge   ▲ Short Edge
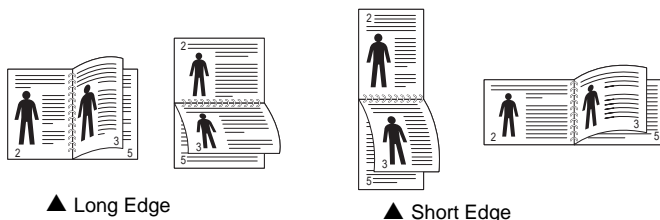
- **Reverse Duplex Printing**, allows you to select general print order compare to duplex print order. *If this option does not appear, your printer does not have this feature.*

NOTE:
- Do not print on both sides of labels, transparencies, envelopes, or thick paper. Paper jamming and damage to the printer may result.

1 To change the print settings from your software application, access printer properties. "Printing a Document" on page 13.

2 From the **Layout** tab, select the paper orientation.

3 From the **Double-sided Printing** section, select the binding option you want.

4 Click the **Paper** tab and select the paper source, size, and type.

5 Click **OK** and print the document.

Printing a Reduced or Enlarged Document
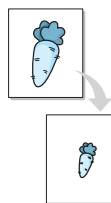
You can change the size of a page's content to appear larger or smaller on the printed page.

1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.

2 From the **Paper** tab, select **Reduce/Enlarge** in the **Printing Type** drop-down list.

3 Enter the scaling rate in the **Percentage** input box.

You can also click the ▼ or ▲ button.

4 Select the paper source, size, and type in **Paper Options**.

5 Click **OK** and print the document.

Fitting Your Document to a Selected Paper Size
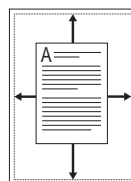
This printer feature allows you to scale your print job to any selected paper size regardless of the digital document size. This can be useful when you want to check fine details on a small document.

1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.

2 From the **Paper** tab, select **Fit to Page** in the **Printing Type** drop-down list.

3 Select the correct size from the **Output size** drop-down list.

4 Select the paper source, size, and type in **Paper Options**.

5 Click **OK** and print the document.

Using Watermarks

The Watermark option allows you to print text over an existing document. For example, you may want to have large gray letters reading "DRAFT" or "CONFIDENTIAL" printed diagonally across the first page or all pages of a document.

There are several predefined watermarks that come with the printer, and they can be modified, or you can add new ones to the list.

Using an Existing Watermark

1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.

2 Click the **Extras** tab, and select the desired watermark from the **Watermark** drop-down list. You will see the selected watermark in the preview image.

3 Click **OK** and start printing.

NOTE: The preview image shows how the page will look when it is printed.

Creating a Watermark

1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.

2 Click the **Extras** tab, and click the **Edit** button in the **Watermark** section. The **Edit Watermark** window appears.

3 Enter a text message in the **Watermark Message** box. You can enter up to 40 characters. The message displays in the preview window.

When the **First Page Only** box is checked, the watermark prints on the first page only.

4 Select watermark options.

You can select the font name, style, size, or grayscale level from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.

5 Click **Add** to add a new watermark to the list.

6 When you have finished editing, click **OK** and start printing.

To stop printing the watermark, select **(No Watermark)** from the **Watermark** drop-down list.

Editing a Watermark

1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.

2 Click the **Extras** tab and click the **Edit** button in the **Watermark** section. The **Edit Watermark** window appears.

3 Select the watermark you want to edit from the **Current Watermarks** list and change the watermark message and options.

4 Click **Update** to save the changes.

5 Click **OK** until you exit the Print window.

Deleting a Watermark

1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.

2 From the **Extras** tab, click the **Edit** button in the Watermark section. The **Edit Watermark** window appears.

3 Select the watermark you want to delete from the **Current Watermarks** list and click **Delete**.

4 Click **OK** until you exit the Print window.

Using Overlays

What is an Overlay?
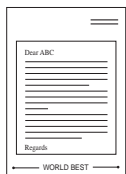
An overlay is text and/or images stored in the computer hard disk drive (HDD) as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper. Rather than using preprinted letterhead, you can create an overlay containing the exact same information that is currently on your letterhead. To print a letter with your company's letterhead, you do not need to load preprinted letterhead paper in the printer. You need only tell the printer to print the letterhead overlay on your document.

Creating a New Page Overlay
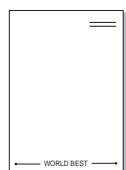
To use a page overlay, you must create a new page overlay containing your logo or image.

1 Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you wish them to appear when printed as an overlay.

2 To save the document as an overlay, access printer properties. See "Printing a Document" on page 13.

3 Click the **Extras** tab, and click **Edit** button in the **Overlay** section.

4 In the Edit Overlay window, click **Create Overlay**.

5 In the Create Overlay window, type a name of up to eight characters in the **File name** box. Select the destination path, if necessary. (The default is C:\Formover).

6 Click **Save**. The name appears on the **Overlay List** box.

7 Click **OK** or **Yes** to finish creating.

The file is not printed. Instead it is stored on your computer hard disk drive.

NOTE: The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark.

Using a Page Overlay

After an overlay has been created, it is ready to be printed with your document. To print an overlay with a document:

**1** Create or open the document you want to print.

2 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.

3 Click the **Extras** tab.

4 Select the desired overlay from the **Overlay** drop-down list box.

5 If the overlay file you want does not appear in the **Overlay** list, click **Edit** button and **Load Overlay**, and select the overlay file.

If you have stored the overlay file you want to use in an external source, you can also load the file when you access the **Load Overlay** window.

After you select the file, click **Open**. The file appears in the **Overlay List** box and is available for printing. Select the overlay from the **Overlay List** box.

6 If necessary, click **Confirm Page Overlay When Printing**. If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.

If this box is not checked and an overlay has been selected, the overlay automatically prints with your document.

7 Click **OK** or **Yes** until printing begins.

The selected overlay downloads with your print job and prints on your document.

NOTE: The resolution of the overlay document must be the same as that of the document you will print with the overlay.

Deleting a Page Overlay

You can delete page overlays that you no longer use.

1 In the printer properties window, click the **Extras** tab.

2 Click the **Edit** button in the **Overlay** section.

3 Select the overlay you want to delete from the **Overlay List** box.

4 Click **Delete Overlay**.

5 When a confirming message window appears, click **Yes**.

6 Click **OK** until you exit the Print window.

5 Using Windows PostScript Driver (WorkCentre 3220)

If you want to use the PostScript driver provided with your system CD-ROM to print a document.

PPDs, in combination with the PostScript driver, access printer features and allow the computer to communicate with the printer. An installation program for the PPDs is provided on the supplied software CD-ROM.

Printer Settings

You can use the printer properties window, which allows you to access all of the printer options you need when using your printer. When the printer properties are displayed, you can review and change the settings needed for your print job.

Your printer properties window may differ, depending on your operating system. This Software User's Guide shows the Properties window for Windows XP.

Your printer driver **Properties** window that appears in this User's Guide may differ depending on the printer in use.

NOTES:
• Most Windows applications will override settings you specify in the printer driver. Change all print settings available in the software application first, and change any remaining settings using the printer driver.
• The settings you change remain in effect only while you are using the current program. **To make your changes permanent**, make them in the Printers folder.
• The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.
    1. Click the Windows **Start** button.
    2. Select **Printers and Faxes**.
    3. Select **your printer driver icon**.
    4. Right-click on the printer driver icon and select **Printing Preferences**.
    5. Change the settings on each tab, click OK.

Advanced

You can use advanced settings by clicking the **Advanced** button.
• **Paper/Output** this option allows you to select the size of the paper loaded in the tray.
• **Graphic** this option allows you to adjust the print quality for your specific printing needs.
• **Document Options** this options allow you to set the PostScript options or printer features.

Using Help

You can click ? from the upper right corner of the window, and then click on any setting.

6 Sharing the Printer Locally

You can connect the printer directly to a selected computer, which is called "host computer," on the network.

The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.

NOTES:
- Check the Operating System(s) that are compatible with your printer. Please refer to the OS Compatibility section of Printer Specifications in your Printer User's Guide.
- If you need to know the exact name of your printer, you can check the supplied CD-ROM.

Setting Up a Host Computer

1   Start Windows.

2   From the **Start** menu select **Printers and Faxes**.

3   Double-click **your printer driver icon**.

4   From the **Printer** menu, select **Sharing**.

5   Check the **Share this printer** box.

6   Fill in the **Shared Name** field, and then click **OK**.

Setting Up a Client Computer

1   Right-click the Windows **Start** button and select **Explore**.

2   Select **My Network Places** and then right-click **Search for Computers**.

3   Fill in the IP address of host computer in **Computer name** field, and click **Search**. (In case host computer requires **User name** and **Password**, fill in User ID and password of host computer account.)

4   Double-click **Printers and Faxes**.

5   Right-click printer driver icon, select **Connect**.

6   Click **Yes**, if the installation confirm message appears.

7 Scanning

Scanning with your machine lets you turn pictures and text into digital files on your computer. Then you can fax or e-mail the files, display them on your web site or use them to create projects that you can print using Xerox software or the WIA driver.

This chapter includes:

- **Scanning Process with TWAIN-enabled Software**
- **Scanning Using the WIA Driver**

NOTES:
- *Check the Operating System(s) that are compatible with your printer. Please refer to the OS Compatibility section of Printer Specifications in your Printer User's Guide.*
- *You can check your printer name in the supplied CD-ROM.*
- *The maximum resolution that can be achieved depends upon various factors, including computer speed, available disk space, memory, the size of the image being scanned, and bit depth settings. Thus, depending on your system and what you are scanning, you may not be able to scan at certain resolutions, especially using enhanced dpi.*

Scanning Process with TWAIN-enabled Software

If you want to scan documents using other software, you will need to use TWAIN-compliant software, such as Adobe Photoshop. The first time you scan with your machine, select it as your TWAIN source in the application you use.

The basic scanning process involves a number of steps:

1. Make sure that your machine and computer are turned on and properly connected to each other.
2. Load the document(s) face up into the DADF (or ADF).

   OR

   Place a single document face down on the document glass.
3. Open an application, such as PhotoDeluxe or Photoshop.
4. Open the TWAIN window and set the scan options.
5. Scan and save your scanned image.

NOTE: You need to follow the program's instructions for acquiring an image. Please refer to the user's guide of the application.

Scanning Using the WIA Driver

Your machine also supports the Windows Image Acquisition (WIA) driver for scanning images. WIA is one of the standard components provided by Microsoft® Windows® XP and works with digital cameras and scanners. Unlike the TWAIN driver, the WIA driver allows you to scan and easily manipulate images without using additional software.

NOTE: The WIA driver works only on Windows XP/Vista with USB port.

Windows XP

1. Load the document(s) face up into the DADF (or ADF).

   OR

   Place a single document face down on the document glass.
2. From the **Start** menu on your desktop window, select **Settings**, **Control Panel**, and then **Scanners and Cameras**.
3. Double click **your scanner driver** icon. The Scanner and Camera Wizard launches.
4. Choose your scanning preferences and click **Preview** to see how your preferences affect the picture.
5. Click **Next**.
6. Enter a picture name, and select a file format and destination to save the picture.
7. Follow the on-screen instructions to edit the picture after it is copied to your computer.

Windows Vista

1. Load the document(s) face up into the DADF (or ADF). OR Place a single document face down on the document glass.
2. Click **Start** → **Control Panel** → **Scanners and Cameras**.
3. Click on **Scan a document or picture**. Then **Windows Fax and Scan** application is opened automatically.

NOTE:
- To view scanners, user can click on **View scanners and cameras**.
- If there is not **Scan a document or picture**, open the MS paint program and click **From Scanner or Camera...** on **File** menu.

4. Click **New Scan** and then scan driver is opened.
5. Choose your scanning preferences and click **Preview** to see your preferences affect the picture.
6. Click **Scan**.

NOTE: If you want to cancel the scan job, press the Cancel button on the Scanner and Camera Wizard.

8 Using Utility Applications

If an error occurs while printing, the Status Monitor window appears, showing the error.

NOTES:
- To use this program, you need:
  - To check for Operating System(s) that are compatible with your printer, refer to Printer Specifications in your Printer User's Guide.
  - Internet Explorer version 5.0 or higher for flash animation in HTML Help.
- If you need to know the exact name of your printer, you can check the supplied CD-ROM.

Using Printer Settings Utility

Using the Printer Settings Utility, you can configure and check print settings.

1 From the **Start** menu, select **Programs** or **All Programs** → **your printer driver icon** → **Printer Settings Utility**.

2 Change the settings.

3 To send the changes to the printer, click the **Apply** button.

Using Onscreen Help

For more information about **Printer Settings Utility**, click ⓘ .

Opening the Troubleshooting Guide

Double click the **Status Monitor** icon on the Windows task bar.
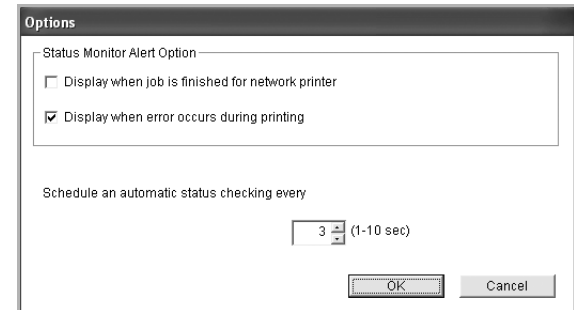
Double click this icon.

Or, from the **Start** menu, select **Programs** or **All Programs** → **your printer driver icon** → **Troubleshooting Guide**.

Changing the Status Monitor Program Settings

Select the **Status Monitor** icon on the Windows task bar and right-click on the **Status Monitor** icon. Select **Options**.

The following window opens.

- **Display when job is finished for network printer** shows the Status Monitor balloon when your job is complete.
- **Display when error occurs during printing** shows the Status Monitor balloon when an error occurs during printing.
- **Schedule an automatic status checking every** allows the computer to update the printer status regularly. Setting the value close to 1 second causes the computer to check the printer status more frequently, thereby allowing a faster response to any printer error.

9 **Using Your Printer in Linux**

You can use your machine in a Linux environment.

This chapter includes:

- • **Getting Started**
- • **Installing the Unified Linux Driver**
- • **Using the Unified Driver Configurator**
- • **Configuring Printer Properties**
- • **Printing a Document**
- • **Scanning a Document**

Getting Started

The supplied CD-ROM provides you with Xerox's Unified Linux Driver package for using your machine with a Linux computer.

Xerox's Unified Linux Driver package contains printer and scanner drivers, providing the ability to print documents and scan images. The package also delivers powerful applications for configuring your machine and further processing of the scanned documents.

After the driver is installed on your Linux system, the driver package allows you to monitor a number of machine devices via the USB port. The acquired documents can then be edited, printed on the same local or network machine devices, sent by e-mail, uploaded to an FTP site, or transferred to an external OCR system.

The Unified Linux Driver package is supplied with a smart and flexible installation program. You don't need to search for additional components that might be necessary for the Unified Linux Driver software: all required packages will be carried onto your system and installed automatically; this is possible on a wide set of the most popular Linux clones.

Installing the Unified Linux Driver

Installing the Unified Linux Driver

1 Make sure that you connect your machine to your computer. Turn both the computer and the machine on.

2 When the Administrator Login window appears, type in *root* in the Login field and enter the system password.

NOTE: You must log in as a super user (root) to install the printer software. If you are not a super user, ask your system administrator.

3 Insert the printer software CD-ROM. The CD-ROM will automatically run.

If the CD-ROM does not automatically run, click the ▣ icon at the bottom of the desktop. When the Terminal screen appears, type in:

If the CD-ROM is secondary master and the location to mount is / mnt/cdrom,

[root@localhost root]#mount -t iso9660 /dev/hdc /mnt/cdrom

[root@localhost root]#cd /mnt/cdrom/Linux

[root@localhost root]#./install.sh

If you still failed to run the CD-ROM, type the followings in sequence:

[root@localhost root]#umount /dev/hdc

[root@localhost root]#mount -t iso9660 /dev/hdc /mnt/cdrom

NOTE: The installation program runs automatically if you have an autorun software package installed and configured.

4 When the welcome screen appears, click **Next**.

5 When the installation is complete, click **Finish**.

The installation program has added the Unified Driver Configurator desktop icon and Xerox Unified Driver group to the system menu for your convenience. If you have any difficulties, consult the onscreen help that is available through your system menu or can otherwise be called from the driver package windows applications, such as **Unified Driver Configurator** or **Image Manager**.

NOTE: Installing the driver in the text mode:
- If you do not use the graphical interface or have failed the driver installation, you have to use the driver in the text mode.
- Follow the step 1 to 3, then type [root@localhost Linux]# ./install.sh, than follow the instruction on the terminal screen. Then the installation completes.
- When you wan to uninstall the driver, follow the installation instruction above, but type [root@localhost Linux]# ./uninstall.sh on the terminal screen.

Uninstalling the Unified Linux Driver

1 When the Administrator Login window appears, type in *root* in the Login field and enter the system password.

NOTE: You must log in as a super user (root) to install the printer software. If you are not a super user, ask your system administrator.

2 Insert the printer software CD-ROM. The CD-ROM will automatically run.

If the CD-ROM does not automatically run, click the 🔲 icon at the bottom of the desktop. When the Terminal screen appears, type in:

If the CD-ROM is secondary master and the location to mount is /mnt/cdrom,

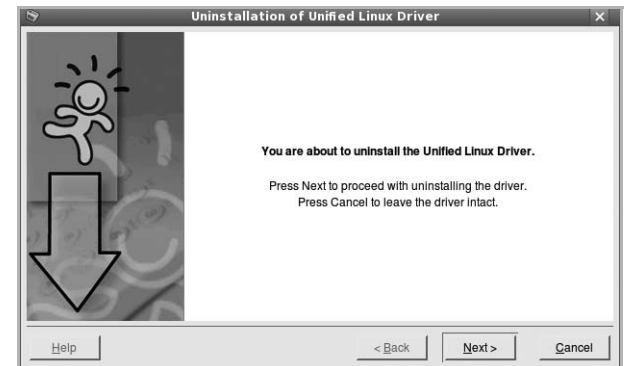[root@localhost root]#mount -t iso9660 /dev/hdc /mnt/cdrom

[root@localhost root]#cd /mnt/cdrom/Linux

[root@localhost root]#./uninstall.sh

NOTE: The installation program runs automatically if you have an autorun software package installed and configured.

3 Click **Uninstall**.

4 Click **Next**.

5 Click **Finish**.

Using the Unified Driver Configurator

Unified Linux Driver Configurator is a tool primarily intended for configuring Printer or MFP devices. Since an MFP device combines the printer and scanner, the Unified Linux Driver Configurator provides options logically grouped for printer and scanner functions. There is also a special MFP port option responsible for the regulation of access to an MFP printer and scanner via a single I/O channel.

After installing the Unified Linux driver, the Unified Linux Driver Configurator icon will automatically be created on your desktop.

Opening the Unified Driver Configurator

1 Double-click **Unified Driver Configurator** on the desktop.

You can also click the Startup Menu icon and select **Xerox Unified Driver** and then **Unified Driver Configurator**.

2 Press each button on the Modules pane to switch to the corresponding configuration window.

Printers Configuration button

Scanners Configuration button

Ports Configuration button
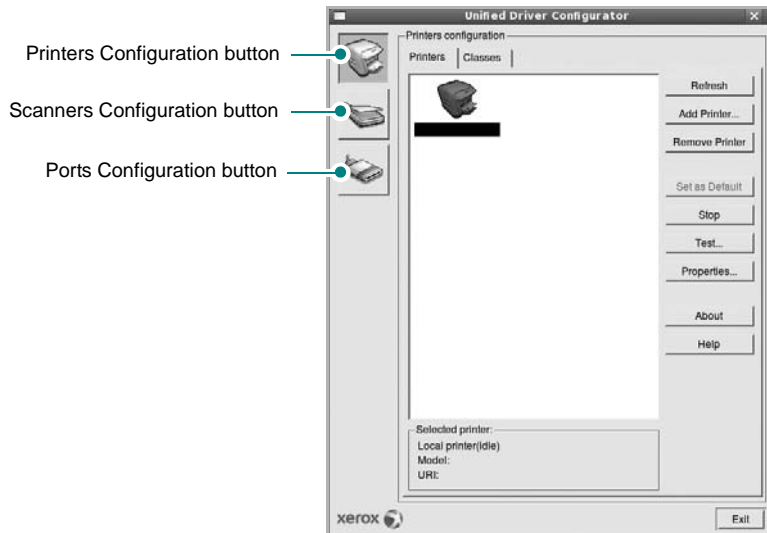
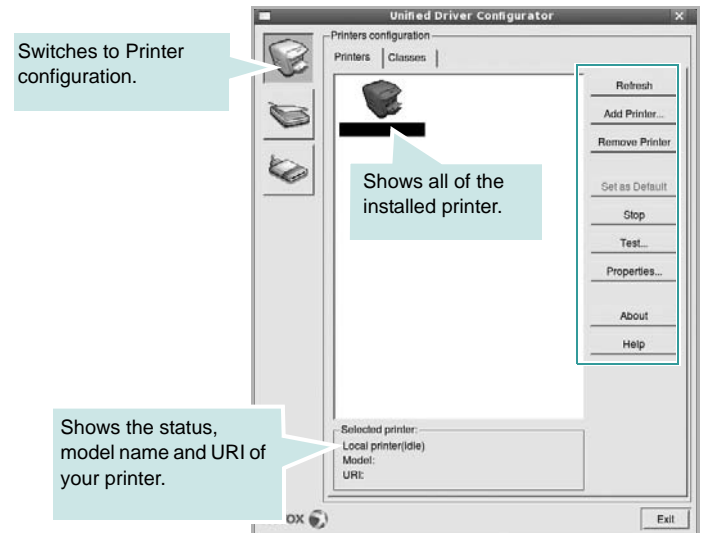You can use the onscreen help by clicking **Help**.

3 After changing the configurations, click **Exit** to close the Unified Driver Configurator.

Printers Configuration

Printers configuration has the two tabs: **Printers** and **Classes**.

Printers Tab

You can see the current system's printer configuration by clicking on the printer icon button on the left side of the Unified Driver Configurator window.


Switches to Printer configuration.

Shows all of the installed printer.

Shows the status, model name and URI of your printer.

You can use the following printer control buttons:

• **Refresh**: renews the available printers list.
• **Add Printer**: allows you to add a new printer.
• **Remove Printer**: removes the selected printer.
• **Set as Default**: sets the current printer as a default printer.
• **Stop**/**Start**: stops/starts the printer.
• **Test**: allows you to print a test page to check if the machine is working properly.
• **Properties**: allows you to view and change the printer properties. For details, see page 32.
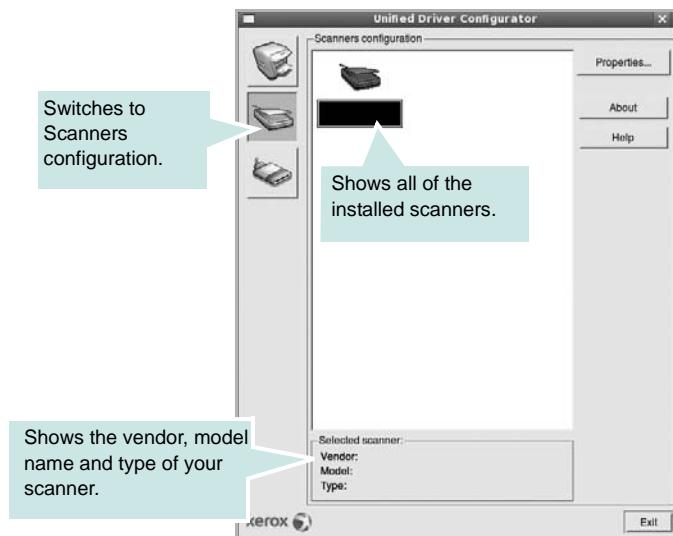
Classes Tab

The Classes tab shows a list of available printer classes.

Shows all of the printer classes.

Shows the status of the class and the number of printers in the class.
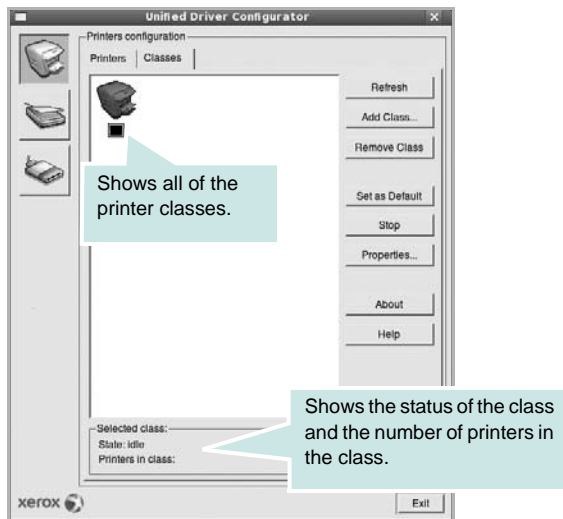
- **Refresh**: Renews the classes list.
- **Add Class...:** Allows you to add a new printer class.
- **Remove Class:** Removes the selected printer class.
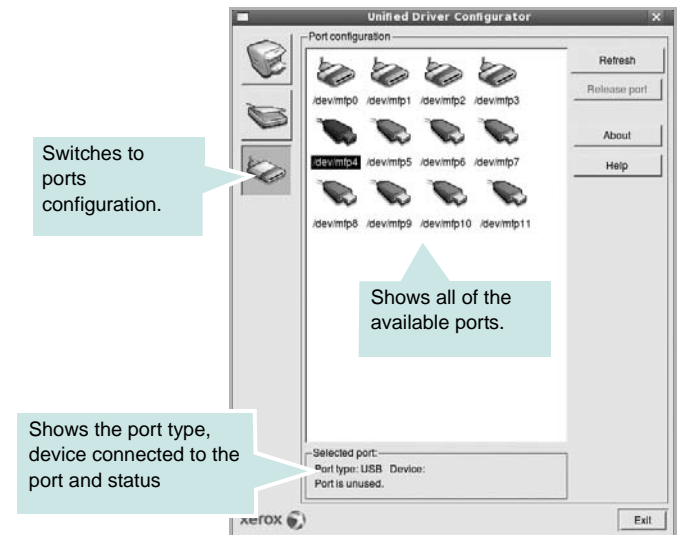
Scanners Configuration

In this window, you can monitor the activity of scanner devices, view a list of installed Xerox MFP devices, change device properties, and scan images.

Switches to Scanners configuration.

Shows all of the installed scanners.

Shows the vendor, model name and type of your scanner.

- **Properties...**: Allows you to change the scan properties and scan a document. See page 33.
- **Drivers...:** Allows you to monitor the activity of the scan drivers.

Ports Configuration

In this window, you can view the list of available ports, check the status of each port and release a port that is stalled in busy state when its owner is terminated for any reason.

Switches to ports configuration.

Shows all of the available ports.

Shows the port type, device connected to the port and status

- **Refresh**: Renews the available ports list.
- **Release port**: Releases the selected port.

Sharing Ports Between Printers and Scanners

Your machine may be connected to a host computer via USB port. Since the MFP device contains more than one device (printer and scanner), it is necessary to organize proper access of "consumer" applications to these devices via the single I/O port.

The Xerox Unified Linux Driver package provides an appropriate port sharing mechanism that is used by Xerox printer and scanner drivers. The drivers address their devices via so-called MFP ports. The current status of any MFP port can be viewed via the Ports Configuration. The port sharing prevents you from accessing one functional block of the MFP device, while another block is in use.

When you install a new MFP device onto your system, it is strongly recommended you do this with the assistance of an Unified Driver Configurator. In this case you will be asked to choose I/O port for the new device. This choice will provide the most suitable configuration for MFP's functionality. For MFP scanners I/O ports are being chosen by scanner drivers automatically, so proper settings are applied by default.

Configuring Printer Properties

Using the properties window provided by the Printers configuration, you can change the various properties for your machine as a printer.

1 Open the Unified Driver Configurator.

If necessary, switch to Printers configuration.

2 Select your machine on the available printers list and click **Properties**.

3 The Printer Properties window opens.
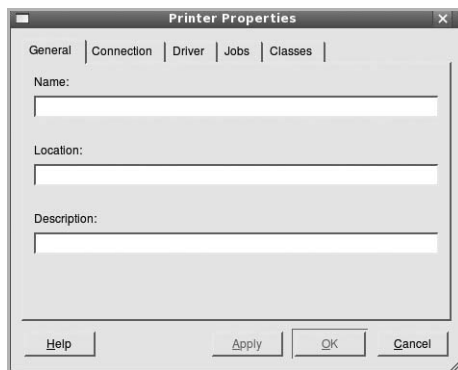
The following five tabs display at the top of the window:

• **General**: allows you to change the printer location and name. The name entered in this tab displays on the printer list in Printers configuration.

• **Driver**: allows you to view or select another printer driver. By clicking **Options**, you can set the default device options.

• **Jobs**: shows the list of print jobs. Click **Cancel job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.

• **Classes**: shows the class that your printer is in. Click **Add to Class** to add your printer to a specific class or click **Remove from Class** to remove the printer from the selected class.

4 Click **OK** to apply the changes and close the Printer Properties Window.

Printing a Document

Printing from Applications

There are a lot of Linux applications that you are allowed to print from using Common UNIX Printing System (CUPS). You can print on your machine from any such application.

1 From the application you are using, select **Print** from the **File** menu.

2 Select **Print** directly using **lpr**.

3 In the LPR GUI window, select the model name of your machine from the Printer list and click **Properties**.
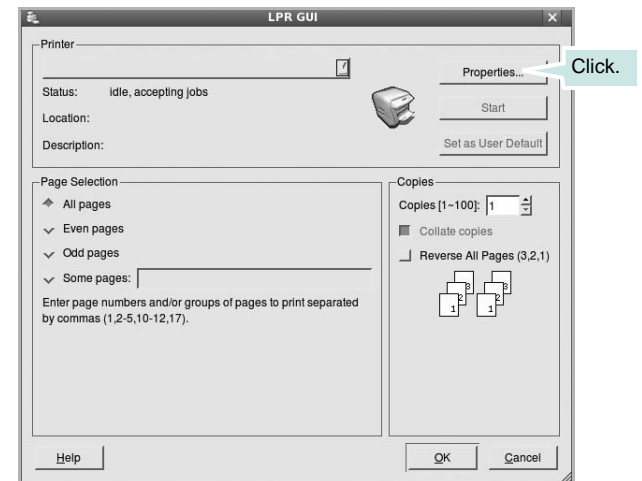
4 Change the printer and print job properties.
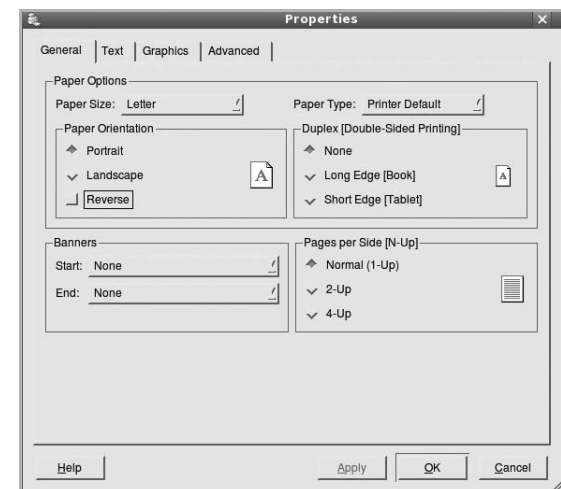
The following four tabs display at the top of the window.

• **General** - allows you to change the paper size, the paper type, and the orientation of the documents, enables the duplex feature, adds start and end banners, and changes the number of pages per sheet.

- **Text** - allows you to specify the page margins and set the text options, such as spacing or columns.
- **Graphics** - allows you to set image options that are used when printing images/files, such as color options, image size, or image position.
- **Device**: allows you to set the print resolution, paper source, and destination.

5 Click **Apply** to apply the changes and close the Properties window.

6 Click **OK** in the LPR GUI window to start printing.

7 The Printing window appears, allowing you to monitor the status of your print job.

 To abort the current job, click **Cancel**.

Printing Files

You can print many different types of files on the Xerox machine device using the standard CUPS way - directly from the command line interface. The CUPS lpr utility allows you do that. But the drivers package replaces the standard lpr tool by a much more user-friendly LPR GUI program.

To print any document file:

1 Type *lpr <file_name>* from the Linux shell command line and press **Enter**. The LPR GUI window appears.

 When you type only *lpr* and press **Enter**, the Select file(s) to print window appears first. Just select any files you want to print and click **Open**.

2 In the LPR GUI window, select your printer from the list, and change the printer and print job properties.

 For details about the properties window, see page 32.

3 Click **OK** to start printing.

Scanning a Document

You can scan a document using the Unified Driver Configurator window.

1 Double-click the Unified Driver Configurator on your desktop.

2 Click the 🖨 button to switch to Scanners Configuration.

3 Select the scanner on the list.

When you have only one MFP device and it is connected to the computer and turned on, your scanner appears on the list and is automatically selected.

If you have two or more scanners attached to your computer, you can select any scanner to work at any time. For example, while acquisition is in progress on the first scanner, you may select the second scanner, set the device options and start the image acquisition simultaneously.

4 Click **Properties**.

5 Load the document to be scanned face up into the ADF (Automatic Document Feeder) or face down on the document glass.

6 Click **Preview** in the Scanner Properties window.

The document is scanned and the image preview appears in the Preview Pane.

Drag the pointer to set the image area to be scanned.
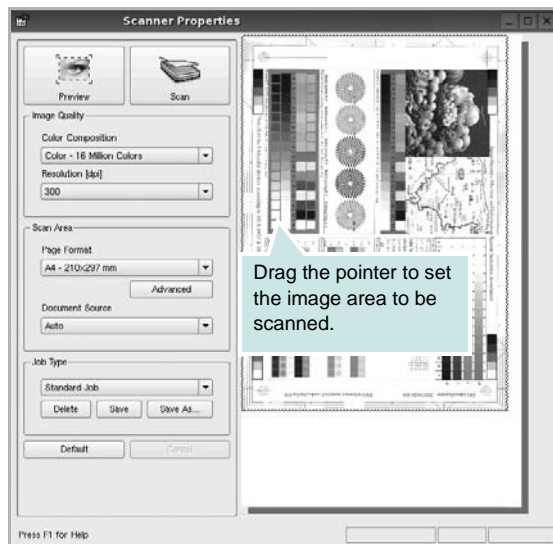
7 Change the scan options in the Image Quality and Scan Area sections.

- **Image Quality**: allows you to select the color composition and the scan resolution for the image.
- **Scan Area**: allows you to select the page size. The **Advanced** button enables you to set the page size manually.

If you want to use one of the preset scan option settings, select from the Job Type drop-down list. For details about the preset Job Type settings, see page 34.

You can restore the default setting for the scan options by clicking **Default**.

8 When you have finished, click **Scan** to start scanning.

The status bar appears on the bottom left of the window to show you the progress of the scan. To cancel scanning, click **Cancel**.

9 The scanned image appears in the new Image Manager tab.

If you want to edit the scanned image, use the toolbar. For further details about editing an image, see page 34.

10 When you are finished, click **Save** on the toolbar.

11 Select the file directory where you want to save the image and enter the file name.

12 Click **Save**.

Adding Job Type Settings

You can save your scan option settings to retrieve for a later scanning.

To save a new Job Type setting:

1 Change the options from the Scanner Properties window.

2 Click **Save As**.

3 Enter the name for your setting.

4 Click **OK**.

Your setting is added to the Saved Settings drop-down list.

To save a Job Type setting for the next scan job:

1 Select the setting you want to use from the Job Type drop-down list.

2 The next time you open the Scanner Properties window, the saved setting is automatically selected for the scan job.
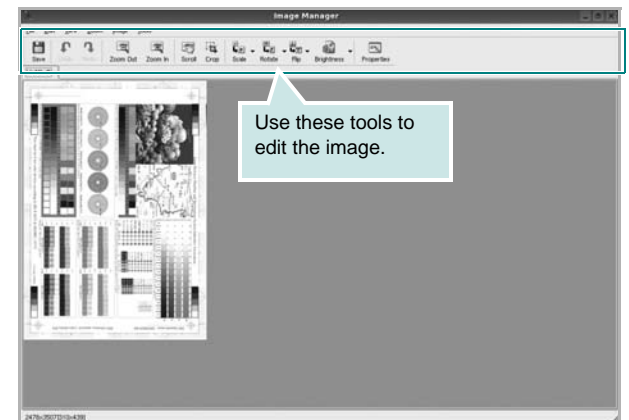
To delete a Job Type setting:

1 Select the setting you want to delete from the Job Type drop-down list.

2 Click **Delete**.

The setting is deleted from the list

Using the Image Manager

The Image Manager application provides you with menu commands and tools to edit your scanned image.

Use these tools to edit the image.

You can use the following tools to edit the image:

Tools	Function
Save	Saves the image.
Undo	Cancels your last action.
Redo	Restores the action you canceled.
Scroll	Allows you to scroll through the image.
Crop	Crops the selected image area.
Zoom Out	Zooms the image out.
Zoom In	Zooms the image in.
Scale	Allows you to scale the image size; you can enter the size manually, or set the rate to scale proportionally, vertically, or horizontally.
Rotate	Allows you to rotate the image; you can select the number of degrees from the drop-down list.
Flip	Allows you to flip the image vertically or horizontally.
Effect	Allows you to adjust the brightness or contrast of the image, or to invert the image.
Properties	Shows the properties of the image.

For further details about the Image Manager application, refer to the onscreen help.

10 Using Your Printer with a Macintosh

Your printer supports Macintosh systems with a built-in USB interface or 10/100 Base-TX network interface card. When you print a file from a Macintosh computer, you can use the CUPS driver by installing the PPD file.

NOTE: *Some printers do not support a network interface. Make sure that your printer supports a network interface by referring to Printer Specifications in your Printer User's Guide.*

This chapter includes:

- **Installing Software**
- **Setting Up the Printer**
- **Installable Options**
- **Printing**
- **Scanning**

Installing Software

The CD-ROM that came with your printer provides you with the PPD file that allows you to use the CUPS driver or Apple LaserWriter driver *(only available when you use a printer which supports the PostScript driver)*, for printing on a Macintosh computer.

Also, it provides you with the Twain driver for scanning on a Macintosh computer.

Installing printer software

1. Make sure that you connect your printer to the computer. Turn on your computer and printer.

2. Insert the CD-ROM which came with your printer into the CD-ROM drive.

3. Double-click CD-ROM icon that appears on your Macintosh desktop.

4. Double-click the **MAC_Installer** folder.

5. Double-click the **Installer OSX** icon.

6. Enter the password and click **OK**.

7. The Xerox Installer window opens. Click **Continue.**

8. Select **Easy Install** and click **Install**. **Easy Install** is recommended for most users. All components necessary for printer operations will be installed.

   If you select **Custom Install**, you can choose individual components to install.

9. The message which warns all application will close on your computer appears, click **Continue**.

10. After the installation is finished, click **Quit**.

NOTE:
- If you have installed scan driver, click **Restart**.
- After installation, you need to set up the connection between the printer and your computer. See "Setting Up the Printer" on page 37.

Uninstalling printer software

Uninstall is required if you are upgrading the software, or if installation fails.

1. Make sure that you connect your printer to the computer. Turn on your computer and printer.

2. Insert the CD-ROM which came with your printer into the CD-ROM drive.

3. Double-click CD-ROM icon that appears on your Macintosh desktop.

4 Double-click the **MAC_Installer** folder.

5 Double-click the **Installer OSX** icon.

6 Enter the password and click **OK**.

7 The Xerox Installer window opens. Click **Continue**

8 Select **Uninstall** and then click **Uninstall**.

9 The message which warns all application will close on your computer appears, click **Continue**.

10 When the uninstallation is done, click **Quit**.

Setting Up the Printer

Set up for your printer will be different depending on which cable you use to connect the printer to your computer—the network cable or the USB cable.

For a Network-connected

NOTE: *Some printers do not support a network interface. Before connecting your printer, make sure that your printer supports a network interface by referring to Printer Specifications in your Printer User's Guide.*

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1 Follow the instructions on "Installing Software" on page 36 to install the PPD and Filter files on your computer.

2 Open the **Applications** folder → **Utilities**, and **Print Setup Utility**.
  • For MAC OS 10.5, open **System Preferences** from the **Applications** folder, and click **Printer & Fax**.

3 Click **Add** on the **Printer List**.
  • For MAC OS 10.5, press the "**+**" icon then a display window will pop up.

4 For MAC OS 10.3, select the **IP Printing** tab.
  • For MAC OS 10.4, click **IP Printer**.
  • For MAC OS 10.5, click **IP**.

5 Select **Socket/HP Jet Direct** in **Printer Type**.

  When printing a document containing many pages, printing performance may be enhanced by choosing Socket for **Printer Type** option.

6 Enter the printer's IP address in the **Printer Address** field.

7 Enter the queue name in the **Queue Name** field. If you cannot determine the queue name for your printer server, try using the default queue first.

8 For MAC OS 10.3, if Auto Select does not work properly, select **Xerox** in **Printer Model** and **your printer name** in **Model Name**.
  • For MAC OS 10.4, if Auto Select does not work properly, select **Xerox** in **Print Using** and **your printer name** in **Model**.
  • For MAC OS 10.5, if Auto Select does not work properly, select **Select a driver to use...** and **your printer name** in **Print Using**.

  Your printer's IP address appears on the **Printer List**, and is set as the default printer.

9 Click **Add**.

For a USB-connected

1 Follow the instructions on "Installing Software" on page 36 to install the PPD and Filter files on your computer.

2 Open the **Applications** folder → **Utilities**, and **Print Setup Utility**.
  • For MAC OS 10.5, open **System Preferences** from the **Applications** folder, and click **Print & Fax**.

3 Click **Add** on the Printer List.
  • For MAC OS 10.5, press the "**+**" icon then a display window will pop up.

4 For MAC OS 10.3, select the **USB** tab.
  • For MAC OS 10.4, click **Default Browser** and find the USB connection.
  • For MAC OS 10.5, click **Default** and find the USB connection.

5 Select **your printer name**.

6 For MAC OS 10.3, if Auto Select does not work properly, select **Xerox** in **Printer Model** and **your printer name** in **Model Name**.
  • For MAC OS 10.4, if Auto Select does not work properly, select **Xerox** in **Print Using** and **your printer name** in **Model**.
  • For MAC OS 10.5, if Auto Select does not work properly, select **Select a driver to use...** and **your printer name** in **Print Using**.

Your machine appears on the Printer List and is set as the default printer.

7 Click **Add**.

Installable Options

After setting up for your printer, you can set some more detailed options.

1 Open the **Applications** folder → **Utilities**, and **Print Setup Utility**.
  • For MAC OS 10.5, open **System Preferences** from the **Applications** folder, and click **Print & Fax**.

2 Select **your printer model name**.

3 Click **Show Info**.
  • For MAC OS 10.5, click **Options & Supplies...**

4 Select **Installable Options** tab.
  • For MAC OS 10.5, Select **Driver** tab.

5 Configure each items in **Installable Options** window.
  • **Tray n**: If the machine have optional tray n, you have to check the tray name.
  • **Duplex Unit**: If the machine has duplex unit, you have t o check this item.
  • **Printer Memory**: If you installed additional printer memory, you have to configure the size of memory.

6 Select **Apply Change**.

Printing

- The Macintosh printer's properties window that appears in this User's Guide may differ depending on the printer in use. However the composition of the printer properties window is similar.
- *You can check your printer name in the supplied CD-ROM.*

Printing a Document

When you print with a Macintosh, you need to check the printer software setting in each application you use. Follow these steps to print from a Macintosh.

1 Open a Macintosh application and select the file you want to print.

2 Open the **File** menu and click **Page Setup** (**Document Setup** in some applications).

3 Choose your paper size, orientation, scaling, and other options and click **OK**.

Make sure that your printer is selected.
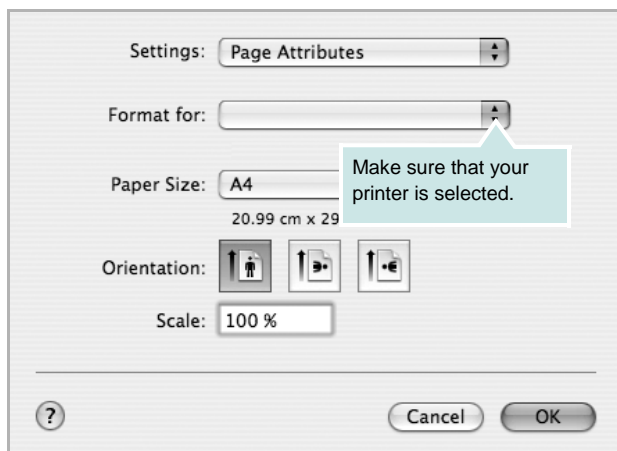
▲ Mac OS 10.4

4 Open the **File** menu and click **Print**.

5 Choose the number of copies you want and indicate which pages you want to print.

6 Click **Print** when you finish setting the options.

Changing Printer Settings

You can use advanced printing features when using your printer.

From your Macintosh application, select **Print** from the **File** menu. The printer name which appears in the printer properties window may differ depending on the printer in use. Except for the name, the composition of the printer properties window is similar.

NOTES: The setting options may differ depending on printers and Macintosh OS version.

Layout

The **Layout** tab provides options to adjust how the document appears on the printed page. You can print multiple pages on one sheet of paper. Select **Layout** from the **Presets** drop-down list to access the following features.
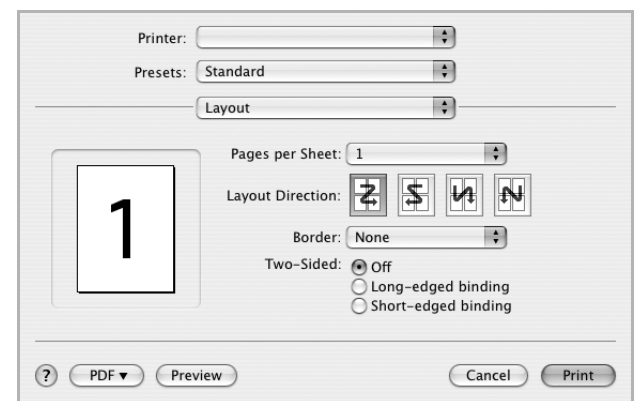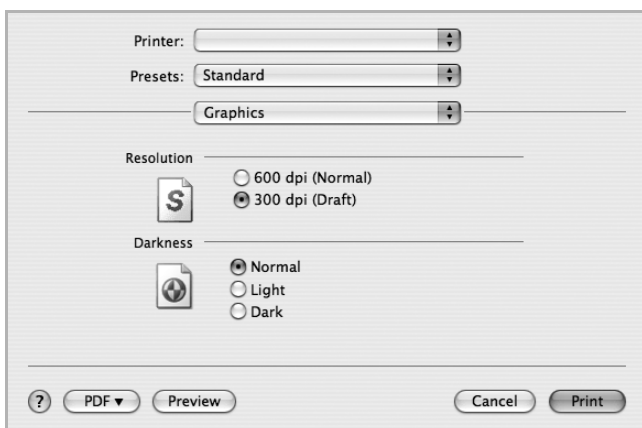

▲ Mac OS 10.4

- **Pages per Sheet**: This feature determines how many pages printed on one page. For details, see "Printing Multiple Pages on One Sheet of Paper" on the next column.
- **Layout Direction**: You can select the printing direction on a page as like the examples on UI.

Graphics

The **Graphics** tab provides options for selecting **Resolution(Quality)** and **Darkness**. Select **Graphics** form the **Presets**' drop-down list to access the graphic features.
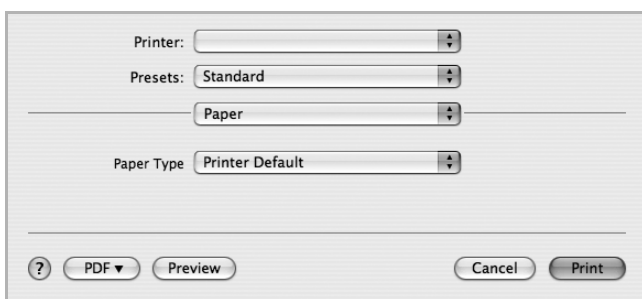
▲ Mac OS 10.4

- **Resolution(Quality)**: You can select the printing resolution. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.
- **Darkness**: Use this option to lighten or darken your print job. *Some printers do not support this feature.*
  - **Normal**: This setting is for normal documents.
  - **Light**: This setting is for bolder line widths or darker gray-scale images.
  - **Dark**: This setting is for finer line width, higher definition in graphics, and lighter gray-scale images.

Paper

Set **Paper Type** to correspond to the paper loaded in the tray from which you want to print. This will let you get the best quality printout. If you load a different type of print material, select the corresponding paper type.

▲ Mac OS 10.4

Printer Settings

Select **Printer Settings** from the list to access the following features:
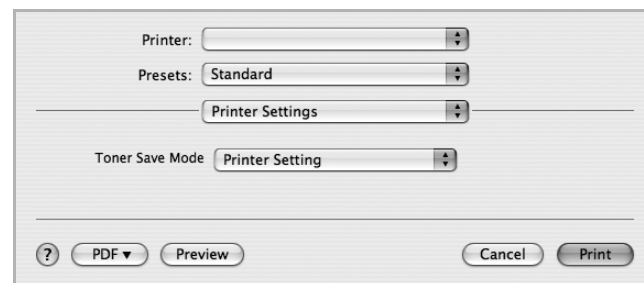
▲ Mac OS 10.4

- **Toner Save Mode:** Selecting this option extends the life of your print cartridge and reduces your cost per page without a significant reduction in print quality. *Some printers do not support this feature.*
  - **Printer Setting**: If you select this option, this feature is determined by the setting you've made on the control panel of the printer.
  - **On**: Select this option to allow the printer to use less toner on each page.
  - **Off**: If you don't need to save toner when printing a document, select this option.

Printing Multiple Pages on One Sheet of Paper

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft pages.

1 From your Macintosh application, select **Print** from the **File** menu.

2 Select **Layout**.
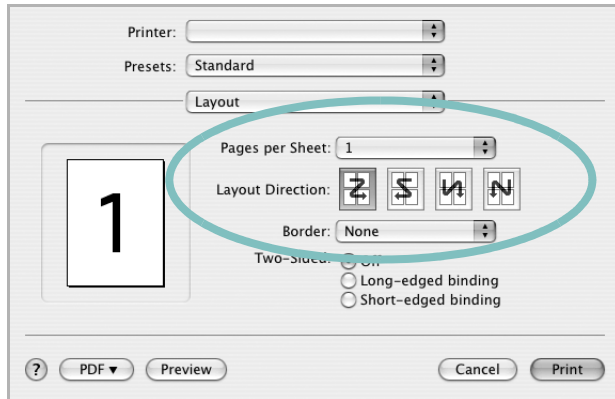
▲ Mac OS 10.4

3 Select the number of pages you want to print on one sheet of paper on the **Pages per Sheet** drop-down list.

4 Select the page order from the **Layout Direction** option.

To print a border around each page on the sheet, select the option you want from the **Border** drop-down list.

5 Click **Print**, and the printer prints the selected number of pages on one side of each page.

Duplex Printing

You can print on both sides of the paper. Before printing in the duplex mode, decide on which edge you will be binding your finished document. The binding options are:

Long-Edge Binding: Which is the conventional layout used in book binding.

Short-Edge Binding: Which is the type often used with calendars.

1 From your Macintosh application, select **Print** from the **File** menu.

2 Select the **Layout**.
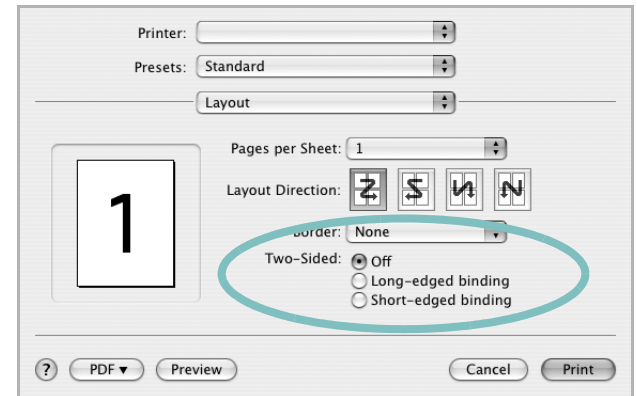
▲ Mac OS 10.4

3 Select a binding orientation from **Two Sided Printing** option.

4 Click **Print** and the printer prints on both sides of the paper.

CAUTION: If you have selected duplex printing and then try to print multiple copies of a document, the printer may not print the document in the way you want. In case of "Collated copy", if your document has odd pages, the last page of the first copy and the first page of the next copy will be printed on the front and back of one sheet. In case of "Uncollated copy", the same page will be printed on the front and back of one sheet. Therefore, if you need multiple copies of a document and you want those copies on both sides of the paper, you must print them one at a time, as separate print jobs.

Scanning

You can scan documents using **Image Capture** program. Macintosh OS offers **Image Capture** program.

Scanning with USB

1 Make sure that your machine and computer are turned on and properly connected to each other.

2 Load the document(s) face up into the DADF (or ADF).

OR

Place a single document face down on the document glass.

3 Start **Applications** and click **Image Capture**.

NOTE: If **No Image Capture device connected** message appears, disconnect the USB cable and reconnect it. If the problem persists, please refer to the **Image Capture**'s help.

---

4 Set the scan options on this program.

5 Scan and save your scanned image.

NOTE:
- For more information about using **Image Capture**, please refer to the **Image Capture**'s help.
- Use TWAIN-compliant software to apply more scan options.
- You can also scan using TWAIN-compliant softwares, such as Adobe Photoshop.(Only for Macintosh OS X 10.3.9 or above)
- Scan process differ according to TWAIN-compliant softwares. Please refer to the user's guide of the software.
- When scanning does not operate in **Image Capture**, update Mac OS to the latest version. **Image Capture** operates property in Mac OS 10.3.9 or higher and Mac OS 10.4.7 or higher.

Software section
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