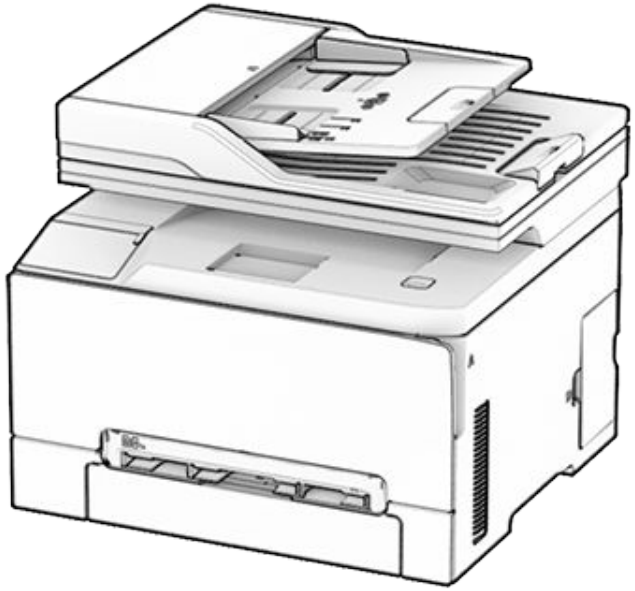
Xerox® C245, C255a, C303a Color Multifunction Printers

Quick Reference Guide



Copy

Making copies

1. Load an original document into the ADF tray or on the scanner glass. For more information, see Using the automatic document feeder and scanner glass on page 12.

   Note: To avoid a resized image, make sure the original document and output have the same paper size.

2. From the control panel, select **Copy**, and then specify the number of copies.

   If necessary, adjust the copy settings.

3. To send the copy job, depending on your printer model, do either of the following:
   - Select **Copy**.
   - Select .

Copying on both sides of the paper

1. Load an original document into the ADF tray or on the scanner glass. For more information, see Using the automatic document feeder and scanner glass on page 12.
2. From the control panel, navigate to **Copy › Sides**.
3. Depending on the original document, select either **1 sided to 2 sided** or **2 sided to 2 sided**.
4. To send the copy job, depending on your printer model, do either of the following:

- Select **Copy**.
- Select  .

Copying multiple pages onto a single sheet

1. Load an original document into the ADF tray or on the scanner glass. For more information, see Using the automatic document feeder and scanner glass on page 12.
2. From the control panel, navigate to **Copy** › **Pages per Side**.
3. Select a setting.
4. To send the copy job, depending on your printer model, do either of the following:
   - Select **Copy**.
   - Select  .

Scan

Scanning to a computer

1. Load an original document into the ADF tray or on the scanner glass. For more information, see Using the automatic document feeder and scanner glass on page 12.
2. Open the **Xerox Print and Scan Experience** app.

   Make sure that the application is installed. For more information, see the *User's Guide*.
3. Select a printer, click **Scan**, and then configure the settings.
4. Click **Start Scanning** › **Start Scanning**.

   If necessary, edit the scanned document.
5. Click **Save As** and configure the settings.
6. Click **Save As**, choose the destination folder, and then enter a file name.
7. Click **Save**.

Scanning to email

Before you begin, make sure the SMTP settings are configured. For more information, see the *User's Guide*.

1. Load an original document into the ADF tray or on the scanner glass. For more information, see Using the automatic document feeder and scanner glass on page 12.
2. From the control panel, select **Email**.
3. Enter the needed information and configure the settings if necessary.
4. To send the scan job, depending on your printer model, do either of the following:
   - Select **Scan**.
   - Select  .

Fax

Sending a fax

Note: Make sure that fax is configured. For more information, see the *User's Guide*.

Using the control panel

1. Load an original document into the ADF tray or on the scanner glass. For more information, see Using the automatic document feeder and scanner glass on page 12.
2. From the control panel, select **Fax › To**.
3. Enter the fax number and select **Add › Done**.

   If necessary, adjust the settings.
4. To send the fax job, depending on your printer model, do either of the following:
   - Select **Send**.
   - Select .

Using the computer

For Macintosh users

1. With a document open, choose **File › Print**.
2. Select the printer that has - Fax added after its name.
3. In the **To** field, enter the recipient number.

   If necessary, configure the settings.
4. Send the fax.

Print

Printing from a computer

Using the Xerox® Print and Scan Experience app

1. Open the Xerox® Print and Scan Experience app.
2. Select a printer, and then click **Print**.
3. In the File Explorer or Finder window, select a file, and then click **Open**.
4. Configure the print settings, and then click **Print**.

Using Windows apps

If you are printing from Word, PowerPoint, or Adobe Acrobat™, do the following:

1. Click **File** or **Menu › Print** or press **Ctrl** + **P**.
2. In the Print dialog, select a printer, and then click **Printer Properties** or **Properties**.
3. Configure the settings, and then click **OK**.
4. Click **Print**.

If you are printing from a web browser, do the following:

1. Click the **Settings** menu (the three dots in the upper-right corner) or press **Ctrl** + **P**.

2. In the Print dialog, depending on your browser, do either of the following:
    - Select a printer, and then click **Print using system dialog**.
    - Select a printer, click **More settings**, and then click **Print using system dialog**.
3. In the system dialog, click **More settings**.
4. Configure the settings, and then click **OK**.
5. Click **Print**.

Using AirPrint

If you are printing from Preview, Safari, Word, or PowerPoint, do the following:

1. Click **File › Print** or press **command** + **P**.
2. In the Print dialog, select a printer, and then configure the print settings.
3. Click **Print**.

If you are printing from a browser other than Safari, do the following:

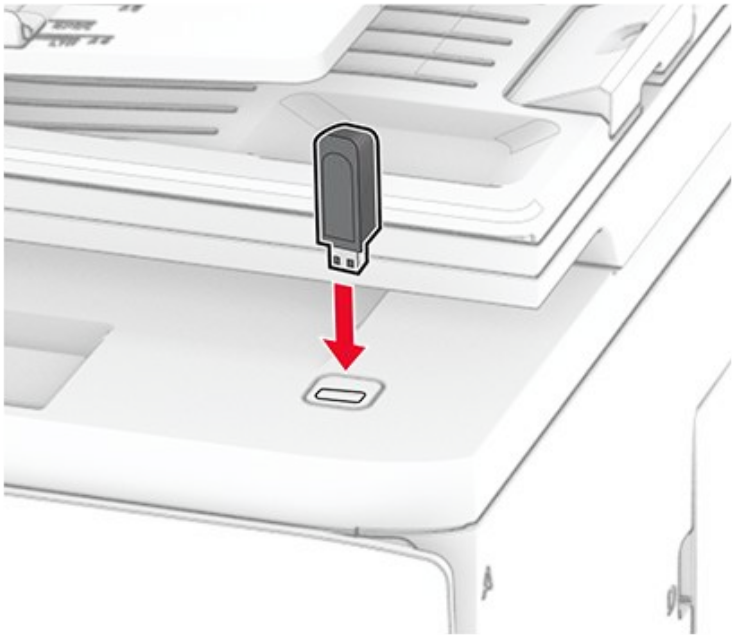
1. Click **File › Print** or press **command** + **P**.
2. In the Adobe Print dialog, at the lower-left corner, click **Printer**.
3. In the Print dialog, select a printer, and then configure the print settings.
4. Click **Print** to return to the Adobe Print dialog, and then click **Print** to send the print job.

If you are printing from a browser other than Safari, do the following:

1. Click **File › Print** or press **command** + **P**.
2. In the Print dialog, depending on your browser, do either of the following:
    - Click **Print using system dialog**.
    - Click **More settings**, and then click **Print using system dialog**.
3. In the system dialog, select a printer, and then configure the print settings.
4. Click **Print**.

Printing from a flash drive

1. Insert the flash drive into the front USB port.



Notes

- If you insert the flash drive when an error message appears, then the printer ignores the flash drive.
- If you insert the flash drive while the printer is processing other print jobs, then **Busy** appears on the display.

2. From the control panel, select **Print from USB**.
3. Select the document that you want to print and configure the print settings if needed.
4. From the control panel, depending on your printer model, do either of the following:
   - Select **Print**.
   - Select 

Warning—Potential Damage

To avoid loss of data or printer malfunction, do not touch the flash drive or the printer in the area shown while actively printing, reading, or writing from the memory device.

To print another document, select **USB Drive**.



Managing secure or confidential print jobs

Printing a secure or confidential print job

1. From the control panel, select **Held Jobs**.
2. Select your username, and then select **Confidential**.
3. Enter your PIN, and then select **OK**.
4. Select a print job, and then select **Print**.

Canceling a print job

1. From the control panel, select **Job Queue**.
2. Select **Print**, and then select a job to cancel.

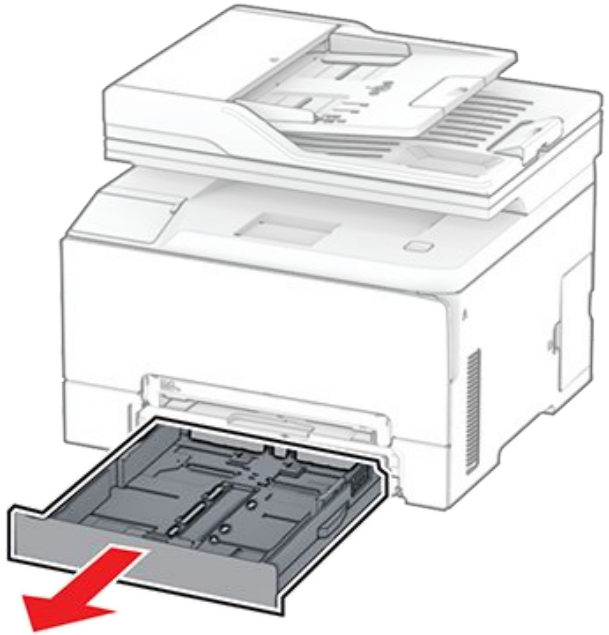
Note: If a document is already printing, select **Cancel job** in the lower-right corner of the display to stop printing.

Loading paper and specialty media

Loading trays

1. Remove the tray.

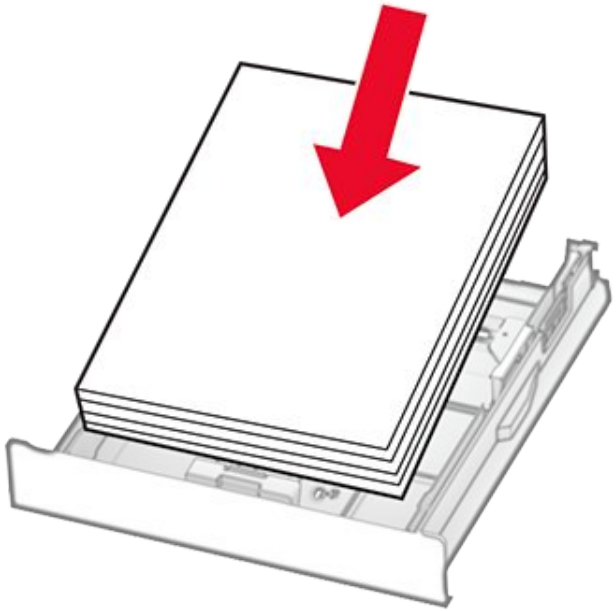
   Note: To avoid paper jams, do not remove trays while the printer is busy.



2. Flex, fan, and align the paper edges before loading.

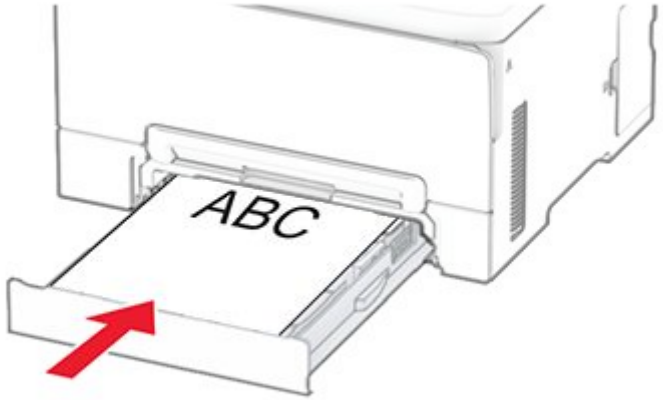


3. Load the paper stack with the printable side face up.

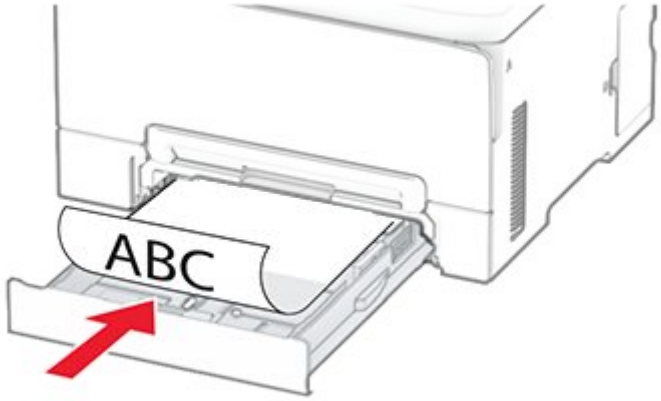


Notes

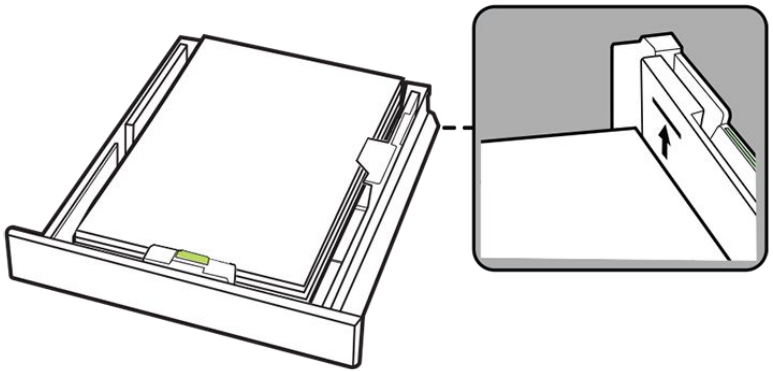
- Load letterhead face up with the header toward the back of the tray for one-sided printing.



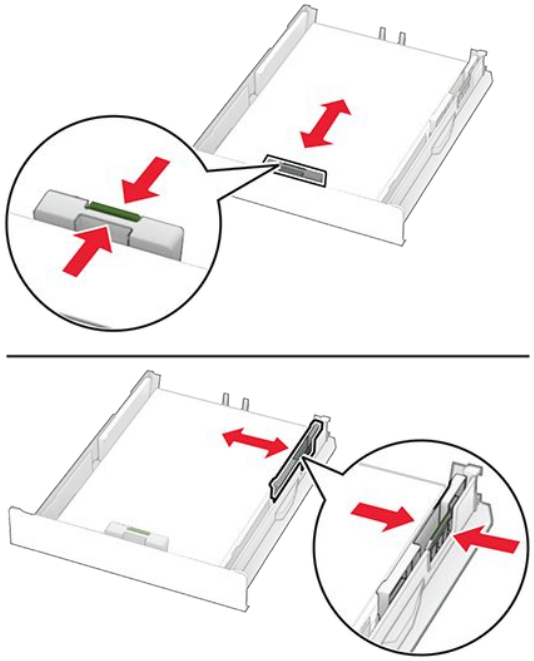
- Load letterhead face down with the header toward the front of the tray for two-sided printing.



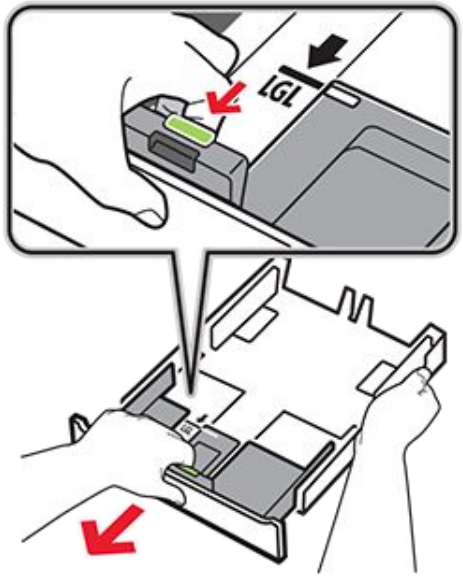
- Do not slide paper into the tray.
- To avoid paper jams, make sure that the stack height is below the maximum fill line.



4. Adjust the guides to match the size of the paper that you are loading.



Note: When loading paper longer than A4, such as folio or legal, hold the side of the tray, and then press and pull the front guide to extend it.



5. Insert the tray.

Note: The tray does not fully close when paper longer than A4 is loaded.

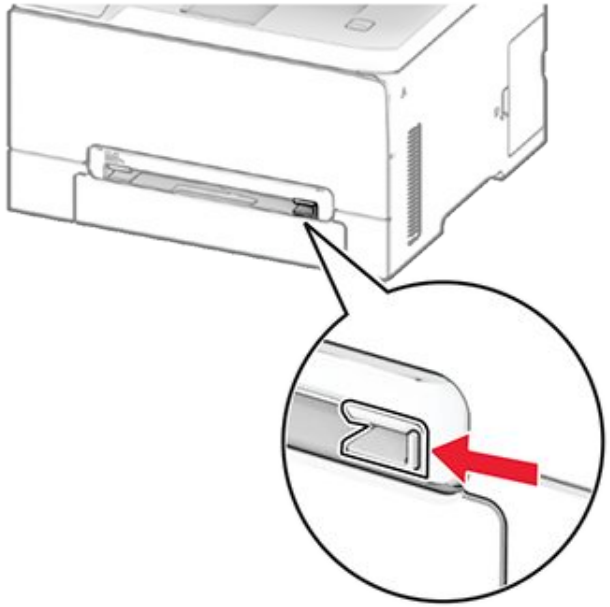
If necessary, set the paper size and paper type from the control panel to match the paper loaded. For more information, see Setting the paper size and type on page 12.

Loading the manual feeder

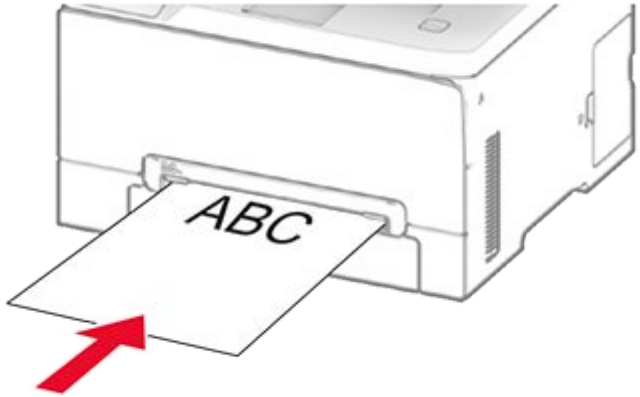
Notes

- Do not load the manual feeder until all previous print jobs are complete and the printer has returned to Ready.
- Load only one sheet at a time into the manual feeder.
- If you load a sheet into the manual feeder, the printer will print that sheet next.

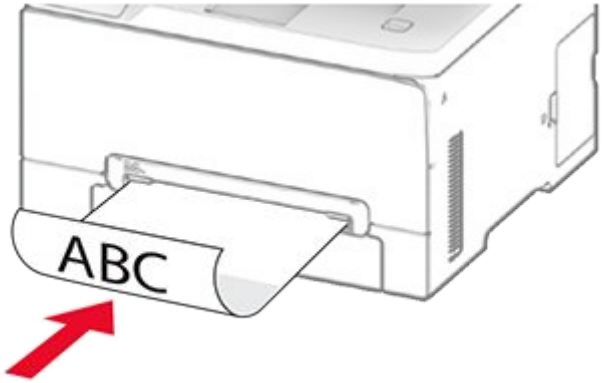
1. Adjust the guide to match the size of the paper that you are loading.



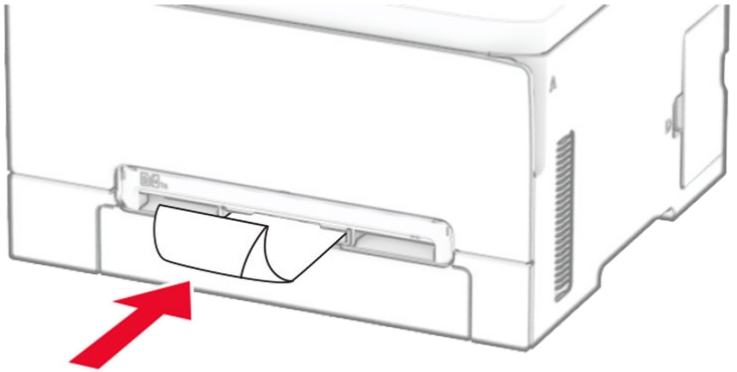
2. Load a sheet of paper with the printable side face up.
   - For one-sided printing, load letterhead with the printable side face up and the top edge entering the printer first.



   - For two-sided printing, load letterhead with the printable side face down and the top edge entering the printer last.



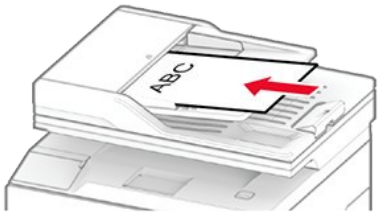
- Load envelope with the flap side down and against the right side of the paper guide.



3. Feed the paper until its leading edge gets pulled in.

   Note: To avoid paper jams, do not force paper into the manual feeder.

Using the automatic document feeder and scanner glass

Automatic document feeder (ADF)	Scanner glass
	
• Use the ADF for multiple-page or two-sided documents. • Load an original document face up. For multiple-page documents, make sure to align the leading edge before loading. • Make sure to adjust the ADF guides to match the width of the paper that you are loading.	• Use the scanner glass for single-page documents, book pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). • Place the document face down in the corner with the arrow.

Setting the paper size and type

1. From the control panel, navigate to **Settings › Paper › Tray Configuration › Paper Size/Type**.
2. Select a paper source.
3. Set the paper size and type.

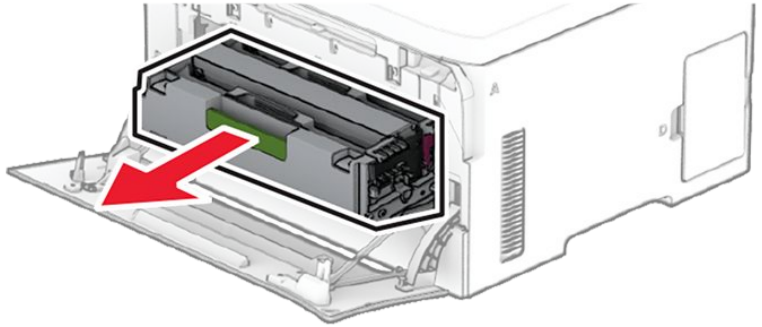
Maintain the printer

Replacing parts and supplies

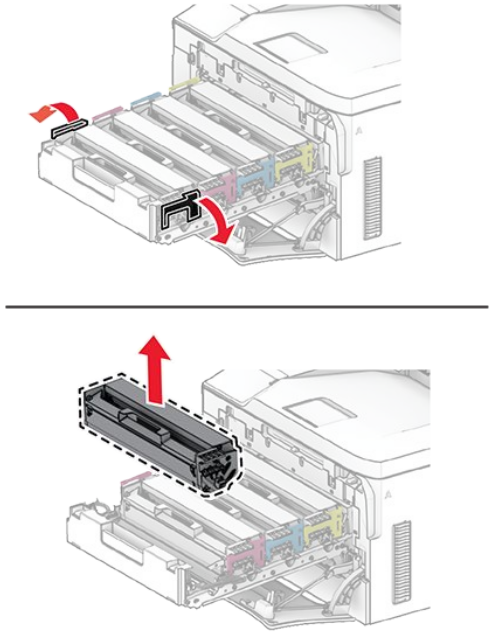
Replacing a print cartridge

Note: If the tray is extended, then remove it before replacing a cartridge.

1. Open the front door, and then firmly push it down.
2. Pull out the print cartridge tray.



3. Remove the used print cartridge.



4. Unpack the new print cartridge.

Warning—Potential Damage

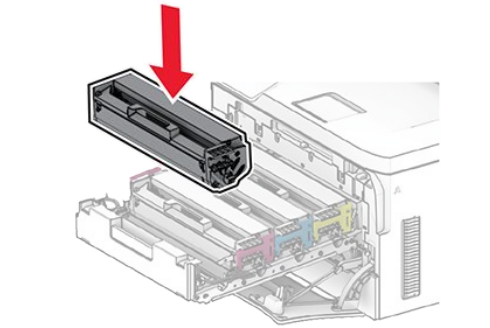
Do not expose the underside of the print cartridge to direct light. Extended exposure to light may cause print quality problems.

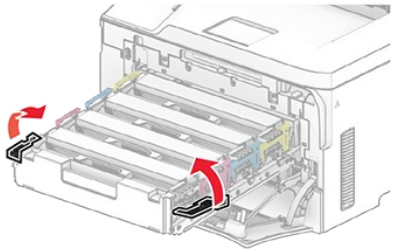
Warning—Potential Damage

Do not touch the underside of the print cartridge. Doing so may affect the quality of future print jobs.



5. Insert the new print cartridge.

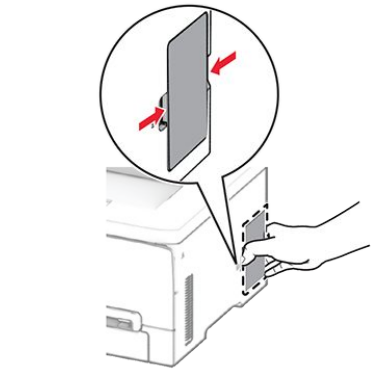


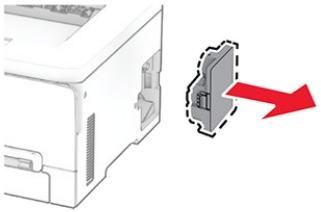


6. Insert the print cartridge tray, and then close the door.

Replacing the waste toner bottle

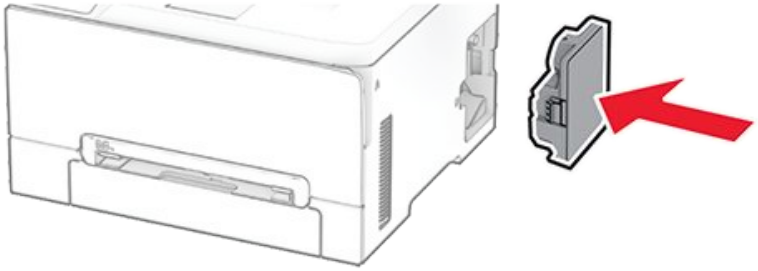
1. Remove the used waste toner bottle.





Note: To avoid spilling the toner, place the bottle in an upright position.

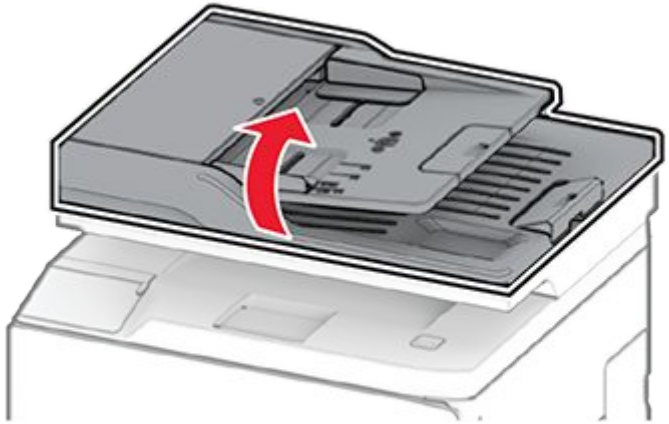
2. Unpack the new waste toner bottle.
3. Insert the new waste toner bottle.



Cleaning printer parts

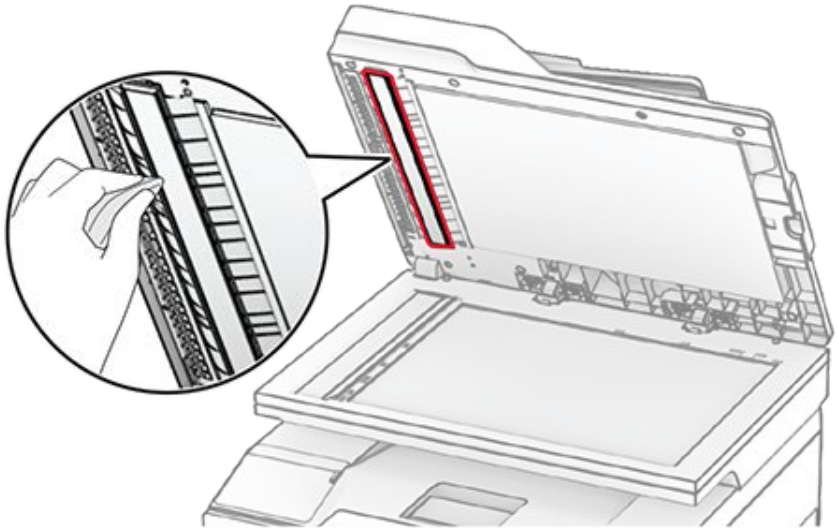
Cleaning the scanner

1. Open the scanner cover.

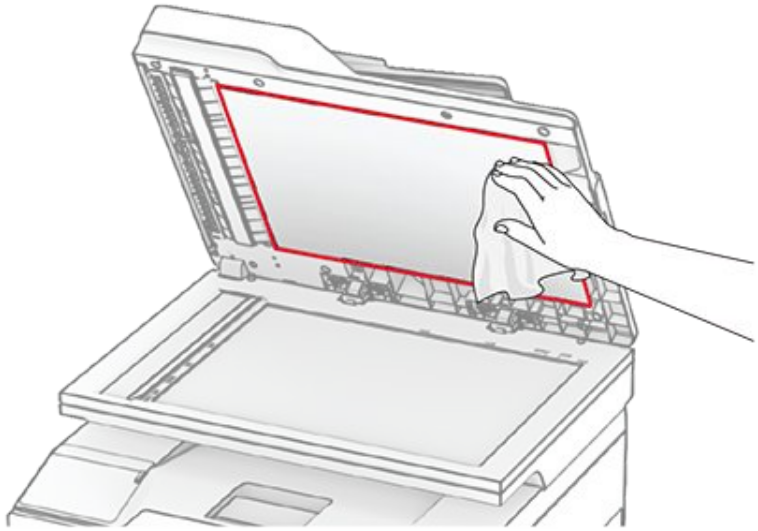


2. Using a damp, soft, lint-free cloth, wipe the following areas:
   - ADF glass pad

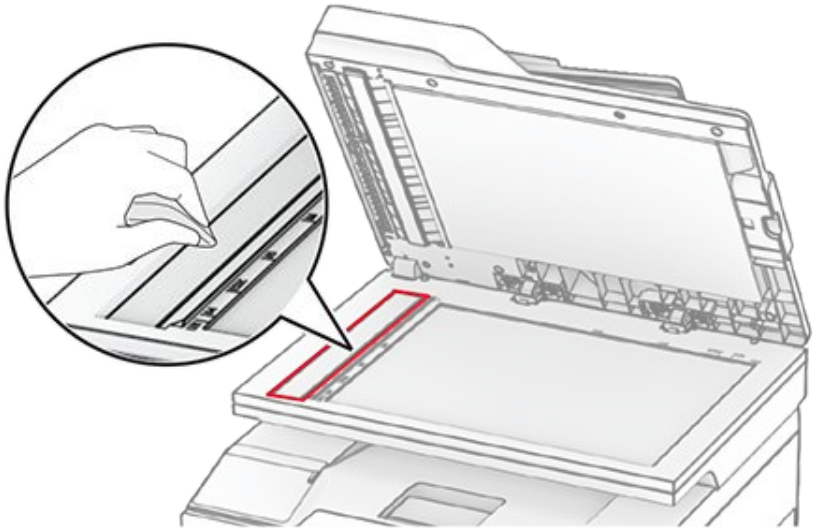
     Note: In certain printer models, this location has an ADF glass instead of a pad.



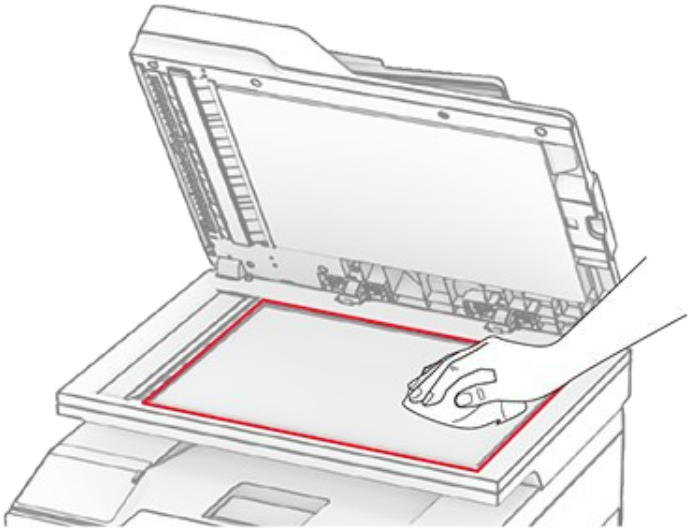
- Scanner glass pad



- ADF glass



- Scanner glass

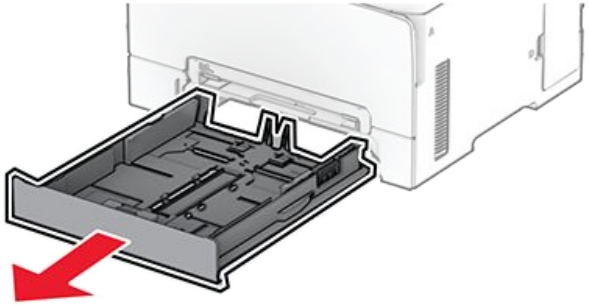


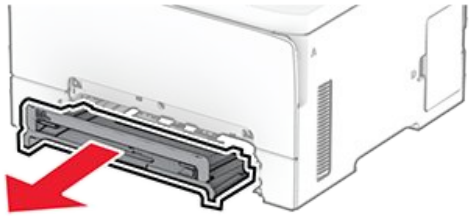
3. Close the scanner cover.

Clearing jams

Paper jam in the standard tray

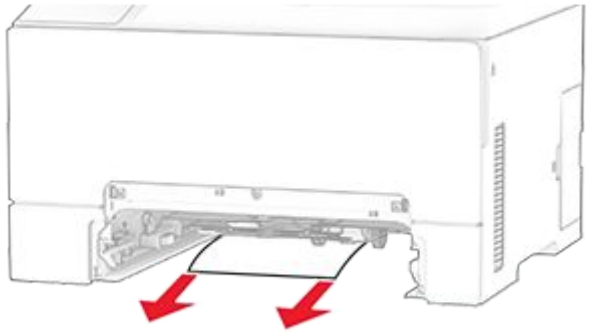
1. Remove the standard tray and the manual feeder.





2. Remove the jammed paper.

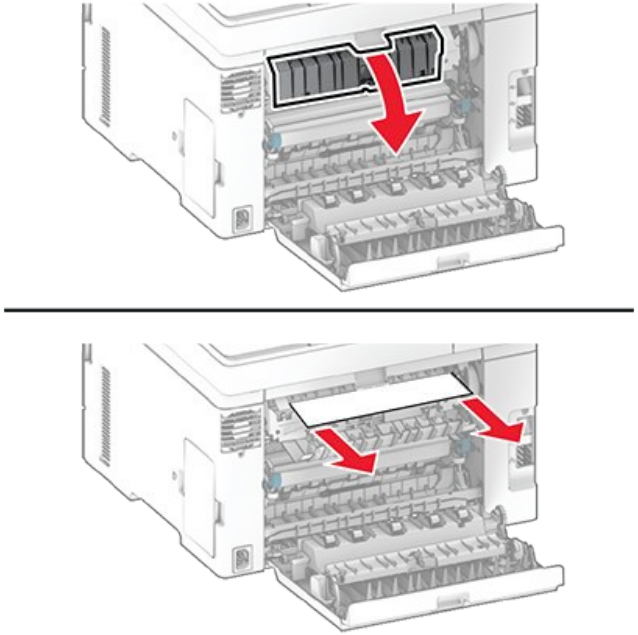
Note: Make sure that all paper fragments are removed.



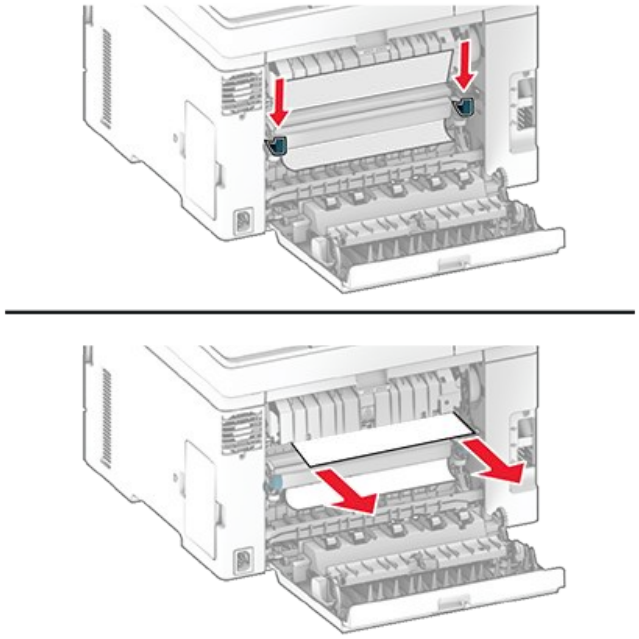
3. Insert the manual feeder and the tray.
4. Open door B.



5. Pull down the fuser cover, and then remove the jammed paper from the fuser.



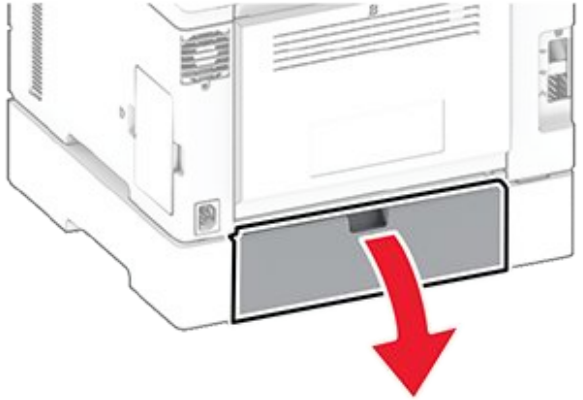
6. Push down the blue latches to release the paper, and then remove the jammed paper.



7. Close door B.

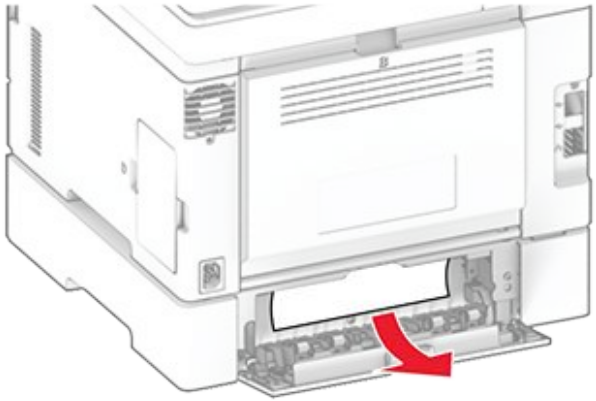
Paper jam in the optional tray

1. Open door E.

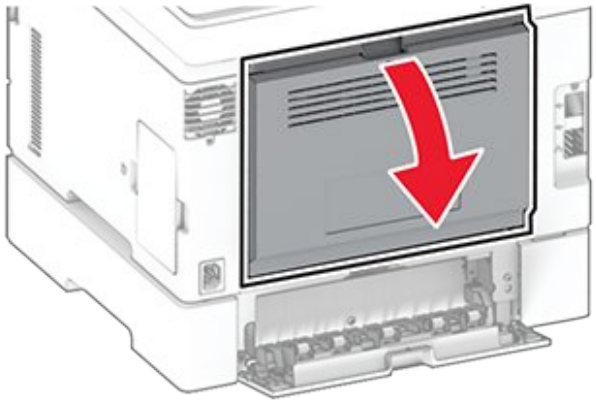


2. Remove the jammed paper.

   Note: Make sure that all paper fragments are removed.

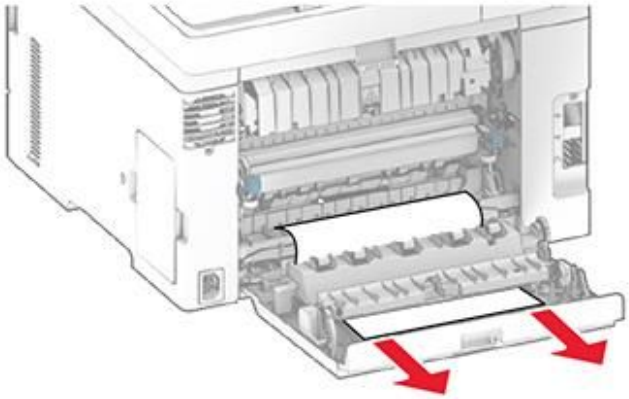


3. Open door B.

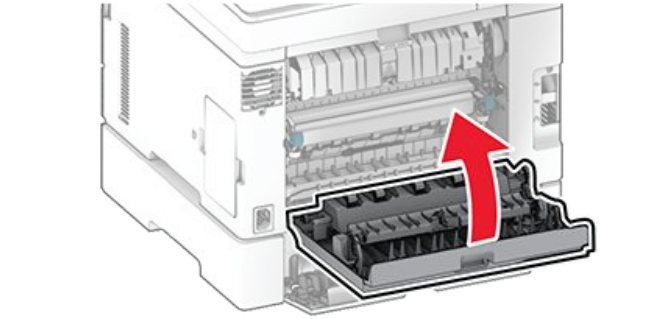


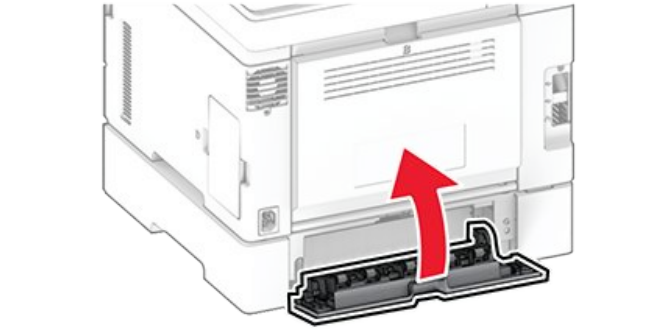
4. Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

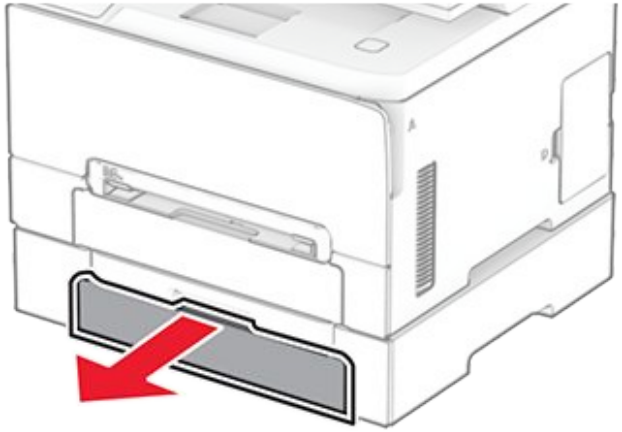


5. Close door B, and then close door E.



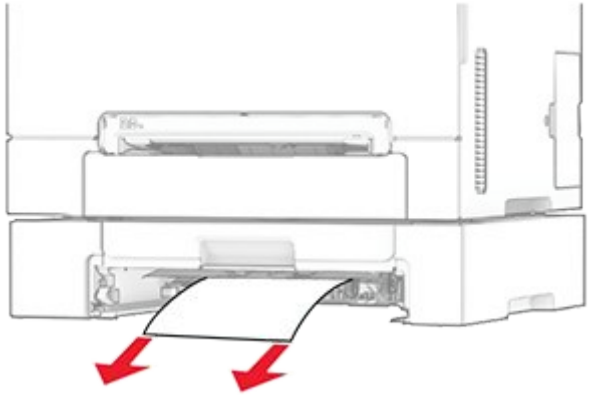


6. Remove the optional tray.



7. Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

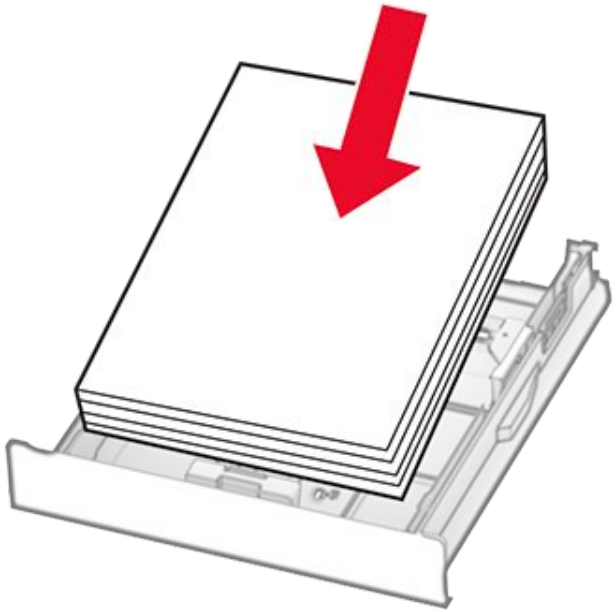


8. Remove the paper stack in the tray.

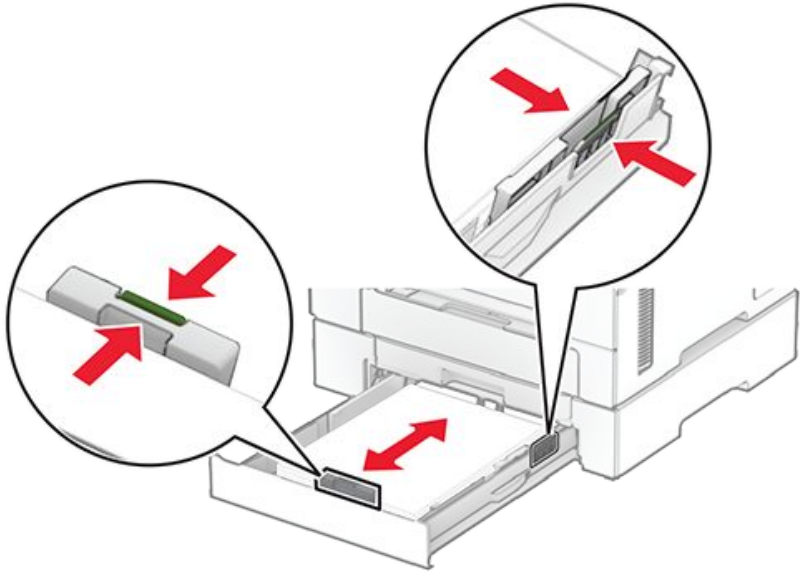
9. Flex, fan, and align the paper stack before loading.



10. Load the paper stack and make sure that the paper sits flat in the tray.



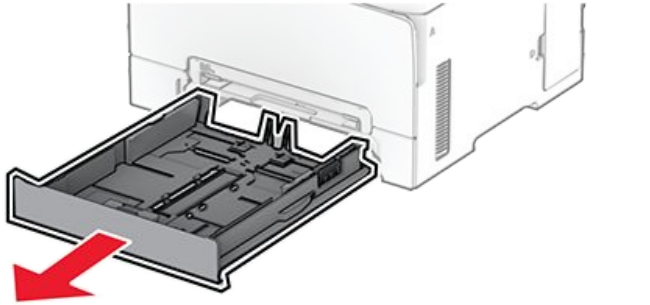
11. Adjust the paper guides.

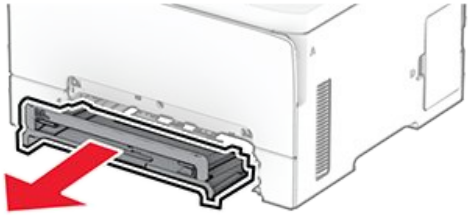


12. Insert the tray.

Paper jam in the manual feeder

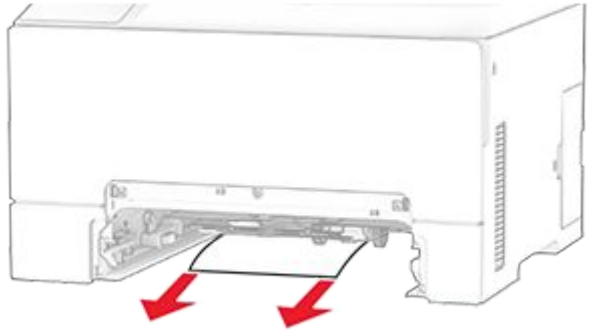
1. Remove the standard tray, and then the manual feeder.





2. Remove the jammed paper.

   Note: Make sure that all paper fragments are removed.

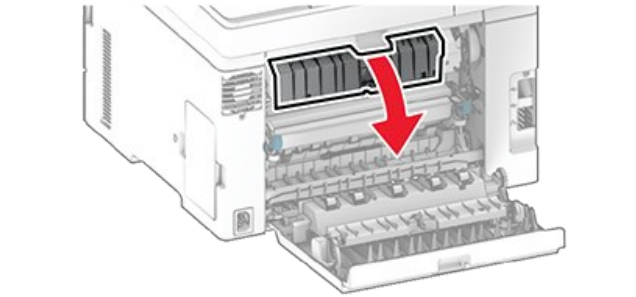


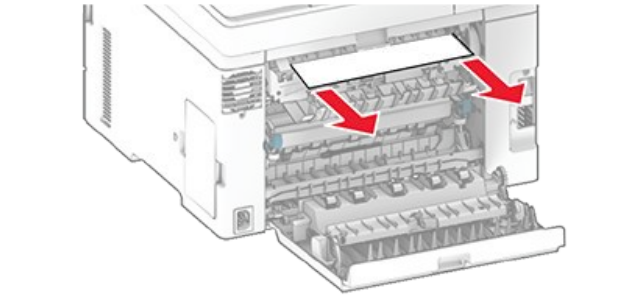
3. Insert the manual feeder, and then the tray.
4. Open door B.



5. Pull down on the fuser cover, and then remove the jammed paper from the fuser.

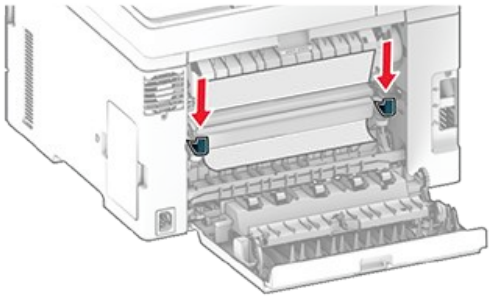
   Note: Make sure that all paper fragments are removed.

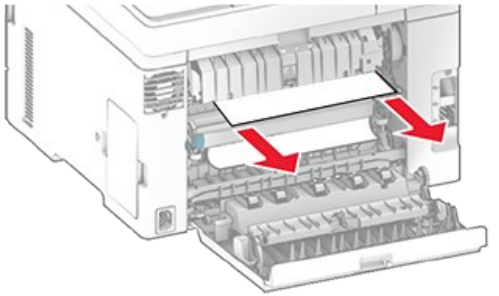




6. Push down the blue latches to release the paper, and then remove the jammed paper.

   Note: Make sure that all paper fragments are removed.

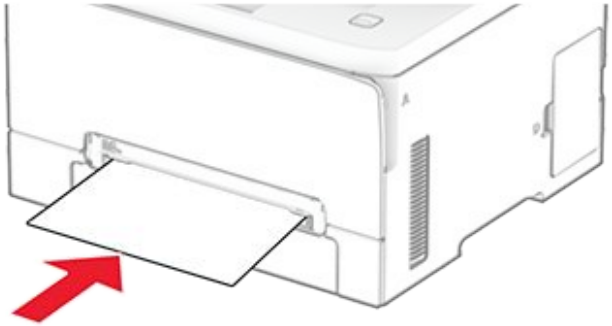




7. Close door B.
8. Load only one sheet of paper at a time when using the manual feeder.

   Notes

   - Do not load the manual feeder until all previous print jobs are complete and the printer has returned to Ready.
   - If you load a sheet into the manual feeder, the printer will print that sheet next.



Paper jam in door B

1. Open door B.

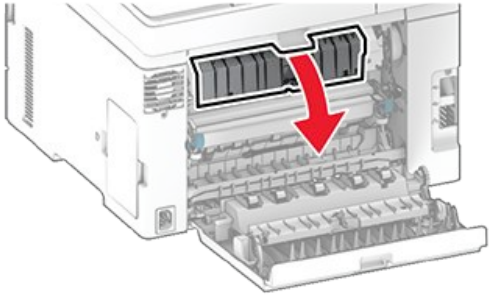


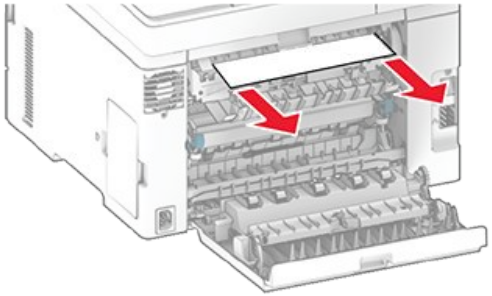
2. Remove the jammed paper from any of the following locations:

   Note: Make sure that all paper fragments are removed.

   - Fuser area

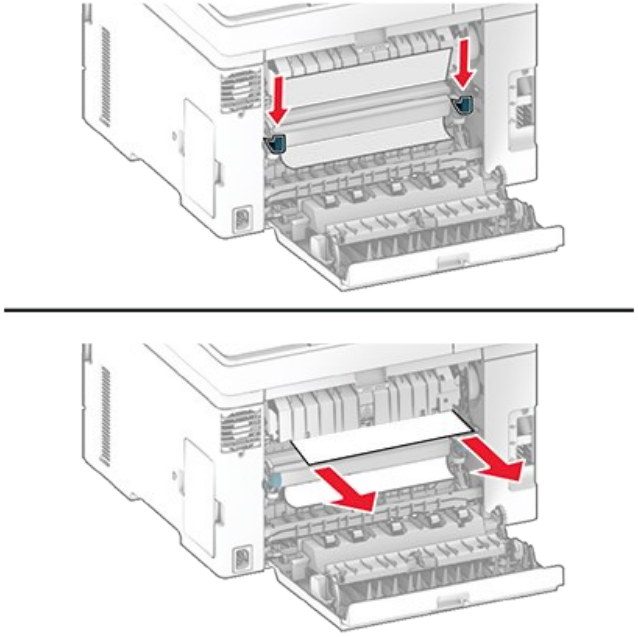
     Pull down the fuser cover, and then remove any jammed paper from the fuser.



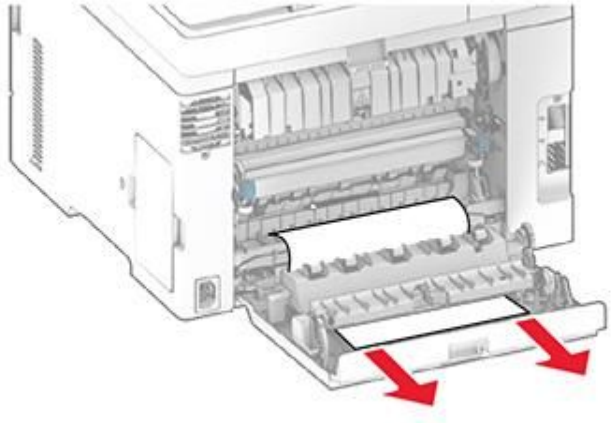


   - Below the fuser area

     Push down the blue latches to release the paper, and then remove any jammed paper.



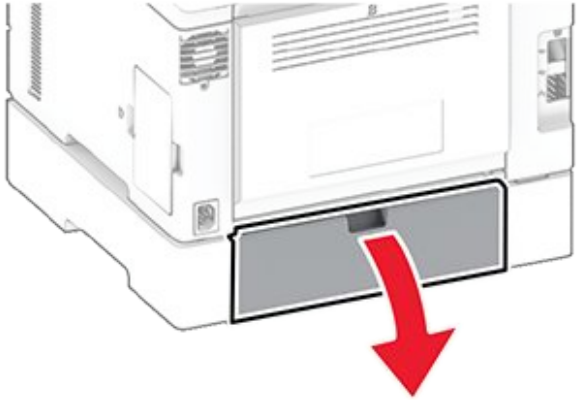
◦ Duplex unit



3. Close door B.

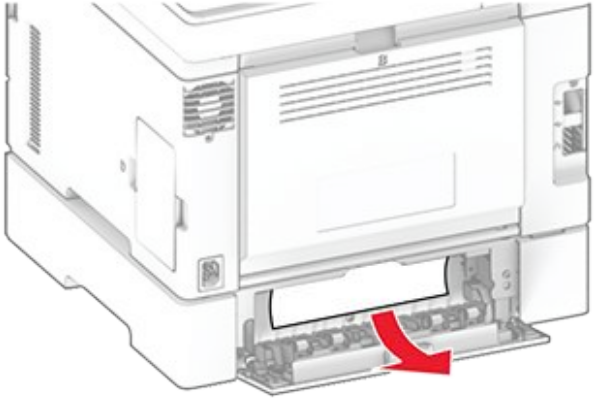
Paper jam in door E

1. Open door E.



2. Remove the jammed paper.

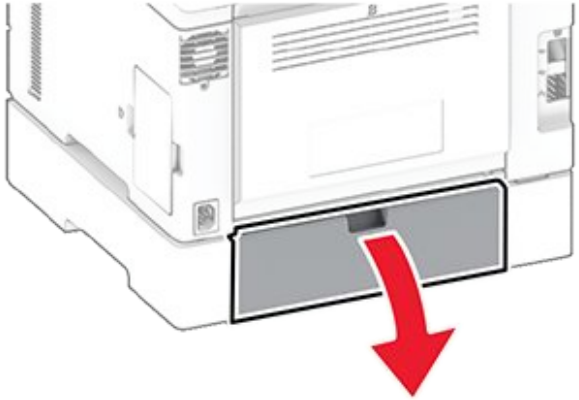
   Note: Make sure that all paper fragments are removed.



3. Close door E.

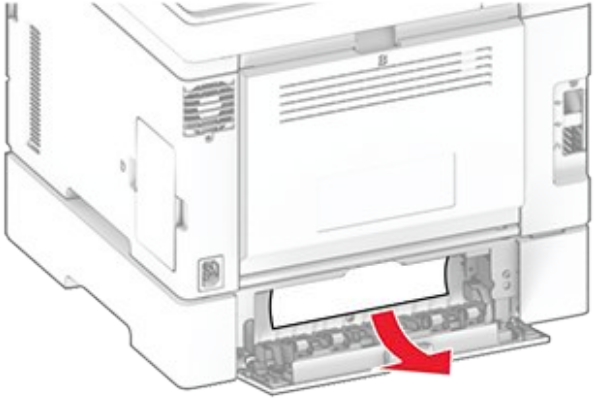
Paper jam in door E and door B

1. Open door E.

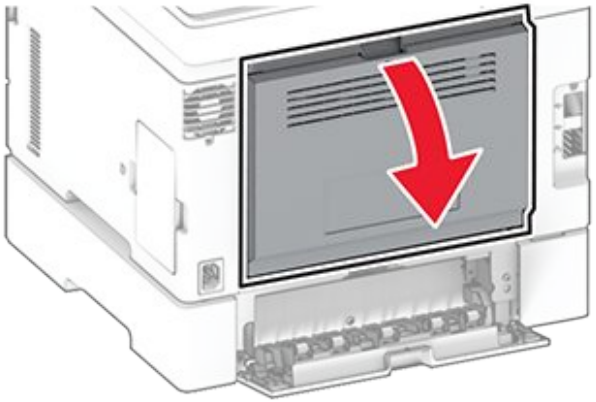


2. Remove the jammed paper.

   Note: Make sure that all paper fragments are removed.

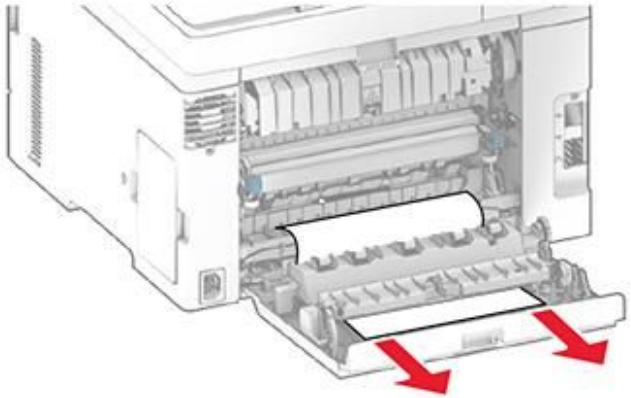


3. Open door B.

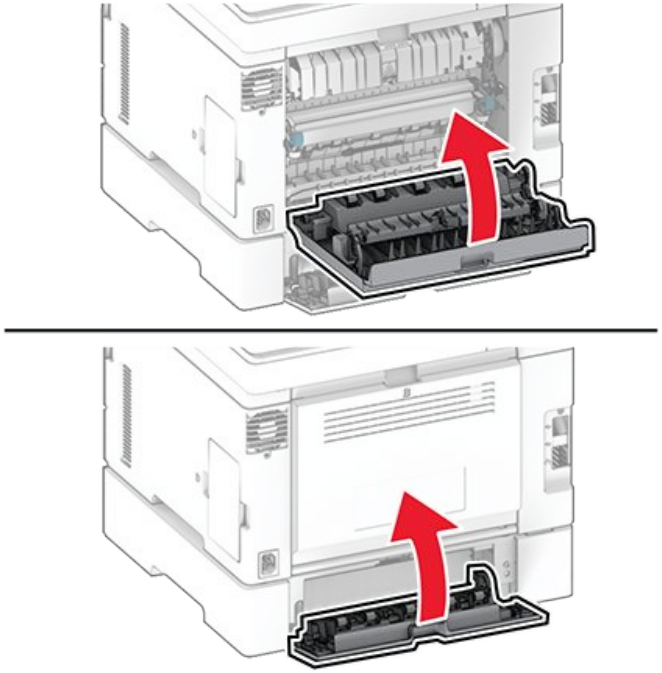


4. Remove the jammed paper.

   Note: Make sure that all paper fragments are removed.

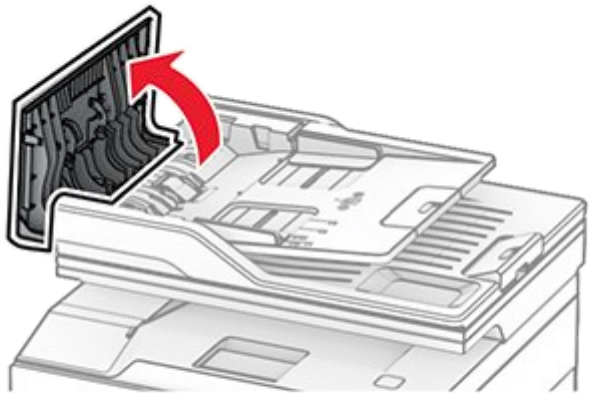


5. Close door B, and then close door E.



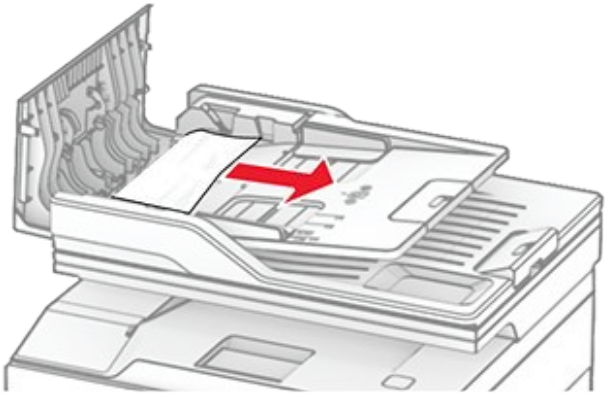
Paper jam in the automatic document feeder

1. Remove all original documents from the ADF tray.
2. Open the ADF cover.



3. Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



4. Close the ADF cover.

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