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Xerox® C325 Color Multifunction Printer

User Guide

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Contents

Safety.....	11
Notices and Safety	12
Conventions	13
Product Statements	13
Electrical Safety	17
General Guidelines.....	17
Power Cord.....	17
Emergency Power Off	18
Battery Safety.....	18
Telephone Line Cord.....	18
Operational Safety	19
Operational Guidelines	19
Printer Location	19
Printer Supplies	20
Consumable Information	20
Maintenance Safety	21
Environmental, Health and Safety Contact Information.....	22
Product Symbols	23
Learn About the Printer	27
Finding Information About the Printer.....	28
Finding the Printer Serial Number.....	30
Printer Configurations	31
Removing the Internal Packaging Materials.....	32
Using the Control Panel.....	36
Understanding the Status of the Indicator Light	37
Selecting Paper	38
Paper Guidelines.....	38
Paper Characteristics	38
Unacceptable Paper.....	39
Storing Paper	39
Selecting Preprinted Forms and Letterhead.....	40
Supported Paper Sizes	40
Set up, Install, and Configure	47
Selecting a Location for the Printer	48
Attaching Cables.....	50
Xerox® Easy Assist (XEA) App.....	51
Prior to Installing the Printer: Initial Set Up with the Xerox® Easy Assist App	53
After Initial Installation: Connecting to the Xerox Easy Assist App for Existing Printers	55
Adding Multiple Printers to the Xerox Easy Assist App	56
Setting up and Using the Home Screen Applications.....	57

Using the Home Screen	57
Customizing the Home Screen	58
Setting Up Scan Center.....	59
Creating a Shortcut.....	59
Setting Up Card Copy.....	59
Using Display Customization	60
Managing Bookmarks.....	60
Managing Contacts	61
Setting up and Using the Accessibility Features.....	63
Activating Voice Guidance.....	63
Deactivating Voice Guidance	63
Enabling Magnification Mode	63
Navigating the Screen Using Gestures for Zoom and Pan.....	63
Using the On-screen Keyboard	64
Adjusting the Voice Guidance Speech Rate.....	64
Adjusting the Default Headphone Volume.....	64
Adjusting the Default Internal Speaker Volume	64
Enabling Spoken Passwords or Personal Identification Numbers	64
Performing a Task Using the Keyboard	66
Making Copies	66
Sending Faxes.....	66
Sending Emails.....	66
Setting Up the Printer to Fax	67
Setting up the fax function.....	67
Setting up fax using a standard telephone line.....	68
Setting up fax in countries or regions with different telephone wall jacks and plugs	70
Connecting to a distinctive ring service	71
Setting the fax date and time	71
Configuring daylight saving time	71
Configuring the fax speaker settings.....	72
Configuring the Email SMTP Settings	73
Using the Email Setup Wizard in the Printer.....	73
Using the Settings Menu in the Printer.....	73
Using the Embedded Web Server.....	73
Email Service Providers	74
Loading Paper and Specialty Media	82
Setting the Paper Size and Type	82
Configuring Universal Paper Settings.....	82
Loading the Tray	82
Loading the Manual Feeder.....	86
Loading the Multipurpose Feeder.....	88
Linking Trays.....	91
Installing and Updating Software, Drivers, and Firmware.....	92
Installing the Printer Software.....	92
Adding Printers to a Computer	92
Updating Firmware.....	93
Exporting or Importing a Configuration File.....	94
Adding Available Options in the Print Driver.....	94

Installing Optional Trays	95
Networking	96
Connecting the Printer to a Wi-Fi Network	96
Connecting the Printer to a Wireless Network Using Wi-Fi Protected Setup (WPS)	96
Configuring Wi-Fi Direct	97
Connecting a Mobile Device to the Printer	97
Connecting a Computer to the Printer	98
Deactivating the Wi-Fi Network	98
Checking the Printer Connectivity	99
Secure the Printer	101
Locating the Security Slot	102
Erasing Printer Memory	103
Restoring Factory Default Settings	104
Print	105
Printing from a Computer	106
Printing from a Mobile Device	107
Printing from a Mobile Device Using Mopria™ Print Service	107
Printing from a Mobile Device Using AirPrint®	107
Printing from a Mobile Device using Wi-Fi Direct®	107
Printing from a Flash Drive	108
Supported Flash Drives and File Types	109
Flash Drives	109
File Types	109
Configuring Confidential Jobs (Secure Print)	110
Printing Confidential and Other Held Jobs	111
For Windows Users	111
For Macintosh Users	111
Placing Separator Sheets Between Copies	112
Canceling a Print Job	113
Adjusting Toner Darkness	114
Copy	115
Using the Automatic Document Feeder and Scanner Glass	116
Making Copies	117
Copying photos	118
Copying on Letterhead	119
Copying on Both Sides of the Paper	120
Reducing or enlarging copies	121
Collating copies	122
Placing Separator Sheets between Copies	123
Copying Multiple Pages onto a Single Sheet	124
Copying Cards	125

Creating a Copy Shortcut.....	126
Email.....	127
Using the Automatic Document Feeder and Scanner Glass	128
Sending an Email	129
Creating an Email Shortcut	130
Fax.....	131
Using the Automatic Document Feeder and Scanner Glass	132
Sending a Fax.....	133
Using the Control Panel	133
Using the Computer.....	133
Scheduling a Fax.....	134
Creating a Fax Destination Shortcut.....	135
Changing the Fax Resolution	136
Adjusting the Fax Darkness	137
Printing a Fax Log.....	138
Blocking Junk Faxes	139
Holding a Fax	140
Forwarding a Fax.....	141
Scan.....	143
Using the Automatic Document Feeder and Scanner Glass	144
Scanning to a Computer.....	145
For Windows Users.....	145
For Macintosh Users.....	145
Scanning to an FTP Server using a Shortcut.....	146
Scanning to a Network Folder using a Shortcut	147
Scanning to a Flash Drive.....	148
Use Printer Menus.....	149
Menu Map	150
Device.....	152
Preferences.....	152
Eco-Mode.....	154
Remote Operator Panel.....	156
Notifications.....	156
Power Management.....	161
Accessibility	162
Restore Factory Defaults	163
Maintenance	164
Home Screen Customization.....	170
Site Map	170
Software Update.....	171

Remote Services Data Upload	172
About this Printer	172
Print	173
Layout	173
Setup	174
Quality	175
Job Accounting	177
PDF	179
PostScript	179
PCL	180
Image	182
Paper	183
Tray Configuration	183
Media Configuration	183
Copy	186
Copy Defaults	186
Fax	191
Fax Mode	191
Fax Setup	191
Fax Server Setup	202
Email	205
Email Setup	205
Email Defaults	206
Web Link Setup	213
FTP	214
FTP Defaults	214
USB Drive	220
Flash Drive Scan	220
Flash Drive Print	225
Network/Ports	227
Network Overview	227
Wireless	228
Wi-Fi Direct	230
AirPrint	231
Mobile Services Management	232
Ethernet	233
TCP/IP	234
SNMP	236
IPSec	238
802.1x	239
LPD Configuration	240
HTTP/FTP Settings	241
ThinPrint	241
USB	242
Restrict External Network Access	243
Universal Print	243
Security	246

Login Methods	247
Certificate Management	252
Schedule USB Devices	253
Security Audit Log	253
Login Restrictions	256
Confidential Print Setup	256
Encryption	257
Erase Temporary Data Files	258
Solutions LDAP Settings	258
TPM Firmware Update	258
Miscellaneous	259
Reports	260
Menu Settings Page	260
Device	260
Shortcuts	260
Fax	261
Network	261
Supplies Plan	262
Plan Activation	262
Plan Conversion	262
Subscription Service	262
Troubleshooting	263
Maintenance	265
Checking the Status of Parts and Supplies	266
Configuring Supply Notifications	267
Setting up Email Alerts	268
Viewing Reports	269
Ordering Supplies	270
Using Genuine Xerox Supplies	270
Replacing Supplies	271
Replacing a Toner Cartridge	271
Replacing the Waste Toner Bottle	273
Replacing the Imaging Kit	274
Resetting the Supply Usage Counters	279
Cleaning Printer Parts	280
Cleaning the Printer	280
Cleaning the Touch Screen	280
Cleaning the Scanner	281
Cleaning the Feed Rolls	283
Saving Energy and Paper	285
Configuring Power Save Mode Settings	285
Adjusting the Brightness of the Display	285
Conserving Supplies	285
Moving the Printer to Another Location	286
Troubleshooting	287

Print Quality Problems	288
Printing Problems	289
Print Quality is Poor	289
Print Jobs do not Print	324
Slow Printing	325
Confidential and other held documents do not print	328
Job Prints from the Wrong Tray or on the Wrong Paper	330
The Printer is not Responding	331
Unable to Read Flash Drive	333
Enabling the USB port	334
Network Connection Problems	335
Cannot Open Embedded Web Server	335
Cannot Connect the Printer to the Wi-Fi Network	336
Issues with Supplies	338
Replace Cartridge Printer Region Mismatch	338
Non-Xerox Supplies	339
Clearing Jams	340
Avoiding Jams	340
Identifying Jam Locations	341
Paper jam in trays	342
Paper Jam in the Standard Output Tray	342
Paper Jam in the Automatic Document Feeder	343
Paper Jam in the Manual Feeder	343
Paper Jam in the Multipurpose Feeder	344
Paper Jam in Door A	345
Paper Feed Problems	347
Envelope Seals when Printing	347
Collated Printing does not Work	348
Tray Linking does not Work	349
Paper Frequently Jams	350
Jammed Pages are not Reprinted	351
Color Quality Problems	352
Modifying the Colors in Printed Output	352
FAQ About Color Printing	352
The Print Appears Tinted	354
Contacting Customer Support	355
Regulatory Information	357
Basic Regulations	358
United States FCC Regulations	358
Regulatory Information for 2.4-GHz and 5-GHz Wireless Network Adapters	358
Laser Notice	359
Canada	359
European Union and European Economic Area Compliance	360
ENERGY STAR	361
Eurasian Economic Community Certification	363

Germany.....	363
Turkey RoHS Regulation	364
Ukraine RoHS Compliance.....	364
Copy Regulations	365
United States.....	365
Canada.....	366
Other Countries.....	367
Fax Regulations.....	368
United States.....	368
Canada.....	369
European Union	370
South Africa.....	370
Safety Certification.....	371
Material Safety Data Sheets.....	372
Recycling and Disposal.....	373
All Countries.....	374
Battery Removal.....	374
North America	375
European Union.....	376
Disposal Outside of the European Union.....	376
Other Countries.....	377

Safety

This chapter contains:

- Notices and Safety 12
- Conventions..... 13
- Electrical Safety 17
- Operational Safety 19
- Maintenance Safety 21
- Environmental, Health and Safety Contact Information 22
- Product Symbols 23

Your printer and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following information ensures the continued safe operation of your Xerox printer.

Notices and Safety

Read the following instructions carefully before operating your printer. Refer to these instructions to ensure the continued safe operation of your printer.

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

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



Note: Unauthorized alterations, which can include the addition of new functions or connection of external devices, can affect the product certification. For more information, contact your Xerox representative.

Conventions



Note: A note identifies information that could help you.

Warning: A warning identifies something that could damage the product hardware or software.



Caution: A caution indicates a potentially hazardous situation that could injure you.

Different types of statements include:



CAUTION—POTENTIAL INJURY: Indicates a risk of injury.



CAUTION—SHOCK HAZARD: Indicates a risk of electrical shock.



CAUTION—HOT SURFACE: Indicates a risk of burn if touched.



CAUTION—TIPPING HAZARD: Indicates a crush hazard.



CAUTION—PINCH HAZARD: Indicates a risk of being caught between moving parts.



CAUTION—MOVING PARTS: Indicates a risk of laceration or abrasion injuries from rotating parts.

PRODUCT STATEMENTS



CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.



CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, use only the power cord provided with this product or the authorized replacement from the manufacturer.



CAUTION—POTENTIAL INJURY: Do not use this product with extension cords, multioutlet power strips, multioutlet extenders, or UPS devices. The power capacity of these types of accessories can be easily overloaded by a laser printer and may result in a risk of fire, property damage, or poor printer performance.



CAUTION—POTENTIAL INJURY: Do not use this product with an inline surge protector. The use of a surge protection device may result in a risk of fire, property damage, or poor printer performance.



CAUTION—POTENTIAL INJURY: To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.



CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not place or use this product near water or wet locations.



CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.



CAUTION—POTENTIAL INJURY: Do not cut, twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If any of these things happen, a risk of fire or electrical shock results. Inspect the power cord regularly for signs of such problems. Remove the power cord from the electrical outlet before inspecting it.



CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, make sure that all external connections, such as Ethernet and telephone system connections, are properly installed in their marked plug-in ports.



CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, if you are accessing the controller board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.



CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock when cleaning the exterior of the printer, unplug the power cord from the electrical outlet and disconnect all cables from the printer before proceeding.



CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not use the fax feature during a lightning storm.



CAUTION—POTENTIAL INJURY: If the printer weight is greater than 20 kg. (44 lb.), then it may require two or more people to lift it safely.



CAUTION—POTENTIAL INJURY: When moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Make sure that all doors and trays are closed.
- Turn off the printer, and then unplug the power cord from the electrical outlet.
- Disconnect all cords and cables from the printer.
- If the printer has separate floor-standing optional trays or output options attached to it, then disconnect them before moving the printer.
- If the printer has a caster base, then carefully roll it to the new location. Use caution when passing over thresholds and breaks in flooring.
- If the printer does not have a caster base but is configured with optional trays or output options, then remove the output options and lift the printer off the trays. Do not try to lift the printer and any options at the same time.
- Always use the handholds on the printer to lift it.
- Any cart used to move the printer must have a surface able to support the full footprint of the printer.
- Any cart used to move the hardware options must have a surface able to support the dimensions of the options.
- Keep the printer in an upright position.
- Avoid severe jarring movements.
- Make sure that your fingers are not under the printer when you set it down.
- Make sure that there is adequate clearance around the printer.



CAUTION—TIPPING HAZARD: Installing one or more options on your printer or MFP may require a caster base, furniture, or other feature to prevent instability causing possible injury. For more information on supported configurations, contact the place where you purchased the printer.



CAUTION—TIPPING HAZARD: To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.



CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



CAUTION—PINCH HAZARD: To avoid the risk of a pinch injury, use caution in areas marked with this label. Pinch injuries may occur around moving parts, such as gears, doors, trays, and covers.



CAUTION—POTENTIAL INJURY: This product uses a laser. Use of controls or adjustments or performance of procedures other than those specified in the User Guide can result in hazardous radiation exposure.



CAUTION—POTENTIAL INJURY: The lithium battery in this product is not intended to be replaced. There is a danger of explosion if a lithium battery is incorrectly replaced. Do not recharge, disassemble, or incinerate a lithium battery. Discard used lithium batteries according to the manufacturer instructions and local regulations.

This product is designed, tested, and approved to meet strict global safety standards with the use of specific manufacturer components. The safety features of some parts may not always be obvious. The manufacturer is not responsible for the use of other replacement parts.

Refer service or repairs, other than those described in the user documentation, to a service representative.

Ozone and Ventilation Information

Refer to *Facts about ozone* and *Facts about ventilation* at [Health and Safety of Our Work Environment - Xerox](#).

SAVE THESE INSTRUCTIONS.

Electrical Safety

GENERAL GUIDELINES

**Caution:**

- Do not push objects into slots or openings on the printer. Touching a voltage point or shorting out a part could result in fire or electric shock.
- Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are instructed to do so. Power off the printer when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

The following are hazards to your safety:

- The power cord is damaged or frayed.
- Liquid is spilled into the printer.
- The printer is exposed to water.
- The printer emits smoke, or the surface is unusually hot.
- The printer emits unusual noise or odors.
- The printer causes a circuit breaker, fuse, or other safety device to activate.

If any of these conditions occur, do the following:

1. Power off the printer immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative.

POWER CORD

Use the power cord supplied with your printer.



Caution: To avoid risk of fire or electrical shock, do not use extension cords, power strips, or power plugs.

- Plug the power cord directly into a properly grounded electrical outlet. Ensure that each end of the cord is connected securely. If you do not know if an outlet is grounded, ask an electrician to check the outlet.
- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.
- Verify that the printer is plugged into an outlet that is providing the correct voltage and power. Review the electrical specification of the printer with an electrician if necessary.
- Do not place the printer in an area where people can step on the power cord.
- Do not place objects on the power cord.
- Do not plug or unplug the power cord while the power switch is in the On position.

- If the power cord becomes frayed or worn, replace it.
- To avoid electrical shock and damage to the cord, grasp the plug when unplugging the power cord.

The power cord is attached to the printer as a plug-in device on the back of the printer. If it is necessary to disconnect all electrical power from the printer, disconnect the power cord from the electrical outlet.

EMERGENCY POWER OFF

If any of the following conditions occur, power off the printer immediately and disconnect the power cord from the electrical outlet. Contact an authorized Xerox service representative to correct the problem if:

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

BATTERY SAFETY

One or more circuit boards in this printer contain a lithium battery. Do not attempt to repair or replace the lithium battery. If there is a problem with the battery, contact an authorized service representative to correct the problem.



Caution: If the battery on a circuit board is installed incorrectly, there is a risk of explosion.

The lithium battery in this printer contains Perchlorate Material. For information about the special handling procedures associated with Perchlorate Material, refer to <https://dtsc.ca.gov/perchlorate/>.

TELEPHONE LINE CORD



Caution: To reduce the risk of fire, use only No. 26 American Wire Gauge (AWG) or larger telecommunication line cord.

Operational Safety

Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines helps to ensure the continued, safe operation of your printer.

OPERATIONAL GUIDELINES

- Do not remove any trays when the printer is printing.
- Do not open the doors when the printer is printing.
- Do not move the printer when it is printing.
- Keep hands, hair, neckties, and so on, away from the exit and feed rollers.
- Covers, which require tools for removal, protect the hazard areas within the printer. Do not remove the protective covers.
- Do not override any electrical or mechanical interlock devices.
- Do not attempt to remove paper that is jammed deeply inside the printer. Switch off the printer promptly and contact your local Xerox representative.



Caution:

- The metallic surfaces in the fuser area are hot. Always use caution when removing paper jams from this area and avoid touching any metallic surfaces.
- To avoid a tip hazard, do not push or move the device with all the paper trays extended.

PRINTER LOCATION

- Place the printer on a level, solid, non-vibrating surface with adequate strength to hold its weight. To find the weight for your printer configuration, refer to *Physical Specifications* section of the User Guide.
- Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer.
- Place the printer in an area where there is adequate space for operation and servicing.
- When installing an office printer in a hallway or similar restricted area, additional space requirements can apply. Ensure that you comply with all workspace safety regulations, building codes, and fire codes for your area.
- Place the printer in a dust-free area.
- Do not store or operate the printer in an extremely hot, cold, or humid environment.
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the printer where it is directly exposed to the cold air flow from an air conditioning system.
- Do not place the printer in locations susceptible to vibrations.

- For optimum performance, use the printer at the elevations specified in the *Environmental Specifications* section of the User Guide.

PRINTER SUPPLIES

- Use the supplies designed for your printer. The use of unsuitable materials can cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the product, options, and supplies.
- 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 toner, toner cartridges, drum cartridges, or waste cartridges into an open flame.



Caution: When handling cartridges, for example toner and such, avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge, which can increase the risk of skin or eye contact.

Warning: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreement, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Please contact your Xerox representative for details.

CONSUMABLE INFORMATION



Caution: When handling cartridges such as ink/toner or fuser, 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.

- 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 dry ink/toner, print cartridges, or dry ink/toner containers into an open flame.

For information on Xerox® supplies recycling programs, go to www.xerox.com/recycling.

Maintenance Safety

Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.

- Clean with a dry lint-free cloth only.
- Use supplies and cleaning materials only as directed.



Caution: Do not use aerosol cleaners. Aerosol cleaners can cause explosions or fires when used on electromechanical equipment.

- Do not remove the covers or guards that are fastened with screws. Customer service items are not located behind these covers.
- In case of a Dry Ink or Toner Spill, use a broom or a wet cloth to wipe off spilled dry ink/toner. Sweep slowly to minimize generation of dust during clean up. Avoid using a vacuum. If a vacuum must be used, the unit should be designed for combustible dusts, with an explosion rated motor and non-conductive hose.



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

- Do not burn any consumables or routine maintenance items. For information on Xerox® supplies recycling programs, go to www.xerox.com/gwa.

Environmental, Health and Safety Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, contact:

- United States and Canada, only: 1-800-ASK-XEROX (1-800-275-9376)
- Web address: [Environmental Health & Sustainability - Xerox](#)
- Email request (world-wide): EHS-Europe@xerox.com

For product safety information in the United States and Canada, go to www.xerox.com/environment.

Product Symbols

SYMBOL	DESCRIPTION
	Caution: Indicates a hazard that can result in serious injury or death if not avoided.
	Hot Surface: Hot surface on or in the printer. To avoid personal injury, use caution.
	Warning: Moving parts. To avoid personal injury, use caution.
[No symbol]	Warning: Indicates a mandatory action to take to avoid damage to the property.
	Do not touch the part or area of the printer.
	Do not touch this part of the printer.
	Do not touch the part or area of the printer.
	Do not expose the drum cartridges to direct sunlight.
	Do not burn the item.
	Do not burn the toner cartridges.
	Do not burn the drum cartridges.

SYMBOL	DESCRIPTION
	Do not burn the toner waste cartridge.
	Pinch Hazard: To avoid personal injury, use caution in this area.
	Pinch Hazard: To avoid personal injury, use caution in this area.
	Do not remove the paper forcefully.
	Hot Surface: Before handling, wait for the time indicated.
	On
	Off
	Standby
	Do not use paper attached with staples or any form of binding clip.
	Do not use folded, creased, curled, or wrinkled paper.
	Do not load or use inkjet paper.
	Do not reload paper that is used or printed previously.

SYMBOL	DESCRIPTION
	Do not use postcards.
	Do not use envelopes.
	Add paper or media.
	Paper jam
	Lock
	Unlock
	Paper clip
	Cooling
	Elapsed time
	Supply paper
	1-Sided original document
	Hole-punched paper

SYMBOL	DESCRIPTION
	Load letterhead face up.
	Load letterhead face down.
	Load labels face down.
	USB: Universal Serial Bus
	LAN: Local Area Network
	Telephone Line
	Weight
	Services Home button
	This item can be recycled.

Learn About the Printer

This chapter contains:

- Finding Information About the Printer 28
- Finding the Printer Serial Number.....30
- Printer Configurations 31
- Removing the Internal Packaging Materials 32
- Using the Control Panel.....36
- Understanding the Status of the Indicator Light.....37
- Selecting Paper.....38

Finding Information About the Printer

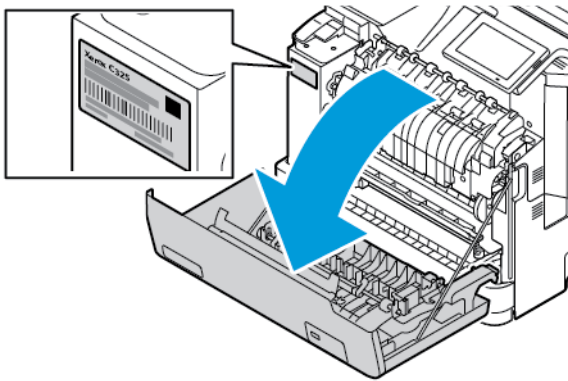
WHAT ARE YOU LOOKING FOR?	FIND IT HERE
Initial setup instructions	See the setup documentation that came with the printer.
• Printer software • Print driver • Printer firmware • Utility	Go to www.xerox.com , search for your printer model, then select the driver, firmware, or utility that you need.
• Selecting and storing paper and specialty media • Loading paper • Configuring printer settings • Viewing and printing documents and photos • Configuring the printer on a network • Caring for and maintaining the printer • Troubleshooting and solving problems	Information Center: Go to www.xerox.com. How-to videos: Go to www.xerox.com. Touch Screen Guide: Go to www.xerox.com.
Setting up and configuring the accessibility features of your printer	Go to www.xerox.com .
Help information for using the printer software	Help for Microsoft Windows or Macintosh operating systems: Open a printer software program or application, then click Help. Click Help to view context-sensitive information.  Note: • Help is automatically installed with the printer software. • Depending on the operating system, the printer software is either in the printer program folder or on the desktop.

WHAT ARE YOU LOOKING FOR?	FIND IT HERE
• Documentation • Live chat support • Email support • Voice support	Go to www.xerox.com. Select your country or region, then select your product to view the appropriate support site. Support contact information for your country or region can be found on the website or on the printed warranty that came with the printer. Have the following information ready when you contact customer support: • Place and date of purchase • Machine type and serial number For more information, refer to Finding the Printer Serial Number.
• Safety information • Regulatory information • Warranty information • Environmental information	Warranty information varies by country or region: • In the U.S.—See the Statement of Limited Warranty included with the printer, or go to www.xerox.com. • In other countries and regions—See the printed warranty that came with the printer Product Information Guide—See the documentation that came with the printer or go to www.xerox.com.

Finding the Printer Serial Number

To find the printer serial number:

1. Open Door A.
2. Locate the serial number.



Printer Configurations

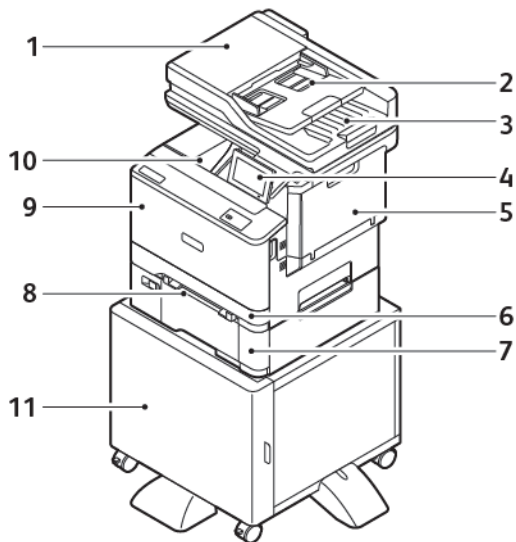


CAUTION—TIPPING HAZARD: Installing one or more options on your printer may require a caster base, furniture, or other feature to prevent instability causing possible injury. For more information on supported configurations, refer to [Workplace and Digital Printing Solutions | Xerox](#).



CAUTION—TIPPING HAZARD: To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

Depending on your printer model, you can configure your printer by adding an optional 550+100-sheet Tray. The 550+100-sheet Tray as Tray 2 consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder.

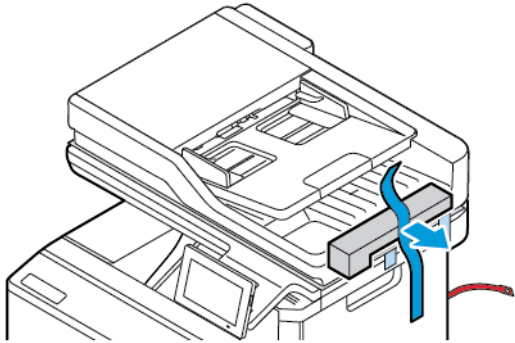


1. Automatic Document Feeder (ADF)
2. Automatic Document Feeder Tray
3. Automatic Document Feeder Output Tray
4. Control Panel
5. Door B, Side Door
6. Tray 1, Standard 250-sheet Tray
7. Tray 2, Optional 550+100-sheet Tray
8. Manual Feeder
9. Door A, Front Door
10. Standard Output Tray
11. Printer Stand

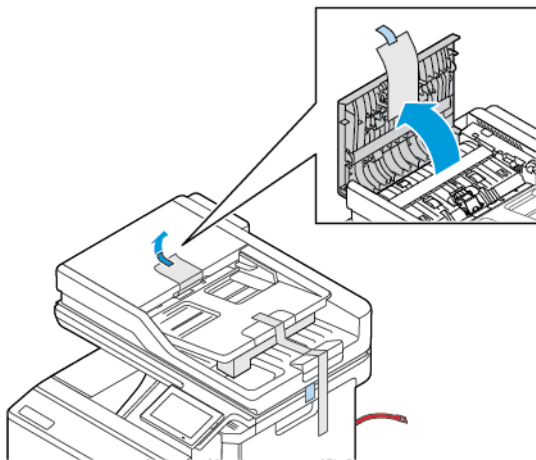
Removing the Internal Packaging Materials

The printer comes with internal packing materials. Remove the packing materials, correctly.

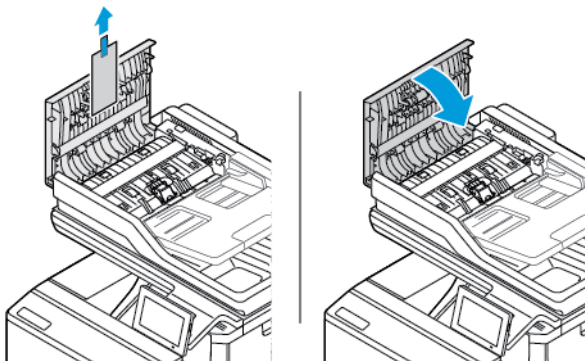
1. Remove the tape and discard the protective foam from the Duplex Automatic Document Feeder Tray.



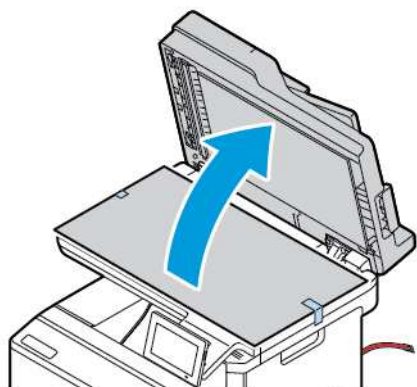
2. Remove the tape and open Door C.



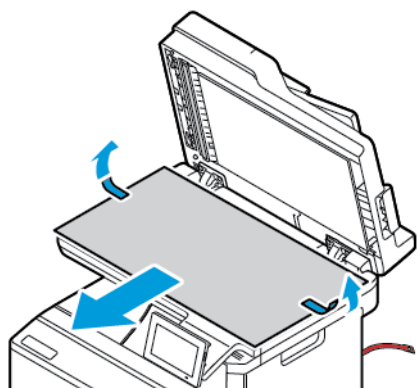
3. Remove the protective foam sheet and close Door C.



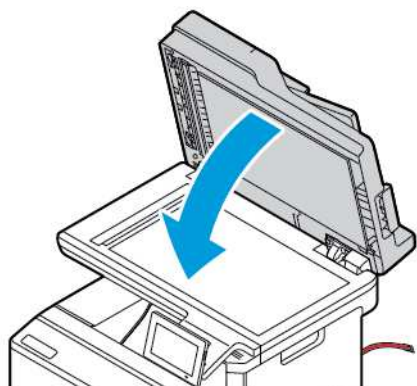
4. Open the scanner cover.



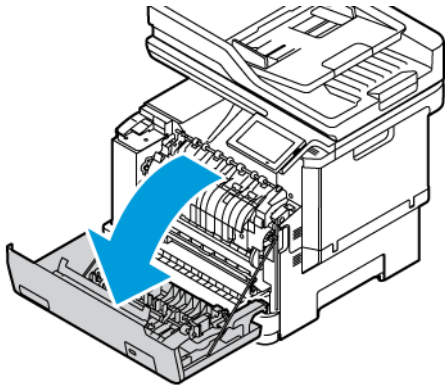
5. Remove the tapes and protective foam sheet.



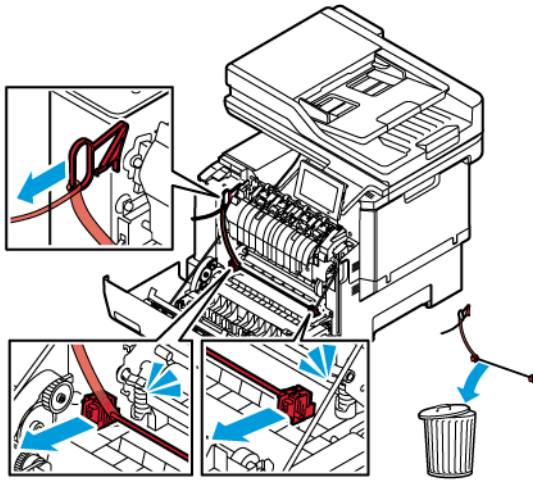
6. Close the scanner cover.



7. At the front of the printer, open Door A.

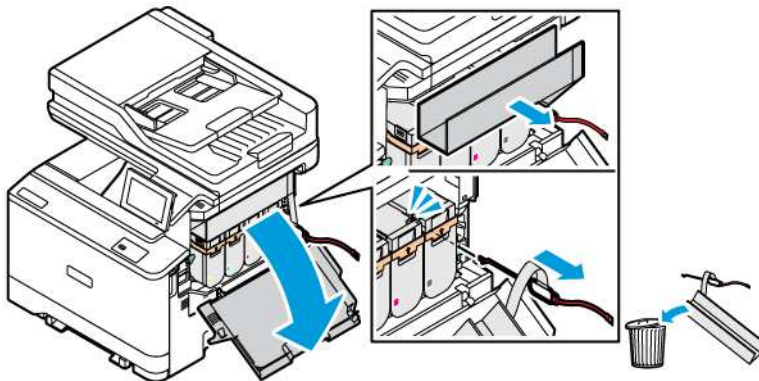


8. Remove the red plastic loops and clips.

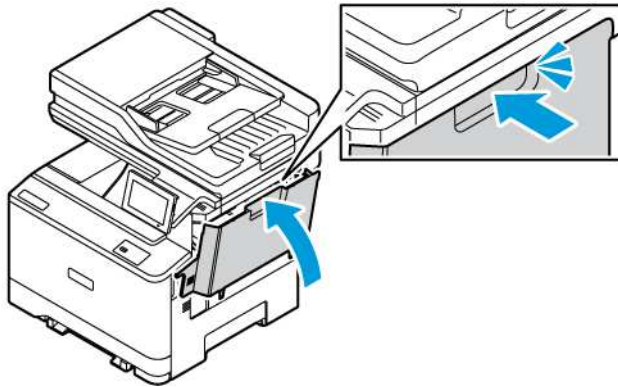


9. Close Door A.

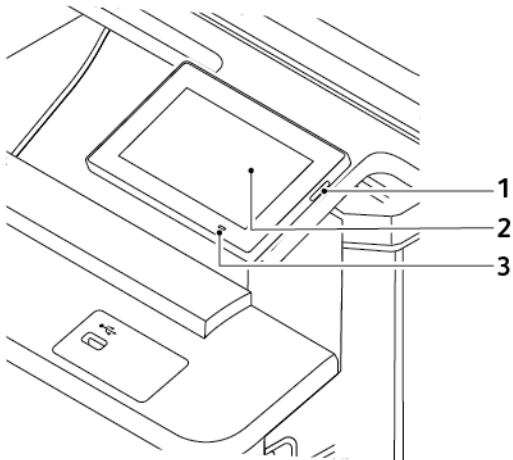
10. At the right-side of the printer, open the Door B and remove the red plastic loop from the toner cartridge.



11. Close Door B.



Using the Control Panel



	CONTROL PANEL PART	FUNCTION
1	Power button	Turn on or turn off the printer.  Note: To turn off the printer, press and hold the power button for 5 seconds. Set the printer to Sleep mode. Wake the printer from Sleep or Hibernate mode.
2	Display	View the printer messages and supply status. Set up and operate the printer.
3	Indicator light	Check the status of the printer.

Understanding the Status of the Indicator Light

INDICATOR LIGHT	PRINTER STATUS
Off	The printer is off.
Solid Blue	The printer is ready.
Blinking Blue	The printer is printing or processing data.
Blinking Red	The printer requires user intervention.
Solid Amber	The printer is in Sleep Mode.
Blinking Amber	The printer is in Deep Sleep or Hibernate Mode.

Selecting Paper

PAPER GUIDELINES

Use the appropriate paper to prevent jams and help ensure trouble-free printing.

- Always use new and undamaged paper.
- Before loading paper, know the recommended printable side of the paper. This information is usually indicated on the paper package.
- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, types, or weights in the same tray. Mixing results in jams.
- Do not use coated papers unless they are specifically designed for electrophotographic printing.

For more information, refer to:

- Recommended Media List (United States): [Recommended Media List - Xerox® Paper and Specialty Media \(xeroxpaperusa.com\)](https://www.xerox.com/usa/paper).
- Recommended Media List (Europe): [Recommended Printer Papers and Specialty Media - Xerox](https://www.xerox.com/europe/paper).

PAPER CHARACTERISTICS

The following paper characteristics affect print quality and reliability. Consider these factors before printing on them.

Weight

Trays can feed paper of varying weights. Paper lighter than 60 g/m² (16 lb) may not be stiff enough to feed properly, and may cause jams. For more information, refer to [Supported Paper Weights](#).

Curl

Curl is the tendency for paper to curl at its edges. Excessive curl can cause paper feeding problems. Curl can occur after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in hot, humid, cold, or dry conditions can contribute to paper curling before printing and can cause feeding problems.

Smoothness

Paper smoothness directly affects print quality. If paper is too rough, toner cannot fuse to it properly. If paper is too smooth, it can cause paper feeding or print quality issues. We recommend the use of paper with 50 Sheffield points.

Moisture Content

The amount of moisture in paper affects both print quality and the printer ability to feed the paper correctly. Leave paper in its original wrapper until you use it. Exposure of paper to moisture changes can degrade its performance.

Before printing, store paper in its original wrapper in the same environment as the printer for 24 to 48 hours. The

environment in which the paper is stored must be the same as the printer. Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.

Grain Direction

Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either grain long, running the length of the paper, or grain short, running the width of the paper.

For recommended grain direction, refer to [Supported Paper Weights](#).

Fiber Content

Most high-quality xerographic paper is made from 100 percent chemically treated pulped wood. This content provides the paper with a high degree of stability, resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton can negatively affect paper handling.

UNACCEPTABLE PAPER

The following paper types are not recommended for use with the printer:

- Chemically treated papers used to make copies without carbon paper, also known as carbonless papers, carbonless copy paper (CCP), or no carbon required (NCR) paper.
- Preprinted papers with chemicals that may contaminate the printer.
- Preprinted papers that can be affected by the temperature in the printer fuser.
- Preprinted papers that require a registration (the precise print location on the page) greater than ± 2.3 mm (± 0.09 in.), such as optical character recognition (OCR) forms.

In some cases, registration can be adjusted with a software application to successfully print on these forms.

- Coated papers (Erasable Bond), synthetic papers, thermal papers.
- Rough-edged, rough or heavily textured surface papers, or curled papers.
- Recycled papers that fail EN12281:2002 (European).
- Paper weighing less than 60 g/m² (16 lb).
- Multiple-part forms or documents.

STORING PAPER

Use these paper storage guidelines to help avoid jams and uneven print quality:

- Store paper in its original wrapper in the same environment as the printer for 24 to 48 hours before printing.
- Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.
- For best results, store paper where the temperature is 21° C (70° F) and the relative humidity is 40 percent.
- Most label manufacturers recommend printing in a temperature range of 18–24° C (65–75° F) with relative humidity between 40 and 60 percent.

- Store paper in cartons, on a pallet or shelf, rather than on the floor.
- Store individual packages on a flat surface.
- Do not store anything on top of individual paper packages.
- Take paper out of the carton or wrapper only when you are ready to load it in the printer. The carton and wrapper help keep the paper clean, dry, and flat.

SELECTING PREPRINTED FORMS AND LETTERHEAD

- Use grain long paper.
- Use only forms and letterhead printed using an offset lithographic or engraved printing process.
- Avoid paper with rough or heavily textured surfaces.
- Use inks that are not affected by the resin in toner. Inks that are oxidation-set or oil-based generally meet these requirements; latex inks might not.
- Print samples on preprinted forms and letterheads considered for use before buying large quantities. This action determines whether the ink in the preprinted form or letterhead affects print quality.
- When in doubt, contact your paper supplier.
- When printing on letterhead, load the paper in the proper orientation for your printer.

For more information, refer to:

- Recommended Media List (United States): [Recommended Media List - Xerox® Paper and Specialty Media \(xeroxpapera.com\)](https://www.xerox.com/usa/paper-and-specialty-media).
- Recommended Media List (Europe): [Recommended Printer Papers and Specialty Media - Xerox](https://www.xerox.com/europe/paper-and-specialty-media).

SUPPORTED PAPER SIZES



Note: Your printer model may have a 550+100-sheet Tray as Tray 2, which consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The 550-sheet Tray of the 550+100-sheet Tray supports the same paper types as the 550-sheet Tray. The integrated multipurpose feeder supports different paper sizes, types, and weights.

Supported Paper Sizes

PAPER SIZE	STANDARD 250-SHEET TRAY	OPTIONAL 550-SHEET TRAY	MULTIPUR- POSE FEEDER	MANUAL FEEDER	2-SIDED PRINTING
A4 210 x 297 mm (8.27 x 11.7 in.)	✓	✓	✓	✓	✓
A5¹ 148 x 210 mm (5.83 x 8.27 in.)	✓	x	x	✓	x

PAPER SIZE	STANDARD 250-SHEET TRAY	OPTIONAL 550-SHEET TRAY	MULTIPUR- POSE FEEDER	MANUAL FEEDER	2-SIDED PRINTING
A5² 210 x 148 mm (8.27 x 5.83 in.)	x	✓	x	x	x
A6 105 x 148 mm (4.13 x 5.83 in.)	✓	✓	✓	✓	x
JIS B5 182 x 257 mm (7.17 x 10.1 in.)	✓	✓	✓	✓	x
Oficio (Mexico) 216 x 340 mm (8.5 x 13.4 in.)	✓	✓	✓	✓	✓
Hagaki 100 x 148 mm (3.94 x 5.83 in.)	✓	x	✓	✓	x
Statement 139.7 x 215.9 mm (5.5 x 8.5 in.)	✓	x	✓	✓	x
Executive 184.2 x 266.7 mm (7.25 x 10.5 in.)	✓	✓	✓	✓	x
Letter 215.9 x 279.4 mm (8.5 x 11 in.)	✓	✓	✓	✓	✓
Legal 215.9 x 355.6 mm (8.5 x 14 in.)	✓	✓	✓	✓	✓
Folio 215.9 x 330.2 mm (8.5 x 13 in.)	✓	✓	✓	✓	✓

PAPER SIZE	STANDARD 250-SHEET TRAY	OPTIONAL 550-SHEET TRAY	MULTIPUR- POSE FEEDER	MANUAL FEEDER	2-SIDED PRINTING
Universal^{2, 3} 98.4 x 148– 215.9 x 355.6 mm (3.86 x 5.83–8.5 x 14 in.)	✓	x	✓	✓	x
Universal^{2, 3} 76.2 x 127– 215.9 x 355.6 mm (3 x 5–8.5 x 14 in.)	x	x	✓	✓	x
Universal^{2, 3} 148 x 210– 215.9 x 355.6 mm (5.83 x 8.27–8.5 x 14 in.)	✓	✓	✓	✓	x
Universal^{2, 3} 210 x 250– 215.9 x 355.6 mm (8.27 x 10.98 – 8.5 x 14 in.)	✓	✓	✓	✓	✓
7^{3/4} Envelope 98.4 x 190.5 mm (3.875 x 7.5 in.)	✓	x	✓	✓	x
9 Envelope 98.4 x 225.4 mm (3.875 x 8.9 in.)	✓	x	✓	✓	x
10 Envelope 104.8 x 241.3 mm (4.12 x 9.5 in.)	✓	x	✓	✓	x
DL Envelope 110 x 220 mm	✓	x	✓	✓	x

PAPER SIZE	STANDARD 250-SHEET TRAY	OPTIONAL 550-SHEET TRAY	MULTIPUR- POSE FEEDER	MANUAL FEEDER	2-SIDED PRINTING
(4.33 x 8.66 in.)					
C5 Envelope 162 x 229 mm (6.38 x 9.01 in.)	✓	x	✓	✓	x
B5 Envelope 176 x 250 mm (6.93 x 9.84 in.)	✓	x	✓	✓	x
Other Envelope 98.4 x 162–176 x 250 mm (3.87 x 6.38–6.93 x 9.84 in.)	✓	x	✓	✓	x
¹ Load this paper size into the standard tray, the manual feeder, and the multipurpose feeder with the long edge entering the printer first. ² Load this paper size into the optional trays with the short edge entering the printer first. ³ When Universal is selected, the page is formatted for 215.9 x 355.6 mm (8.5 x 14 in.) unless the size is specified by the software application. ⁴ Load narrow paper with the short edge entering the printer first. ⁵ When Other Envelope is selected, the page is formatted for 215.9 x 355.6 mm (8.5 x 14 in.) unless the size is specified by the software application.					

Supported Paper Types

PAPER TYPE	STANDARD 250-SHEET TRAY	OPTIONAL 550-SHEET TRAY	MULTIPUR- POSE FEEDER	MANUAL FEEDER	2-SIDED PRINTING
Plain paper	✓	✓	✓	✓	✓
Light Paper	✓	✓	✓	✓	✓
Heavy Paper	✓	✓	✓	✓	✓
Letter head	✓	✓	✓	✓	✓
Card stock	✓	✓	✓	✓	x
Recycled	✓	✓	✓	✓	✓

PAPER TYPE	STANDARD 250-SHEET TRAY	OPTIONAL 550-SHEET TRAY	MULTIPURPOSE FEEDER	MANUAL FEEDER	2-SIDED PRINTING
Bond	✓	✓	✓	✓	✓
Labels	✓	✓	✓	✓	x
Glossy	✓	✓	✓	✓	x
Vinyl Labels	✓	✓	✓	✓	x
Pre-Printed	✓	✓	✓	✓	✓
Envelopes	✓	x	✓	✓	x
Colored Paper	✓	✓	✓	✓	✓
Rough Cotton	✓	✓	✓	✓	✓
Custom Type 1–6	✓	✓	✓	✓	✓



Note:

- Your printer model may have an optional 550+100-sheet tray, which consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The 550-sheet tray of the optional 550+100-sheet tray supports the same paper types as the standard 550-sheet tray. The integrated multipurpose feeder supports different paper sizes, types, and weights.
- Labels, envelopes, and card stock always print at reduced speed
- Vinyl labels are supported for occasional use only and must be tested for acceptability. Some vinyl labels may feed more reliably from the multipurpose feeder

Supported Paper Weights

STANDARD 250-SHEET TRAY	OPTIONAL 550-SHEET TRAY	MULTIPURPOSE FEEDER	MANUAL FEEDER	2-SIDED PRINTING
60–216 g/m ² grain long (16 lb bond–80 lb cover)	60–176 g/m ² grain long (16 lb bond–65 lb cover)	60–176 g/m ² grain long (16 lb bond–65 lb cover)	60–216 g/m ² grain long (16 lb bond–80 lb cover)	60–105 g/m ² grain long (16–28 lb bond)



Note:

- Your printer model may have an optional 550+100-sheet tray, which consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The 550-sheet tray of the optional 550+100-sheet tray supports the same paper types as the standard 550-sheet tray. The integrated multipurpose feeder supports different paper sizes, types, and weights.
- For 60–176 g/m² (16–47 lb bond) paper, grain long fibers are recommended.

- Paper less than 75 g/m² (20 lb bond) must be printed with Paper Type set to Light Paper. Failure to do so may cause excessive curl which can lead to feeding errors, especially in more humid environments.

Set up, Install, and Configure

This chapter contains:

- Selecting a Location for the Printer 48
- Attaching Cables 50
- Xerox® Easy Assist (XEA) App 51
- Setting up and Using the Home Screen Applications 57
- Setting up and Using the Accessibility Features 63
- Performing a Task Using the Keyboard 66
- Setting Up the Printer to Fax 67
- Configuring the Email SMTP Settings 73
- Loading Paper and Specialty Media 82
- Installing and Updating Software, Drivers, and Firmware 92
- Installing Optional Trays 95
- Networking 96

Selecting a Location for the Printer

- Leave enough room to open trays, covers, and doors and to install hardware options.
- Set up the printer near an electrical outlet.

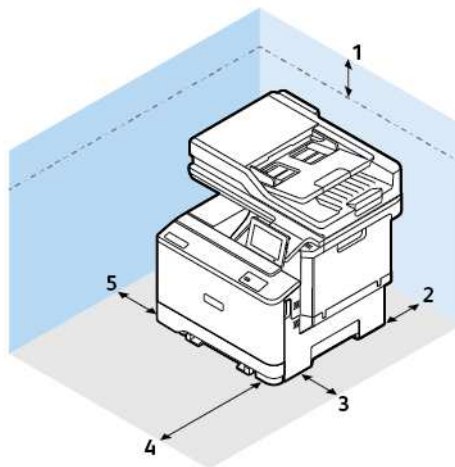


CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.



CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not place or use this product near water or wet locations.

- Ensure that airflow in the room meets the latest revision of the ASHRAE 62 standard or the CEN Technical Committee 156 standard.
- Provide a flat, sturdy, and stable surface.
- Keep the printer:
 - Clean, dry, and free of dust
 - Away from stray staples and paper clips
 - Away from the direct airflow of air conditioners, heaters, or ventilators
 - Free from direct sunlight and humidity extremes
- Observe the recommended temperature and avoid fluctuations
 Operating temperature: 10–32.2° C (50–90° F)
 Storage temperature: 15.6–32.2° C (60–90° F)
- Allow the following recommended amount of space around the printer for proper ventilation:



1	Top	305 mm (12 in.)
2	Rear	102 mm (4 in.)
3	Right side	305 mm (12 in.)

4	Front	508 mm (20 in.)
5	Left side	76 mm (3 in.)



Note: Additional space is needed for right side 305 mm (12 in.) and front side 508 mm (20 in.) of the printer for clearing jams and for toner and imaging unit replacements.

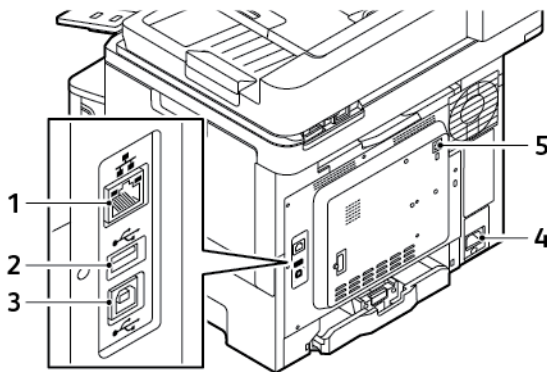
Attaching Cables

⚡ CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.

⚠ CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

⚠ CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, use only the power cord provided with this product or the manufacturer's authorized replacement.

Warning—Potential Damage: To avoid loss of data or printer malfunction, do not touch the USB cable, any wireless network adapter, or the printer in the areas shown while actively printing.



	PRINTER PORT	FUNCTION
1	Ethernet port	Connect the printer to a network.
2	USB port	Attach a keyboard or any compatible option.
3	USB printer port	Connect the printer to a computer.
4	Power cord socket	Connect the printer to an electrical outlet.
5	LINE port	Connect the printer to an active telephone line through a standard wall jack (RJ-11), DSL filter, or VoIP adapter, or any other adapter that allows you to access the telephone line to send and receive faxes.

Xerox® Easy Assist (XEA) App

Xerox Easy Assist app allows you to access and configure the printer from your smartphone. To access the printer from your smartphone, download and install the Xerox Easy Assist app on your mobile device. By installing the Xerox Easy Assist app on your smartphone, you can set up your new printer easily, manage its configuration, view alerts indicating supply requirements and order them, and get live troubleshooting support for your printer.

To install the Xerox Easy Assist app on your smartphone, you need to scan a QR Code or search the app in the Apple App Store or Google Play Store. There are two types of XEA QR Codes:

- **QR Code to acquire the XEA app:** This QR Code is for the initial installation of the app. To install the Xerox Easy Assist app for the first time, you are required to scan this QR Code using your smartphone camera. You can find this QR Code on the packaging box or the *Installation Guide* that comes with the printer.
- **QR Code to connect the mobile device to the printer:** This QR Code is to set up a wireless network connection between the smartphone and the printer. For example, connection to Wi-Fi Direct. For the printers with touchscreen User Interface, you can find this QR Code at the control panel of the printer within the device Install Wizard. The QR Code provides all key information to connect your smartphone and the printer without manually entering any technical information. To connect to the printer, scan this QR Code within the Xerox Easy Assist app. For more information, refer to [After Initial Installation: Connecting to the Xerox Easy Assist App for Existing Printers](#).

If the printer has Internet connection, then you can connect to the XEA app in your smartphone by typing the IP address of the printer.

Primary features of Xerox Easy Assist app are:

Set Up a New Printer

If you have the QR Code or IP Address available, you can set up a new Xerox printer with the help of Xerox Easy Assist app. On My Printers screen in the app, touch the **+** icon, then touch **Unbox a New Printer**. Follow the instructions from the app.

For more information, refer to [Adding Multiple Printers to the Xerox Easy Assist App](#).

Alerts

The Xerox Easy Assist app can notify you of any errors or problems in the printer. To view the error statement, touch the **Bell** icon.

Printer Status

The status displays the printer information, such as readiness of the printer, toner level, and paper tray status for each tray. To view additional information regarding Printer Status, touch the **(i)** icon. When you have a registered supplier, to reorder a new toner, select the **Toner** icon, then touch **Reorder**.

Order Supplies

You can order parts and supplies through the Xerox Easy Assist app. If the toner level appears to be low, to order a new toner, select **Order Supplies**. You can add your own supply provider and order supplies from them. When you touch **Order Supplies**, if a custom supplier is not added in the app, then a prompt appears for you to set up a supplier. From the prompt, touch **Add Supplier**, then follow the instructions. The instructions takes you to **Device Settings > Supplier Profile**. In the Supplier Profile page, fill up the details of your supplier, such as Name, Contact Information, Phone Number, and Website URL. After you complete setting up your custom supply provider, touch **Buy**. It takes you to the web page of your supply provider.

Xerox Retail Store is your default option to order supplies directly from Xerox. Also, in the Order Supplies page,

you can view the Supplies Plan and Supplies Log of your printer.

Print

You can perform a print job through the Xerox Easy Assist app. In the app, select your printer, then touch **Print**. Select the document that you need to print from your mobile device, confirm the print settings, then touch **Print**.

Device Settings

You can view and edit your printer settings from the **Device Settings** tab. If you have not set up a password during the initial setup, to view or edit existing printer settings, you need to set up the password. The **Device Settings** tab includes the following:

- **About**
- **Language**
- **Wi-Fi Setup**
- **Measurements**
- **Date & Time**
- **Sound**
- **Power Saver**
- **Supplier Profile**
- **Fax** (if applicable)
- **Admin Password**

Support Center

You can request support and find solutions for printer-related problems through the Xerox Easy Assist app.

Support Center includes the following services:

- **Self Serve:** To access this feature in the app, select your printer, then touch **Support Center > Self Serve**. Self Serve option takes you to a new page for CareAR Instruct. You can download, learn, and search about the printer through CareAR Instruct app.
- **Chat:** To access this feature in the app, select your printer, then touch **Support Center > Chat**. It connects you to a Live Chatbot for Xerox's Support Agent.
- **Printer's Website:** To access this feature in the app, select your printer, then touch **Support Center > Printer's Website**. You are taken to a new page of Additional Printer Settings. You can view the complete printer configuration and access the website of the printer. The Additional Printer Settings page also has an option to **Share Link**. To have the Printer IP Address and other details sent to your registered Email, touch **Share Link**.
- **Set Up My Computer:** To access this feature in the app, select your printer, then touch **Support Center > Set Up My Computer**. You can download Print and Scan Drivers for your printer through Xerox Easy Assist app. In the Email field, type your registered email address, then touch the **+** icon to add your email. To download and install the Print and Scan Drivers, the app sends a Quick Link to your email address.
- **Print Test Page:** To access this feature in the app, select your printer, then touch **Support Center > Print Test Page**. You can print a test page that has useful information about your printer, and confirm that all settings are correct.

- **Sustainability:** To access this feature in the app, select your printer, then touch **Support Center > Sustainability**. You are taken to a new page for Xerox Sustainability Efforts. You can view the Waste management information, Health & Safety data and Other Initiatives. You can access Xerox Sustainability ([Environmental Health & Sustainability - Xerox](#)) web page in default browser on the mobile device.

Remove a Printer

You can remove a printer from the Xerox Easy Assist app. On your app, select a printer, then touch **Remove From My Printers**.

PRIOR TO INSTALLING THE PRINTER: INITIAL SET UP WITH THE XEROX® EASY ASSIST APP

To complete the initial setup and install the Xerox Easy Assist app for the first time, do the following:

1. For initial setup when the printer is powered on for the first time, the initial setup screens appears. On the printer control panel, do the following:
 - a. Select your **Language**, then touch **Next**.
The Xerox Easy Assist Mobile App screen appears.
 - b. To use your mobile device to set up and manage your printer, touch **Yes**.
Get the App screen appears to confirm the type of your mobile device. Choose any one option:
 - **iOS:** To install the Xerox Easy Assist app on your iPhone, select this option.
 - **Android:** To install the Xerox Easy Assist app on your Android mobile device, select this option.
 - **I have the App:** If you have installed Xerox Easy Assist app on your mobile device already, select this option.
2. If you have selected iOS or Android option, a screen appears to help you download the app. On the control panel, touch **Show QR Code** option.
A screen appears with the QR Code. To install the app, scan the QR Code using your smartphone camera.
3. Download and install the Xerox Easy Assist app on your smartphone:
 - For Android phones: Go to Google Play Store, then search for Xerox Easy Assist app.
 - For iOS or iPhones: Go to Apple App Store, then search for Xerox Easy Assist app.
4. When you install the app for the first time on your smartphone, for End-User License Agreement (EULA), touch **I Agree**.
 **Note:** The Xerox Easy Assist App has instructions that help you to unpack the printer from its packaging box. To watch a helpful video on how to unpack your printer, scan the QR Code on the packaging box or the *Installation Guide* that came with your printer, using your smartphone camera. Accept the End-User License Agreement (EULA), then follow the instructions that appear on the app.
5. To set up a new printer from your smartphone XEA app, on the Add Printer screen, select **Unbox a New Printer**. Follow the instructions that appear on the app.
Select Printer Model page appears.
6. Select your printer model from the list of valid printers.
A Welcome screen appears for Xerox Easy Assist.

7. Choose from the following options:

- **Help Me Unpack My Printer:** Select this option to view instructions that help you to unpack the printer from its packaging box.
- **I've Unpacked My Printer:** Select this option to connect the XEA app to the printer.

8. In the app, touch **I've Unpacked My Printer**.

9. To connect with the printer, the following options appear in the app:

- **Manual Connection:**
 - **Scan QR Code:** This option enables you to connect to the printer by scanning the QR Code. In the app, touch **Scan QR Code**, then follow the instructions that appear on the app. On the printer control panel, to connect to the app, touch **Show QR Code** option. The second or Connect-QR Code appears. Scan the QR Code through the Xerox Easy Assist app. Follow the instructions that appear on the app.

When the connection is configured, your smartphone and the printer share the same Wireless network, temporarily.
 - **Enter IP Address:** This option enables you to connect to the printer by typing the IP Address of the printer. Connect the printer to a network or Internet through an Ethernet cable. Follow the instructions that appear on the app to find the IP Address of the printer. When you have located the IP Address, touch **Enter IP Address**. Type the IP Address in the Add Printer field of the XEA app, then touch **OK**.
- **Quick Connection – Search for Devices:** When the printer is connected to Internet through Quick Connection, XEA app searches for nearby printers.

10. With the support of Xerox Easy Assist app, complete the general settings and register the printer on the network.

General settings include Admin Password, Connectivity, Measurements, Date and Time, Sound, Power Saver settings, and more.



Note: Ensure that your smartphone is connected to the same Wireless or wired network as the printer and they can communicate after the setup is complete.

11. To complete the initial setup in the app, type the necessary information for your printer, then touch **Complete Setup**.

The Welcome screen appears.

When the initial setup is complete, with the Xerox Easy Assist app, you can perform the following:

- Setting up a new printer
- Checking the printer status
- Ordering supplies
- Downloading Print and Scan Drivers
- Printing
- Getting troubleshooting support
- Accessing the website of the printer
- Accessing Environment, Health, and Safety information
- Removing a printer from the XEA app My Printers list

For Xerox Easy Assist app features, refer to [Xerox® Easy Assist \(XEA\) App](#).

AFTER INITIAL INSTALLATION: CONNECTING TO THE XEROX EASY ASSIST APP FOR EXISTING PRINTERS

To install and use the Xerox Easy Assist (XEA) app for a printer that is already installed and connected to your network, you can find the QR Code on the control panel.

Connecting through QR Code:

1. Download the Xerox Easy Assist (XEA) app from Apple App Store or Google Play Store.
2. At the Add Printer page, touch **Connect to Existing Printer**.
3. Select your printer model from the list of valid printers.
4. The app searches for printers on your network. You can skip this process. To connect through QR Code, touch **Skip**, then touch **Add a Printer**.
5. From Connect to Existing Printer screen, touch **Scan QR Code**. Choose from the following options:
 - **Help Me Find the QR Code:** Select this option and follow the instructions to find the QR Code in the printer control panel.
 - **I'm Ready to Scan:** Select this option when you have found the QR Code in the printer control panel and ready to scan it through the app.
6. On the printer control panel, touch the status bar on top of the Home screen to access the Notification Center.
7. From the Notification Center, touch the QR Code icon for **Connected to Network**. A new window opens for **Connect to Xerox Easy Assist Mobile App** that displays the Connect QR Code.
8. Scan the QR Code using the XEA app. This adds your printer to My Printers list in the XEA app.

Connecting through IP Address:

1. Download the Xerox Easy Assist (XEA) app from Apple App Store or Google Play Store.
2. At the Add Printer page, touch **Connect to Existing Printer**.
3. Select your printer model from the list of valid printers.
4. The app searches for printers on your network. You can skip this process. To connect through IP Address, touch **Skip**, then touch **Add a Printer**.
5. From Connect to Existing Printer screen, touch **Enter IP Address**. Choose from the following options:
 - **Help Me Find the IP Address:** Select this option and follow the instructions to find the IP Address of the printer in the control panel.
 - **Enter IP Address:** Select this option when you have found the IP Address of the printer and ready to type it in the app.
6. On the printer control panel, refer to the IP Address in the status bar on top of the Home screen of the printer.
7. Type the IP Address in the Add Printer screen of the XEA app, then touch **OK**. This adds your printer to My Printers list in the XEA app.

ADDING MULTIPLE PRINTERS TO THE XEROX EASY ASSIST APP

If your printer is already set up on your network and the initial setup is complete, through the XEA app, you can include additional printers directly to the list of My Printers. You can see the printer status, get print drivers, and get Chatbot support. To add printers that are on the network, open the XEA app Home page in your smartphone. On the My Printers screen, touch the **+** icon or **Add** from the top of the screen. Refer to the following options:

- **Setting Up a New Printer:** To set up a new printer from your smartphone XEA app, on the Add Printer screen, select **Unbox a New Printer**. Follow the instructions that appear on the printer control panel and on your mobile device.
- **Adding an Existing Printer:** To add an existing printer that is already connected to the network, on the Add Printer screen, select **Connect to Existing Printer**. Follow the instructions that appear on the printer control panel and on your mobile device.

You can add a printer by following any one of these methods:

- **QR Code:** To scan the printer QR Code with the XEA app scanner, touch **QR Code**. To find the QR Code of the printer, refer to [After Initial Installation: Connecting to the Xerox Easy Assist App for Existing Printers](#).
- **IP Address:** To connect to the printer by typing the IP Address manually, touch **IP Address**. Type the IP Address of the printer, then touch **OK**. For more information, refer to [After Initial Installation: Connecting to the Xerox Easy Assist App for Existing Printers](#).
- **Finding the Nearby Network Printers:** When your smartphone is connected to the same wireless or wired network as the printer, for Quick Connection, the app searches for nearby printers on your network.
 - If the app finds the printer, you can select and add the printer directly.
 - If the app is unable to find the printer you are looking for, then you can add the printer by typing its IP address.



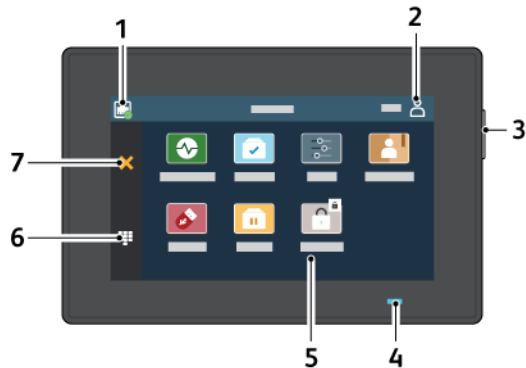
Note: If the printer and mobile device cannot communicate, ensure that they are on the same network.

Setting up and Using the Home Screen Applications

USING THE HOME SCREEN



Note: Your home screen may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.



	ICON	FUNCTION
1	Wireless Connection Status	This button provides the status of the network connectivity.
2	User Profile	Touching the User Profile button on the control panel touch screen allows you to log in and identify yourself to the printer. To access printer features, log in with your user credentials. If you do not know your user name or password, contact your system administrator.
3	Power Button	Turn on or turn off the printer.  Note: To turn off the printer, press and hold the power button for 5 seconds. Set the printer to Sleep mode. Wake the printer from Sleep or Hibernate mode.
4	Status Indicator	This light pulses blue or amber to indicate the printer status. Blue: Pulses blue once for access-card authentication when there is a delay in response from a remote server.

	ICON	FUNCTION
		 Note: Some card readers are not compatible with this feature. • Pulses blue twice slowly to indicate that a job has completed. • Pulses blue rapidly while the printer is powering on, or to signal detection of an Identify Printer function from AirPrint, when applicable. Amber: Pulses amber to indicate an error condition or warning that requires your attention or the attention of your system administrator. For example, this color can indicate an out-of-toner condition, a paper jam, or that the printer is out of paper for the current job.
5	Touch Screen Display	The screen displays information and provides access to the printer functions and apps, such as Status/Supplies, Job Queue, Settings, and USB Drive.
6	On-screen keypad	Enter numbers or symbols in an input field.
7	Stop or Cancel button	Stop the current printer task.

CUSTOMIZING THE HOME SCREEN

1. Open a web browser, then type the printer IP address in the address field.
 - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Settings > Device > Visible Home Screen Icons**.
3. Do one or more of the following:
 - To add an icon to the home screen, select the check box, then click **Save**.
 - To remove an icon to the home screen, clear the check box, then click **Save**.

SETTING UP SCAN CENTER

1. From the home screen, touch **Scan Center**.
2. Select and create a destination, then configure the settings.



Note:

- When creating a network destination, ensure to validate and adjust the settings until no errors occur.
- Only destinations created from the Embedded Web Server are saved. For more information, see the documentation that came with the solution.

3. Apply the changes.

CREATING A SHORTCUT

1. From the home screen, touch **Shortcut Center**.



Note: The icon and name may have been changed. For more information, contact your administrator.

2. Select a printer function, then touch **Create Shortcut**.



Note: The Secure Email function is not supported.

3. Configure the settings, then touch **Save**.
4. Type a unique shortcut name.



Note: To avoid clipped names on the home screen, type only up to 25 characters.

5. Touch **OK**.

The application automatically generates a unique shortcut number.



Note: To launch the shortcut, touch keypad icon, and touch **#**, then enter the shortcut number.

SETTING UP CARD COPY

1. Open a web browser, and type the printer IP address in the address field.



Note:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the web page correctly.

2. Click **Apps > Card Copy > Configure**.



Note:

- Ensure that Display Icon is enabled.
- Ensure that Email Settings and Network Share Settings are configured.
- When scanning a card, ensure that the scan resolution does not exceed 200 dpi for color and 400 dpi for black and white.

- When scanning multiple cards, ensure that the scan resolution does not exceed 150 dpi for color and 300 dpi for black and white.

3. Apply the changes.



Note: You require a printer hard disk or an intelligent storage drive to scan multiple cards.

USING DISPLAY CUSTOMIZATION

Before using the application, ensure to enable and configure the screen saver, slide show, and wallpaper settings. From the Embedded Web Server, click **Apps > Display Customization > Configure**.

Managing Screen Saver and Slide Show Images

1. From the Embedded Web Server, click **Apps > Display Customization > Configure**.
2. In the Screen Saver and Slide show Images section, add, edit, or delete an image.
 - You can add up to 10 images.
 - When enabled, the status icons appear on the screen saver only when there are errors, warnings, or cloud-based notifications.
3. Apply the changes.

Changing the Wallpaper Image

1. From the home screen, touch **Change Wallpaper**.
2. Select an image to use.
3. Apply the changes.

Running a Slide Show from a Flash Drive

1. Insert a flash drive into the front USB port.
2. From the home screen, touch **Slide show**.



Note: You can remove the flash drive after the slide show starts, but the images are not stored in the printer. If the slide show stops, then insert the flash drive again to view the images.

MANAGING BOOKMARKS

Creating Bookmarks

Use bookmarks to print frequently accessed documents that are stored in servers or on the web.

1. Open a web browser, then type the printer IP address in the address field.
 - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the web page correctly.

2. Click **Bookmarks > Add Bookmark**, then type a bookmark name.
3. Select an Address protocol type, then do one of the following:
 - For HTTP and HTTPS, type the URL that you want to bookmark.
 - For HTTPS, ensure to use the host name instead of the IP address. For example, type myWebsite.com/sample.pdf instead of typing 123.123.123.123/sample.pdf. Ensure that the host name also matches the Common Name (CN) value in the server certificate. For more information on obtaining the CN value in the server certificate, see the help information for your web browser.
 - For FTP, type the FTP address. For example, myServer/myDirectory. Enter the FTP port. Port 21 is the default port for sending commands.
 - For SMB, type the network folder address. For example, myServer/myShare/myFile.pdf. Type the network domain name.
 - If necessary, select the Authentication type for FTP and SMB.

To limit access to the bookmark, enter a PIN.



Note: The application supports the following file types: PDF, JPEG, TIFF, and HTML-based web pages. Other file types such as DOCX and XLSX are supported in some printer models.

4. Click **Save**.

Creating Folders

1. Open a web browser, then type the printer IP address in the address field.
 - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Bookmarks > Add Folder**, then type a folder name.



Note: To limit access to the folder, enter a PIN.

3. Click **Save**.



Note: You can create folders or bookmarks inside a folder. To create a bookmark, refer to [Creating Bookmarks](#).

MANAGING CONTACTS

1. From the home screen, touch **Address Book**.

2. Do one or more of the following:
 - To add a contact, touch **Menu** on top of the screen, then touch **Create Contact**. If necessary, specify a login method to allow application access.
 - To delete a contact, touch **Menu** on top of the screen, touch **Delete Contacts**, then select the contact.
 - To edit contact information, touch the contact name.
 - To create a group, touch **Menu** on top of the screen, then touch **Create Group**. If necessary, specify a login method to allow application access.
 - To delete a group, touch **Menu** on top of the screen, touch **Delete Groups**, then select the group.
 - To edit a contact group, touch **GROUPS**, then select a group name. To select the action you want to make, touch **Menu** again.
3. Apply the changes.

Setting up and Using the Accessibility Features

-  Note: Keyboard is the preferred method for using accessibility features.
-  Note: For the instructions on how to navigate the screen using the keyboard, refer to www.xerox.com to view the *Accessibility Guide* of your printer.
-  Note: The adjustment of speech rate, headphone volume, and speaker volume is most effective when done using the keyboard.

ACTIVATING VOICE GUIDANCE

From the Keyboard

1. Press and hold the **5** key until you hear a voice message.
 -  Note: For printer models without built-in speakers, use headphones to hear the message.
2. Press **Tab** to navigate the focus cursor to the OK button, then press **Enter**.
 - Voice Guidance has limited language support.
The supported languages are English, French, Italian, German, or Spanish.
 - Keyboard is the preferred method for using accessibility features.

DEACTIVATING VOICE GUIDANCE

To deactivate Voice Guidance by doing either of the following:

- From keyboard, press and hold the **5** key until a voice message is heard.
- Press the power button to put the printer in Sleep or Hibernate mode.

ENABLING MAGNIFICATION MODE

1. From keyboard, press and hold the **5** key until a voice message is heard.
2. Navigate using **Tab** key to toggle Magnification mode on or off.

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

NAVIGATING THE SCREEN USING GESTURES FOR ZOOM AND PAN

-  Note: Gestures are applicable only when Voice Guidance is activated.
-  Note: Enable Magnification to use the zoom and pan gestures.
-  Note: Use a physical keyboard to type characters and adjust certain settings.
-  Note: If the gesture does not work, then apply more pressure.

GESTURE	FUNCTION
Triple-tap using one finger	Zoom in or zoom out text and images.
Pan	Access parts of the zoomed image that are beyond the limit of the screen.  Note: Use two fingers to drag a zoomed image.

USING THE ON-SCREEN KEYBOARD

When the on-screen keyboard appears, do one or more of the following:

- Touch a key to announce and type the character in the field.
- Drag a finger across different characters to announce and type the character in the field.
- Touch a text box using two fingers to announce the characters in the field.
- Touch **Backspace** to delete characters.

ADJUSTING THE VOICE GUIDANCE SPEECH RATE

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

ADJUSTING THE DEFAULT HEADPHONE VOLUME

1. From the home screen, touch **Settings > Device > Accessibility**.
2. Adjust the headphone volume.



Note: The volume resets to the default value after the user exits Accessibility mode or when the printer wakes from Sleep or Hibernate mode.

ADJUSTING THE DEFAULT INTERNAL SPEAKER VOLUME

1. From the home screen, touch the **Keypad** icon.
2. Adjust the volume.



Note:

- If Quiet Mode is enabled, then audible alerts are turned off. This setting also slows the printer performance.
- The volume resets to the default value after the user exits Accessibility mode or when the printer wakes from Sleep or Hibernate mode.

ENABLING SPOKEN PASSWORDS OR PERSONAL IDENTIFICATION NUMBERS

1. From the home screen, touch **Settings > Device > Accessibility > Speak Passwords/PINs**.

2. Enable the setting.

Performing a Task Using the Keyboard

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

MAKING COPIES

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



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

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

SENDING FAXES

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



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

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

SENDING EMAILS

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



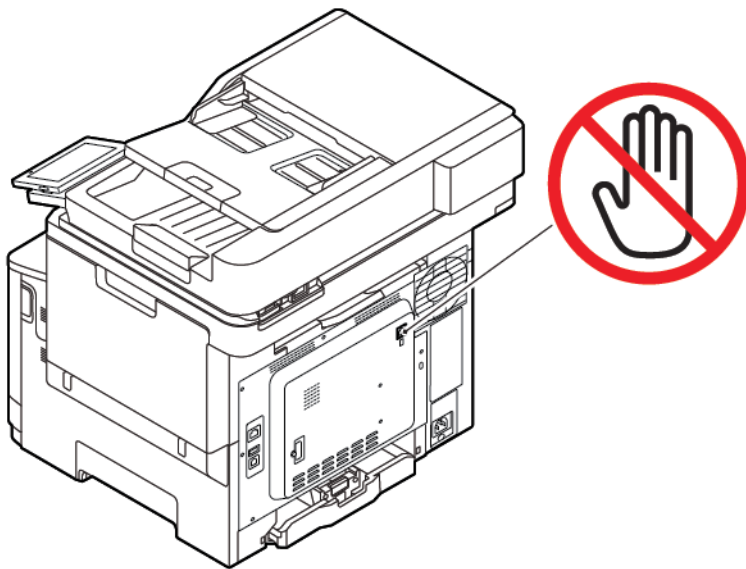
Note: When you load a document into the ADF tray, adjust the paper guides.

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

Setting Up the Printer to Fax

- The following connection methods are applicable only in some countries or regions.
- During the initial printer setup, clear the fax function check box and any other function you plan to set up later, then select **Continue**.
- If the fax function is enabled and not fully set up, then the indicator light might blink red.

Warning: Do not touch cables or the printer in the area shown while actively sending or receiving a fax.



SETTING UP THE FAX FUNCTION

1. From the control panel, navigate to:
Settings > Device > Preferences > Run Initial Setup
2. Turn off the printer, wait for about 10 seconds, then turn on the printer.
3. From the Before You Begin screen, select **Change the Settings and Continue with the Wizard**.
4. From the Fax/Email Server Setup screen, enter the needed information.
5. Finish the setup.

Using the Fax Setup Wizard in the Printer

- This wizard appears only when analog fax is not yet set up.
 - This wizard only sets up the analog fax. To setup other fax modes, go to **Settings > Fax > Fax Setup**.
 - Before using the wizard, ensure that the printer firmware is updated. For more information, refer to [Updating Firmware](#).
1. From the home screen, touch **Settings > Fax > Fax Setup > General Fax Settings**.
 2. Type the fax name, then touch **OK**.
 3. Enter the fax number then touch **OK**.

Using the Settings Menu in the Printer

1. From the home screen, touch **Settings > Fax > Fax Setup > General Fax Settings**.
2. Configure the settings.

Using the Embedded Web Server

1. Open a Web browser, then type the printer IP address in the address field.
To view the IP address of the printer, refer to [Finding the IP Address of the Printer](#).
2. Click **Settings > Fax > Fax Setup > General Fax Settings**.
3. Configure the settings.
4. Apply the changes.

SETTING UP FAX USING A STANDARD TELEPHONE LINE



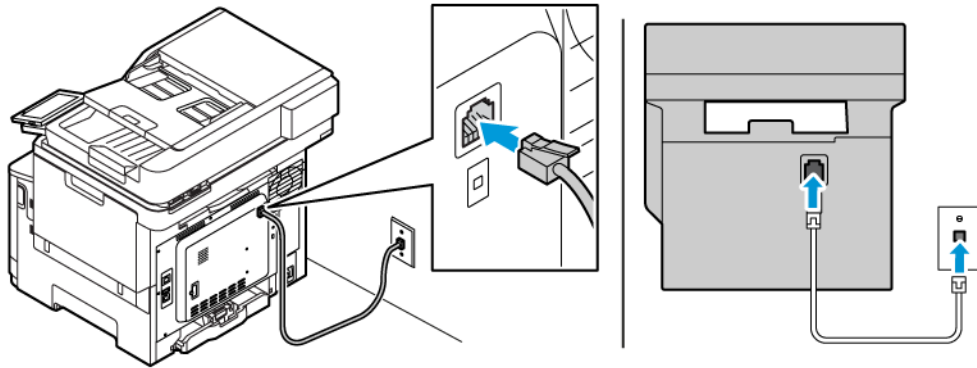
CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.



CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not use the fax feature during a lightning storm.



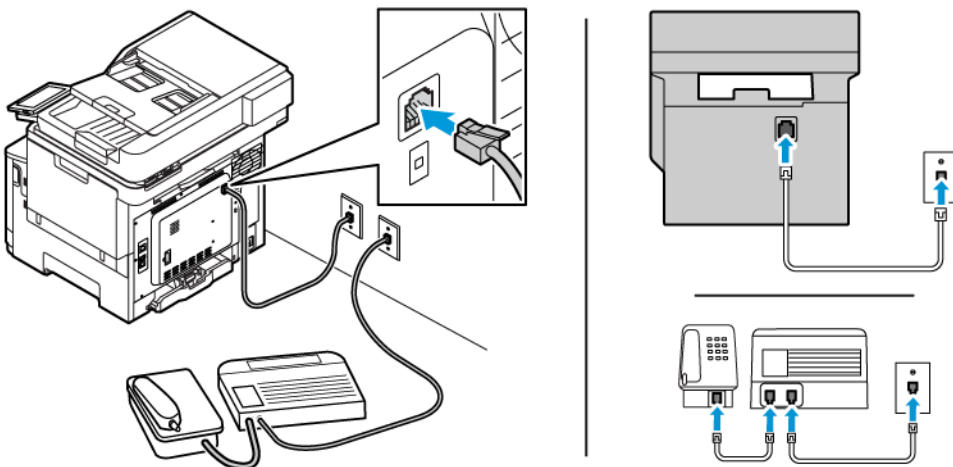
CAUTION—POTENTIAL INJURY: To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.

Setup 1: Printer is connected to a dedicated fax line

1. Connect one end of the telephone cable to the line port of the printer.
 2. Connect the other end of the cable to an active analog wall jack.
- You can set the printer to receive faxes automatically (Auto Answer On) or manually (Auto Answer Off).
 - If you want to receive faxes automatically, then set the printer to pick up on a specified number of rings.

Setup 2: Printer is sharing the line with an answering machine

Note: If you subscribe to a distinctive ring service, then ensure that you set the correct ring pattern for the printer. Otherwise, the printer does not receive faxes even if you have set it to receive faxes automatically.

Various configurations to connect to different wall jacks

1. Connect one end of the telephone cable to the line port of the printer.
 2. Connect the other end of the cable to an active analog wall jack.
- If you have only one telephone number on your line, then set the printer to receive faxes automatically.
 - Set the printer to pick up calls two rings after the answering machine. For example, if the answering machine picks up calls after four rings, then set the printer Rings to Answer setting to six.

SETTING UP FAX IN COUNTRIES OR REGIONS WITH DIFFERENT TELEPHONE WALL JACKS AND PLUGS

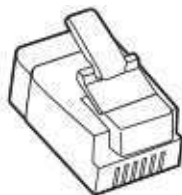
⚡ CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.

⚡ CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not use the fax feature during a lightning storm.

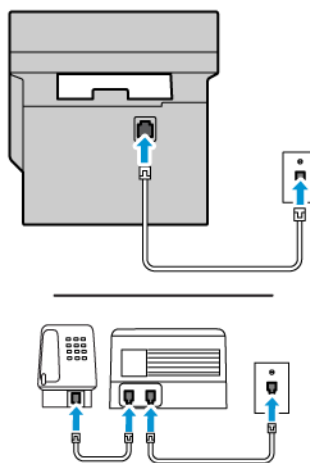
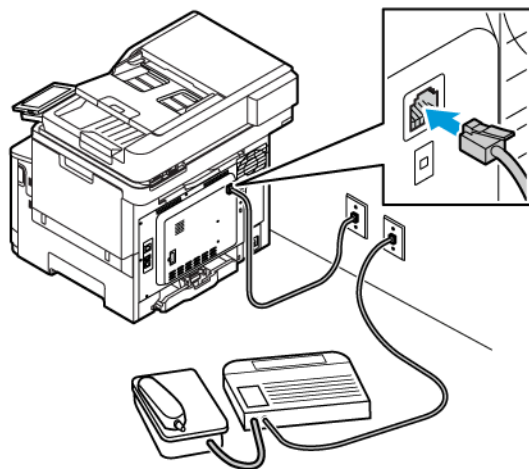
Warning: To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.

The standard wall jack adopted by most countries or regions is RJ11. If the wall jack or equipment in your facility is not compatible with this type of connection, then use a telephone adapter. An adapter for your country or region may not come with your printer, and you may need to purchase it separately.

There may be an adapter plug installed in the telephone port of the printer. Do not remove the adapter plug from the telephone port of the printer if you are connecting to a serial or cascaded telephone system.



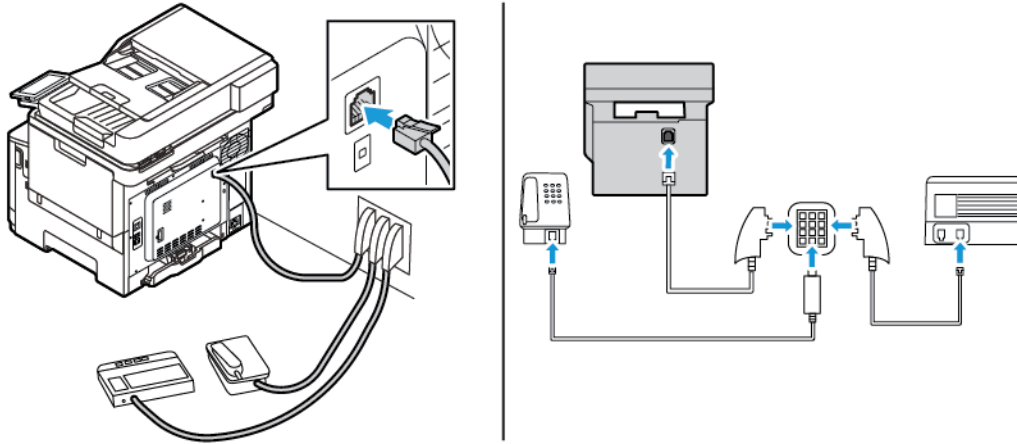
Connecting the printer to a non-RJ11 wall jack



1. Connect one end of the telephone cable to the line port of the printer.
2. Connect the other end of the cable to the RJ11 adapter, then connect the adapter to the wall jack.
3. If you want to connect another device with a non-RJ11 connector to the same wall jack, then connect it directly to the telephone adapter.

Connecting the printer to a wall jack in Germany

The German wall jack has two kinds of ports. The N ports are for fax machines, modems, and answering machines. The F port is for telephones. Connect the printer to any of the N ports.



1. Connect one end of the telephone cable to the line port of the printer.
2. Connect the other end of the cable to the RJ11 adapter, then connect the adapter to an N port.
3. If you want to connect a telephone and answering machine to the same wall jack, then connect the devices as shown.

CONNECTING TO A DISTINCTIVE RING SERVICE

A distinctive ring service lets you have multiple telephone numbers on one telephone line. Each telephone number is assigned a different ring pattern.

1. From the control panel, navigate to:
Settings > Fax > Fax Setup > Fax Receive Settings > Admin Controls > Answer On.
2. Select a ring pattern.
3. Apply the changes.

SETTING THE FAX DATE AND TIME

1. From the control panel, navigate to:
Settings > Device > Preferences > Date and Time > Configure.
2. Configure the settings.

CONFIGURING DAYLIGHT SAVING TIME

1. From the control panel, navigate to:
Settings > Device > Preferences > Date and Time > Configure.

For non-touch-screen printer models, to navigate through the settings, press **OK**.

2. From the Time Zone menu, select the required time zone.
3. Configure the settings.

CONFIGURING THE FAX SPEAKER SETTINGS

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

Configuring the Email SMTP Settings

Configure the Simple Mail Transfer Protocol (SMTP) settings to send a scanned document through email. The settings vary with each email service provider.

Before you begin, ensure that the printer is connected to a network and that the network is connected to the Internet.

USING THE EMAIL SETUP WIZARD IN THE PRINTER

Before using the wizard, ensure that the printer firmware is updated. For more information, refer to [Updating Firmware](#).

1. From the home screen, touch **Email**.
2. Touch and type your email address.
3. Type the password.
 - Depending on your email service provider, type your account password, app password, or authentication password. For more information on the password, refer to the list of [Email Service Providers](#), then look for Device Password.
 - If your provider is not listed, contact your provider and ask for the Primary SMTP Gateway, Primary SMTP Gateway Port, Use SSL/TLS, and SMTP Server Authentication settings.
4. Touch **OK**.

USING THE SETTINGS MENU IN THE PRINTER

1. From the home screen, touch **Settings > Email > Email Setup**.
2. Configure the settings.
 - For more information on the password, refer to the list of [Email Service Providers](#).
 - For email service providers that are not on the list, contact your provider and ask for the settings.

USING THE EMBEDDED WEB SERVER

1. Open a web browser, then type the printer IP address in the address field.
 - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Settings > Email > Email Setup**.
3. Configure the settings.
 - For more information on the password, refer to the list of [Email Service Providers](#).
 - For email service providers that are not on the list, contact your provider and ask for the settings.
4. Click **Save**.

EMAIL SERVICE PROVIDERS

To determine the SMTP settings of your email service provider, use the following tables.



Note: For each Email Service Provider, the port number can be different according to the Primary SMTP Gateway.

Gmail™



Note: Ensure that two-step verification is enabled on your Google account.

To enable two-step verification, go to the [Google Account Security](#) page, log in to your account, then from the Signing in to Google section, click **2-Step Verification**.

SETTING	VALUE
Primary SMTP Gateway	smtp.gmail.com
Primary SMTP Gateway Port	587  Note: The port number can be different according to the Primary SMTP Gateway. For example, it can be 25, 465 or 587.
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	App password  Note: To create an app password, go to the Google Account Security page, log in to your account, and from the Signing in to Google section, click App passwords .

Yahoo!® Mail

SETTING	VALUE
Primary SMTP Gateway	smtp.mail.yahoo.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address

SETTING	VALUE
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	App password  Note: To create an app password, go to the Yahoo Account Security page, log in to your account, then click Generate app password

Outlook Live

These settings apply to outlook.com and hotmail.com email domains.

SETTING	VALUE
Primary SMTP Gateway	smtp.office365.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Account password or app password - For accounts with two-step verification disabled, use your account password. - For accounts with two-step verification enabled, use an app password. To create an app password, go to the Outlook Live Account Management page, then log in to your account.

AOL Mail

SETTING	VALUE
Primary SMTP Gateway	smtp.aol.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled

SETTING	VALUE
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	App password  Note: To create an app password, go to the AOL Account Security page, log in to your account, then click Generate app password .

iCloud Mail



Note: Ensure that the two-step verification is enabled on your account.

SETTING	VALUE
Primary SMTP Gateway	smtp.mail.me.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	App password  Note: To create an app password, go to the iCloud Account Management page, log in to your account, then from the Security section, click Generate Password .

Comcast Mail

SETTING	VALUE
Primary SMTP Gateway	smtp.comcast.net
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled

SETTING	VALUE
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Account password

Mail.com

SETTING	VALUE
Primary SMTP Gateway	smtp.mail.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Account password

Zoho Mail

SETTING	VALUE
Primary SMTP Gateway	smtp.zoho.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials

SETTING	VALUE
Device UserID	Your email address
Device Password	Account password or app password - For accounts with two-step verification disabled, use your account password. - For accounts with two-step verification enabled, use an app password. To create an app password, go to the Zoho Mail Account Security page, log in to your account, then from the Application-Specific Passwords section, click Generate New Password.

QQ Mail



Note: Ensure that the SMTP service is enabled on your account.

To enable the service, from the QQ Mail home page, click **Settings > Account**, then from the POP3/IMAP/SMTP/Exchange/CardDAV/CalDAV Service section, enable either **POP3/SMTP service** or **IMAP/SMTP service**.

SETTING	VALUE
Primary SMTP Gateway	smtp.qq.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Authorization code  Note: To generate an authorization code, from the QQ Mail home page, click Settings > Account, then from the POP3/IMAP/SMTP/Exchange/CardDAV/CalDAV Service section, click Generate authorization code.

NetEase Mail (mail.163.com)



Note: Ensure that the SMTP service is enabled on your account.

To enable the service, from the NetEase Mail home page, click **Settings > POP3/SMTP/IMAP**, then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

SETTING	VALUE
Primary SMTP Gateway	smtp.163.com
Primary SMTP Gateway Port	465
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Authorization password
	 Note: The authorization password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

NetEase Mail (mail.126.com)



Note: Ensure that the SMTP service is enabled on your account.

To enable the service, from the NetEase Mail home page, click **Settings > POP3/SMTP/IMAP**, then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

SETTING	VALUE
Primary SMTP Gateway	smtp.126.com
Primary SMTP Gateway Port	465
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Authorization password
	 Note: The authorization password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

NetEase Mail (mail.yeah.net)

Note: Ensure that the SMTP service is enabled on your account.

To enable the service, from the NetEase Mail home page, click **Settings > POP3/SMTP/IMAP**, then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

SETTING	VALUE
Primary SMTP Gateway	smtp.yeah.net
Primary SMTP Gateway Port	465
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Authorization password
	 Note: The authorization password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

Sohu Mail

Note: Ensure that the SMTP service is enabled on your account.

To enable the service, from the Sohu Mail home page, click **Options > Settings > POP3/SMTP/IMAP**, then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

SETTING	VALUE
Primary SMTP Gateway	smtp.sohu.com
Primary SMTP Gateway Port	465
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials

SETTING	VALUE
Device UserID	Your email address
Device Password	Independent password  Note: The independent password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

Sina Mail



Note: Ensure that the POP3/SMTP service is enabled on your account.

To enable the service, from the Sina Mail home page, click **Settings > More settings > User-end POP/IMAP/SMTP**, then enable **POP3/SMTP service**.

SETTING	VALUE
Primary SMTP Gateway	smtp.sina.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Authorization code  Note: To create an authorization code, from the email home page, click Settings > More settings > User-end POP/IMAP/SMTP , then enable Authorization code status .

- If you encounter errors using the settings provided, then contact your email service provider.
- For email service providers that are not on the list, contact your provider and ask for the settings.

Loading Paper and Specialty Media

SETTING THE PAPER SIZE AND TYPE

1. From the home screen, touch **Settings > Paper > Tray Configuration > Paper Size/Type**, then select a paper source.
2. Set the paper size and type.

CONFIGURING UNIVERSAL PAPER SETTINGS

1. From the home screen, touch **Settings > Paper > Media Configuration > Universal Setup**.
2. Configure the settings.

LOADING THE TRAY

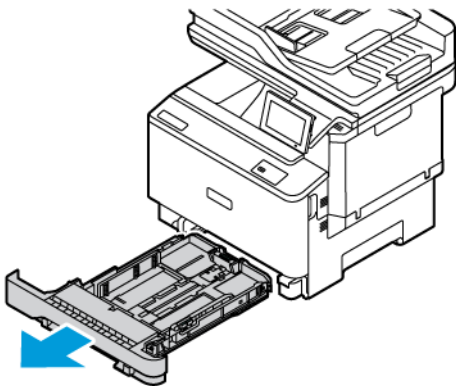


CAUTION—TIPPING HAZARD: To reduce the risk of equipment instability, keep the tray closed until needed.

1. Remove the tray.



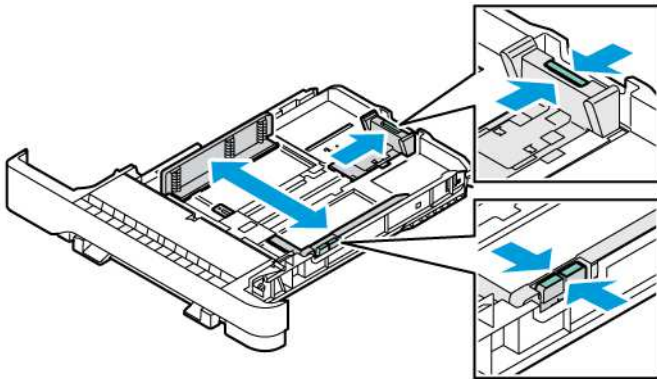
Note: To avoid paper jams, do not remove the tray while the printer is busy.



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



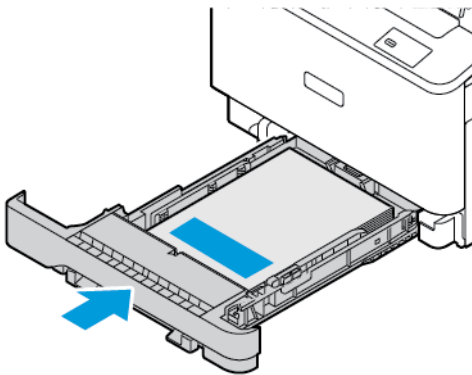
Note: Use the indicators on the bottom of the tray to position the guides.



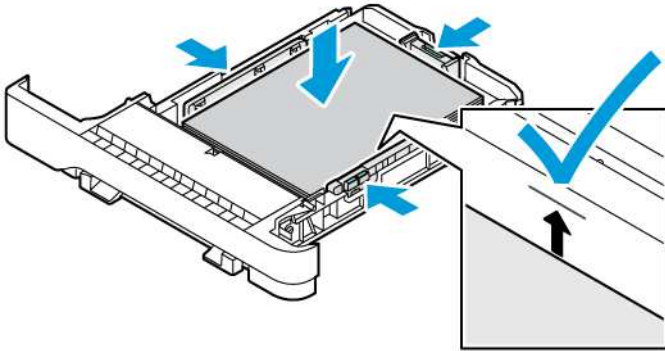
3. Flex, fan, then align the paper edges before loading.



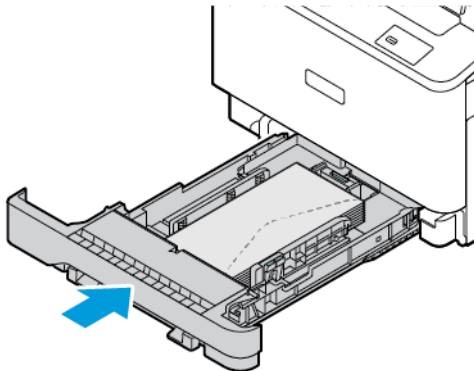
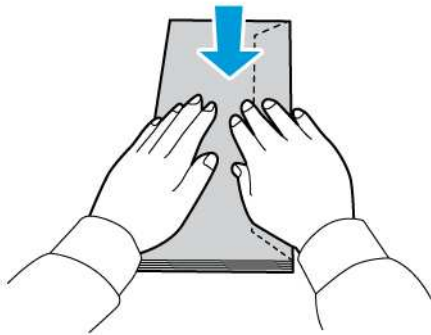
4. Load letterhead with the printable side face up and the top edge entering the printer last.



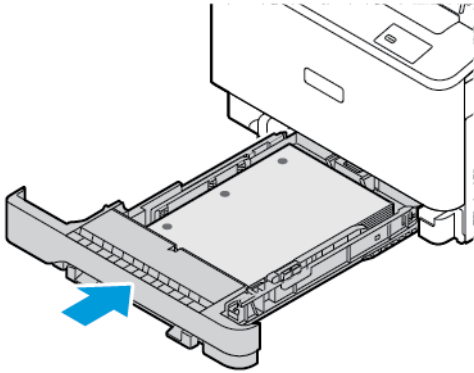
5. To avoid paper jams, ensure that the stack height is below the maximum paper fill indicator.



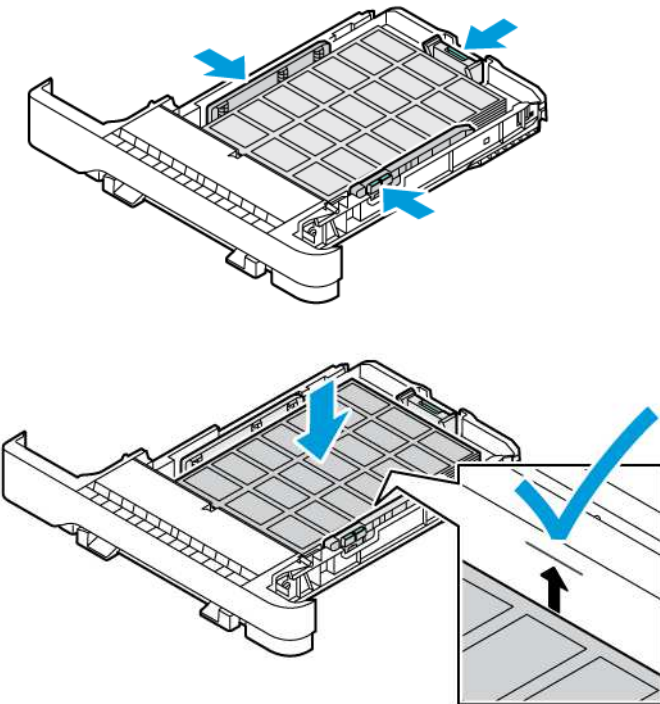
6. Insert the tray.
7. Load envelopes with the flap on a long edge and the flaps faced down and closed. Keep the flaps toward the right. To avoid the jams, flatten the envelopes.



8. Load the paper in the tray with the hole punch on the left side of the tray.



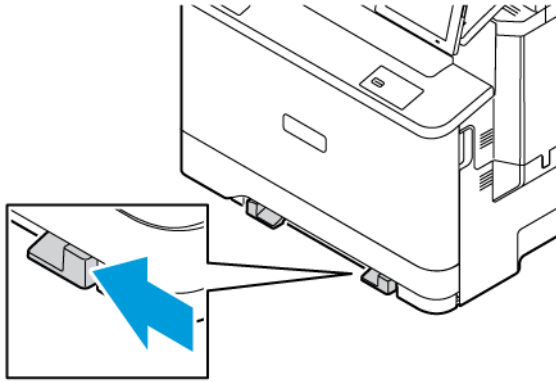
9. Load the labels face up in the tray, then adjust the length and width of the paper guides to fit the labels. Ensure that the stack height is below the maximum paper fill indicator.



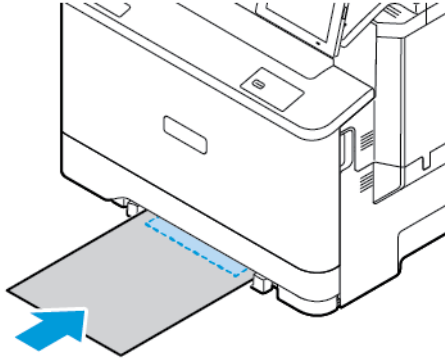
10. Close the tray.

LOADING THE MANUAL FEEDER

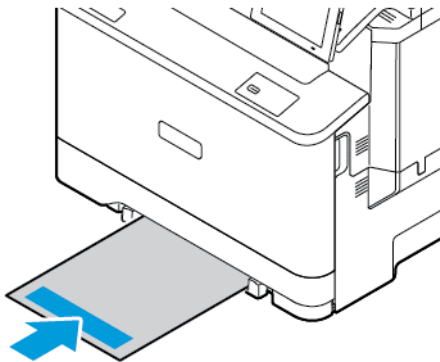
1. Adjust the edge guides to match the width of the paper that you are loading.
Ensure that the guides fit snugly against the paper, but not too tight as to cause the paper to buckle.



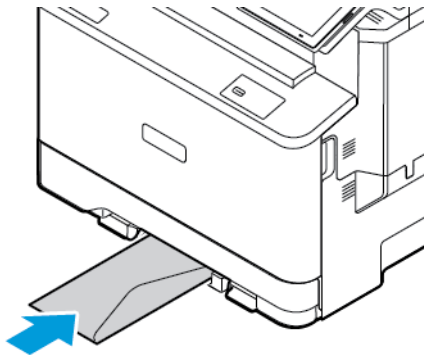
2. Load a sheet of paper with the printable side face down.
Ensure that the paper is loaded straight to avoid skewed or crooked print.
 - Load letterhead with the printable side face down and the top edge entering the printer first for 1-sided printing.



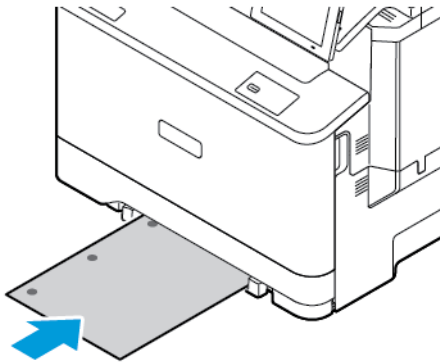
- Load letterhead with the printable side face up and the top edge entering the printer last for 2-sided printing.



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



- Load the paper with the hole punch on the left side of the tray.



Load the paper in the tray with the hole punch on the left side of the tray.

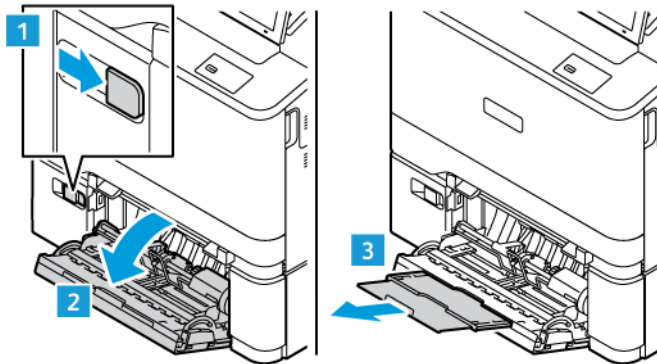
3. Feed the paper until its leading edge gets pulled in.

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

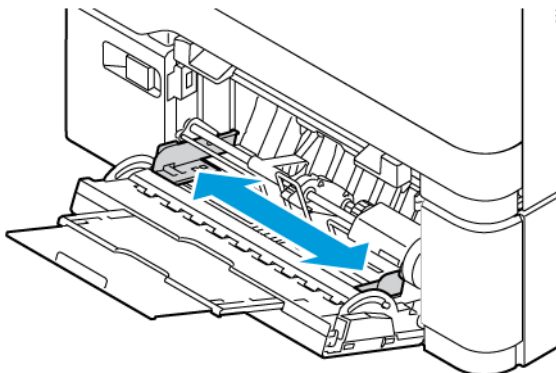
LOADING THE MULTIPURPOSE FEEDER

1. Open the multipurpose feeder.

 Note: The multipurpose feeder is available only if the optional 550+100-sheet tray is installed.



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

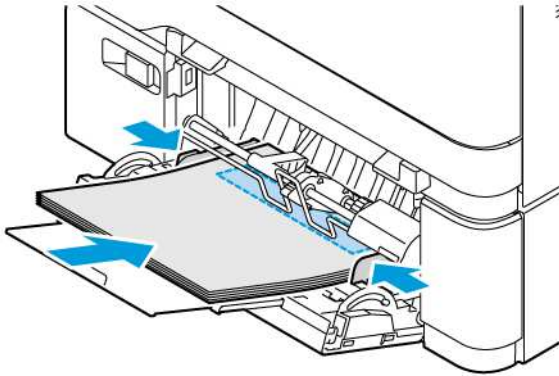


3. Flex, fan, and align the paper edges before loading.

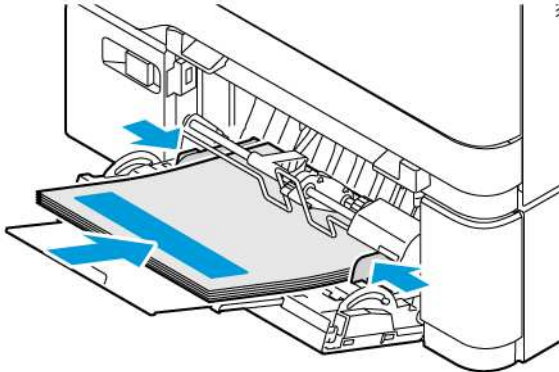


4. Load the paper.

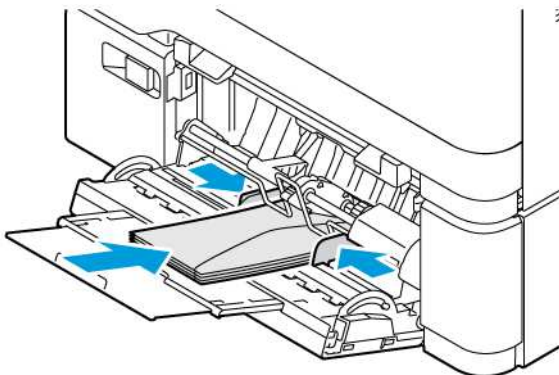
- Load letterhead with the printable side face down and the top edge entering the printer first for 1-sided printing.



- Load letterhead with the printable side face up and the top edge entering the printer last for 2-sided printing.

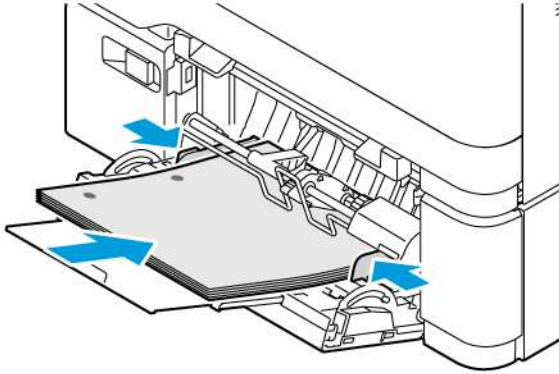


- Load envelopes with the flap side up and against the right side of the paper guide.

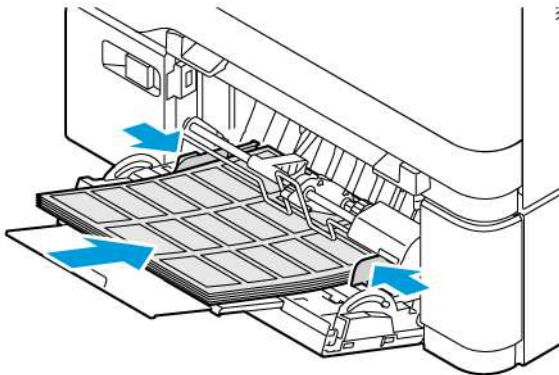


CAUTION—TIPPING HAZARD: Do not use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives.

- Load the paper in the tray with the hole punch on the left side of the tray.



- Load the labels face up in the tray, then adjust the length and width of the paper guides to fit the labels.



5. From the Paper menu in the control panel, set the paper size and paper type to match the paper loaded in the multipurpose feeder.

LINKING TRAYS

1. From the home screen, touch **Settings > Paper > Tray Configuration**, then select a paper source.
2. Set the same paper size and paper type for the trays that you are linking.
3. From the home screen, touch **Settings > Device > Maintenance > Config Menu > Tray Configuration > Tray Linking**.
4. Touch **Automatic**.

To unlink trays, ensure that no trays have the same paper size and paper type settings.

Warning: The temperature of the fuser varies according to the specified paper type. To avoid printing issues, match the paper type setting in the printer with the paper loaded in the tray.

Installing and Updating Software, Drivers, and Firmware

INSTALLING THE PRINTER SOFTWARE



Note: The print driver is included in the software installer package.



Note: For Macintosh computers with mac OS version 10.7 or later, you do not need to install the driver to print on an AirPrint-certified printer. If you want custom printing features, then download the print driver.

1. Obtain a copy of the software installer package.
 - From the software CD that came with your printer.
 - Go to www.xerox.com.
2. Run the installer, then follow the instructions on the computer screen.



Note: Firmware downgrades are not permitted.

ADDING PRINTERS TO A COMPUTER

Before you begin, do one of the following:

- Connect the printer and the computer to the same network. For more information on connecting the printer to a network, refer to [Connecting the Printer to a Wi-Fi Network](#).
- Connect the computer to the printer. For more information, refer to [Connecting a Computer to the Printer](#).
- Connect the printer to the computer using a USB cable. For more information, refer to [Attaching Cables](#).



Note: The USB cable is sold separately.

For Windows users

1. From a computer, install the print driver.
For more information, refer to [Installing the Printer Software](#).
2. Open the printers folder, then click **Add a printer or scanner**.

3. Depending on your printer connection, do one of the following:
 - Select a printer from the list, then click **Add device**.
 - Click **Show Wi-Fi Direct printers**, select a printer, then click **Add device**.
 - Click **The printer that I want isn't listed**, then from the Add Printer window, do the following:
 - Select **Add a printer using a TCP/IP address or hostname**, then click **Next**.
 - In the "Hostname or IP address" field, type the printer IP address, then click **Next**.
 - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the web page correctly.
 - Select a print driver, then click **Next**.
 - Select **Use the print driver that is currently installed (recommended)**, then click **Next**.
 - Type a printer name, then click **Next**.
 - Select a printer sharing option, then click **Next**.
 - Click **Finish**.

For Macintosh Users

1. From a computer, open **Printers & Scanners**.
2. Click **+**, then select a printer.
3. From the Use menu, select a print driver.
 To use the Macintosh print driver, select either **AirPrint** or **Secure AirPrint**.
 If you want custom printing features, then select the print driver. To install the driver, refer to [Installing the Printer Software](#).
4. Add the printer.

UPDATING FIRMWARE

To enhance printer performance and fix issues, update the printer firmware regularly.

For more information on updating the firmware, contact your customer service representative.

1. Open a web browser, then type the printer IP address in the address field.
 - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Settings > Device > Software Update**.

3. Choose one of the following:
 - Click **Check Now > I agree, start update.**
 - To upload the flash file, perform the following steps:
 1. Browse to the flash file.



Note: Ensure that you have extracted the software.zip file.

2. Click **Upload > Start.**

EXPORTING OR IMPORTING A CONFIGURATION FILE

You can export the configuration settings of your printer into a text file, then import the file to apply the settings to other printers.

1. Open a Web browser, then type the printer IP address in the address field.
 - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, temporarily disable it to load the Web page correctly.
2. From the Embedded Web Server, click **Export Configuration** or **Import Configuration**.
3. Follow the instructions on the screen.
4. If the printer supports applications, then do the following:
 - a. Click **Apps**, select the application, then click **Configure**.
 - b. Click **Export** or **Import**.

ADDING AVAILABLE OPTIONS IN THE PRINT DRIVER

For Windows Users

1. From Print Management, open the **All Printers** folder.
2. Select the printer you want to update, then do either of the following:
 - For Windows 7 or later, select **Manage > Printer properties**, select either **Device Setting** tab or **Configuration** tab depending on the type of print driver.
 - Review or change options.
3. Select **OK** to accept the options.

For Macintosh Users

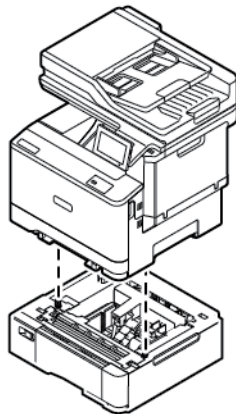
1. From System Preferences in the Apple menu, navigate to your printer, then select **Options & Supplies**.
2. Navigate to the list of hardware options, then add any installed options.
3. Apply the changes.

Installing Optional Trays

Caution: To avoid the risk of electrical shock, if you are accessing the controller board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

1. Turn off the printer.
2. Unplug the power cord from the electrical outlet, then from the printer.
3. Unpack the optional tray, then remove all packing material.
4. Align the printer with the optional tray, then lower the printer into place.

CAUTION—POTENTIAL INJURY: If the printer weight is greater than 20 kg (44 lb), then it may require two or more people to lift it safely.



Note: If you are installing any optional 550-sheet Trays, place them below the Optional 550+100-sheet Tray.

5. Connect the power cord to the printer, then to the electrical outlet.

CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

6. Turn on the printer.
Add the tray in the print driver to make it available for print jobs. For more information, refer to [Adding Available Options in the Print Driver](#).

Networking

CONNECTING THE PRINTER TO A WI-FI NETWORK

Ensure that, Active Adapter is set to Auto. From the home screen, touch **Settings > Network/Ports > Network Overview > Active Adapter**.

Using the wireless setup wizard in the printer

Before using the wizard, ensure that the printer firmware is updated. For more information, refer to [Updating Firmware](#).

1. From the home screen, touch **Set up now**.
2. Select a Wi-Fi network, then type the network password.
3. Touch **Done**.

Using the Settings Menu in the Printer

1. From the home screen, touch **Settings > Network/Ports > Wireless > Setup On Printer Panel > Choose Network**.
2. Select a Wi-Fi network, then type the network password.



Note: For Wi-Fi-network-ready printer models, a prompt to set up the Wi-Fi network appears during initial setup.

CONNECTING THE PRINTER TO A WIRELESS NETWORK USING WI-FI PROTECTED SETUP (WPS)

Before you begin, ensure that:

- The access point (wireless router) is WPS-certified or WPS-compatible. For more information, see the documentation that came with your access point.
- A wireless network adapter is installed in your printer. For more information, see the instructions that came with the adapter.
- Active Adapter is set to Auto. From the home screen, touch **Settings > Network/Ports > Network Overview > Active Adapter**.

Using the Push Button method

1. From the home screen, touch **Settings > Network/Ports > Wireless > Wi-Fi Protected Setup > Start Push Button Method**.
2. Follow the instructions on the display.

Using the personal identification number (PIN) method

1. From the home screen, touch **Settings > Network/Ports > Wireless > Wi-Fi Protected Setup > Start PIN Method**.

2. Copy the eight-digit WPS PIN.
3. Open a web browser, then type the IP address of your access point in the address field.
 - To know the IP address, see the documentation that came with your access point.
 - If you are using a proxy server, then temporarily disable it to load the web page correctly.
4. Access the WPS settings. For more information, see the documentation that came with your access point.
5. Enter the eight-digit PIN, then save the changes.

CONFIGURING WI-FI DIRECT

Wi-Fi Direct is a Wi-Fi-based peer-to-peer technology that allows wireless devices to connect directly to a Wi-Fi Direct-enabled printer without using an access point (wireless router).

1. From the home screen, touch **Settings > Network/Ports > Wi-Fi Direct**.
2. Configure the settings.
 - **Enable Wi-Fi Direct:** Enables the printer to broadcast its own Wi-Fi Direct network.
 - **Wi-Fi Direct Name:** Assigns a name for the Wi-Fi Direct network.
 - **Wi-Fi Direct Password:** Assigns the password for negotiating the wireless security when using the peer-to-peer connection.
 - **Show Password on Setup Page:** Shows the password on the Network Setup Page.
 - **Auto-Accept Push Button Requests:** Lets the printer accept connection requests automatically.



Note: Accepting push-button requests automatically is not secured.

- By default, the Wi-Fi Direct network password is not visible on the printer display. To show the password, enable the password peek icon. From the control panel, navigate to **Settings > Security > Miscellaneous > Enable Password/PIN Reveal**.
- To know the password of the Wi-Fi Direct network without showing it on the printer display, from the control panel navigate to **Settings > Reports > Network > Network Setup Page**.

CONNECTING A MOBILE DEVICE TO THE PRINTER

Before connecting your mobile device, ensure that Wi-Fi Direct has been configured. For more information, refer to [Configuring Wi-Fi Direct](#).

Connecting Using Wi-Fi Direct for Android Mobile Devices



Note: These instructions apply only to Android mobile devices.

1. From the mobile device, go to the settings menu.
2. Enable **Wi-Fi**, then tap **Wi-Fi Direct**.
3. Select the printer Wi-Fi Direct name.
4. Confirm the connection on the printer control panel.

Connecting Using Wi-Fi Direct for iOS Mobile Devices



Note: These instructions apply only to iOS mobile devices.

1. From the mobile device, go to the settings menu.
2. Click the wireless icon, then select the printer Wi-Fi Direct name.
The string DIRECT-xy, where x and y are two random characters is added before the Wi-Fi Direct name.
3. Type the Wi-Fi Direct password.

Switch your mobile device back to its previous network after disconnecting from the Wi-Fi Direct network.

Connecting Using Wi-Fi

1. From the mobile device, go to the settings menu.
2. Tap **Wi-Fi**, then select the printer Wi-Fi Direct name.



Note: The string DIRECT-xy (where x and y are two random characters) is added before the Wi-Fi Direct name.

3. Enter the Wi-Fi Direct password.

CONNECTING A COMPUTER TO THE PRINTER

Before connecting your computer, ensure that Wi-Fi Direct has been configured. For more information, refer to [Configuring Wi-Fi Direct](#).

For Windows Users

1. Open the printers folder then click **Add a printer or scanner**.
2. Click **Show Wi-Fi Direct printers**, then select the printer Wi-Fi Direct name.
3. From the printer display, take note of the eight-digit PIN of the printer.
4. Enter the PIN on the computer.
If the print driver is not already installed, then Windows downloads the appropriate driver.

For Macintosh Users

1. Click the wireless icon, then select the printer Wi-Fi Direct name.
The string DIRECT-xy (where x and y are two random characters) is added before the Wi-Fi Direct name.
2. Type the Wi-Fi Direct password.
Switch your computer back to its previous network after disconnecting from the Wi-Fi Direct network.

DEACTIVATING THE WI-FI NETWORK

1. From the home screen, touch **Settings > Network/Ports > Network Overview > Active Adapter > Standard Network**.
2. Follow the instructions on the display.

CHECKING THE PRINTER CONNECTIVITY

1. From the home screen, touch **Settings > Reports > Network > Network Setup Page**.
2. Check the first section of the page and confirm that the status is connected.

If the status is not connected, then the LAN drop may be inactive or the network cable may be unplugged or malfunctioning. Contact your administrator for assistance.

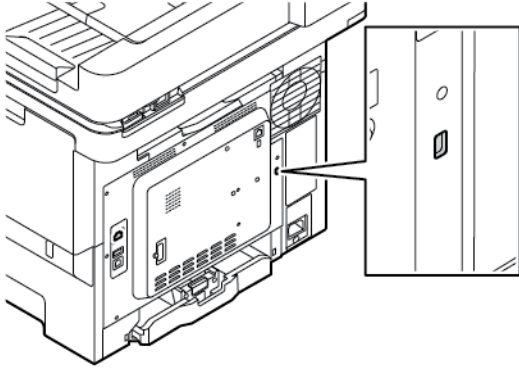
Secure the Printer

This chapter contains:

- Locating the Security Slot 102
- Erasing Printer Memory 103
- Restoring Factory Default Settings..... 104

Locating the Security Slot

The printer is equipped with a security lock feature. Attach a security lock compatible with most laptop computers in the location shown to secure the printer in place.



Erasing Printer Memory

To erase volatile memory or buffered data in your printer, turn off the printer.

To erase non-volatile memory or individual settings, device and network settings, security settings, and embedded solutions, do the following:

1. From the home screen, touch **Settings > Device > Maintenance > Out of Service Erase**.
2. Touch the **Sanitize all information on nonvolatile memory** check box, then touch **Erase**.
3. Touch **Start initial setup wizard** or **Leave printer offline**, then touch **Next**.
4. Start the Operation.



Note: This process also destroys the encryption key that is used to protect user data. Destroying the encryption key makes the data irrecoverable.

Restoring Factory Default Settings

1. From the home screen, touch **Settings > Device > Restore Factory Defaults**.
2. Touch **Restore Setting**, select the settings that you want to restore.
3. Touch **Restore**.
4. Start the operation.

Print

This chapter contains:

Printing from a Computer	106
Printing from a Mobile Device	107
Printing from a Flash Drive.....	108
Supported Flash Drives and File Types.....	109
Configuring Confidential Jobs (Secure Print).....	110
Printing Confidential and Other Held Jobs	111
Placing Separator Sheets Between Copies.....	112
Canceling a Print Job	113
Adjusting Toner Darkness	114

Printing from a Computer



Note: For labels, card stock, and envelopes, set the paper size and type in the printer before printing the document.

1. From the document that you are trying to print, open the Print dialog.
2. If necessary, adjust the settings.
3. Print the document.

Printing from a Mobile Device

To print from a smartphone using Xerox® Easy Assist App, go to [Xerox® Easy Assist \(XEA\) App](#).

PRINTING FROM A MOBILE DEVICE USING MOPRIA™ PRINT SERVICE

Mopria Print Service is a mobile printing solution for mobile devices running on Android™ version 5.0 or later. It allows you to print directly to any Mopria-certified printer.



Note: Ensure that you download the Mopria Print Service application from the Google Play Store and enable it in the mobile device.

1. From your Android mobile device, launch a compatible application or select a document from your file manager.
2. Tap **More Options**, then **Print**.
3. Select a printer, then adjust the settings, if necessary.
4. Tap **Print**.

PRINTING FROM A MOBILE DEVICE USING AIRPRINT®

The AirPrint software feature is a mobile printing solution that allows you to print directly from Apple devices to an AirPrint-certified printer.



Note:

- Ensure that the Apple device and the printer are connected to the same network. If the network has multiple wireless hubs, then ensure that both devices are connected to the same subnet.
 - This application is supported only in some Apple devices.
1. From your mobile device, select a document from your file manager or launch a compatible application.
 2. Tap **Share**, then **Print**.
 3. Select a printer, then adjust the settings, if necessary.
 4. Print the document.

PRINTING FROM A MOBILE DEVICE USING WI-FI DIRECT®

Wi-Fi Direct is a printing service that lets you print to any Wi-Fi Direct-ready printer.

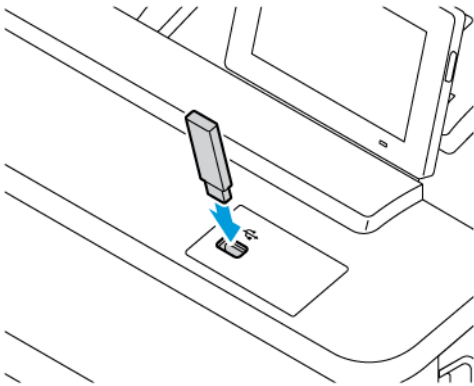


Note: Ensure that the mobile device is connected to the printer through Wi-Fi Direct. For more information, refer to [Connecting a Mobile Device to the Printer](#).

1. From your mobile device, launch a compatible application or select a document from your file manager.
2. Tap **More Options**, then **Print**.
3. Select a printer, then adjust the settings, if necessary.
4. Print the document.

Printing from a Flash Drive

1. Insert the flash drive.



Note:

- 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 display, touch the document that you want to print.
If necessary, configure other print settings.
 3. Print the document.
To print another document, touch **USB Drive**.

Warning: 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.



Supported Flash Drives and File Types

FLASH DRIVES

- Lexar JumpDrive S70 (16 GB and 32 GB)
- SanDisk Cruzer Micro (16 GB and 32 GB)
- PNY Attache (16 GB and 32 GB)



Note:

- The printer supports high-speed flash drives with full-speed standard.
- Flash drives must support the File Allocation Table (FAT) system.

FILE TYPES

DOCUMENTS	IMAGES
• PDF (version 1.7 or earlier) • HTML • XPS • Microsoft file formats (DOC, DOCX, XLS, XLSX, PPT, PPTX)	• JPEG or JPG • TIFF or TIF • GIF • BMP • PNG • PCX • DCX

Configuring Confidential Jobs (Secure Print)

1. From the home screen, touch **Settings > Security > Confidential Print Setup**.
2. Configure the settings.

SETTING	DESCRIPTION
Max Invalid PIN	Set the limit for entering an invalid PIN.  Note: When the limit is reached, the print jobs for that user name are deleted.
Confidential Job Expiration	Set an individual expiration time for each held job before it is automatically deleted from the printer memory, hard disk, or intelligent storage drive.  Note: A held job is either Confidential, Repeat, Reserve, or Verify.
Repeat Job Expiration	Set the expiration time for print jobs that you want to repeat.
Verify Job Expiration	Set the expiration time for printing a copy of a job for you to check its quality before printing the remaining copies.
Reserve Job Expiration	Set the expiration time for jobs that you want to store in the printer for printing later.
Require All Jobs to be Held	Set the printer to hold all print jobs.
Keep duplicate documents	Set the printer to print all documents with the same file name.

Printing Confidential and Other Held Jobs

FOR WINDOWS USERS

To use the print driver, do the following:

1. With a document open, click **File > Print**.
2. Select the printer, then click **Properties > Preferences > Options > Setup**.
3. Click **Print and Hold**.
4. Select **Use Print and Hold**, then assign a user name.
5. Select the print job type (Confidential, Repeat, Reserve, or Verify).

If you select **Confidential**, secure the print job with a personal identification number (PIN).

6. Click **OK** or **Print**.
7. From the printer home screen, release the print job.
 - For confidential print jobs, touch **Held jobs**, select your user name, **Confidential**, enter the PIN, select the print job, configure the settings, and **Print**.
 - For other print jobs, touch **Held jobs**, select your user name, select the print job, configure the settings, and **Print**.

FOR MACINTOSH USERS

Using AirPrint

1. With a document open, choose **File > Print**.
2. Select a printer, then from the drop-down menu following the Orientation menu, choose **PIN Printing**.
3. Enable **Print with PIN**, then enter a four-digit PIN.
4. Click **Print**.
5. From the printer home screen, release the print job. Touch **Held jobs > select your computer name > Confidential > enter the PIN > select the print job > Print**.

Using the Print Driver

1. With a document open, choose **File > Print**.
2. Select a printer, then from the drop-down menu following the Orientation menu, choose **Print and Hold**.
3. Choose **Confidential Print**, then enter a four-digit PIN.
4. Click **Print**.
5. From the printer home screen, release the print job. Touch **Held jobs > select your computer name > Confidential > enter the PIN > select the print job > Print**.

Placing Separator Sheets Between Copies

1. From the home screen, touch **Settings > Print > Layout > Separator Sheets > Between Copies**.
2. Print the document.

Canceling a Print Job

1. From the home screen, touch **Cancel Job**.
2. Select the job to cancel.



Note: You can also cancel a job by touching **Job Queue**.

Adjusting Toner Darkness

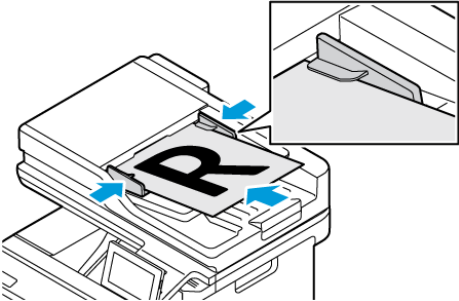
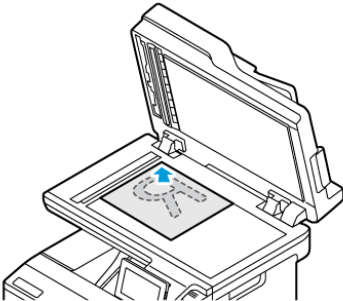
1. From the home screen, touch **Settings > Print > Quality > Toner Darkness**.
2. Select a setting.

Copy

This chapter contains:

Using the Automatic Document Feeder and Scanner Glass	116
Making Copies.....	117
Copying photos	118
Copying on Letterhead.....	119
Copying on Both Sides of the Paper	120
Reducing or enlarging copies.....	121
Collating copies	122
Placing Separator Sheets between Copies.....	123
Copying Multiple Pages onto a Single Sheet.....	124
Copying Cards.....	125
Creating a Copy Shortcut	126

Using the Automatic Document Feeder and Scanner Glass

AUTOMATIC DOCUMENT FEEDER (ADF)	SCANNER GLASS
 • Use the ADF for multiple-page or 2-sided documents. • Load an original document face up. For multiple-page documents, ensure to align the leading edge before loading. • Ensure 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.

Making Copies

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



Note: To avoid a cropped image, ensure that the original document and output have the same paper size.

2. From the home screen, touch **Copy**, then specify the number of copies.
If necessary, adjust the copy settings.
3. Copy the document.



Note: To make a quick copy, from the control panel, press the **Start** button.

Copying photos

1. Place a photo on the scanner glass.
2. From the home screen, touch **Copy > Settings > Content > Content Type > Photo**.
3. Copy the document.

Copying on Letterhead

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Copy > Copy From** select the size of the original document.
3. Touch **Copy To**, then select the paper source that contains the letterhead.

If you loaded the letterhead into the manual feeder, then navigate to: **Copy To > Multipurpose Feeder > select a Paper Size > Letterhead.**

4. Copy the document.

Copying on Both Sides of the Paper

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Copy > Settings > Sides**.
3. Touch **1 sided to 2 sided** or **2 sided to 2 sided**.
4. Copy the document.

Reducing or enlarging copies

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, navigate to: **Copy > Settings > Scale** and specify a scale value.



Note: Changing the size of the original document or output after setting Scale restores the scale value to Auto.

3. Copy the document.

Collating copies

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Copy > Settings > Collate > On [1,2,1,2,1,2]**.
3. Copy the document.

Placing Separator Sheets between Copies

1. Load an original document into the ADF tray or on the scanner glass.
2. From the control panel, navigate to: **Copy > Settings > Separator Sheets**.
3. Enable the setting, then select the source and separator sheet location.
4. Copy the document.

Copying Multiple Pages onto a Single Sheet

1. Load an original document into the ADF tray or on the scanner glass.
2. From the Home screen, touch **Copy > Settings > Pages per Side**.
3. Enable the setting, then select the number per side and page orientation.
4. Copy the document.

Copying Cards

1. Load a card on the scanner glass.
2. From the control panel, touch **Card Copy**. If necessary, adjust the settings.
3. Touch **Scan**.



Note: If you want multiple copies of the card, then touch **Print a Copy**.

Creating a Copy Shortcut

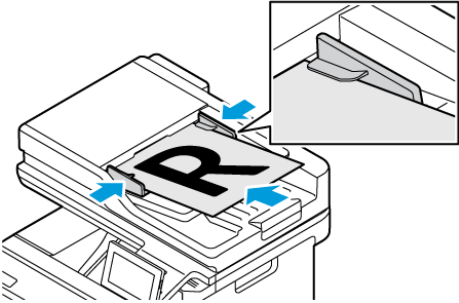
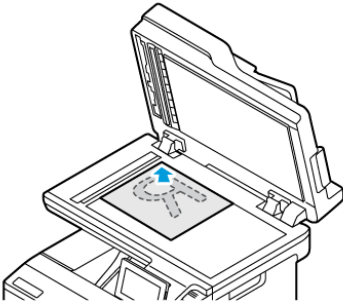
1. From the Home screen, touch **Copy**.
2. Configure the settings, then touch .
3. Create a shortcut.

Email

This chapter contains:

- Using the Automatic Document Feeder and Scanner Glass 128
- Sending an Email..... 129
- Creating an Email Shortcut..... 130

Using the Automatic Document Feeder and Scanner Glass

AUTOMATIC DOCUMENT FEEDER (ADF)	SCANNER GLASS
 • Use the ADF for multiple-page or 2-sided documents. • Load an original document face up. For multiple-page documents, ensure to align the leading edge before loading. • Ensure 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.

Sending an Email

1. Load an original document into the ADF tray or on the scanner glass.
2. From the control panel, select **Email**, then enter the needed information.



Note: You can also enter the recipient using the address book.

3. If necessary, configure the output file type settings.
4. Send the email.

Creating an Email Shortcut



Note: You may need administrative rights to create a shortcut.

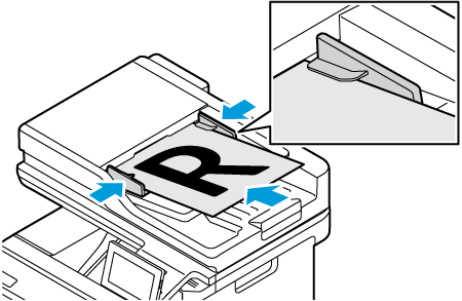
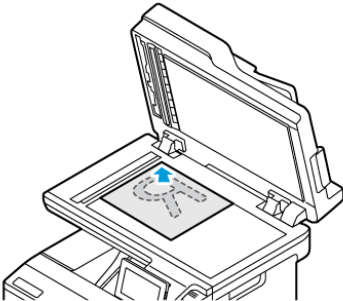
1. Open a web browser, then type the printer IP address in the address field.
 - View the printer IP address on the home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Shortcuts > Add Shortcut**.
3. From the Shortcut Type menu, select **Email**, then configure the settings.
4. **Save** the changes.

Fax

This chapter contains:

Using the Automatic Document Feeder and Scanner Glass	132
Sending a Fax	133
Scheduling a Fax.....	134
Creating a Fax Destination Shortcut	135
Changing the Fax Resolution.....	136
Adjusting the Fax Darkness	137
Printing a Fax Log	138
Blocking Junk Faxes	139
Holding a Fax.....	140
Forwarding a Fax	141

Using the Automatic Document Feeder and Scanner Glass

AUTOMATIC DOCUMENT FEEDER (ADF)	SCANNER GLASS
 • Use the ADF for multiple-page or 2-sided documents. • Load an original document face up. For multiple-page documents, ensure to align the leading edge before loading. • Ensure 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.

Sending a Fax

USING THE CONTROL PANEL

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Fax**, then enter the needed information.
If necessary, adjust the settings.
3. Fax the document.

USING THE COMPUTER

Fax functionality using computer is not supported.

Scheduling a Fax

1. Load the original document into the ADF tray or on the scanner glass.
2. From the home screen, navigate to: **Fax > To** > enter the fax number > **Done**.
3. Touch **Send Time**, configure the date and time, then touch **Done**.
4. Send the fax.

Creating a Fax Destination Shortcut

1. From the home screen, touch **Fax > To**.
2. Enter the recipient number, then touch **Done**.
3. Touch .
4. Create a shortcut.

Changing the Fax Resolution

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Fax**, then enter the needed information.
3. Touch **Settings**.
4. Touch **Resolution**, then adjust the setting.
5. Send the fax.

Adjusting the Fax Darkness

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Fax**, then enter the needed information.
3. Touch **Settings**.
4. Touch **Darkness**, then adjust the setting.
5. Send the fax.

Printing a Fax Log

1. From the home screen, touch **Settings > Reports > Fax**.
2. Touch **Fax Job Log** or **Fax Call Log**.

Blocking Junk Faxes

1. From the home screen, touch **Settings > Fax > Fax Setup > Fax Receive Settings > Admin Controls**.
2. Set Block No Name Fax to **On**.

Holding a Fax

1. Open a web browser, then type the printer IP address in the address field.
 - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Settings > Fax > Fax Setup > Fax Receive Settings > Holding Faxes**.
3. Select a mode.
4. Apply the changes.

Forwarding a Fax

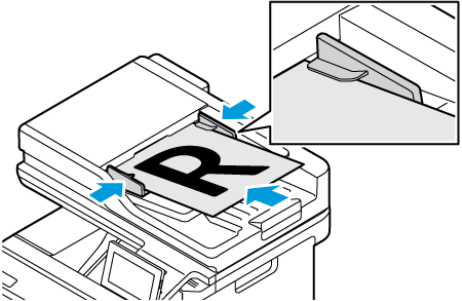
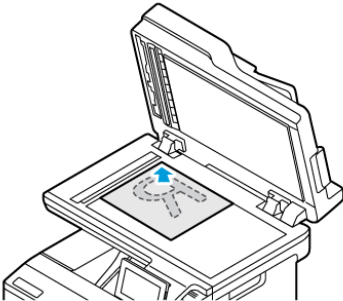
1. Create a fax destination shortcut.
 - a. From the home screen, touch **Fax > To**.
 - b. Enter the recipient number, then touch **Done**.
 - c. Touch .
 - d. Create a shortcut.
2. From the home screen, touch **Settings > Fax > Fax Setup > Fax Receive Settings > Admin Controls**.
3. Touch **Fax Forwarding > Forward**.
4. Configure the Forward to settings.

Scan

This chapter contains:

- Using the Automatic Document Feeder and Scanner Glass 144
- Scanning to a Computer 145
- Scanning to an FTP Server using a Shortcut 146
- Scanning to a Network Folder using a Shortcut..... 147
- Scanning to a Flash Drive 148

Using the Automatic Document Feeder and Scanner Glass

AUTOMATIC DOCUMENT FEEDER (ADF)	SCANNER GLASS
 • Use the ADF for multiple-page or 2-sided documents. • Load an original document face up. For multiple-page documents, ensure to align the leading edge before loading. • Ensure 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.

Scanning to a Computer

Before you begin, ensure that:

- The printer firmware is updated. For more information, refer to [Updating Firmware](#).
- The computer and the printer are connected to the same network.

FOR WINDOWS USERS



Note: Ensure that the printer is added to the computer. For more information, refer to [Installing the Software](#).

1. Load an original document into the automatic document feeder or on the scanner glass.
2. From the computer, open **Windows Fax and Scan**.
3. From the Source menu, select a scanner source.
4. If necessary, change the scan settings.
5. Scan the document.

FOR MACINTOSH USERS



Note: Ensure that the printer is added to the computer. For more information, refer to [Installing the Software](#).

1. Load an original document into the automatic document feeder or on the scanner glass.
2. From the computer, do either of the following:
 - a. Open **Image Capture**.
 - b. Open **Printers & Scanners**, then select a printer. Click **Scan > Open Scanner**.
3. From the Scanner window, do one or more of the following:
 - a. Select where you want to save the scanned document.
 - b. Select the size of the original document.
 - c. To scan from the ADF, select **Document Feeder** from the Scan Menu or enable **Use Document Feeder**.
 - d. If necessary, configure the scan settings.
4. Click **Scan**.

Scanning to an FTP Server using a Shortcut

1. Create an FTP shortcut.
 - a. Open a web browser, then type the printer IP address in the address field.
 - View the printer IP address on the home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the web page correctly.
 - b. Click **Shortcuts**, then **Add Shortcut**.
 - c. From the Shortcut Type menu, select **FTP**, then configure the settings.
 - d. Apply the changes.
2. Load an original document into the ADF tray or on the scanner glass.
3. From the home screen, touch **Shortcuts**, then **FTP**.
4. Select the shortcut.

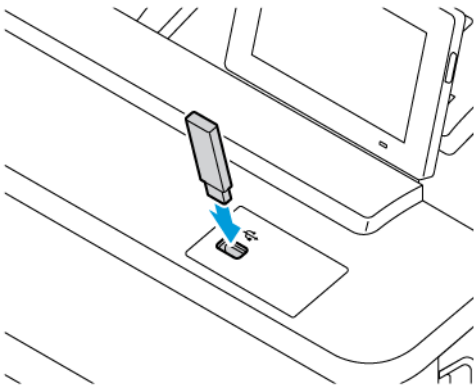
Scanning to a Network Folder using a Shortcut

1. Create a network folder shortcut.
 - a. Open a web browser, then type the printer IP address in the address field.
 - View the printer IP address on the home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the web page correctly.
 - b. Click **Shortcuts > Add Shortcut**.
 - c. From the Shortcut Type menu, select **Network Folder**, then configure the settings.
 - d. Apply the changes.
2. Load an original document into the ADF tray or on the scanner glass.
3. From the home screen, touch **Shortcuts > Scan to Network**.
4. Select the shortcut.

Scanning to a Flash Drive

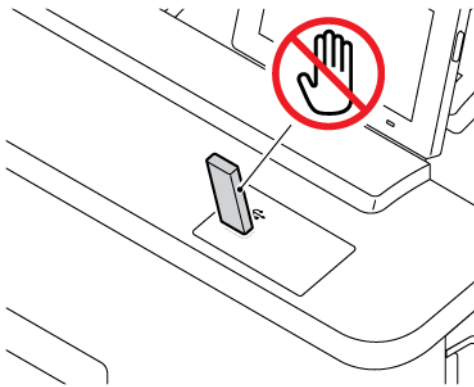
This feature is available only in some printer models.

1. Load an original document into the ADF tray or on the scanner glass.
2. Insert the flash drive.



3. Touch **Scan to USB** and adjust the settings if necessary.
 - To save the scanned document to a folder, touch **Scan to**, select a folder, then touch **Scan Here**.
 - If the USB Drive screen does not appear, then touch **USB Drive** on the control panel.
4. Scan the document.

Warning: 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.



Use Printer Menus

This chapter contains:

Menu Map.....	150
Device	152
Print	173
Paper	183
Copy.....	186
Fax.....	191
Email	205
FTP	214
USB Drive	220
Network/Ports	227
Security.....	246
Reports	260
Supplies Plan.....	262
Troubleshooting.....	263

Menu Map

From the control panel, touch **Settings** to access the menu options.

Device	• Preferences • Eco-Mode • Remote Operator Panel • Notifications • Power Management • Accessibility • Restore Factory Defaults	• Maintenance • Home Screen Customization • Site Map • Software Update • Remote Services Data Upload • About this Printer
Print	• Layout • Setup • Quality • Job Accounting	• PDF • PostScript • PCL • Image
Paper	• Tray Configuration	• Media Configuration
Copy	Copy Defaults	
Fax	• Fax Mode • Fax Setup	• Fax Server Setup
Email	• Email Setup • Email Defaults	• Web Link Setup
FTP	FTP Defaults	
USB Drive	• Flash Drive Scan	• Flash Drive Print
Network/Ports	• Network Overview • Wireless • Wi-Fi Direct • AirPrint • Mobile Services Management • Ethernet • TCP/IP • SNMP • IPSec • 802.1x	• LPD Configuration • HTTP/FTP Settings • ThinPrint • USB • Restrict External Network Access • Universal Print
Security	• Login Methods • Certificate Management • Schedule USB Devices • Security Audit Log • Login Restrictions • Confidential Print Setup	• Disk Encryption • Erase Temporary Data Files • Solutions LDAP Settings • TPM Firmware Update • Miscellaneous

Reports	• Menu Settings Page • Device • Shortcuts	• Fax • Network
Supplies Plan	• Plan Activation • Plan Conversion	• Subscription Service
Troubleshooting	Print Quality Test Pages	Cleaning the Scanner

Device



Important: Some features are system administrator functions, and the options are hidden from view. For more information, refer to www.xerox.com to view the *Embedded Web Server Administrator Guide* and drivers for your printer.



Note: Some menu options are only available in Embedded Web Server.

PREFERENCES

MENU ITEM	DESCRIPTION
Display Language [List of languages]	Set the language of the text that appears on the display.
Country/Region [List of countries or regions]	Identify the country or region where the printer is configured to operate.
Run initial setup On Off*	Run the setup wizard.
Keyboard Keyboard Type [List of languages]	Select a language as a keyboard type. - All the Keyboard Type values may not appear or may require special hardware to appear. - This menu item appears only in some printer models.
Displayed information Display Text 1 [IP Address*] Display Text 2 [Date/Time*] Custom Text 1 Custom Text 2	Specify the information to appear on the home screen. Custom Text 1 and Custom Text 2 appear only in some printer models.
Date and Time Configure Current Date and Time Manually Set Date and Time Date Format [MM-DD-YYYY*] Time Format [12 hour A.M./P.M.*] Time Zone [GMT*]	Configure the printer date and time.
Date and Time	Configure the settings for Network Time Protocol (NTP).

MENU ITEM	DESCRIPTION
Network Time Protocol Enable NTP [On*] NTP Server Enable Authentication	• Enable Authentication appears only in some printer models. • When Enable Authentication is set to MD5 key, Key ID and Password appear.
Paper Sizes U.S.* Metric	Specify the unit of measurement for paper sizes. The country or region selected in the initial setup wizard determines the initial paper size setting.
Screen Brightness 20–100 % (100*)	Adjust the brightness of the display. This menu item appears only in some printer models.
Flash Drive Access Enabled* Disabled	Enable access to the flash drive.
Allow Background Removal On* Off	Specify whether background removal is allowed.
One Page Flatbed Scanning On Off*	Set copies from the scanner glass to only one page at a time.
Device Sounds	
Mute All Sounds On Off*	Disable and ignore all sound settings.
Button Feedback On* Off	Enable audio feedback for button presses, panel interactions, paper loaded prompts, and error notifications.
Volume 1–10 (5*)	Adjust the sound volume.
ADF Loaded Beep On* Off	Enable a sound when loading paper into the ADF.
Alarm Control	Set the number of times that the alarm sounds when

MENU ITEM	DESCRIPTION
Off Single* Continuous	the printer requires user intervention.
Cartridge Alarm Off Single* Continuous	Set the number of times that the alarm sounds when the cartridge is low.
Speaker Mode Always Off Always On* On until connected	Set the speaker mode.
Ringer Volume On Off*	Disable the ringer volume.
Screen Timeout 5–300 (60*)	Set the idle time in seconds before the display shows the home screen, or before the printer logs off a user account automatically.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

ECO-MODE

MENU ITEM	DESCRIPTION
Print Sides 1-Sided* 2-Sided	Specify whether to print on one side or two sides of the paper.
Print Pages per Side Off* 2 pages per side 3 pages per side 4 pages per side	Print multiple page images on one side of a sheet of paper.

MENU ITEM	DESCRIPTION
6 pages per side 9 pages per side 12 pages per side 16 pages per side	
Print Toner Darkness 1–5 (4*)	Determine the lightness or darkness of text or images.
Print Color Saver Off* On	Adjust print settings for reduced color intensity.
Copy Sides 1-sided to 1-sided* 1-sided to 2-sided	Specify whether to print on one side or both sides of the paper.
Copy Pages per Side Off* 2 Portrait pages 4 Portrait pages 2 Landscape pages 4 Landscape pages	Specify the number of page images to print on one side of a sheet of paper.
Copy Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

REMOTE OPERATOR PANEL

MENU ITEM	DESCRIPTION
External VNC Connection - Do not Allow* - Allow	Connect an external Virtual Network Computing (VNC) client to the remote control panel.
Authentication Type - None* - Standard Authentication	Set the authentication type when accessing the VNC client server.
VNC Password	Specify the password to connect to the VNC client server.  Note: This menu item appears only if Authentication Type is set to Standard Authentication.
Launch Remote Operator Panel	Launch the remote operator panel.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

NOTIFICATIONS

MENU ITEM	DESCRIPTION
ADF Loaded Beep Off On*	Enable a sound when loading paper into the ADF.
Alarm Control Off Single* Continuous	Set the number of times that the alarm sounds when the printer requires user intervention. This menu item appears only in some printer models.
Supplies Show Supply Estimates Show estimates* Do not show estimates	Show the estimated status of the supplies.
Supplies Cartridge Alarm Off Single*	Set the number of times that the alarm sounds when the toner cartridge is low. This menu item appears only in some printer models.

MENU ITEM	DESCRIPTION
Continuous	
Email Alerts Setup Email Setup Primary SMTP Gateway	Type the IP address or host name of the primary SMTP server for sending email. This menu item appears only in some printer models.
Email Alerts Setup Email Setup Primary SMTP Gateway Port 1–65535 (25*)	Enter the port number of the primary SMTP server. This menu item appears only in some printer models.
Email Alerts Setup Email Setup Secondary SMTP Gateway	Type the server IP address or host name of your secondary or backup SMTP server. This menu item appears only in some printer models.
Email Alerts Setup Email Setup Secondary SMTP Gateway Port 1–65535 (25*)	Enter the server port number of your secondary or backup SMTP server. This menu item appears only in some printer models.
Email Alerts Setup Email Setup SMTP Timeout 5–30 seconds (30*)	Specify how long before the printer times out if the SMTP server does not respond. This menu item appears only in some printer models.
Email Alerts Setup Email Setup Reply Address	Specify a reply address in the email. This menu item appears only in some printer models.
Email Alerts Setup Email Setup Always use SMTP default Reply Address Off* On	Use the SMTP default Reply Address. This menu item appears only in some printer models.
Email Alerts Setup Email Setup Use SSL/TLS Disabled*	Send an email using an encrypted link. This menu item appears only in some printer models.

MENU ITEM	DESCRIPTION
Negotiate Required	
Email Alerts Setup Email Setup Require Trusted Certificate Off On*	Require a trusted certificate when accessing the SMTP server. This menu item appears only in some printer models.
Email Alerts Setup Email Setup SMTP Server Authentication No authentication required* Login / Plain NTLM CRAM-MD5 Digest-MD5 Kerberos 5	Set the authentication type for the SMTP server. This menu item appears only in some printer models.
Email Alerts Setup Email Setup Device-Initiated Email None* Use Device SMTP Credentials	Set whether credentials are required for device-initiated emails. This menu item appears only in some printer models.
Email Alerts Setup Email Setup User-Initiated Email None Use Device SMTP Credentials Use Session User ID and Password Use Session Email address and Password* Prompt user	Set whether credentials are required for user-initiated emails. This menu item appears only in some printer models.
Email Alerts Setup Email Setup	Enable user credentials and group designations to connect to the SMTP server.

MENU ITEM	DESCRIPTION
Use Active Directory Device Credentials Off On*	This menu item appears only in some printer models.
Email Alerts Setup Email Setup Device Userid	Specify the user ID to connect to the SMTP server. This menu item appears only in some printer models.
Email Alerts Setup Email Setup Device Password	Specify the password to connect to the SMTP server. This menu item appears only in some printer models.
Email Alerts Setup Email Setup Kerberos 5 REALM	Specify the realm for the Kerberos 5 authentication protocol. This menu item appears only in some printer models.
Email Alerts Setup Email Setup NTLM Domain	Specify the domain name for the NTLM security protocol. This menu item appears only in some printer models.
Email Alerts Setup Email Setup Disable “SMTP server not set up” error Off* On	Disable an SMTP setup error message to appear on the display. This menu item appears only in some printer models.
Error Prevention Jam Assist Off On*	Set the printer to flush blank pages or pages with partial prints automatically after a jammed page has been cleared.
Error Prevention Auto Continue Off On* (5 seconds) Range: 5–255 seconds	Let the printer continue processing or printing a job automatically after clearing certain printer conditions that require user intervention.
Error Prevention Auto Reboot	Set the printer to restart when an error occurs.

MENU ITEM	DESCRIPTION
Auto Reboot Reboot when idle Reboot always* Reboot never	
Error Prevention Auto Reboot Max Auto Reboots 1–20 (2*)	Set the number of automatic reboots that the printer can perform.
Error Prevention Auto Reboot Auto Reboot Window 1–525600 (720*)	Set the number of seconds before the printer performs an automatic reboot.
Error Prevention Auto Reboot Auto Reboot Counter	Show a read-only information of the reboot counter.
Error Prevention Auto Reboot Reset Auto Reboot Counter Cancel Continue	Reset Auto Reboot Counter. This menu item appears only in some printer models.
Error Prevention Display Short Paper Error On Auto-clear*	Set the printer to show a message when a short paper error occurs. Short paper refers to the size of the paper loaded.
Error Prevention Page Protect Off* On	Set the printer to process the entire page into the memory before printing it.
Jam Content Recovery Jam Recovery Off	Set the printer to reprint jammed pages.

MENU ITEM	DESCRIPTION
On Auto*	
Jam Content Recovery Scanner Jam Recovery Job level Page level*	Specify how to restart a scan job after resolving a paper jam.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

POWER MANAGEMENT

MENU ITEM	DESCRIPTION
Sleep Mode Profile - Print from Sleep Mode - Stay awake after printing - Enter Sleep Mode after printing*	Set the printer to stay awake or enter Sleep mode after printing.
Sleep Mode Profile - Touch to Wake from Deep Sleep - Off - On*	Wake the printer from Deep Sleep mode by touching the printer display.
Timeouts Sleep Mode 1–114 minutes (15*)	Set the idle time before the printer begins operating in Sleep mode.
Timeouts - Hibernate Timeout - Disabled 1 hour 2 hours 3 hours 6 hours 1 day 2 days 3 days*	Set the time before the printer turns off.

MENU ITEM	DESCRIPTION
– 1 week – 2 weeks – 1 month	
Timeouts • Hibernate Timeout on Connection – Hibernate – Do Not Hibernate*	Set Hibernate Timeout to turn off the printer while an active Ethernet connection exists.
Schedule Power Modes • Schedules – Add New Schedule	Schedule the printer when to enter Sleep or Hibernate mode.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

ACCESSIBILITY

MENU ITEM	DESCRIPTION
Duplicate Key Strike Interval 0–5 (0*)	Set the interval in seconds during which the printer ignores duplicate key presses on an attached keyboard.
Key Repeat Initial Delay 0.25–5 (1*)	Set the initial length of delay in seconds before a repeating key starts repeating. This menu item appears only when a keyboard is attached to the printer.
Key Repeat Rate 0.5–30 (30*)	Set the number of presses per second for a repeating key. This menu item appears only when a keyboard is attached to the printer.
Prolong Screen Timeout Off* On	Let the user remain in the same location and reset the Screen Timeout timer when it expires instead of returning to the home screen.
Headphone Volume 1–10 (5*)	Set the volume of a headphone This menu item appears only when a headphone attached to the printer.
Enable Voice Guidance When Headphone is Attached Off* On	Enable to navigate printer menus and settings using spoken commands This menu item appears only when a headphone attached to the printer.

MENU ITEM	DESCRIPTION
Speak Passwords/PINs Off* On	Set the printer to read out loud passwords or personal identification numbers. This menu item appears only when a headphone or a speaker is attached to the printer.
Speech Rate Very Slow Slow Normal* Fast Faster Very Fast Rapid Very Rapid Fastest	Set the Voice Guidance speech rate. This menu item appears only when a headphone or a speaker is attached to the printer.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

RESTORE FACTORY DEFAULTS

MENU ITEM	DESCRIPTION
Restore Settings • Restore all settings – Restore printer settings – Restore network settings – Restore fax settings – Restore app settings	Restore the printer factory default settings.
 Note: Some menu options are only available in Embedded Web Server.	

MAINTENANCE

Configuration Menu

MENU ITEM	DESCRIPTION
USB Configuration USB PnP 1* 2	Change the USB driver mode of the printer to improve its compatibility with a personal computer. This menu item appears only in some printer models.
USB Scan to Local On* Off	Set whether the USB device driver enumerates as a USB Simple device (single interface) or as a USB Composite device (multiple interfaces).
USB Configuration USB Speed Full Auto*	Set the USB port to run at full speed and disable its high-speed capabilities. This menu item appears only in some printer models.
Tray Configuration Tray Linking Automatic* Off	Set the printer to link the trays that have the same paper type and paper size settings.
Tray Configuration Show Tray Insert Message Off* On	Display a message that lets the user change the paper size and paper type settings after inserting the tray.
Tray Configuration Paper Prompts Auto* Multipurpose Feeder Manual Paper Envelope Prompts Auto* Multipurpose Feeder Manual Paper	Set the paper source that the user fills when a prompt to load paper or envelope appears. - The multipurpose feeder is available only in some printer models. - For Multipurpose Feeder to appear, set Configure MP to Cassette from the Paper menu.

MENU ITEM	DESCRIPTION
Tray Configuration Action for Prompts Prompt user* Continue Use current	Set the printer to resolve paper- or envelope-related change prompts.
Tray Configuration Multiple Universal Sizes Off* On	Enables each tray to support a unique Universal (custom) size.
Reports Menu Settings Page Event Log Event Log Summary	Print reports about printer menu settings, status, and event logs.
Supply Usage and Counters Clear Supply Usage History	Reset the supply usage history, such as number of pages and days remaining, to the factory shipped level.
Supply Usage and Counters ITM Reset	Reset the counter after installing a new supply.
Supply Usage and Counters Tiered Coverage Ranges	Adjust the range for the amount of color coverage on the printed page.
Printer Emulations PPDS Emulation Off* On	Set the printer to recognize and use the PPDS data stream.
Printer Emulations PS Emulation Off On*	Set the printer to recognize and use the PS data stream.
Printer Emulations Emulator Security Page Timeout 0–60 (60*)	Set the page timeout during emulation.

MENU ITEM	DESCRIPTION
Printer Emulations Emulator Security Reset Emulator After Job (Off*)	Reset the emulator after a print job.
Printer Emulations Emulator Security Disable Printer Message Access (On*)	Disable access to the printer message during emulation.
Fax Configuration Fax Low Power Support Disable Sleep Permit Sleep Auto*	Set fax to enter Sleep mode whenever the printer determines that it necessary.
Print Configuration Black Only Mode Off* On	Print color content in grayscale.
Print Configuration Color Trapping Off 1 2* 3 4 5	Enhance the printed output to compensate for misregistration in the printer.
Print Configuration Font Sharpening 0–150 (24*)	Set a text point-size value below which the high-frequency screens are used when printing font data. For example, if the value is 24, then all fonts sized 24 points or less use the high-frequency screens.
Device Operations Quiet Mode Off* On	Set the printer to operate in Quiet Mode. Enabling this setting slows down the printer performance.
Device Operations	Enable access to the control panel menus.

MENU ITEM	DESCRIPTION
Panel Menus Off On*	
Device Operations Safe Mode Off* On	Set the printer to operate in a special mode, in which it attempts to continue offering as much functionality as possible, despite known issues. For example, when set to On, and the duplex motor is nonfunctional, the printer performs 1-sided printing of the documents even if the job is 2-sided printing.
Device Operations Minimum Copy Memory 80 MB* 100 MB	Set the minimum memory allocation for storing copy jobs.
Device Operations Clear Custom Status	Erase user-defined strings for the Default or Alternate custom messages.
Device Operations Clear all remotely-installed messages	Erase messages that were remotely installed.
Device Operations Automatically Display Error Screens Off On*	Show existing error messages on the display after the printer remains inactive on the home screen for a length of time equal to the Screen Timeout setting.
Device Operations Honor orientation on fast path copy On Off*	Enable the printer to use the orientation setting under the Copy menu when sending quick copy jobs.
Device Operations Service Nonvolatile Memory Encryption Status Disabled	Enable the printer to encrypt data stored in non-volatile memory.
Toner patch sensor setup Calibration frequency preference Disabled	Set the printer to put down the correct amount of toner to maintain color consistency.

MENU ITEM	DESCRIPTION
Fewest color adjustment Fewer color adjustment Normal* Better color accuracy Best color accuracy	
Toner patch sensor setup Full calibration	Run the full color calibration.
Toner patch sensor setup Print TPS information page	Print a diagnostic page that contains information on toner patch sensor calibration.
App Configuration LES Applications Off On*	Enable the Xerox Embedded Solutions (LES) applications. • This menu item is available only in some printer models. • When set to On, this setting does not affect built-in applications.
Scanner Configuration Scanner Manual Registration Print Quick Test	Print a Quick Test target page. Ensure that the margin spacing on the target page is uniform all the way around the target. If it is not, then the printer margins may need to be reset.
Scanner Configuration Scanner Manual Registration Front ADF Registration Rear ADF Registration Flatbed Registration	Manually register the flatbed and ADF after replacing the ADF, scanner glass, or controller board.
Scanner Configuration Edge Erase Flatbed Edge Erase 0–6 (3*) ADF Edge Erase 0–6 (3*)	Set the size, in millimeters, of the no-print area around an ADF or flatbed scan job.
Scanner Configuration ADF Deskew ADF Electronic Deskew	Set the printer to perform ADF mechanical skew adjustment.

MENU ITEM	DESCRIPTION
Off On Auto*	
Scanner Configuration Disabled Scanner Enabled* Disabled ADF Disabled	Disable the scanner when it is not working properly.
Scanner Configuration Tiff Byte Order CPU Endianness* Little Endian Big Endian	Set the byte order of a TIFF-formatted scan output.
Scanner Configuration Exact Tiff Rows Per Strip On* Off	Set the RowsPerStrip tag value of a TIFF-formatted scan output.
Scanner Configuration Scanner Glass Cleaning Threshold	Specify the number of scans from the ADF before a user is prompted to clean the scanner glass.  Note: The range of number of scans is from 1000 to 30,000.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Out of Service Erase

MENU ITEM	DESCRIPTION
Erase Printer Memory - Sanitize all information on nonvolatile memory - Erase all printer and network settings - Erase all apps and app settings - Erase all shortcuts and shortcut settings	Clear all settings and applications that are stored in the printer.

HOME SCREEN CUSTOMIZATION

MENU ITEM	DESCRIPTION
Copy	Specify which icons to show on the home screen.
Email	
Fax	
Held Faxes	
Release Held Faxes	
Status/Supplies	
Job Queue	
Settings	
Change Language	
Address Book	
Bookmarks	
Held Jobs	
USB Drive	
FTP	
Scan Profiles	
Lock Device	
Scan Center	
Card Copy	
Shortcut Center	

SITE MAP

MENU ITEM	DESCRIPTION
Helpful Links Setup • Home Page • Registration • Order Supplies • Downloads and Updates • Technical Support • Printer Manuals	The Helpful Links page provides direct links to Web pages on www.xerox.com . These links provide you with helpful information for your printer.

SOFTWARE UPDATE

MENU ITEM	DESCRIPTION
Status Current Version: CXTGV.230.082	Click Check Now to verify the current version of the software.
Remote Services Policies Allow device to receive updates • Yes (check box is selected) • No (check box is cleared) • Daily Check Time – Hour – Minute • Installation Schedule – Automatic – Daily – Weekly • Time – Hour – Minute	
Upload a Software File Browse for file	To locate the software file to upload, click Browse then navigate to the folder where the software file is located. Click Upload or Reset .

REMOTE SERVICES DATA UPLOAD

MENU ITEM	DESCRIPTION
Status - Last Upload - Next Upload	Last Upload indicates the date and time that the last upload occurred. Next Upload indicates date and time for the next scheduled upload. To download the information from the last upload, click Download Data. To upload a scheduled file immediately, click Upload Now.
Remote Services Settings Allow Data Upload - Allow Data Upload - Yes (check box is selected) - No (check box is cleared) - Test Connection - Test Now	

ABOUT THIS PRINTER

MENU ITEM	DESCRIPTION
Xerox Asset Tag	Specify the identity of the printer. The maximum length is 32 characters.
Customer Asset Tag	Show the serial number of the printer. The maximum length is 32 characters.
Printer's Location	Specify the printer location. The maximum length is 63 characters
Contact	Specify the contact information for the printer. The maximum length is 63 characters.
Firmware Version	Show the firmware version installed on the printer.
Engine	Show the engine number of the printer.
Serial Number	Show the serial number of the printer.
Export Configuration File to USB	Export the configuration file to a flash drive.
Export Compressed Logs to USB	Export the compressed log files to a flash drive.
Send Logs	Send printer log information to Xerox..

Print



Important: Some features are system administrator functions, and the options are hidden from view. For more information, refer to www.xerox.com to view the *Embedded Web Server Administrator Guide* and drivers for your printer.



Note: Some menu options are only available in Embedded Web Server.

LAYOUT

MENU ITEM	DESCRIPTION
Sides 1-sided* 2-sided	Specify whether to print on one side or two sides of the paper.
Flip Style - Long Edge* - Short Edge	Determine which side of the paper (long edge or short edge) is bound when performing 2-sided printing.
Blank Pages - Print - Do Not Print*	Print blank pages that are included in a print job.
Collate - Off (1,1,1,2,2,2) - On (1,2,1,2,1,2)*	Keep the pages of a print job stacked in sequence, particularly when printing multiple copies of the job.
Separator Sheets - None* - Between Copies - Between Jobs - Between Pages	Insert blank separator sheets when printing.
Separator Sheet Source Tray [x] (1*) Multipurpose Feeder	Specify the paper source for the separator sheet.
Pages per Side - Off* 2 pages per side 3 pages per side 4 pages per side 6 pages per side 9 pages per side 12 pages per side 16 pages per side	Print multiple page images on one side of a sheet of paper.

MENU ITEM	DESCRIPTION
Pages per Side Ordering - Horizontal* - Reverse Horizontal - Vertical - Reverse Vertical	Specify the positioning of multiple page images when using Pages per Side.
Pages per Side Orientation - Auto* - Landscape - Portrait	Specify the orientation of a multiple-page document when using Pages per Side.
Pages per Side Border - None* - Solid	Print a border around each page image when using Pages per Side.
Copies 1–9999 (1*)	Specify the number of copies for each print job.
Print Area - Normal* - Fit to Page - Whole Page	Set the printable area on a sheet of paper.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

SETUP

MENU ITEM	DESCRIPTION
Printer Language - PCL Emulation - PS Emulation*	Set the printer language.  Note: Setting a printer language default does not prevent a software program from sending print jobs that use another printer language.
Printer Usage - Max Speed - Max Yield*	Determine how the color print cartridges operate during printing.  Note: - When set to Max Yield, the color print cartridges slow down or stop while printing groups of black-only pages. - When set to Max Speed, the color print cartridges always run while printing, whether color or black pages are being printed.

MENU ITEM	DESCRIPTION
Resource Save - Off* - On	Determine what the printer does with downloaded resources, such as fonts and macros, when it receives a job that requires more than the available memory.  Note: - When set to Off, the printer retains downloaded resources only until memory is needed. Resources associated with the inactive printer language are deleted. - When set to On, the printer preserves all the permanent downloaded resources across all language switches. When necessary, the printer shows memory full messages instead of deleting permanent resources.
Print All Order - Alphabetical* - Newest First - Oldest First	Specify the order in which held and confidential jobs are printed when Print All is selected.  Note: This menu item appears only when a hard disk is installed.
PJL File Access Control - Off - On*	Allow the users to set the printer job language file access control.
Automatic Deletion of Suspended Print Jobs - Off* - On	Automatically cancels or deletes queued print jobs that are interrupted by errors, such as paper jams and missing supplies.
Time until Suspended Print Jobs are Automatically Deleted	Wait time for the printer to cancel queued print jobs that are interrupted by errors. Range 1–60 minutes.  Note: This menu item appears only when Automatic Deletion of Suspended Print Jobs is enabled.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

QUALITY

MENU ITEM	DESCRIPTION
Print Mode - Black and White - Color*	Set how the printer generates color content.
Print Resolution 4800 CQ*	Set the resolution for the printed output.

MENU ITEM	DESCRIPTION
1200 dpi	 Note: 4800 CQ provides high-quality output at maximum speed.
Toner Darkness 1 to 5 (4*)	Determine the lightness or darkness of text images.
Halftone - Normal* - Detail	Enhance the printed output to have smoother lines with sharper edges.
Color Saver - Off* - On	Reduce the amount of toner used to print graphics and images.
RGB Brightness -6 to 6 (0*)	 Note: This setting does not affect files where CMYK color specifications are used.
RGB Contrast 6 to 6 (0*)	
RGB Saturation 0 to 5 (0*)	
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Advanced Imaging

MENU ITEM	DESCRIPTION
Color Table	Identifies the color tables currently in use on the device. This can be changed by installing a color table bundle.
Color Balance - Cyan (0*) - Magenta (0*) - Yellow (0*) - Black (0*)	Adjust the amount of toner that is used for each color.
Color Balance Reset Defaults	Reset all color settings to their default values.
Color Correction - Off - Auto* - Manual	Modify the color settings used to print documents. Off sets the printer to receive the color correction from the software.

MENU ITEM	DESCRIPTION
	- Auto sets the printer to apply different color profiles to each object on the printed page. - Manual allows the customization of the RGB or CMYK color conversions applied to each object on the printed page. - Color Correction Content is available only when Color Correction is set to Manual.
Color Samples - Color Samples - Default - Advanced	Print sample pages for each of the RGB and CMYK color conversion tables used in the printer.
Color Adjust	Calibrate the printer to adjust color variations in the printed output.
Spot Color Replacement	Assign specific CMYK values to twenty named spot colors.
RGB Replacement	Match the colors of the output with that of the original document. - This menu item requires that you select the Display-True-Black color table. - This menu item appears only in the Embedded Web Server.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

JOB ACCOUNTING

MENU ITEM	DESCRIPTION
Job Accounting Off* On	Set the printer to create a log of the print jobs that it receives.
Accounting Log Frequency Daily Weekly Monthly*	Specify how often the printer creates a log file.
Log Action at End of Frequency None* Email Current Log	Specify how the printer responds when the frequency threshold expires. The value defined in Accounting Log Frequency determines when this action is triggered.

MENU ITEM	DESCRIPTION
Email & Delete Current Log Post Current Log Post & Delete Current Log	
Log Action at Near Full None* Email Current Log Email & Delete Current Log Email & Delete Oldest Log Post Current Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log Delete Oldest Log Delete All But Current Delete All Logs	The value defined in Log Near Full Level determines when this action is triggered.
Log Action at Full None* Email & Delete Current Log Email & Delete Oldest Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log Delete Oldest Log Delete All But Current Delete All Logs	Specify how the printer responds when disk usage reaches the maximum limit (100 MB).
URL to Post Log	Specify where the printer posts job accounting logs.
Email Address to Send Logs	Specify the email address to which the printer sends job accounting logs.

MENU ITEM	DESCRIPTION
Log File Prefix	Specify the prefix for the log file name. The current host name defined in the TCP/IP menu is used as the default log file prefix.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

PDF

MENU ITEM	DESCRIPTION
Scale To Fit - Off* - On	Scale the page content to fit the selected paper size.
Annotations - Print - Do Not Print*	Specify whether to print annotations in the PDF.
Print PDF Error - Off - On*	Enable the printing of PDF error.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

POSTSCRIPT

MENU ITEM	DESCRIPTION
Print PS Error - Off* - On	Print a page that describes the PostScript error.  Note: When an error occurs, processing of the job stops, the printer prints an error message, and the rest of the print job is flushed.
Minimum Line Width 1–30 (2*)	Set the minimum stroke width.  Note: Jobs printed in 1200 dpi use half the value directly.
Lock PS Startup Mode - Off* - On	Disable the SysStart file.
Image Smoothing - Off* - On	Enhance the contrast and sharpness of low-resolution images.

MENU ITEM	DESCRIPTION
	 Note: This setting has no effect on images with a resolution of 300 dpi or higher.
Wait Timeout - Off - On* 15–65535 (40*)	Enable the printer to wait for more data before canceling a print job.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

PCL

MENU ITEM	DESCRIPTION
Font Source - Resident* - All	Select the source which contains the default font selection.  Note: - Disk and Flash appear only when a non-defective, non-protected hard disk that contains fonts is installed. - Download appears only if downloaded fonts exist in the printer memory.
Font Name [List of available fonts] (Courier*)	Select a font from the specified font source.
Symbol Set [List of available symbol set] (10U PC-8*)	Specify the symbol set for each font name.  Note: A symbol set is a set of alphabetic and numeric characters, punctuation, and special symbols. Symbol sets support the different languages or specific programs such as math symbols for scientific text.
Pitch 0.08–100.00 (10.00*)	Specify the pitch for fixed or monospaced fonts.  Note: Pitch refers to the number of fixed-space characters in a horizontal inch of type.
Orientation - Portrait* - Landscape - Reverse Portrait - Reverse Landscape	Specify the orientation of text and graphics on the page.

MENU ITEM	DESCRIPTION
Lines per Page 1–255 (60*)	Specify the number of lines of text for each page printed through the PCL datastream.  Note: - This menu item activates vertical escapement that causes the selected number of requested lines to print between the default margins of the page. 60 is the U.S. factory default setting. 64 is the international factory default setting.
PCL5 Minimum Line Width 1–30 (2*)	Set the initial minimum stroke width.  Note: Jobs printed in 4800 CQ use half the value.
PCLXL Minimum Line Width 1–30 (2*)	
A4 Width 198 mm* 203 mm	Set the width of the logical page on A4-size paper.  Note: Logical page is the space on the physical page where data is printed.
Auto CR after LF - On - Off*	Set the printer to perform a carriage return after a line feed control command.  Note: Carriage return is a mechanism that commands the printer to move the position of the cursor to the first position on the same line.
Auto LF after CR - On - Off*	Set the printer to perform a line feed after a carriage return control command.
Tray Renumber - Assign Tray 1 - Assign Manual Paper - Assign Manual Envelope	Configure the printer to work with a different print driver or custom application that uses a different set of source assignments to request a given paper source
Tray Renumber View Factory Defaults	Show the factory default value assigned for each paper source.
Tray Renumber Restore Defaults	Restore the tray renumber values to their factory defaults.

MENU ITEM	DESCRIPTION
Print Timeout - Off - On* 1–255 (90*)	Set the printer to end a print job after it has been idle for the specified amount of time in seconds.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

IMAGE

MENU ITEM	DESCRIPTION
Auto Fit - On - Off*	Select the best available paper size and orientation setting for an image.  Note: When set to On, this menu item overrides the scaling and orientation settings for the image.
Invert - Off* - On	Invert bitonal monochrome images.  Note: This menu item does not apply to GIF or JPEG image formats.
Scaling - Anchor Top Left - Best Fit* - Anchor Center - Fit Height/Width - Fit Height - Fit Width	Adjust the image to fit the printable area.  Note: When Auto Fit is set to On, Scaling is automatically set to Best Fit.
Orientation - Portrait* - Landscape - Reverse Portrait - Reverse Landscape	Specify the orientation of text and graphics on the page.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Paper

 Important: Some features are system administrator functions, and the options are hidden from view. For more information, refer to www.xerox.com to view the *Embedded Web Server Administrator Guide* and drivers for your printer.

 Note: Some menu options are only available in Embedded Web Server.

TRAY CONFIGURATION

MENU ITEM	DESCRIPTION
Default Source • Tray 1* • Manual Paper • Manual Envelope	Set the paper source for all print jobs.
Paper Size/Type • Tray 1 • Manual Paper • Manual Envelope	Specify the paper size or paper type loaded in each paper source.
Substitute Size • Off • Statement/A5 • Letter/A4 • All Listed*	Set the printer to substitute a specified paper size if the requested size is not loaded in any paper source. • Off prompts the user to load the required paper size. • All Listed allows all available substitutions.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

MEDIA CONFIGURATION

MENU ITEM	DESCRIPTION
Units of Measure • Inches • Millimeters	Specify the unit of measurement for the universal paper.  Note: Inches are the U.S. factory default setting. Millimeters are the international factory default setting.
 Note: Some menu options are only available in Embedded Web Server.	

Universal Setup

MENU ITEM	DESCRIPTION
Source All Input Trays	
Width 3.00–14.17 in. (8.50*) 76–360 mm (216*)	Set the portrait width of the universal paper.
Height 3.00–14.17 in. (14*) 76–360 mm (356*)	Set the portrait height of the universal paper.
Feed Direction - Short Edge* - Long Edge	Set the printer to pick paper from the short edge or long edge direction.  Note: Long Edge appears only when the longest edge is shorter than the maximum width supported.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Custom Scan Sizes

MENU ITEM	DESCRIPTION
Custom Scan Size [x] Scan Size Name Width 1–8.50 in. (8.50*) 25–216 mm (216*) Height 1–14 in. (14*) 25–356 mm (297*) Orientation Portrait* Landscape 2 scans per side Off* On	Assign a scan size name and configure the scan settings.

Media Types

MENU ITEM	DESCRIPTION
• Plain Paper • Card Stock • Recycled • Glossy • Labels • Vinyl Labels • Bond • Envelope • Letterhead • Preprinted • Colored Paper • Light Paper • Heavy Paper • Rough/Cotton • Custom Type [x]	Specify the texture, weight, and orientation of the paper loaded.  Note: Custom Type is supported only in some printer models.

Copy



Note: Some menu options are only available in Embedded Web Server.

COPY DEFAULTS

MENU ITEM	DESCRIPTION
Content Type Text Text/Photo* Photo Graphics	Improve the output result based on the content of the original document.
Content Source Black and White Laser Color Laser* Inkjet Photo/Film Magazine Newspaper Press Other	Improve the output result based on the source of the original document.
Sides 1-sided to 1-sided* 1-sided to 2-sided 2-sided to 1-sided 2-sided to 2-sided	Specify the scanning behavior based on the original document.
Separator Sheets None* Between Copies Between Jobs Between Pages	Specify whether to insert blank separator sheets when printing.
Separator Sheet Source Tray [x] (1*) Multipurpose Feeder	Specify the paper source for the separator sheet.

MENU ITEM	DESCRIPTION
Color Off On* Auto	Specify whether to print copies in color.
Pages per Side Off* 2 Portrait pages 4 Portrait pages 2 Landscape pages 4 Landscape pages	Specify the number of page images to print on one side of a sheet of paper.
Print Page Borders Off* On	Place a border around each image when printing multiple pages on a single page.
Collate Off [1,1,1,2,2,2] On [1,2,1,2,1,2]*	Print multiple copies in sequence.
“Copy from” Size [List of paper sizes]	Set the paper size of the original document. - Letter is the U.S. factory default setting. A4 is the international factory default setting. - This menu item may vary depending on your printer model.
“Copy to” Source Tray [x] (1*) Multipurpose Feeder Auto Size Match	Specify the paper source for the copy job.
Temperature	Specify whether to generate a cooler or warmer output.
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Number of Copies 1–9999 (1*)	Specify the number of copies.
Header/Footer Off*	Apply a header or footer on the printed output.

MENU ITEM	DESCRIPTION
Left Header Middle Header Right Header Left Footer Middle Footer Right Footer	
Overlay Confidential Copy Draft Urgent Custom Off*	Specify the overlay text printed on each page of the copy job.
Custom overlay	Type a custom overlay text.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Advanced Imaging

MENU ITEM	DESCRIPTION
Color Balance –4 to 4 (0*)	Adjust the amount of toner being used in each color.
Color Dropout None* Red Green Blue Default Red Threshold 0–255 (128*) Default Green Threshold 0–255 (128*) Default Blue Threshold	Specify which color to drop during scanning, and adjust the dropout setting for that color.

MENU ITEM	DESCRIPTION
0–255 (128*)	
Auto Color Detect Color Sensitivity 1–9 (5*) Area Sensitivity 1–9 (5*)	Set the amount of color that the printer detects from the original document.
Contrast Best for Content* 0 1 2 3 4 5	Specify the contrast of the output.
Background Removal Background Detection Content-based* Fixed Level –4 to 4 (0*)	Adjust the amount of background visible on a scanned image. If you want to remove the background color from the original document, then set Background Detection to Content-based. If you want to remove image noise from a photo, then set Background Detection to Fixed.
Auto Center Off* On	Align the content at the center of the page.
Mirror Image Off* On	Create a mirror image of the original document.
Negative Image Off* On	Create a negative image of the original document.
Shadow Detail –4 to 4 (0*)	Adjust the amount of shadow detail visible on a scanned image.

MENU ITEM	DESCRIPTION
Scan Edge to Edge Off* On	Allow edge-to-edge scanning of the original document.
Sharpness 1–5 (3*)	Adjust the sharpness of a scanned image.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Admin Controls

MENU ITEM	DESCRIPTION
Allow Color Copies Off On*	Print copies in color.
Allow Priority Copies Off On*	Interrupt a print job to copy a page or document.
Allow Save as Shortcut Off On*	Save custom copy settings as shortcuts.
Adjust ADF Skew Off On*	Set the printer to adjust the skewed images from documents that are scanned from the ADF.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax



Note: Some menu options are only available in Embedded Web Server.

FAX MODE

MENU ITEM	DESCRIPTION
Fax Mode Fax Fax Server Disabled	Select a fax mode.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

FAX SETUP

General Fax Settings

MENU ITEM	DESCRIPTION
Fax Name	Identify your fax machine.
Fax Number	Identify your fax number.
Fax ID Fax Name Fax Number*	Notify fax recipients of your fax name or fax number.
Memory Use All receive Mostly receive Equal* Mostly send All send	Set the amount of internal printer memory allocated for faxing. This menu item prevents memory buffer conditions and failed faxes.
Cancel Faxes Allow* Don't Allow	Cancel outgoing faxes before they are transmitted, or cancel incoming faxes before they finish printing.
Fax Number Masking Off*	Specify the format for masking an outgoing fax number.

MENU ITEM	DESCRIPTION
From Left From Right	
Digits to Mask 0–58 (0*)	Specify the number of digits to mask in an outgoing fax number.
Enable Line Connected Detection Off On*	Determine whether a telephone line is connected to the printer. Detection takes place when turning on the printer and before each call.
Optimize Fax Compatibility	Configure the printer fax functionality for optimal compatibility with other fax machines.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax Send Settings

MENU ITEM	DESCRIPTION
Resolution Standard* Fine Super Fine Ultra Fine	Set the resolution of the scanned image. A higher resolution increases fax transmission time and requires higher memory.
Original Size [List of paper sizes]	Specify the size of the original document. Mixed Sizes is the U.S. factory default setting. A4 is the international factory default setting.
Orientation Portrait* Landscape	Specify the orientation of the original document.
Sides Off* Long Edge Short Edge	Specify the page orientation of text and graphics when scanning a 2-sided document.
Content Type Text*	Improve the output result based on the content of the original document.

MENU ITEM	DESCRIPTION
Text/Photo Photo Graphics	
Content Source Black and White Laser* Color Laser Inkjet Photo/Film Magazine Newspaper Press Other	Improve the output result based on the source of the original document.
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Behind a PABX Off* On	Set the printer to dial a fax number without waiting to recognize the dial tone. Private Automated Branch Exchange (PABX) is a telephone network that allows a single access number to offer multiple lines to outside callers.
Dial Mode Tone* Pulse	Specify the dial mode for incoming or outgoing faxes.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Advanced Imaging

MENU ITEM	DESCRIPTION
Color Balance 1–9 (5*)	Adjust the amount of toner used for each color.
Color Dropout None* Red	Specify which color to drop during scanning, and adjust the dropout setting for that color.

MENU ITEM	DESCRIPTION
Green Blue Default Red Threshold 0–255 (128*) Default Green Threshold 0–255 (128*) Default Blue Threshold 0–255 (128*)	
Contrast Best for Content*	Set the contrast of the output.
Background Removal Background Detection Content-based* Fixed Level –4 to 4 (0*)	Adjust the amount of background visible on a scanned image. If you want to remove the background color from the original document, then set Background Detection to Content-based. If you want to remove image noise from a photo, then set Background Detection to Fixed.
Mirror Image Off* On	Create a mirror image of the original document.
Negative Image Off* On	Create a negative image of the original document.
Shadow Detail –4 to 4 (0*)	Adjust the amount of shadow detail visible on a scanned image.
Scan Edge to Edge Off* On	Allow edge-to-edge scanning of the original document.
Sharpness 1–5 (3*)	Adjust the sharpness of the scanned image.

MENU ITEM	DESCRIPTION
Temperature –4 to 4 (0*)	Specify whether to generate a cooler or warmer output.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Admin Controls

MENU ITEM	DESCRIPTION
Automatic Redial 0–9 (5*)	Adjust the number of redial attempts based on the activity levels of recipient fax machines.
Redial Frequency 1–200 minutes (3*)	Increase the time between redial attempts to increase the chance of sending fax successfully.
Enable ECM Off On*	Activate Error Correction Mode (ECM) for fax jobs. ECM detects and corrects errors in the fax transmission process that are caused by telephone line noise and poor signal strength.
Enable Fax Scans Off On*	Fax documents that are scanned at the printer.
Driver to Fax Off On*	This feature is not supported by the driver.
Allow Save as Shortcut Off On*	Save fax numbers as shortcuts in the printer.
Max Speed 33600* 14400 9600 4800 2400	Set the maximum speed for sending fax.
Adjust ADF Skew Off	Set the printer to adjust the skewed images from documents that are scanned from the ADF.

MENU ITEM	DESCRIPTION
On*	
Enable Color Fax Scans Off by default* On by default Never use Always use	Enable color scans for fax.
Auto Convert Color Faxes to Mono Faxes Off On*	Convert all outgoing color faxes to black and white.
Confirm Fax Number Off* On	Ask the user to confirm the fax number.
Dial Prefix	Set a dialing prefix.
Dialing Prefix Rules Prefix Rule [x]	Establish a dialing prefix rule.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax Receive Settings

MENU ITEM	DESCRIPTION
Rings to Answer 1–25 (3*)	Set the number of rings for incoming fax.
Auto Reduction Off On*	Scale incoming fax to fit on the page.
Paper Source Tray [x] Multipurpose Feeder Auto*	Set the paper source for printing incoming fax.
Sides Off*	Print on both sides of the paper.

MENU ITEM	DESCRIPTION
On	
Separator Sheets None* Between Jobs	Specify whether to insert blank separator sheets when printing.
Separator Sheet Source Tray[x] (1*) Multipurpose Feeder	Specify the paper source for the separator sheet.
Output Bin Standard Bin	Specify the output bin for received faxes.
Fax Footer On Off*	Print the transmission information at the bottom of each page from a received fax.
Fax Footer Time Stamp Receive* Print	Print the time stamp at the bottom of each page from a received fax.
Holding Faxes Held Fax Mode Off* Always On Manual Scheduled	Hold received faxes from printing until they are released.
Admin Controls	
Enable Fax Receive Off On*	Set the printer to receive fax.
Enable Color Fax Receive Off On*	Set the printer to receive fax in color.
Enable Caller ID Off On*	Show the number that is sending the incoming fax.

MENU ITEM	DESCRIPTION
Block No Name Fax Off* On	Block incoming faxes sent from devices with no Private Caller ID or fax ID specified.
Banned Fax List Add Banned Fax	Specify the phone numbers that you want to block.
Answer On All Rings* Single Ring Only Double Ring Only Triple Ring Only Single or Double Rings Only Single or Triple Rings Only Double or Triple Rings Only	Set a distinctive ring pattern for incoming fax.
Auto Answer Off On*	Set the printer to receive fax automatically.
Fax Forwarding Print* Print and Forward Forward	Specify how to forward received fax.
Forward to Destination [x] Type Shortcut Number	Specify where to forward received fax. This field becomes active when Forward or Print and Forward are selected for Fax Forwarding.
Confirmation Email	Send a confirmation email when fax forwarding is successful. The email is sent only when forwarding to FTP or Network Share destinations.

MENU ITEM	DESCRIPTION
Max Speed 33600* 14400 9600 4800 2400	Set the maximum speed for transmitting fax.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax Cover Page

MENU ITEM	DESCRIPTION
Fax Cover Page Off by Default* On by Default Never Use Always Use	Configure the settings for the fax cover page.
Include To field Off* On	
Include From field Off* On	
From	
Include Message Field Off* On	
Message:	
Include Logo Off* On	
Import Fax Logo	

MENU ITEM	DESCRIPTION
Include Footer [x] Off* On	
Footer [x]	
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax Log Settings

MENU ITEM	DESCRIPTION
Transmission Log Frequency Always Never Only For Error	The frequency for printing logs.
Transmission Log Action Print - Off - On* Email - Off* - On Email Logs To - Include faxed document - Off - On*	The action for printing and Email logs.
Receive Error Log Print Never* Print on Error	Print a log for fax-receive failures.
Auto Print Logs On* Off	Print all fax activity.
Log Paper Source Tray [x] (1*) Multipurpose Feeder	Specify the paper source for printing logs.

MENU ITEM	DESCRIPTION
Logs Display Remote Fax Name* Dialed Number	Identify the sender by remote fax name or fax number.
Enable Job Log On* Off	View a summary of all fax jobs.
Enable Call Log On* Off	View a summary of fax dialing history.
Log Output Bin Standard Bin* Bin [x]	Specify the output bin for printed logs.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Speaker Settings

MENU ITEM	DESCRIPTION
Speaker Mode Always Off Always On On until Connected*	Set the fax speaker mode.
Speaker Volume Low* High	Adjust the fax speaker volume.
Ringer Volume Off On*	Enable the ringer volume.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

FAX SERVER SETUP

General Fax Settings

MENU ITEM	DESCRIPTION
To Format	Specify a fax recipient.  Note: If you want to use the fax number, then type the number sign (#) before a number.
Reply Address	Specify a reply address for sending fax.
Subject	Specify the fax subject and message.
Message	
Enable analog receive Off* On	Set the printer to receive analog faxes.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax Server Email Settings

MENU ITEM	DESCRIPTION
Use Email SMTP Server On* Off	Use the Simple Mail Transfer Protocol (SMTP) settings for email in receiving and sending faxes.  Note: When set to On, all other settings of the Fax Server Email Settings menus are not shown
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax Server Scan Settings

MENU ITEM	DESCRIPTION
Image Format PDF (.pdf)* TIFF (.tif) XPS (.xps)	Specify the file format for the scanned image.
Content Type Text*	Improve the output result based on the content of the original document.

MENU ITEM	DESCRIPTION
Text/Photo Photo Graphics	
Content Source Black and White Laser Color Laser* Inkjet Photo/Film Magazine Newspaper Press Other	Improve the output result based on the source of the original document
Fax Resolution Standard* Fine Super Fine Ultra Fine	Set the fax resolution.
Sides Off* Short Edge Long Edge	Specify the orientation of the original document when scanning on both sides of the document.
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Orientation Portrait* Landscape	Specify the orientation of text and graphics on the page.
Original Size [List of paper sizes]	Specify the size of the original document. Mixed Sizes is the U.S. factory default setting. A4 is the international factory default setting.  Note: The available list of paper sizes may vary depending on the printer model.

MENU ITEM	DESCRIPTION
Use Multi-Page Off On*	Choose between single - and multiple-page TIFF files.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Email



Note: Some menu options are only available in Embedded Web Server.

EMAIL SETUP

MENU ITEM	DESCRIPTION
Primary SMTP Gateway	Type the IP address or host name of the primary SMTP server for sending email.
Primary SMTP Gateway Port 1–65535 (25*)	Enter the port number of the primary SMTP server.
Secondary SMTP Gateway	Type the server IP address or host name of your secondary or backup SMTP server.
Secondary SMTP Gateway Port 1–65535 (25*)	Enter the server port number of your secondary or backup SMTP server.
SMTP Timeout 5–30 seconds (30*)	Set the time before the printer times out if the SMTP server does not respond.
Reply Address	Specify a reply address in the email.
Always use SMTP default Reply Address - Off* - On	Always use the default reply address in the SMTP server.
Use SSL/TLS - Disabled* - Negotiate - Required	Specify whether to send email using an encrypted link.
Require Trusted Certificate - Off - On*	Require a trusted certificate when accessing the SMTP server.
SMTP Server Authentication - No authentication required* - Login / Plain - NTLM - CRAM-MD5 - Digest-MD5 - Kerberos 5	Set the authentication type for the SMTP server.
Device-Initiated Email - None* - Use Device SMTP Credentials	Specify whether credentials are required for Device-initiated email.

MENU ITEM	DESCRIPTION
User-Initiated Email • None* • Use Device STMP Credentials • Use Session User ID and Password • Use Session Email address and Password • Prompt User	Specify whether credentials are required for User-initiated email.
Use Active Directory Device Credentials • Off* • On	Enable user credentials and group destinations to connect to the SMTP server.
Kerberos 5 Realm	Specify the realm for the Kerberos 5 authentication protocol.
Disable “SMTP server not set up” error • Off* • On	Hide the “SMTP server not set up” error message.
Device Userid	Specify the user ID and password to connect to the SMTP server.
Device Password	
Kerberos 5 Realm	Specify the realm for the Kerberos 5 authentication protocol.
NTLM Domain	Specify the domain name for the NTLM security protocol.
Disable “SMTP server not set up” error • Off* • On	Hide the “SMTP server not set up” error message.
Test Connection	Connection test supports device-based authentication.
Recipient Email Address	
Send Test Email to Recipient • Off* • On	
 Note: An asterisk (*) next to a value indicates the factory default setting.	

EMAIL DEFAULTS

MENU ITEM	DESCRIPTION
Subject	Specify the email subject and message.
Message	

MENU ITEM	DESCRIPTION
File Name	Specify the file name for the scanned image.
Format PDF (.pdf)* TIFF (.tif) JPEG (.jpg) XPS (.xps)	Specify the file format for the scanned image.
PDF Settings PDF Version 1.3 1.4 1.5* 1.6 1.7 Archival (PDF/A) Archival Version A-1a* A-1b A-2u Secure Off* On	Set the PDF format of the scanned image. Archival Version and Archival (PDF/A) are supported only when PDF Version is set to 1.4 and 1.7.  Note: The archival version, A-2u is only available for PDF version 1.7.
Split Job by Pages	Enter a number to split pages. The split pages are sent as separate emails. To disable, enter 0. The range is 1–999.
Content Type Text Text/Photo* Photo Graphics	Improve the output result based on the content of the original document.
Content Source Black and White Laser	Improve the output result based on the original document.

MENU ITEM	DESCRIPTION
Color Laser* Inkjet Photo/Film Magazine Newspaper Press Other	
Color Black and White Gray Color* Auto	Specify the color when scanning an image.
Resolution 75 dpi 150 dpi* 200 dpi 300 dpi 400 dpi 600 dpi	Set the resolution of the scanned image.
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Orientation Portrait* Landscape	Specify the orientation of text and graphics on the page.
Original Size [List of paper sizes]	Set the paper size of the original document. Mixed Sizes is the factory default setting.

MENU ITEM	DESCRIPTION
Sides Off* Long Edge Short Edge	Specify the page orientation of text and graphics when scanning a 2-sided document.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Advanced Imaging

MENU ITEM	DESCRIPTION
Color Balance Cyan to Red –4 to 4 (0*) Magenta to Green –4 to 4 (0*) Yellow to Blue –4 to 4 (0*)	Adjust the color intensity during scanning.
Color Dropout Color Dropout None* Red Green Blue Default Red Threshold 0–255 (128*) Default Green Threshold 0–255 (128*) Default Blue Threshold 0–255 (128*)	Specify which color to drop during scanning, and adjust the dropout setting for that color.
Auto Color Detect Color Sensitivity 1–9 (5*)	Set the amount of color that the printer detects from the original document. This menu item appears only when Color is set to Auto.

MENU ITEM	DESCRIPTION
Area Sensitivity 1–9 (5*) Email Bit Depth 1 bit* 8 bit Minimum Scan Resolution • 75 dpi • 150 dpi • 200 dpi • 300 dpi*	
JPEG Quality Best for content* 5–95	Set the quality of a JPEG-format scanned image. • 5 reduces the file size, but lessens the image quality. • 95 provides the best image quality, but produces a large file size.
Contrast Best for content* 0 1 2 3 4 5	Specify the contrast of the output.
Background Removal Background Detection Content-based* Fixed Level –4 to 4 (0*)	Adjust the amount of background visible on a scanned image. If you want to remove the background color from the original document, then set Background Detection to Content-based. If you want to remove image noise from a photo, then set Background Detection to Fixed.
Mirror Image Off* On	Create a mirror image of the original document.

MENU ITEM	DESCRIPTION
Negative Image Off* On	Create a negative image of the original document.
Shadow Detail –4 to 4 (0*)	Adjust the amount of shadow detail visible on a scanned image.
Scan Edge to Edge Off* On	Allow edge-to-edge scanning of the original document.
Sharpness 1–5 (3*)	Adjust the sharpness of a scanned image.
Temperature –4 to 4 (0*)	Specify whether to generate a cooler or warmer output.
Blank Pages Blank Page Removal Do Not Remove* Remove Blank Page Sensitivity 1–9 (5*)	Specify whether to include blank pages.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Admin Controls

MENU ITEM	DESCRIPTION
Max Email Size 0–65535 (0*)	Set the allowable file size for each email.
Size Error Message	Specify an error message that the printer sends when an email exceeds its allowable file size. You can type up to 1024 characters.
Limit Destinations	Limit sending of email only to the specified list of domain names. Use a comma to separate each domain.
Send Me a Copy	Send a copy of the email to yourself.

MENU ITEM	DESCRIPTION
Never appears* On by Default Off by Default Always On	
Allow self-emails only Off* On	When enabled, the user must be logged in and have a valid email address to send emails. Emails can only be sent to the logged-in user's email address.
Use cc:/bcc: Off* On	Enable carbon copy and blind carbon copy in email.
Use Multi-Page TIFF On* Off	Choose between single- and multiple-page TIFF files.
TIFF Compression LZW* JPEG	Set a compression option for TIFF files.
Text Default 5–95 (75*)	Set the quality of text on a scanned image.
Text/Photo Default 5–95 (75*)	Set the quality of text or photo on a scanned image.
Photo Default 5–95 (50*)	Set the quality of a photo on a scanned image.
Adjust ADF Skew Off On*	Set the printer to adjust the skewed images from documents that are scanned from the ADF.
Transmission Log Print log* Do Not Print Log Print Only for Error	Print a log for successful email transmission.
Log Paper Source Tray [x] (1*)	Specify the paper source for printing logs.

MENU ITEM	DESCRIPTION
Multipurpose Feeder	
Allow Save as Shortcut Off On*	Save email addresses as shortcuts. When set to Off, the Save As Shortcut button does not appear on the email Destination screen.
Email Images Sent As Attachment* Web Link	Specify how to send the images in email.
Reset Email Information After Sending Off On*	Restore the default email information after sending an email.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

WEB LINK SETUP



Note: Use the Web Link Setup to transfer scanned documents and images to an FTP server and send link to the documents and images to email recipients.

MENU ITEM	DESCRIPTION
Server	Set the FTP sever address.
Login	Set the user name of the FTP server.
Password	Set the password to use for the user name on the FTP server.
Path	Set the path on the FTP server to use for the web link.
File Name	Set the file name to use for the web link.
Web Link	Set the web link.

FTP



Note: Some menu options are only available in Embedded Web Server.

FTP DEFAULTS

MENU ITEM	DESCRIPTION
Format JPEG (.jpg) PDF (.pdf)* TIFF (.tif) XPS (.xps)	Specify the file format for the scanned image. The menu items may vary depending on your printer model.
PDF Settings PDF Version 1.3 1.4 1.5* 1.6 1.7 Archival (PDF/A) Off* On Archival Version A-1a* A-1b A-2u Secure Off* On	Set the PDF format for the scanned image. Archival Version and Archival (PDF/A) are supported only when PDF Version is set to 1.4 and 1.7.  Note: The archival version, A-2u is only available for PDF version 1.7.
Content Type Text Text/Photo* Graphics Photo	Improve the output result based on the content of the original document.

MENU ITEM	DESCRIPTION
Content Source Black and White Laser Color Laser* Inkjet Photo/Film Magazine Newspaper Press Other	Improve the output result based on the source of the original document.
Color Black and White Gray Color* Auto	Specify the color when scanning an image.
Resolution 75 dpi 150 dpi* 200 dpi 300 dpi 400 dpi 600 dpi	Set the resolution of the scanned image.
Darkness 1 to 9 (5*)	Adjust the darkness of the scanned image.
Orientation Portrait* Landscape	Specify the orientation of text and graphics on the page.
Original Size [List of paper sizes]	Set the paper size of the original document. - Letter is the U.S. factory default setting. A4 is the international factory default setting. - The menu items may vary depending on your printer model.
Sides	Specify the page orientation of text and graphics when

MENU ITEM	DESCRIPTION
Off*	scanning a 2-sided document.
Long Edge	
Short Edge	
File Name	Specify the file name of the scanned image.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Advanced Imaging

MENU ITEM	DESCRIPTION
Color Balance –4 to 4 (0*)	Adjust the amount of toner used for each color in scan output.
Color Dropout Color Dropout None* Red Green Blue Default Red Threshold 0–255 (128*) Default Green Threshold 0–255 (128*) Default Blue Threshold 0–255 (128*)	Specify which color to drop during scanning, and adjust the dropout setting for that color.
Auto Color Detect Color Sensitivity 1–9 (5*) Area Sensitivity 1–9 (5*)	Set the amount of color that the printer detects from the original document. This menu item appears only when Color is set to Auto.
FTP Bit Depth 1 bit* 8 bit	Configure the auto color detection setting.

MENU ITEM	DESCRIPTION
Minimum Scan Resolution 75 dpi 150 dpi 200 dpi 300 dpi*	
JPEG Quality Best for content* 5–95	Set the quality of a JPEG-format image. • 5 reduces the file size, but lessens the image quality. • 90 provides the best image quality, but produces a large file size.
Contrast Best for content* 0 1 2 3 4 5	Specify the contrast of the output.
Background Removal Background Detection Content-based* Fixed Level –4 to 4 (0*)	Adjust the amount of background visible on a scanned image. If you want to remove the background color from the original document, then set Background Detection to Content-based. If you want to remove image noise from a photo, then set Background Detection to Fixed.
Mirror Image Off* On	Create a mirror image of the original document.
Negative Image Off* On	Create a negative image of the original document.
Shadow Detail –4 to 4 (0*)	Adjust the amount of shadow detail visible on a scanned image.

MENU ITEM	DESCRIPTION
Scan Edge to Edge Off* On	Allow edge-to-edge scanning of the original document.
Sharpness 1–5 (3*)	Adjust the sharpness of a scanned image.
Temperature –4 to 4 (0*)	Specify whether to generate a cooler or warmer output.
Blank Pages Blank Page Removal Do Not Remove* Remove Blank Page Sensitivity 1–9 (0*)	Specify whether to include blank pages.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Admin Controls

MENU ITEM	DESCRIPTION
Text Default 5–95 (75*)	Set the quality of text on a scanned image.
Text/Photo Default 5–95 (75*)	Set the quality of text or photo image on a scanned image.
Photo Default 5–95 (50*)	Set the quality of a photo image on a scanned image.
Use Multi-Page TIFF On* Off	Choose between single- and multiple-page TIFF files.
TIFF Compression LZW* JPEG	Set a compression option for TIFF files.
Transmission Log	Print a log for successful FTP scan transmission.

MENU ITEM	DESCRIPTION
Print Log*	
Do Not Print Log	
Print Only for Error	
Log Paper Source	Specify the paper source for printing FTP logs.
Tray [x] (1*)	
Multipurpose Feeder	
Allow Save as Shortcut	Save custom FTP settings as shortcuts.
Off	
On*	
Adjust ADF Skew	Set the printer to adjust the skewed images from documents that are scanned from the ADF.
Off	
On*	
Use Passive FTP	When enabled, the FTP server specifies the data port that the printer will connect to.
Off*	
On	
 Note: An asterisk (*) next to a value indicates the factory default setting.	

USB Drive



Important: Some features are system administrator functions, and the options are hidden from view. For more information, refer to www.xerox.com to view the *Embedded Web Server Administrator Guide* and drivers for your printer.



Note: Some menu options are only available in Embedded Web Server.

FLASH DRIVE SCAN

MENU ITEM	DESCRIPTION
Format PDF (.pdf)* TIFF (.tif) JPEG (.jpg) XPS (.xps)	Specify the file format for the scanned image. The settings may vary depending on your printer model.
PDF Settings PDF Version 1.3 1.4 1.5* 1.6 1.7 Archival (PDF/A) Off* On Archival Version A-1a* A-1b A-2u Secure Off* On	Set the PDF format for the scanned image. Archival Version and Archival (PDF/A) are supported only when PDF Version is set to 1.4 and 1.7.  Note: The archival version, A-2u is only available for PDF version 1.7.
Content Type Text	Improve the output result based on the content of the original document.

MENU ITEM	DESCRIPTION
Text/Photo* Graphics Photo	
Content Source Black and White Laser Color Laser* Inkjet Photo/Film Magazine Newspaper Press Other	Improve the output result based on the source of the original document.
Color Black and White Gray Color* Auto	Specify the color when scanning an image.
Resolution 75 dpi 150 dpi* 200 dpi 300 dpi 400 dpi 600 dpi	Set the resolution of the scanned image.
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Orientation Portrait* Landscape	Specify the orientation of text and graphics on the page.
Original Size [List of paper sizes]	Set the paper size of the original document.

MENU ITEM	DESCRIPTION
	- Letter is the U.S. factory default setting. A4 is the international factory default setting. - This menu item may vary depending on your printer model.
Sides Off* Long edge Short edge	Specify the page orientation of text and graphics when scanning a 2-sided document.
File Name	Specify the file name of the scanned image.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Advanced Imaging

MENU ITEM	DESCRIPTION
Color Balance	Adjust the amount of toner used for each color.
Color Dropout Color Dropout None* Red Green Blue Default Red Threshold 0–255 (128*) Default Green Threshold 0–255 (128*) Default Blue Threshold 0–255 (128*)	Specify which color to drop during scanning, and adjust the dropout setting for that color.
Auto Color Detect Color Sensitivity 1–9 (5*) Area Sensitivity 1–9 (5*)	Set the amount of color that the printer detects from the original document. This menu item appears only when Color is set to Auto.

MENU ITEM	DESCRIPTION
JPEG Quality Best for content* 5–95	Set the quality of a JPEG-format image. - Five reduces the file size, but lessens the image quality. - Ninety provides the best image quality, but produces a large file size.
Contrast Best for content* 0 1 2 3 4 5	Specify the contrast of the output.
Background Removal Background Detection Content-based* Fixed Level -4 to 4 (0*)	Adjust the amount of background visible on a scanned image. If you want to remove the background color from the original document, then set Background Detection to Content-based. If you want to remove image noise from a photo, then set Background Detection to Fixed.
Mirror Image Off* On	Create a mirror image of the original document.
Negative Image Off* On	Create a negative image of the original document.
Shadow Detail -4 to 4 (0*)	Adjust the amount of shadow detail visible on a scanned image.
Scan Edge to Edge Off* On	Allow edge-to-edge scanning of the original document.
Sharpness 1–5 (3*)	Adjust the sharpness of a scanned image.

MENU ITEM	DESCRIPTION
Temperature -4 to 4 (0*)	Specify whether to generate a cooler or warmer output.
Blank Pages Blank Page Removal Blank Page Sensitivity	Specify whether to include blank pages.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Admin Controls

MENU ITEM	DESCRIPTION
Text Default 5–95 (75*)	Set the quality of text on a scanned image.
Text/Photo Default 5–95 (75*)	Set the quality of text or photo on a scanned image.
Photo Default 5–95 (75*)	Set the quality of a photo on a scanned image.
Use Multi-Page TIFF On* Off	Choose between single- and multiple-page TIFF files.
TIFF Compression LZW* JPEG	Set the compression for TIFF files.
Adjust ADF Skew Off On*	Set the printer to adjust the skewed images from documents that are scanned from the ADF.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

FLASH DRIVE PRINT

MENU ITEM	DESCRIPTION
Number of Copies 1–9999 (1*)	Set the number of copies.
Paper Source • Tray 1* • Manual Paper • Manual Envelope	Set the paper source for the print job.
Color • Off • On*	Print a flash drive file in color.
Collate • On [1,2,1,2,1,2]* • Off [1,1,1,2,2,2]	Keep the pages of a print job stacked in sequence, particularly when printing multiple copies of the job.
Sides • 1-Sided* • 2-Sided	Specify whether to print on one side or both sides of the paper.
Flip Style • Long Edge* • Short Edge	Determine which side of the paper is bound when performing 2-sided printing.
Pages per Side • Off* • 2 pages per side • 3 pages per side • 4 pages per side • 6 pages per side • 9 pages per side • 12 pages per side • 16 pages per side	Print multiple page images on one side of a sheet of paper.
Pages per Side Ordering • Horizontal* • Reverse Horizontal • Reverse Vertical • Vertical	Specify the positioning of multiple page images when using Pages per Side menu.
Pages per Side Orientation • Auto* • Landscape • Portrait	Specify the orientation of multiple page images when using Pages per Side menu.

MENU ITEM	DESCRIPTION
Pages per Side Border • None* • Solid	Print a border around each page image when using Pages per Side menu.
Separator Sheets • Off* • Between Copies • Between Jobs • Between Pages	Insert blank separator sheets when printing.
Separator Sheet Source • Tray 1*	Specify the paper source for the separator sheet.
Blank Pages • Do Not Print* • Print	Print blank pages in a print job.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Network/Ports



Important: Some features are system administrator functions, and the options are hidden from view. For more information, refer to www.xerox.com to view the *Embedded Web Server Administrator Guide* and drivers for your printer.



Note: Some menu options are only available in Embedded Web Server.

NETWORK OVERVIEW

MENU ITEM	DESCRIPTION
Active Adapter Auto* Standard Network Wireless	Specify how a network is connected. Wireless appears only when a wireless network adapter is installed.
Network Status	Show the connection status of the printer network.
Display Network Status on Printer On* Off	Show the network status on the display.
Speed, Duplex	Show the speed of the currently active network card.
IPv4	Show the IPv4 address.
All IPv6 Addresses	Show all IPv6 addresses.
Reset Print Server	Reset all active network connections to the printer. This setting removes all network configuration settings.
Network Job Timeout Off On* (90 seconds)	Set the time before the printer cancels a network print job.
Banner Page Off* On	Print a banner page.
Scan to PC Port Range 9751:12000*	Specify a valid port range for printers that are behind a port blocking firewall.
Enable Network Connections - On* - Off	

MENU ITEM	DESCRIPTION
Enable LLDP - On - Off*	
 Note: An asterisk (*) next to a value indicates the factory default setting.	

WIRELESS



Note: This menu is available only in printers connected to a Wi-Fi network or printers that have a wireless network adapter.

MENU ITEM	DESCRIPTION
Wireless Connection Setup Network Name	Configure the Wi-Fi connection using the control panel.
Compatibility 802.11 b/g/n (2.4 GHz) 802.11 a/b/g/n/ac (2.4 GHz/5 GHz)* 802.11 a/n/ac (5 GHz)	Specify the standard for the Wi-Fi network.  Note: 802.11 a/b/g/n/ac (2.4 GHz/5 GHz) and 802.11 a/n/ac (5 GHz) only appear when a Wi-Fi option is installed.
Wireless Security Mode - Disabled* - WPA2/WPA-Personal - WPA2/WPA-PSK Encryption Mode - AES - Set Pre-Shared Key - WPA2-Personal - WPA2-PSK Encryption Mode - AES - Set Pre-Shared Key - WPA2/WPA3 - Personal - WPA2/WPA3 - PSK Encryption Mode - Set Pre-Shared Key - WPA3 - Personal - WPA3 - PSK Encryption Mode - Set Pre-Shared Key 802.1x - RADIUS	Set the type of security for connecting the printer to wireless devices. Enable wireless security through Wi-Fi Protected Access (WPA) or through 802.1x standard. When set to WPA security mode, for the Pre-Shared Key, enter the password for the secure wireless connection. When set to 802.1x-RADIUS, ensure to configure the 802.1x authentication settings to avoid network disconnection. PMF is Protected Management Frames.

MENU ITEM	DESCRIPTION
– 802.1x Encryption Mode – WPA + – WPA2* – WPA2 + PMF	
IPv4 • Enable DHCP – On* – Off • Set Static IP Address – IP Address – Netmask – Gateway	Enable Dynamic Host Configuration Protocol (DHCP) and configure static IP address. DHCP is a standard protocol that allows a server to distribute IP addressing and configuration information dynamically to clients.
IPv6 • Enable IPv6 – On* – Off • Enable DHCPv6 – On – Off* • Stateless Address Auto configuration – On* – Off • DNS Server Address • Manually Assigned IPv6 Address • Manually Assigned IPv6 Router • Address Prefix 0–128 (64*) • All IPv6 Addresses • All IPv6 Router Addresses	Enable and configure IPv6 settings in the printer.
Network Address • UAA • LAA	View the network addresses.
PCL SmartSwitch • On* • Off	Set the printer to switch automatically to PCL emulation when a print job requires it, regardless of the default printer language.

MENU ITEM	DESCRIPTION
	If PCL SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
PS SmartSwitch - On* - Off	Set the printer to switch automatically to PS emulation when a print job requires it, regardless of the default printer language. If PS SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
Mac Binary PS - Auto* - On - Off	Set the printer to process Macintosh binary PostScript print jobs. - On processes raw binary PostScript print jobs. - Off filters print jobs using the standard protocol.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

WI-FI DIRECT

MENU ITEM	DESCRIPTION
Enable Wi-Fi Direct - On - Off*	Set the printer to connect directly to Wi-Fi devices.
Wi-Fi Direct Name	Specify the name of the Wi-Fi Direct network.
Wi-Fi Direct Password	Set the password to authenticate and validate users on a Wi-Fi connection.
Show Password on Setup Page - Off - On*	Show the Wi-Fi Direct Password on the Network Setup Page.
Preferred Channel Number 1–11 - Auto*	Set the preferred channel of the Wi-Fi network.
Group Owner IP Address	Specify the IP address of the group owner.

MENU ITEM	DESCRIPTION
Auto-Accept Push Button Requests - Off* - On	Accept requests to connect to the network automatically.  Note: Accepting clients automatically is not secured.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

AIRPRINT

MENU ITEM	DESCRIPTION
Overview All Print Functions: Enabled	
AirPrint - Enabled* - Disabled	
Bonjour Name	The name to use to identify the printer on Airprint.
Organization Name	
Organizational Unit	
Printer Location	
Printer's Latitude	GPS latitude of the printer. The range is -90 to 90.
Printer's Longitude	GPS longitude of the printer. The range is -180 to 180.
Printer's Altitude	GPS altitude of the printer. The range is -100000 to 100000.
More Options	From the Embedded Web Server, navigate to Settings > Network/Ports > AirPrint > More Options for the following options.
Supplies Black Cartridge Cyan Cartridge Magenta Cartridge Yellow Cartridge Imaging Kit Waste Toner Bottle	This menu lists the supplies status/notifications.
Printer	This menu lists the printer specifications and input/

MENU ITEM	DESCRIPTION
Device Type	output tray status/notifications.
Device Speed	
Firmware Level	
Multipurpose Feeder	
Tray 1	
Tray 2	
Tray 3	
Tray 4	
Standard Bin	
Login Methods	For more information, refer to Login Methods .
Certificate Management	For more information, refer to Certificate Management .
Confidential Print Setup	For more information, refer to Confidential Print Setup .

MOBILE SERVICES MANAGEMENT

MENU ITEM	DESCRIPTION
Enable IPP Print - On* - Off	Enable IPP Print setting in the Printer.
Enable IPP Fax - On* - Off	Enable IPP Fax setting in the Printer.
Enable IPP Over USB - On* - Off	Enable IPP Over USB setting in the Printer.  Note: After changing this setting, user needs to restart the Printer.
Enable Scan - On* - Off	Enable Mobile Scan setting in the Printer.
Enable Mopria Print Discovery - On* - Off	Enable Mopria Print Discovery setting in the Printer.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

ETHERNET

MENU ITEM	DESCRIPTION
Network Speed	Show the speed of an active network adapter.
IPv4 • Enable DHCP (On*) • Set Static IP Address	Configure the IPv4 settings.
IPv6 • Enable IPv6 (On*) • Enable DHCPv6 (Off*) • Stateless Address Autoconfiguration (On*) • DNS Server Address • Manually Assigned IPV6 Address • Manually Assigned IPV6 Router • Address Prefix (64*) • All IPv6 Addresses • All IPv6 Router Addresses	Configure the IPv6 settings.
Network Address • UAA • LAA	Specify the network address.
Network Address PCL SmartSwitch • Off • On*	Set the printer to switch automatically to PCL emulation when a print job requires it, regardless of the default printer language.  Note: When this setting is disabled, the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
Network Address PS SmartSwitch • Off* • On	Set the printer to switch automatically to PostScript emulation when a print job requires it, regardless of the default printer language.  Note: When this setting is disabled, the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
Mac Binary PS • Auto* • On • Off	Set the printer to process Macintosh binary PostScript print jobs.

MENU ITEM	DESCRIPTION
	 Note: • Auto processes print jobs from computers using either Windows or Macintosh operating systems. • Off filters PostScript print jobs using the standard protocol.
Energy Efficient Ethernet • Off • On • Auto*	Reduce power consumption when the printer does not receive data from the Ethernet network.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

TCP/IP



Note: This menu appears only in network printers or printers attached to print servers.

MENU ITEM	DESCRIPTION
Set Hostname	Set the current TCP/IP host name.
Domain Name	Set the domain name.
Allow DHCP/BOOTP to update NTP server • On* • Off	Allow the DHCP and BOOTP clients to update the NTP settings of the printer.
Zero Configuration Name	Specify a service name for the zero configuration network.
Enable Auto IP • Off • On*	Assign an IP address automatically.
DNS Server Address	Specify the current Domain Name System (DNS) server address.
Backup DNS Server Address	Specify the backup DNS server addresses.
Backup DNS Server Address 2	
Backup DNS Server Address 3	
Domain Search Order	Specify a list of domain names to locate the printer and its resources that reside in different domains on the network.
Enable DDNS	Update the Dynamic DNS settings.

MENU ITEM	DESCRIPTION
- Off* - On	
DDNS TTL	Specify the current DDNS settings.
Default TTL	
DDNS Refresh Time	
Enable mDNS - Off - On*	Update multicast DNS settings.
WINS Server Address	Specify a server address for Windows Internet Name Service (WINS).
Enable BOOTP - Off* - On	Allow the BOOTP to assign a printer IP address.
Restricted Server List	Specify an IP address for the TCP connections.  Note: - Use a comma to separate each IP address. - You can add up to 50 IP addresses.
Restricted Server List Options - Block All Ports* - Block Printing Only - Block Printing and HTTP Only	Specify the access option for IP addresses that are not in the list.
MTU 256–1500 Ethernet (1500*)	Specify a maximum transmission unit (MTU) parameter for the TCP connections.
Raw Print Port 1–65535 (9100*)	Specify a raw port number for printers connected on a network.
Outbound Traffic Maximum Speed - Off* - On	Set the maximum transfer rate of the printer.  Note: When enabled, the option for this setting is 100–1000000 Kilobits/second.
TLS Support - TLSv1.3 is supported by default - Enable TLSv1.0 (Off*) - Enable TLSv1.1 (Off*) - Enable TLSv1.2 (On*)	Enable the Transport Layer Security protocol.
SSL Cipher List	Ready Only list of cipher algorithms used for the TLS connections.

MENU ITEM	DESCRIPTION
TLSv1.3 SSL Cipher List	Ready Only list of cipher algorithms used for TLSv1.3 connections.
TCP/IP Port Access [Port Names x] - On - Off	Lists all of the Ports available and their status.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

SNMP



Note: This menu appears only in network printers or printers that are attached to print servers.

MENU ITEM	DESCRIPTION
SNMP Versions 1 and 2c - Enabled - Off - On* - Allow SNMP Set - Off - On* - Enable PPM (Printer Port Monitor) MIB - Off - On* - GET SNMP Community - SET SNMP Community	Configure Simple Network Management Protocol (SNMP) versions 1 and 2c to install print drivers and applications.
SNMP Version 3 - Enabled - Off* - On - Context Name - Set Read/Write Credentials - User Name - Authentication Password - Privacy Password - Set Read-only Credentials	Configure SNMP version 3 to install and update the printer security.

MENU ITEM	DESCRIPTION
– User Name – Authentication Password – Privacy Password • Authentication Hash – MD5 – SHA1* • Minimum Authentication Level – No Authentication, No Privacy – Authentication, No Privacy – Authentication, Privacy* • Privacy Algorithm – DES – AES-128*	
Set SNMP Traps • Trap Destination: 1–20 • IP Address • Output Hopper Full – On – Off* • Load Paper – On – Off* • Paper Jam – On – Off* • Toner Low – On – Off* • Service Required – On – Off* • Cover Opened	Configure SNMP Traps on certain conditions.

MENU ITEM	DESCRIPTION
– On – Off* • Page Complexity Error – On – Off* • Offline – On – Off* • Printer MIB (RFC 1759) – On – Off* • MPS MIB – On – Off*	
 Note: An asterisk (*) next to a value indicates the factory default setting.	

IPSEC



Note: This menu appears only in network printers or printers that are attached to print servers.

MENU ITEM	DESCRIPTION
Enable IPsec • Off* • On	Enable Internet Protocol Security (IPSec).
Base Configuration • Default* • Compatibility • Secure	Set the IPSec base configuration.
DH (Diffie-Hellman) Group Proposal • modp2048 (14)* • modp3072 (15) • modp4069 (16) • modp6144 (17)	Set the IPSec base configuration.
Proposed Encryption Method • 3DES • AES*	Set the encryption method.

MENU ITEM	DESCRIPTION
Proposed Authentication Method • SHA1 • SHA256* • SHA512	Set the authentication method.
IKE SA Lifetime (Hours) • 1 • 2 • 4 • 8 • 24*	Specify the IKE SA expiry period.
IPSec SA Lifetime (Hours) • 1 • 2 • 4 • 8* • 24	Specify the IPSec SA expiry period.
IPSec Device Certificate	Specify an IPSec certificate.
Pre-Shared Key Authenticated Connections • Host [x]	Configure the authenticated connections of the printer.
Certificate Authenticated Connections • Host [x] Address[/subnet]	
 Note: An asterisk (*) next to a value indicates the factory default setting.	

802.1X



Note: This menu appears only in network printers or printers that are attached to print servers.

MENU ITEM	DESCRIPTION
Active • Off* • On	Let the printer join networks that require authentication before allowing access.
802.1x Authentication • Device Login Name • Device Login Password • Validate Serve Certificate (On*) • Enable Event Logging (Off*) • 802.1x Device Certificate	Configure the settings for authenticating the 802.1x connection.

MENU ITEM	DESCRIPTION
Authentication Mechanisms • EAP - MD5 (On*) • EAP - MSCHAPv2 (On*) • LEAP (On*) • PEAP (On*) • EAP - TLS (On*) • EAP - TTLS (On*) • TTLS Authentication Method – CHAP – MSCHAP – MSCHAPv2* – PAP	Configure the allowed authentication mechanisms for the 802.1x connection.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

LPD CONFIGURATION



Note: This menu appears only in network printers or printers that are attached to print servers.

MENU ITEM	DESCRIPTION
LPD Timeout 0–65535 seconds (90*)	Set the time-out value to stop the Line Printer Daemon (LPD) server from waiting indefinitely for hung or invalid print jobs.
LPD Banner Page • Off* • On	Print a banner page for all LPD print jobs.  Note: A banner page is the first page of a print job used as a separator of print jobs and to identify the originator of the print job request.
LPD Trailer Page • Off* • On	Print a trailer page for all LPD print jobs.  Note: A trailer page is the last page of a print job.
LPD Carriage Return Conversion • Off* • On	Enable carriage return conversion.  Note: Carriage return is a mechanism that commands the printer to move the position of the cursor to the first position on the same line.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

HTTP/FTP SETTINGS

MENU ITEM	DESCRIPTION
Proxy • HTTP Proxy IP Address • HTTP Default IP Port • FTP Proxy IP Address • FTP Default IP Port • Authentication • User Name • Password • Local domains	Configure the HTTP and FTP server settings.
Other Settings	
Enable HTTP Server (On*)	Access the Embedded Web Server to monitor and manage the printer.
Enable HTTPS (On*)	Enable Hypertext Transfer Protocol Secure (HTTPS) to encrypt data transferring to and from the print server.
Force HTTPS Connections (Off*)	Force the printer to use HTTPS connections.
Enable FTP/TFTP (On*)	Send files using FTP/TFTP.
HTTPS Device Certificate (default*)	View the HTTP device certificate used on the printer.
Timeout for HTTP/FTP Requests (30*)	Specify the amount of time before the server connection stops.
Retries for HTTP/FTP Requests (3*)	Set the number of retries to connect to the HTTP/FTP server.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

THINPRINT

MENU ITEM	DESCRIPTION
Enable ThinPrint • Off* • On	Print using ThinPrint.
Port Number 4000–4999 (4000*)	Set the port number for the ThinPrint server.
Bandwidth (bits/sec) 100–1000000 (0*)	Set the speed to transmit data in a ThinPrint environment.

MENU ITEM	DESCRIPTION
Packet Size (kbytes) 0–64000 (0*)	Set the packet size for data transmission.
 Note: For more information, refer to the <i>Embedded Web Server Administrator Guide</i> .	
 Note: An asterisk (*) next to a value indicates the factory default setting.	

USB

MENU ITEM	DESCRIPTION
PCL SmartSwitch - Off - On*	Set the printer to switch to PCL emulation when a print job received through a USB port requires it, regardless of the default printer language.  Note: When this setting is disabled, the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
PS SmartSwitch - Off - On*	Set the printer to switch to PS emulation when a print job received through a USB port requires it, regardless of the default printer language.  Note: When this setting is disabled, the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
Mac Binary PS - Auto* - On - Off	Set the printer to process Macintosh binary PostScript print jobs.  Note: - Auto processes print jobs from computers using either Windows or Macintosh operating. - Off filters PostScript print jobs using the standard protocol.
Enable USB Port - Disable - Enable*	Enable the standard USB port.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

RESTRICT EXTERNAL NETWORK ACCESS

MENU ITEM	DESCRIPTION
Restrict external network access • Off* • On	If enabled the printer monitors for restricted external connections. Once detected, the printer will disable the network connection and send an Email notification.
External network address	Specify the network addresses with restricted access.
Email address for notification	Specify an email address to send a notification of logged events.
Ping frequency 1–300 (10*)	Specify the network query interval in seconds.
Subject	Specify the subject and message of the notification email.
Message	
 Note: An asterisk (*) next to a value indicates the factory default setting.	

UNIVERSAL PRINT

Universal Print is a cloud-based print protocol that provides a simple and secure print solution for Microsoft® 365 users. Universal Print allows administrators to manage printers without the need for on-premises print servers. Universal Print enables users to access cloud printers without the need for print drivers.

You can use the Universal Print page to register your Xerox® device for Universal Print.

Prerequisites

- Microsoft Azure AD Account
- Windows 10 Client version 1903 or higher

MENU ITEM	DESCRIPTION
Status	Device is not currently registered with Universal Print.
Registration	User can use the Universal print page to register the Xerox® device for Universal Print.
Printer Name	The Default printer name appears. User can also update the Xerox® printer name.

MENU ITEM	DESCRIPTION
Register	To register, do the following steps: 1 Go to Settings > Network/Ports > Universal Print, then click Register. The Registration process authenticates the device with Microsoft® Azure® Active Directory. 2 The Register Device window appears. To copy the registration code, click Copy, then click the link https://microsoft.com/device/login.  Note: The registration code expires after 15 minutes. The registration process needs to be completed before the code expires. 3 A Microsoft-managed webpage opens. Do the following steps: - a Paste the registration code into the code field in the Enter code window, then click Next. - b Select the appropriate Microsoft® account in the Pick an account window.  Note: For registration, select an available Microsoft® account. The selected account is used solely to establish a trusted connection for the device with the Universal Print service. After registration, Universal Print does not use the account again. 4 A Xerox Universal Print window appears. Click Continue and close the window.
 Note: For more information, refer to the <i>Embedded Web Server Administrator Guide</i>.	

MENU ITEM	DESCRIPTION
Status	Device is online and registered with Universal Print.
Registration	User can use the Universal print page to deregister the Xerox® device for Universal Print.
Printer Name	Registered printer name appears.
Deregister	Use this function to deregister the device from the Universal Print Service.

Additional information for Universal Print

To add a Printer from Windows Server:

1. Go to **Settings > Printer & Scanners**, then click **Add a printer or scanner**.
2. Select the printer from the printer list, then click **Add device**. If the printer does not appear in the list, do the following steps:
 - a. Go to **Search for printers in my organization**.
 - b. Type the registered name on the text field, and click **Search**. Once the printer appears on the list, click **Add Device**.



Note: Windows 11 supports PIN-protected printing. For example, to protect your print, you can use a 4-digit PIN between 0 and 9.

Security



Important: Some features are system administrator functions, and the options are hidden from view. For more information, refer to www.xerox.com to view the *Embedded Web Server Administrator Guide* and drivers for your printer.



Note: Some menu options are only available in Embedded Web Server.

LOGIN METHODS

Public

MENU ITEM	DESCRIPTION
Manage Permissions • Function Access – Access Address Book in Apps – Modify Address Book – Manage Shortcuts – Create Profiles – Manage Bookmarks – Flash Drive Print – Flash Drive Color Printing – Flash Drive Scan – Copy Function – Copy Color Printing – Color Dropout – Email Function – Fax Function – FTP Function – Release Held Faxes – Held Jobs Access – Use Profiles – Cancel Jobs at the Device – Change Language – Internet Printing Protocol (IPP) – B/W Print – Color Print – Network Folder–Scan	Control access to the printer functions.
Manage Permissions • Administrative Menus – Security Menu – Network/Ports Menu – Paper Menu	Control access to the printer menus.

MENU ITEM	DESCRIPTION
– Reports Menu – Function Configuration Menus – Supplies Menu – Option Card Menu – SE Menu – Device Menu – Supplies Plan Menu	
Manage Permissions • Device Management – Remote Management – Firmware Updates – Apps Configuration – Embedded Web Server Access – Import / Export All Settings – Out of Service Erase	Control access to the printer management options.
Manage Permissions • Apps – New Apps – Slideshow – Change Wallpaper – Screen Saver – Card Copy – Scan Center – Scan Center Custom 1 – Scan Center Custom 2 – Scan Center Custom 3 – Scan Center Custom 4 – Scan Center Custom 5 – Scan Center Custom 6 – Scan Center Custom 7 – Scan Center Custom 8 – Scan Center Custom 9 – Scan Center Custom 10	Control access to the printer applications.

Local Accounts

MENU ITEM	DESCRIPTION
Add User • User Name/Password • User Name • Password • PIN	Create local accounts to manage access to the printer functions.
Manage Groups/Permissions	Show a list of all saved groups in the printer.

Network Accounts

MENU ITEM	DESCRIPTION
Add Login Method Active Directory Status is Joined or Not Joined. Join an Active Directory Domain: • Domain • User Name • Password • Organization Unit	Control group or user access to printer functions, applications, and security settings.
Add Login Method LDAP Setup Authentication Type • LDAP • LDAP + GSSAPI General Information • Setup Name • Server Address • Server Port • Required User Input – User Name and Password	Control group or user access to printer functions, applications, and security settings.

MENU ITEM	DESCRIPTION
– User Name Device Credentials • Anonymous LDAP Bind • Device Username • Device Password Advanced Options • Use SSL/TLS • Require Certificate • User ID Attribute • Mail Attribute • Fax Number Attribute • Full Name Attribute • Home Directory Attribute • Group Membership Attribute • Search Base • Search Timeout • Follow LDAP Referrals Search Specific Object Classes • person • Custom Object Class 1 • Custom Object Class 2 • Custom Object Class 3 Address Book Setup • Displayed Name • Max Search Results • Use user credentials • Search Attributes – cn – sn – givenName – samaccountname – uid – [mail attribute] – [fax attribute] – Custom Attribute 1 – Custom Attribute 2 – Custom Attribute 3	

MENU ITEM	DESCRIPTION
– Custom Filter	
Add Login Method Kerberos Setup General Simple Kerberos File • KDC Address • KDC Port • Realm Import Kerberos File • Browse Miscellaneous Settings • Character Encoding – UTF-8 – PC-858 – ISO 8859–2 – ISO 8859–5 – ISO 8859–9 • Disable Reverse IP Lookups	Control group or user access to printer functions, applications, and security settings.

CERTIFICATE MANAGEMENT

MENU ITEM	DESCRIPTION
Configure Certificate Auto Update • On • Off	To configure certificate auto update, the printer must be joined to an Active Directory Domain.
Configure Certificate Defaults • Common Name • Organization Name • Unit Name • Country/Region • Province Name • City Name • Subject Alternative Name	The settings defined on the Set Certificate Defaults window are used as the defaults for all generated certificates. Common Name: Leave this field blank to default the Common Name to the hostname. Organization Name: Leave this field blank to use the manufacturer name as the Organization Name. Country/Region: The country Name (C) must conform to ISO 3166 (2 characters only) or the certificate will not be generated. Subject Alternate Name: The Alternative Name (AN) and prefix must conform to RFC 2459 or the certificate will not be generated. If you want the Subject

MENU ITEM	DESCRIPTION
	Alternate Name.
Device Certificates • Generate • Import • Delete	The Device Certificates that are installed on the printer appear in the table below. Details include their Friendly Name, Common Name, Issuer Common Name, dates of validity, and an indication if they are signed or unsigned.
Manage CA Certificates • Upload CA • Delete	The Manage CA Certificates area shows any certificate authority certificates that are uploaded to the printer. If a CA certificate is uploaded, the table shows the CA Common Name and the dates of validity.

SCHEDULE USB DEVICES

MENU ITEM	DESCRIPTION
Schedule USB Devices Add New Schedule	Schedule access to the front USB port.

SECURITY AUDIT LOG

MENU ITEM	DESCRIPTION
Enable Audit Off* On	Record the events in the secure audit log and remote syslog.
Enable Remote Syslog Off* On	Send audit logs to a remote server.
Remote Syslog Server	Specify the remote syslog server.
Remote Syslog Port 1–65535 (514*)	Specify the remote syslog port.
Remote Syslog Method Normal UDP* Stunnel	Specify a syslog method to transmit logged events to a remote server.
Remote Syslog Facility 0 - Kernel Messages 1 - User-Level Messages	Specify a facility code that the printer uses when sending log events to a remote server

MENU ITEM	DESCRIPTION
2 - Mail System 3 - System Daemons 4 - Security/Authorization Messages* 5 - Messages Generated Internally by Syslogs 6 - Line Printer Subsystem 7 - Network News Subsystem 8 - UUCP Subsystem 9 - Clock Daemon 10 - Security/Authorization Messages 11 - FTP Daemon 12 - NTP Subsystem 13 - Log Audit 14 - Log Alert 15 - Clock Daemon 16 - Local Use 0 (local0) 17- Local Use 1 (local1) 18 - Local Use 2 (local2) 19 - Local Use 3 (local3) 20 - Local Use 4 (local4) 21 - Local Use 5 (local5) 22 - Local Use 6 (local6) 23 - Local Use 7 (local7)	
Severity of Events to Log 0 - Emergency 1 - Alert 2 - Critical 3 - Error 4 - Warning* 5 - Notice 6 - Informational 7 - Debug	Specify the priority level cutoff for logging messages and events.

MENU ITEM	DESCRIPTION
Remote Syslog Non-Logged Events Off* On	Send all events, regardless of severity level, to the remote server.
Admin's Email Address	Send email notification of logged events to the administrator.
Email Log Cleared Alert Off* On	Send email notification to the administrator when a log entry is deleted.
Email Log Wrapped Alert Off* On	Send email notification to the administrator when the log becomes full and begins to overwrite the oldest entries.
Log Full Behavior Wrap Over Oldest Entries* Email Log Then Delete All Entries	Resolve log storage issues when the log fills its allotted memory.
Email % Full Alert Off* On	Send email notification to the administrator when the log fills its allotted memory.
% Full Alert Level 1–99 (90*)	
Email Log Exported Alert Off* On	Send email notification to the administrator when a log is exported.
Email Log Settings Changed Alert Off* On	Send email notification to the administrator when Enable Audit is set.
Log Line Endings LF (\n)* CR (\r) CRLF (\r\n)	Specify how the log file terminates the end of each line.
Digitally Sign Exports Off*	Add a digital signature to each exported log file.

MENU ITEM	DESCRIPTION
On	
Clear Log	Delete all audit logs.
Export Log Syslog (RFC 5424)* Syslog (RFC 3164) CSV	Export a security log to a flash drive.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

LOGIN RESTRICTIONS

MENU ITEM	DESCRIPTION
Login failures 1–10 (3*)	Specify the number of failed login attempts before the user gets locked out.
Failure time frame 1–60 minutes (5*)	Specify the time frame between failed login attempts before the user gets locked out.
Lockout time 1–60 minutes (5*)	Specify the lockout duration.
Web Login Timeout 1–120 minutes (10*)	Specify the delay for a remote login before the user is logged off automatically.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

CONFIDENTIAL PRINT SETUP

MENU ITEM	DESCRIPTION
Max Invalid PIN 2–10. Off = 0	Set the limit for entering an invalid PIN.  Note: When the limit is reached, the print jobs for that user name are deleted.
Confidential Job Expiration - Off* 1 Hour 4 Hours 24 Hours	Set an individual expiration time for each held job before it is automatically deleted from the hard disk.  Note: A held job is either Confidential, Repeat, Reserve, or Verify.

MENU ITEM	DESCRIPTION
• 72 Hours • 1 Week	
Repeat Job Expiration • Off* • 1 Hour • 4 Hour • 24 Hour • 72 Hour • 1 Week	Set the expiration time for a print job that you want to repeat.
Verify Job Expiration • Off* • 1 Hour • 4 Hour • 24 Hour • 72 Hour • 1 Week	Set the expiration time for printing a copy of a job for you to check its quality before printing the remaining copies.
Reserve Job Expiration • Off* • 1 Hour • 4 Hour • 24 Hour • 72 Hour • 1 Week	Set the expiration time for jobs that you want to store in the printer for printing later.
Require All Jobs to be Held • Off* • On	Set the printer to hold all print jobs.
Keep duplicate documents • Off* • On	Set the printer to keep all documents with the same file name.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

ENCRYPTION



Note: This application is supported only in printers with the optional Productivity Kit.

MENU ITEM	DESCRIPTION
Internal Storage Encryption enabled	Encryption happens automatically when a storage drive is installed.

ERASE TEMPORARY DATA FILES



Note: This application is supported only in printers with the optional Productivity Kit.

MENU ITEM	DESCRIPTION
Stored in onboard memory - Off* - On	Delete all files stored on the printer memory.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

SOLUTIONS LDAP SETTINGS

MENU ITEM	DESCRIPTION
Follow LDAP Referrals - Off* - On	Search the different servers in the domain for the logged-in user account.
LDAP Certificate Verification - Yes - No*	Enable verification of LDAP certificates.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

TPM FIRMWARE UPDATE

MENU ITEM	DESCRIPTION
TPM Firmware Update Current Version Available version Update TPM firmware	The TPM can be updated with the most recent available firmware.

MISCELLANEOUS

MENU ITEM	DESCRIPTION
Protected Features • Show* • Hide	Show all the features that Function Access Control (FAC) protects regardless of the security permission that the user has.  Note: Hide displays only FAC-protected features that the user has access.
Print Permission • Off* • On	Enables the user to print color or black and white depends on the permission configuration for the user. When used with the Color Print Feature Access Control, this will restrict access to color printing to a specific set of authenticated users.
Security Reset Jumper • Enable "Guest" access* • No Effect	Enables the use of the Security Reset Jumper on the controller PWBA to reset the Admin password.
Reset Device Modes • Allow with FAC • Allow* • Don't Allow	Enables access to the Out of Service Erase menu to restore the printer settings back to factory default.
Minimum Password Length 0–32 (0*)	Specify the password length.
Enable Password/PIN Reveal • Off* • On	Show the password or personal identification number. When enabled, the user login screen on the control panel will include the capability to show/hide the password that is being entered in the login window.
Allow Encryption of Service Nonvolatile Memory • Off* • On	Enables encryption of the service nonvolatile memory.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

Reports



Important: Some features are system administrator functions, and the options are hidden from view. For more information, refer to www.xerox.com to view the *Embedded Web Server Administrator Guide* and drivers for your printer.



Note: Some menu options are only available in Embedded Web Server.

MENU SETTINGS PAGE

MENU ITEM	DESCRIPTION
Menu Settings Page	Print a report that contains the printer menus.

DEVICE

MENU ITEM	DESCRIPTION
Device Information	Print a report that contains information about the printer.
Device Statistics	Print a report about printer usage and supply status.
Profiles List	Print a list of profiles that are stored in the printer.
Asset Report	Print a report that contains the printer serial number and model name.

SHORTCUTS

MENU ITEM	DESCRIPTION
All Shortcuts	Print a report that lists the shortcuts that are stored in the printer.
Fax Shortcuts	
Copy Shortcuts	
Email Shortcuts	
FTP Shortcuts	
Network Folder Shortcuts	

FAX

MENU ITEM	DESCRIPTION
Fax Job Log	Print a report about the last 200 completed fax jobs. This menu item appears only when Enable Job Log is set to On .
Fax Call Log	Print a report about the last 100 attempted, received, and blocked calls. This menu item appears only when Enable Job Log is set to On .

NETWORK

MENU ITEM	DESCRIPTION
Network Setup Page	Print a page that shows the configured network and wireless settings on the printer.  Note: This menu item appears only in network printers or printers connected to print servers.
Wi-Fi Direct Connected Clients	Print a page that shows the list of devices that are connected to the printer using Wi-Fi Direct.  Note: This menu item appears only when Enable Wi-Fi Direct is set to On .

Supplies Plan



Note: Some menu options are only available in Embedded Web Server.

PLAN ACTIVATION

MENU ITEM	DESCRIPTION
- Sequence Number - Device Serial Number - Activation Code	It describes the details of the activation process for the purchased Supplies plan. Contact your Xerox representative to get a Supplies Activation Code. For more information about Xerox® supplies and service plans, contact your Xerox representative.

PLAN CONVERSION

MENU ITEM	DESCRIPTION
- Current Plan - Device Serial Number - Total Impressions - Conversion Code	It describes the details of the conversion process for the existing Supplies plan. Contact your Xerox representative to get a Supplies Conversion Code. For more information about Xerox® supplies and service plans, contact your Xerox representative.

SUBSCRIPTION SERVICE

MENU ITEM	DESCRIPTION
Status	It indicates the subscription status.
Check Subscription	To activate a Subscription Service Plan, do the following: - Go to Settings > Supplies Plan > Subscription Service. - For Subscription Service, click Check Subscription, then follow the directions provided by your Xerox representative. Subscription Service plans are not offered in all geographic locations.

Troubleshooting

MENU ITEM	DESCRIPTION
Print Quality Test Pages	Print sample pages to identify and correct print quality defects.
Cleaning the Scanner	Print sample pages to clean the scanner.

Maintenance

This chapter contains:

- Checking the Status of Parts and Supplies 266
- Configuring Supply Notifications..... 267
- Setting up Email Alerts..... 268
- Viewing Reports..... 269
- Ordering Supplies..... 270
- Replacing Supplies 271
- Cleaning Printer Parts..... 280
- Saving Energy and Paper 285
- Moving the Printer to Another Location..... 286

Checking the Status of Parts and Supplies

1. From the home screen, touch **Status/Supplies**.
2. Select the parts or supplies that you want to check.



Note: You can also access this setting by touching the top section of the home screen.

Configuring Supply Notifications

1. Open a web browser, then type the printer IP address in the address field.
 - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Settings > Device > Notifications**.
3. From the Supplies menu, click **Custom Supply Notifications**.
4. Select a notification for each supply item.
5. Save the changes.

Setting up Email Alerts

Configure the printer to send email alerts when supplies are low, when paper must be changed or added, or when there is a paper jam.

1. Open a web browser, then type the printer IP address in the address field.
 - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Settings > Device > Notifications > Email Alert Setup**, then configure the settings.



Note: For more information on SMTP settings, contact your email provider.

3. Save the changes.
4. Click **Setup Email Lists and Alerts**, then configure the settings.
5. Save the changes.

Viewing Reports

1. From the home screen, touch **Settings > Reports**.
2. Select the report that you want to view.

Ordering Supplies

To view and order supplies for your printer, go to <https://www.xerox.com/supplies>, then enter your product in the search field.



Note: All life estimates for printer supplies assume printing on letter or A4-size plain paper.

Warning: Failure to maintain optimum printer performance or to replace supplies can cause damage to your printer.

USING GENUINE XEROX SUPPLIES

Your Xerox printer is designed to function best with genuine Xerox supplies. Use of third-party supplies can affect the performance, reliability, or life of the printer and its imaging components. It can also affect warranty coverage. Damage caused by the use of third-party supplies is not covered by the warranty.

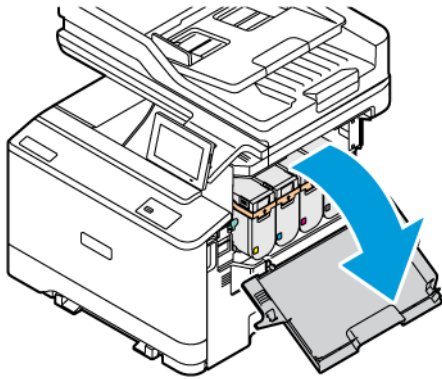
All life indicators are designed to function with Xerox supplies and can deliver unpredictable results if third-party supplies are used. Imaging component usage beyond the intended life can damage your Xerox printer or associated components.

Warning: Supplies without Return Program agreement terms can be reset and remanufactured. However, the manufacturer's warranty does not cover any damage caused by non-genuine supplies. Resetting counters on the supply without proper remanufacturing can cause damage to your printer. After resetting the supply counter, your printer may display an error indicating the presence of the reset item.

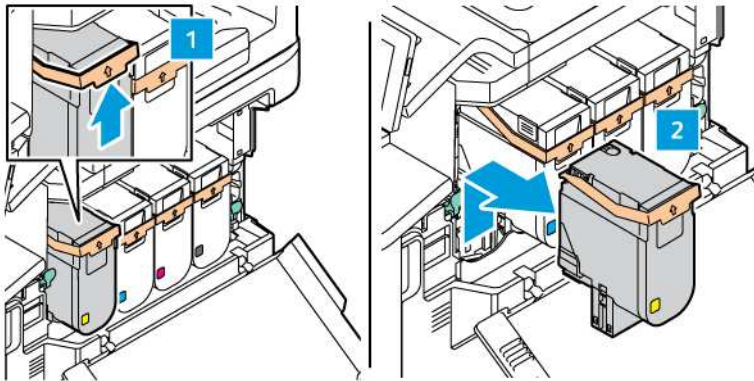
Replacing Supplies

REPLACING A TONER CARTRIDGE

1. Open Door B.

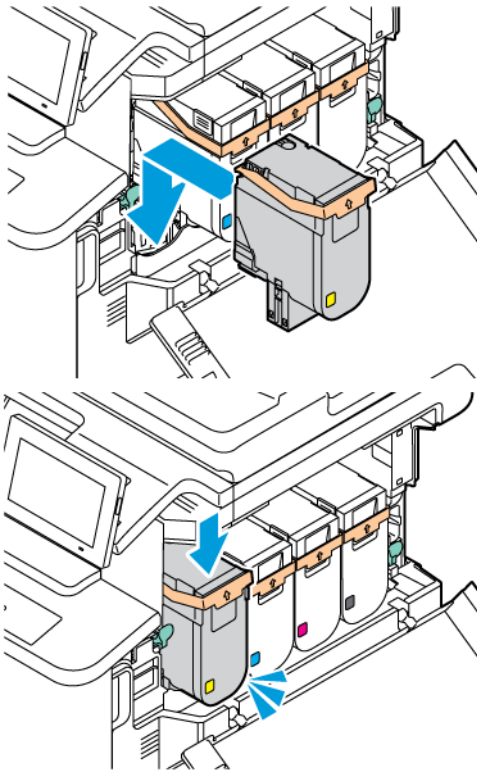


2. Remove the used toner cartridge.

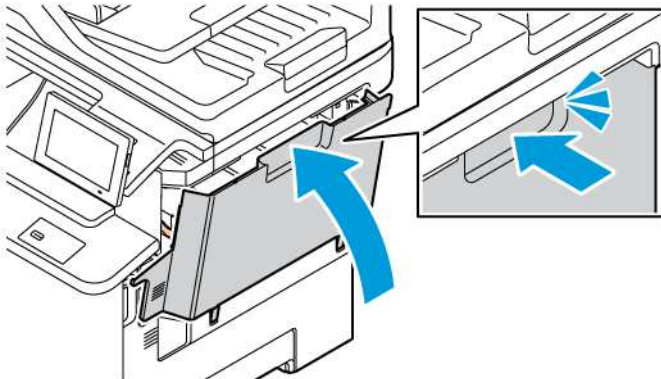


3. Unpack the new toner cartridge.

4. Insert the new toner cartridge until it clicks into place.

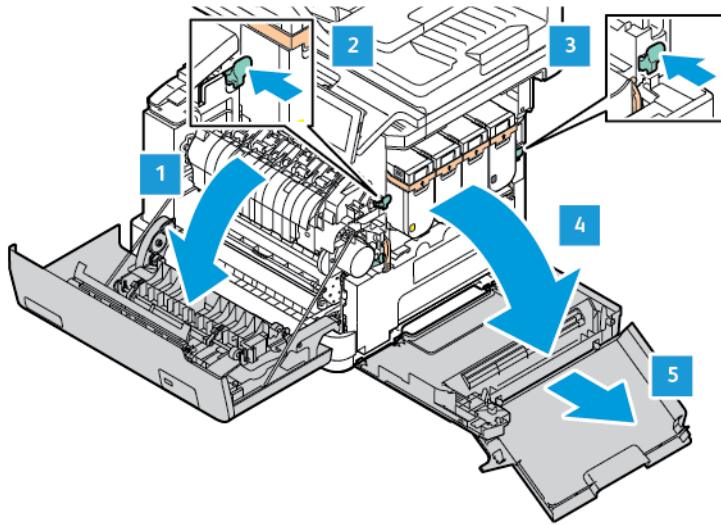


5. Close Door B.



REPLACING THE WASTE TONER BOTTLE

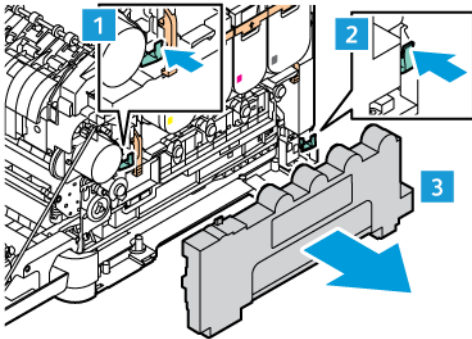
1. Open Door A and Door B.



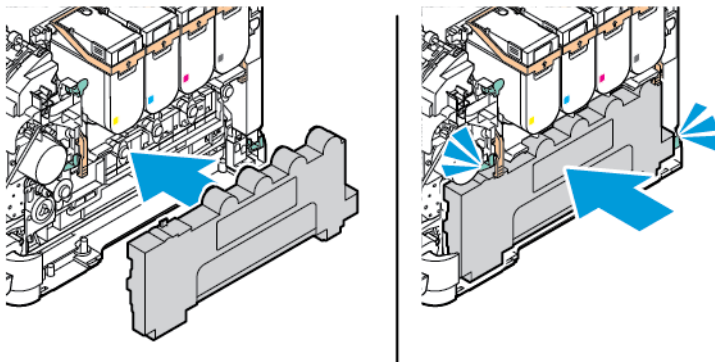
2. Remove the used waste toner bottle.



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



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



REPLACING THE IMAGING KIT

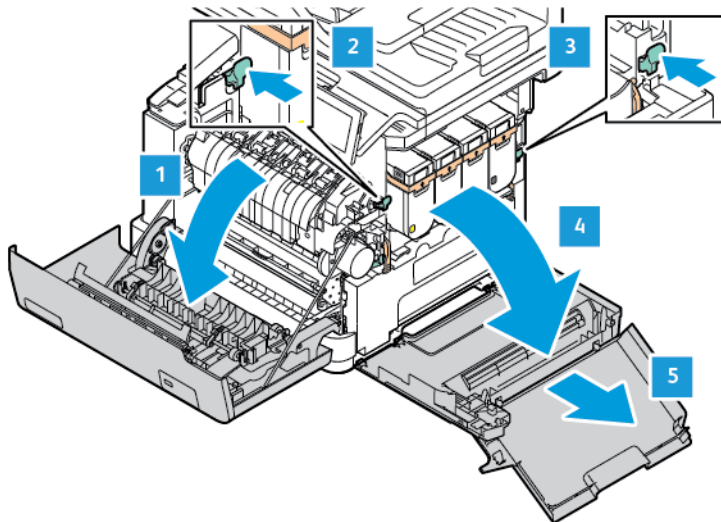
When it is time to replace the imaging unit, the printer displays a message on the control panel.

Use Imaging Kit to replace the imaging unit. There are two types of Imaging Kits available for your printer:

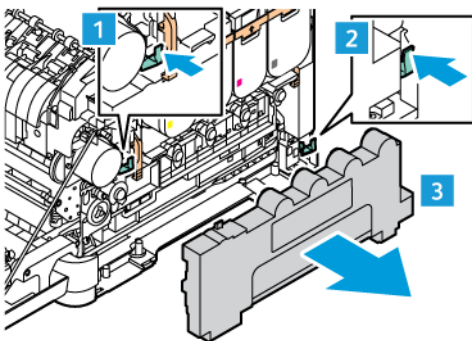
- Black Imaging Kit
- Four-Color Imaging Kit for Cyan, Magenta, Yellow, and Black

Warning: Do not perform this procedure when the printer is printing.

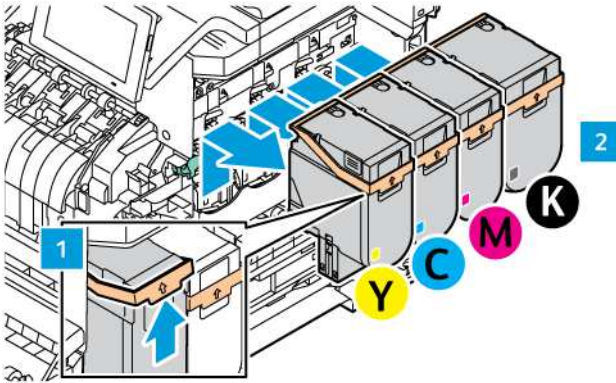
1. Open Door A and Door B.



2. Remove the waste toner bottle.

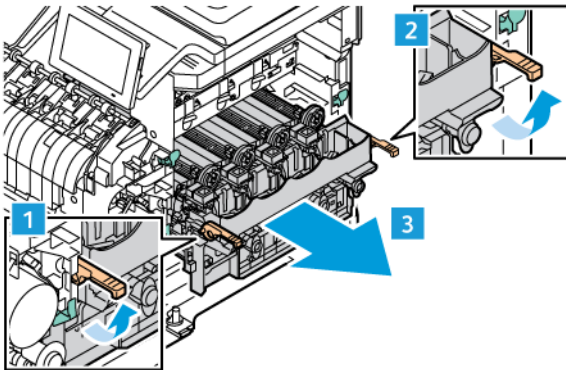


3. Remove the toner cartridge from the printer.



4. Do the following to remove the existing Imaging Kit:

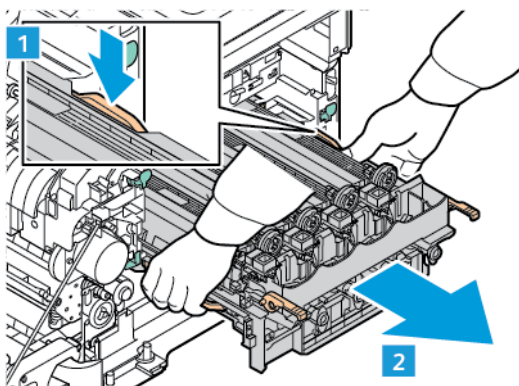
- a. To unlock the Imaging Kit, pull up the lever.



- b. Pull the Imaging Kit out slowly from the printer and take out the Imaging Kit by holding the handles on both sides.



Note: Refer to the installation instructions included in the Imaging Kit.

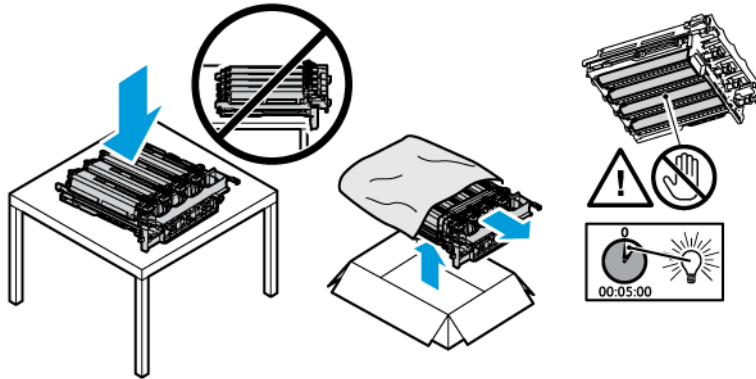


5. Unpack and remove the packaging materials from the new Imaging Kit.

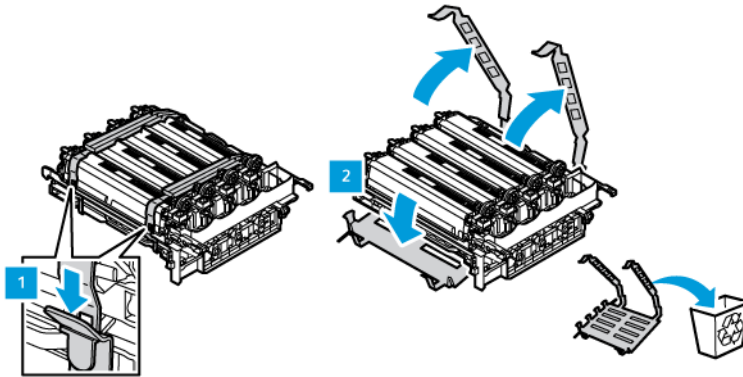


Caution: Do not expose the photoconductor unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

Warning: Do not touch the shiny photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs.

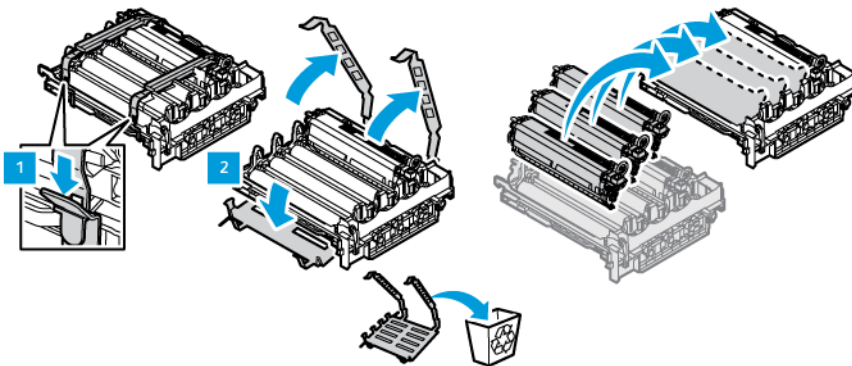


6. Unlock the latches and discard the straps from the new Imaging Kit.
Four-Color Imaging Kit for Cyan, Magenta, Yellow, and Black.

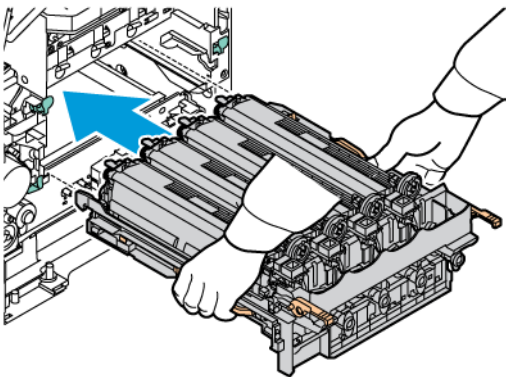


For Black Imaging Kit.

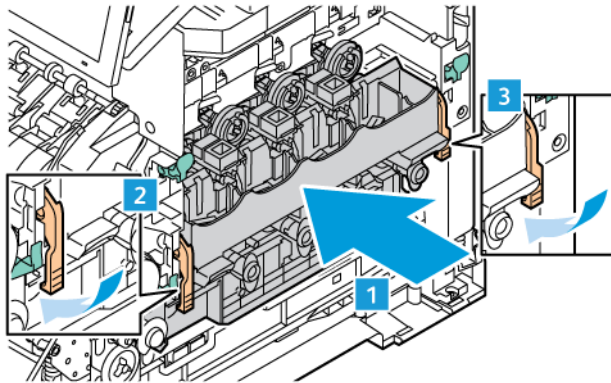
-  Note: When replacing the Black Imaging Kit, ensure to insert the existing Color Imaging Units into the new tray received with Black Imaging Kit.



7. Hold the handles of the Imaging Kit and insert it back into the printer.



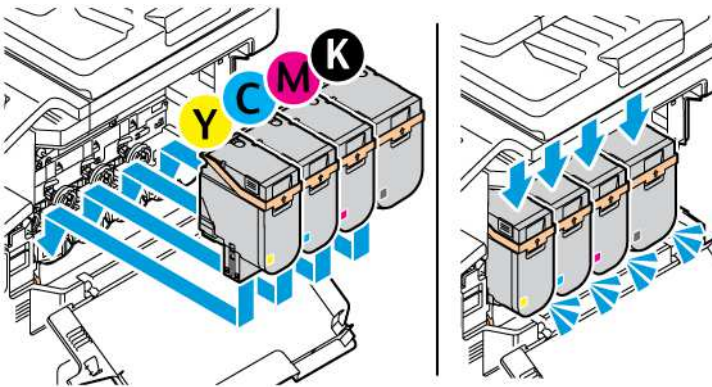
8. To lock the Imaging Kit, pull down the lever.



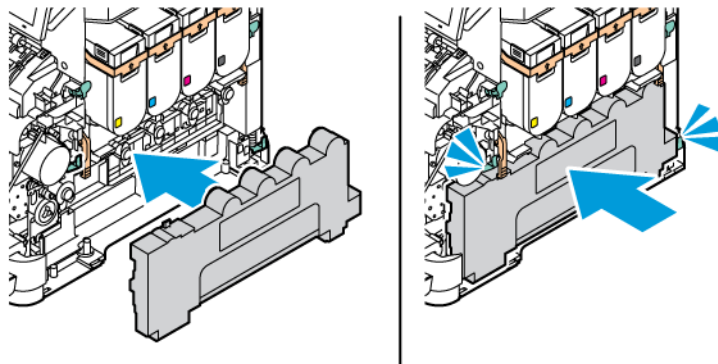
9. Insert the toner cartridge back into the Imaging Kit.



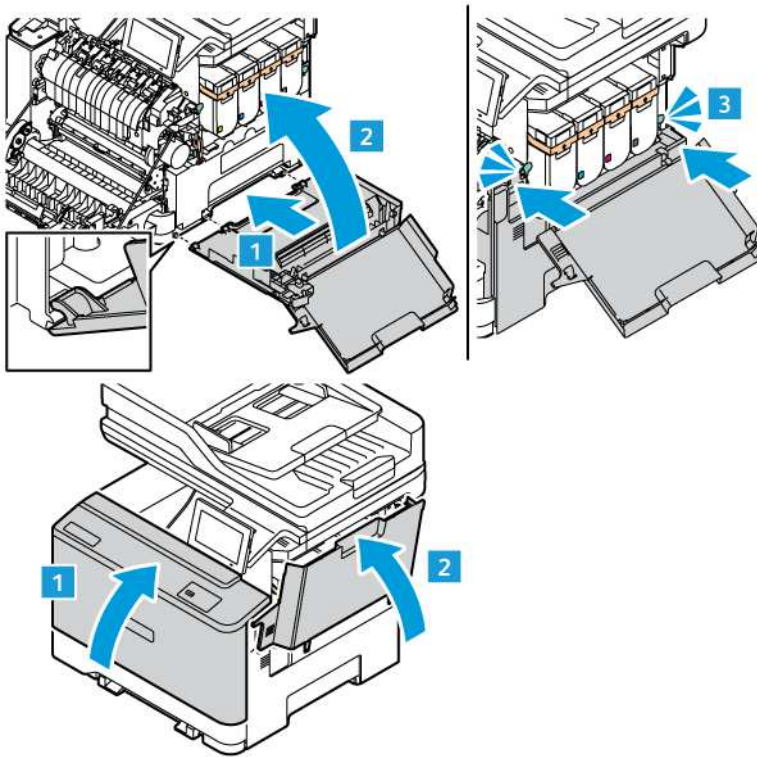
Note: Refer to the installation instructions included in the Imaging Kit.



10. Insert the waste toner bottle back into the printer.



11. Close Door B and Door A.



RESETTING THE SUPPLY USAGE COUNTERS

1. From the home screen, touch **Settings > Device > Maintenance > Configuration Menu > Supply Usage And Counters**.
2. Select the counter that you want to reset.

Warning: Supplies and parts without Return Program agreement terms may be reset and remanufactured. However, the manufacturer's warranty does not cover any damage caused by non-genuine supplies or parts. Resetting counters on the supply or part without proper remanufacturing can cause damage to your printer. After resetting the supply or part counter, your printer may display an error indicating the presence of the reset item.

Cleaning Printer Parts

CLEANING THE PRINTER



CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock when cleaning the exterior of the printer, unplug the power cord from the electrical outlet and disconnect all cables from the printer before proceeding.

- Perform this task after every few months.
 - Damage to the printer caused by improper handling is not covered by the printer warranty.
1. Turn off the printer, then unplug the power cord from the electrical outlet.
 2. Remove paper from the standard bin and multipurpose feeder.
 3. Remove any dust, lint, and pieces of paper around the printer using a soft brush or vacuum.
 4. Wipe the outside of the printer with a damp, soft, lint-free cloth.
 - Do not use household cleaners or detergents, as they may damage the finish of the printer.
 - Ensure that all areas of the printer are dry after cleaning.
 5. Connect the power cord to the electrical outlet, then turn on the printer.



CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

CLEANING THE TOUCH SCREEN



CAUTION—SHOCK HAZARD: To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the electrical outlet and disconnect all cables from the printer before proceeding.

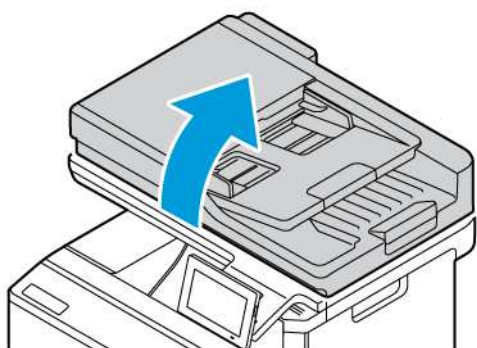
1. Turn off the printer, then unplug the power cord from the electrical outlet.
2. Using a damp, soft, lint-free cloth, wipe the control panel.
 - Do not use household cleaners or detergents, as they may damage the control panel screen.
 - Ensure that the control panel screen is dry after cleaning.
3. Connect the power cord to the electrical outlet, then turn on the printer.



CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

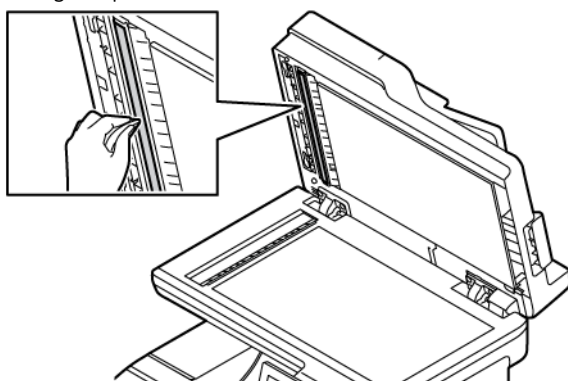
CLEANING THE SCANNER

1. Open the scanner cover.

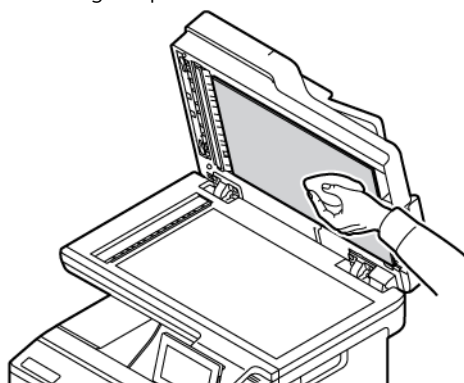


2. Using a damp, soft, lint-free cloth, wipe the following areas:

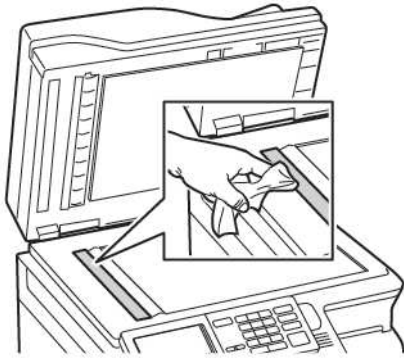
- a. ADF glass pad



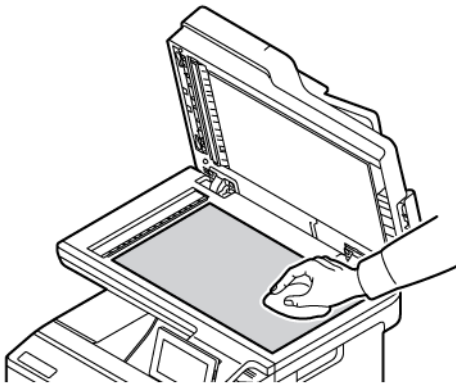
- b. Scanner glass pad



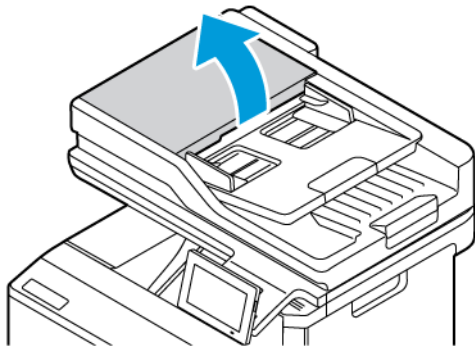
- c. ADF glass



- d. Scanner glass

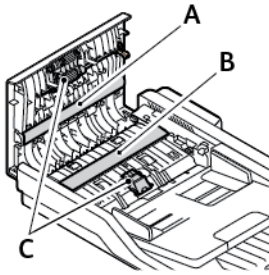


3. Close the scanner cover.
If your printer has another ADF glass inside door C, then continue with the following steps.
4. Open door C.

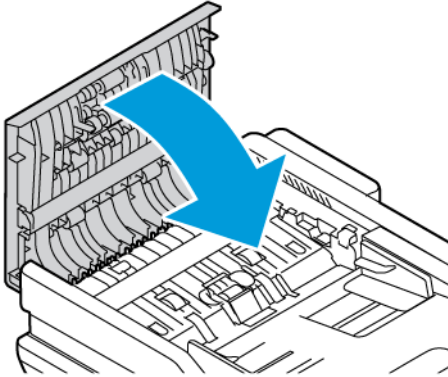


5. Using a damp, soft, lint-free cloth, wipe the following areas:
 - a. ADF glass pad in door C
 - b. ADF glass in door C
 - c. ADF rollers

If required, replace the ADF maintenance kit.

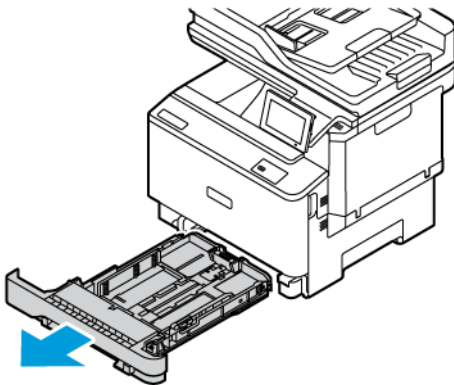


6. Close Door C.

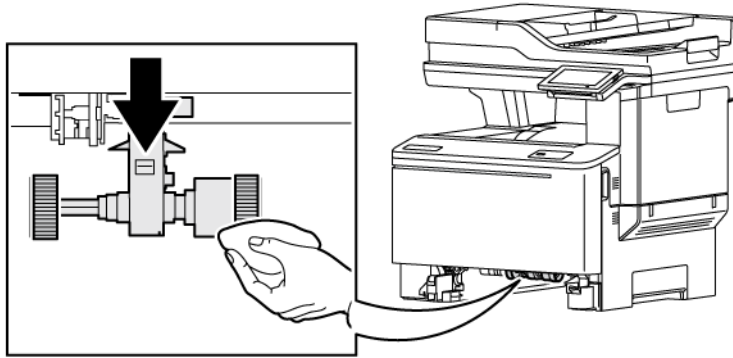


CLEANING THE FEED ROLLS

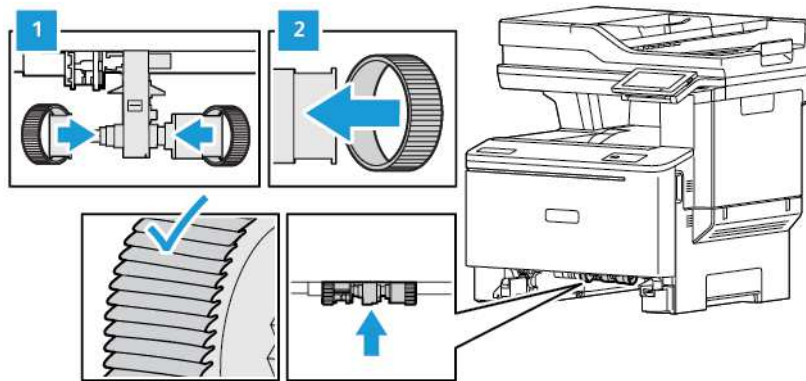
1. Turn off the printer, then unplug the power cord from the electrical outlet.
2. Remove the tray.



3. While turning the feed rolls, wipe them with a clean, lint-free cloth moistened with water.



⚠ Important: If the feed rolls come off during cleaning, ensure to reinstall them correctly as shown. Incorrect installation of feed rolls can result in paper jam.



4. Insert the tray.
5. Connect the power cord to the printer, then to the electrical outlet, and turn on the printer.

⚠ CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

Saving Energy and Paper

CONFIGURING POWER SAVE MODE SETTINGS

Sleep Mode

1. From the home screen, touch **Settings > Device > Power Management > Timeouts > Sleep Mode**.
2. Specify the amount of time that the printer stays idle before it enters Sleep mode.

Hibernate Mode

1. From the home screen, touch **Settings > Device > Power Management > Timeouts > Hibernate Timeout**.
2. Select the amount of time that the printer stays idle before it enters Hibernate mode.
 - For Hibernate Timeout to work, set Hibernate Timeout on Connection to Hibernate.
 - The Embedded Web Server is disabled when the printer is in Hibernate mode.

ADJUSTING THE BRIGHTNESS OF THE DISPLAY

1. From the home screen, touch **Settings > Device > Preferences**.
2. In the Screen Brightness menu, adjust the setting.

CONSERVING SUPPLIES

- Print on both sides of the paper.



Note: 2-Sided printing is the default setting in the print driver.

- Print multiple pages on a single sheet of paper.
- Use the preview feature to see how the document looks like before printing it.
- Print one copy of the document to check its content and format for accuracy.

Moving the Printer to Another Location



CAUTION—POTENTIAL INJURY: If the printer weight is greater than 20 kg (44 lb), then it may require two or more people to lift it safely.



CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, use only the power cord provided with this product or the manufacturer's authorized replacement.



CAUTION—POTENTIAL INJURY: When moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Ensure that all doors and trays are closed.
- Turn off the printer, then unplug the power cord from the electrical outlet.
- Disconnect all cords and cables from the printer.
- If the printer has separate floor-standing optional trays or output options attached to it, then disconnect them before moving the printer.
- If the printer has a caster base, then carefully roll it to the new location. Use caution when passing over thresholds and breaks in flooring.
- If the printer does not have a caster base but is configured with optional trays or output options, then remove the output options and lift the printer off the trays. Do not try to lift the printer and any options at the same time.
- Always use the handholds on the printer to lift it.
- Any cart used to move the printer must have a surface able to support the full footprint of the printer.
- Any cart used to move the hardware options must have a surface able to support the dimensions of the options.
- Keep the printer in an upright position.
- Avoid severe jarring movements.
- Ensure that your fingers are not under the printer when you set it down.
- Ensure that there is adequate clearance around the printer.



Note: Damage to the printer caused by improper moving is not covered by the printer warranty.

Troubleshooting

This chapter contains:

- Print Quality Problems..... 288
- Printing Problems 289
- The Printer is not Responding 331
- Unable to Read Flash Drive..... 333
- Enabling the USB port 334
- Network Connection Problems..... 335
- Issues with Supplies..... 338
- Clearing Jams..... 340
- Paper Feed Problems 347
- Color Quality Problems..... 352
- Contacting Customer Support 355

Print Quality Problems



Note: The following steps are applicable only for print jobs. If Image Quality issues occur during copying, adjust relevant copy settings.

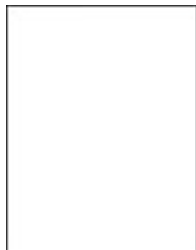
Find the image that resembles the print quality problem you are having, then click the link below it to read problem-solving steps.

- [Blank or White Pages](#)
- [Dark Print](#)
- [Ghost Images](#)
- [Gray or Colored Background](#)
- [Incorrect Margins](#)
- [Light Print](#)
- [Missing Colors](#)
- [Mottled Print and Dots](#)
- [Paper Curl](#)
- [Print Crooked or Skewed](#)
- [Solid Color or Black Images](#)
- [Text or Images Cut Off](#)
- [Toner Easily Rubs Off](#)
- [Uneven Print Density](#)
- [Horizontal Dark Lines](#)
- [Vertical Dark Lines](#)
- [Horizontal White Lines](#)
- [Vertical White Lines](#)
- [Repeating Defects](#)

Printing Problems

PRINT QUALITY IS POOR

Blank or White Pages



Note: Before solving the problem, print the Print Quality Test Pages.

To print test pages, refer to the following information:

1. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**.
2. For printer models without a touch-screen, to navigate through the settings, press the **OK** button.

ACTION	YES	NO
Step 1 1 Check if the printer is using a genuine and supported Xerox toner cartridge.  Note: If the cartridge is not supported, then install a supported one. 2 Print the document. Is the printer printing blank or white pages?	Go to step 2.	The problem is solved.
Step 2 1 Remove the color imaging kit, then remove the black imaging unit. Warning—Potential Damage: Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. Warning: Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs. 2 Insert the black imaging unit, then insert the color imaging kit. 3 Print the document. Is the printer printing blank or white pages?	Refer to Contacting Customer Support.	The problem is solved.

Dark Print



Note: Before solving the problem, print the quality sample pages to determine the missing color. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
Step 1 1 Perform Color Adjust. From the control panel, navigate to: Settings > Print > Quality > Advanced Imaging > Color Adjust . 2 Print the document. Is the print too dark?	Go to step 2.	The problem is solved.
Step 2 1 Depending on your operating system, reduce the toner darkness from the Printing Preferences or Print dialog.  Note: You can also change the setting on the printer control panel. Navigate to: Settings > Print > Quality > Toner Darkness . 2 Print the document. Is the print too dark?	Go to step 3.	The problem is solved.
Step 3 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.	Go to step 4.	The problem is solved.

ACTION	YES	NO
 Note: Ensure that the settings matches the paper loaded in the tray.  Note: You can also change the settings on the printer control panel. Navigate to: Settings > Paper > Tray Configuration > Paper Size/Type. 2 Print the document. Is the print too dark?		
Step 4 Check if the paper has texture or rough finishes. Are you printing on textured or rough paper? Is the print too dark?	Go to step 5.	The problem is solved.
Step 5 1 Replace textured or rough paper with plain paper. 2 Print the document. Is the print too dark?	Go to step 6.	The problem is solved.
Step 6 1 Load paper from a fresh package.  Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Is the print too dark?	Refer to Contacting Customer Support .	The problem is solved.

Ghost Images



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
Step 1 1 Load the tray with the correct paper type and weight. 2 Print the document. Do ghost images appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.  Note: Ensure that the settings matches the paper loaded in the tray.  Note: You can also change the settings on the printer control panel. Navigate to: Settings > Paper > Tray Configuration > Paper Size/Type. 2 Print the document. Do ghost images appear on prints?	Go to step 3.	The problem is solved.
Step 3 1 Perform Color Adjust. From the control panel, navigate to: Settings > Print > Quality > Advanced Imaging > Color Adjust. 2 Print the document. Do ghost images appear on prints?	Refer to Contacting Customer Support .	The problem is solved.

Gray or Colored Background



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
Step 1 1 Depending on your operating system, adjust toner darkness from the Printing Preferences or Print dialog.  Note: You can also change the setting on the printer control panel. Navigate to: Settings > Print > Quality > Toner Darkness. 2 Print the document. Does gray or colored background appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Perform Color Adjust. From the control panel, navigate to: Settings > Print > Quality > Advanced Imaging > Color Adjust. 2 Print the document. Does gray or colored background appear on prints?	Go to step 3.	The problem is solved.
Step 3 1 Remove the color imaging kit, then remove the black imaging unit. Warning—Potential Damage: Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. Warning: Do not touch the	Refer to Contacting Customer Support.	The problem is solved.

ACTION	YES	NO
photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs. 2 Insert the black imaging unit, then insert the color imaging kit. 3 Print the document. Does gray or colored background appear on prints?		

Incorrect Margins



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
Step 1 1 Adjust the paper guides in the tray to the correct position for the paper loaded. 2 Print the document. Are the margins correct?	The problem is solved.	Go to step 2.
Step 2 1 Depending on your operating system, specify the paper size from the Printing Preferences or Print dialog.  Note: Ensure that the settings matches the paper loaded in the tray.  Note: You can also change the settings on the printer control panel. Navigate to: Settings > Paper > Tray Configuration > Paper Size/Type. 2 Print the document. Are the margins correct?	The problem is solved.	Refer to Contacting Customer Support.

Light Print



-  Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
Step 1 1 Perform Color Adjust. From the control panel, navigate to: Settings > Print > Quality > Advanced Imaging > Color Adjust. 2 Print the document. Is the print light?	Go to step 2.	The problem is solved.
Step 2 1 Depending on your operating system, increase the toner darkness from the Printing Preferences or Print dialog.  Note: You can also change the setting on the printer control panel. Navigate to: Settings > Print > Quality > Toner Darkness. 2 Print the document. Is the print light?	Go to step 3.	The problem is solved.
Step 3 1 Turn off Color Saver. From the control panel, navigate to: Settings > Print > Quality > Color Saver. 2 Print the document. Is the print light?	Go to step 4.	The problem is solved.
Step 4 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.  Note: Ensure that the settings matches the paper loaded in the tray.	Go to step 5.	The problem is solved.

ACTION	YES	NO
 Note: You can also change the settings on the printer control panel. Navigate to: Settings > Paper > Tray Configuration > Paper Size/Type. 2 Print the document. Is the print light?		
Step 5 Check if the paper has texture or rough finishes. 1 Replace textured or rough paper with plain paper. 2 Print the document. Is the print light?	Go to step 6.	The problem is solved.

ACTION	YES	NO
Step 6 1 Load paper from a fresh package.  Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Is the print light?	Go to step 7.	The problem is solved.
Step 7 1 Remove the color imaging kit, then remove the black imaging unit. Warning—Potential Damage: Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. Warning: Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs. 2 Insert the black imaging unit, then insert the color imaging kit. 3 Print the document. Is the print light?	Refer to Contacting Customer Support .	The problem is solved.

Missing Colors



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
1 Remove the color imaging kit, then remove the black imaging unit. Warning—Potential Damage: Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. Warning: Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs. 2 Remove the toner cartridge of the missing color. 3 Remove, then insert the developer unit of the missing color. 4 Insert the toner cartridge of the missing color. 5 Insert the color imaging kit. 6 Print the document. Are some colors missing on print?	Refer to Contacting Customer Support.	The problem is solved.

Mottled Print and Dots



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
Step 1 Check the printer for leaked toner contamination. Is the printer free of leaked toner?	Go to step 2.	Refer to Contacting Customer Support .
Step 2 1 From the control panel, navigate to: Settings > Paper > Tray Configuration > Paper Size/Type . 2 Check if the paper size and paper type settings match the paper loaded.  Note: Ensure that the paper does not have texture or rough finishes. Do the settings match?	Go to step 4.	Go to step 3.
Step 3 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.  Note: Ensure that the settings matches the paper loaded in the tray.	Go to step 4.	The problem is solved.

ACTION	YES	NO
 Note: You can also change the settings on the printer control panel. Navigate to: Settings > Paper > Tray Configuration > Paper Size/Type. 2 Print the document. Is the print mottled?		
Step 4 1 Load paper from a fresh package.  Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Is the print mottled?	Go to step 5.	The problem is solved.

ACTION	YES	NO
Step 5 1 Remove the color imaging kit, then remove the black imaging unit. Warning—Potential Damage: Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. Warning: Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs. 2 Insert the black imaging unit, then insert the color imaging kit. 3 Print the document. Is the print mottled?	Refer to Contacting Customer Support.	The problem is solved.

Paper Curl



ACTION	YES	NO
Step 1 1 Adjust the guides in the tray to the correct position for the paper 2 Print the document. Is the paper curled?	Go to step 2.	The problem is solved.
Step 2 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.  Note: Ensure that the settings matches the paper loaded in the tray.  Note: You can also change the settings on the printer control panel. Navigate to: Settings > Paper > Tray Configuration > Paper Size/Type. 2 Print the document. Is the paper curled?	Go to step 3.	The problem is solved.

ACTION	YES	NO
Step 3 Print on the other side of the paper. 1 Remove paper, flip it over, then reload paper. 2 Print the document. Is the paper curled?	Go to step 4.	The problem is solved.
Step 4 1 Load paper from a fresh package.  Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Is the paper curled?	Refer to Contacting Customer Support.	The problem is solved.

Print Crooked or Skewed



 Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
Step 1 1 Pull out the tray. 2 Remove the paper, then load paper from a fresh package.  Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 3 Adjust the paper guides in the tray to the correct position for the paper loaded. 4 Insert the tray. 5 Print the document. Is the print crooked or skewed?	Go to step 2.	The problem is solved.
Step 2 1 Ensure that you are printing on a supported paper. 2 Print the document. Is the print crooked or skewed?	Refer to Contacting Customer Support .	The problem is solved.

Solid Color or Black Images



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
1 Remove the color imaging kit, then remove the black imaging unit. Warning—Potential Damage: Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. Warning: Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs. 2 Insert the black imaging unit, then insert the color imaging kit. 3 Print the document.	Refer to Contacting Customer Support.	The problem is solved.

Text or Images Cut Off



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
Step 1 1 Adjust the paper guides in the tray to the correct position for the paper loaded. 2 Print the document. Is the text or image clipped?	Go to step 2.	The problem is solved.
Step 2 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.  Note: Ensure that the settings matches the paper loaded in the tray.  Note: You can also change the settings on the printer control panel. Navigate to: Settings > Paper > Tray Configuration > Paper Size/Type. 2 Print the document. Is the text or image clipped?	Go to step 3.	The problem is solved.
Step 3 1 Remove the color imaging kit, then remove the black imaging unit. Warning—Potential Damage: Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. Warning: Do not touch the	Refer to Contacting Customer Support .	The problem is solved.

ACTION	YES	NO
photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs. 2 Insert the black imaging unit, then insert the color imaging kit. 3 Print the document. Is the text or image clipped?		

Toner Easily Rubs Off



 Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.  Note: Ensure that the settings matches the paper loaded in the tray.  Note: You can also change the settings on the printer control panel. Navigate to: Settings > Paper > Tray Configuration > Paper Size/Type. 2 Print the document. Does the toner rub off?	The problem is solved.	Refer to Contacting Customer Support .

Uneven Print Density



-  Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
1 Remove the color imaging kit, then remove the black imaging unit. Warning—Potential Damage: Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. Warning: Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs. 2 Insert the black imaging unit, then insert the color imaging kit. 3 Print the document. Is the print density uneven?	Refer to Contacting Customer Support	The problem is solved.

Horizontal Dark Lines



- Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.
- If horizontal dark lines keep appearing on the prints, then refer to [Repeating defects](#) topic.

ACTION	YES	NO
Step 1 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.  Note: Ensure that the settings matches the paper loaded in the tray.  Note: You can also change the settings on the printer control panel. Navigate to: Settings > Paper > Tray Configuration > Paper Size/Type. 2 Print the document. Do horizontal dark lines appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Load paper from a fresh package.  Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Do horizontal dark lines appear on prints?	Go to step 3.	The problem is solved.
Step 3 1 Remove the color imaging kit, then remove the black imaging unit. Warning— Potential Damage: Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes.	Refer to Contacting Customer Support .	The problem is solved.

ACTION	YES	NO
Extended exposure to light may cause print quality problems. Warning: Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs. 2 Insert the black imaging unit, then insert the color imaging kit. 3 Print the document. Do horizontal dark lines appear on prints?		

Vertical Dark Lines



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
Step 1 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.  Note: Ensure that the settings matches the paper loaded in the tray.  Note: You can also change the settings on the printer control panel. Navigate to: Settings > Paper > Tray Configuration > Paper Size/Type. 2 Print the document. Do vertical dark lines appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Load paper from a fresh package.  Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Do vertical dark lines appear on prints?	Go to step 3.	The problem is solved.
Step 3 1 Remove the color imaging kit, then remove the black imaging unit. Warning— Potential Damage: Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes.	Refer to Contacting Customer Support .	The problem is solved.

ACTION	YES	NO
Extended exposure to light may cause print quality problems. Warning: Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs. 2 Insert the black imaging unit, then insert the color imaging kit. 3 Print the document. Do vertical dark lines appear on prints?		

Horizontal White Lines



- Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.
- If horizontal white lines keep appearing on your prints, refer to [Repeating defects](#) topic.

ACTION	YES	NO
Step 1 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.  Note: Ensure that the settings matches the paper loaded in the tray.  Note: You can also change the settings on the printer control panel. Navigate to: Settings > Paper > Tray Configuration > Paper Size/Type. 2 Print the document. Do horizontal white lines appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Load the specified paper source with the recommended paper 2 Print the document. Do horizontal white lines appear on prints?	Go to step 3.	The problem is solved.
Step 3 1 Remove the color imaging kit, then remove the black imaging unit. Warning—Potential Damage: Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.	Refer to Contacting Customer Support .	The problem is solved.

ACTION	YES	NO
Warning: Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs. 2 Insert the black imaging unit, then insert the color imaging kit. 3 Print the document. Do horizontal white lines appear on prints?		

Vertical White Lines



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
Step 1 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.  Note: Ensure that the settings matches the paper loaded in the tray.  Note: You can also change the settings on the printer control panel. Navigate to: Settings > Paper > Tray Configuration > Paper Size/Type. 2 Print the document. Do vertical white lines appear on prints?	Go to step 2.	The problem is solved.
Step 2 Ensure you are using the recommended paper type. 1 Load the specified paper source with the recommended paper 2 Print the document. Do vertical white lines appear on prints?	Go to step 3.	The problem is solved.
Step 3 1 Remove the color imaging kit, then remove the black imaging unit. Warning—Potential Damage: Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.	Refer to Contacting Customer Support .	The problem is solved.

ACTION	YES	NO
Warning: Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs. 2 Insert the black imaging unit, then insert the color imaging kit. 3 Print the document. Do vertical white lines appear on prints?		

Repeating Defects



 Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
Step 1 Determine how many colors have defects. Is only one color affected?	Go to step 2.	Go to step 3.
Step 2 1 Using the Maintenance Defect Ruler, measure the distance between the repeating defects on the affected color page. 2 Replace the supply item that matches the measurement on the affected color page. Color imaging kit or black imaging unit • 94.5 mm (3.72 in.) • 29.9 mm (1.18 in.) • 23.2 mm (0.91 in.) Developer unit • 43.6 mm (1.72 in.) • 45.0 mm (1.77 in.) 3 Print the Print Quality Test Pages. Do the defects still appear?	Take note of the distance, then contact your service representative or refer to Contacting Customer Support .	The problem is solved.
Step 3 1 Using the Maintenance Defect Ruler, measure the distance between the repeating defects on the affected color page. 2 Replace the supply item that matches the measurement on the affected color page. Transfer module • 37.7 mm (1.48 in.) • 78.5 mm (3.09 in.) • 55.0 mm (2.17 in.) • 28.3 mm (1.11 in.) Fuser • 79.8 mm (3.14 in.) • 94.3 mm (3.71 in.)	Take note of the distance, then contact your service representative or refer to Contacting Customer Support .	The problem is solved.

ACTION	YES	NO
3 Print the Print Quality Test Pages. Do the defects still appear?		

PRINT JOBS DO NOT PRINT

ACTION	YES	NO
Step 1 a. From the document you are trying to print, open the Print dialog, then check if you have selected the correct printer. b. Print the document. Is the document printed?	The problem is solved.	Go to step 2.
Step 2 a. Check if the printer is on. b. Resolve any error messages that appear on the display. c. Print the document. Is the document printed?	The problem is solved.	Go to step 3.
Step 3 a. Check if the ports are working and if the cables are securely connected to the computer and the printer. For more information, see the setup documentation that came with the printer. b. Print the document. Is the document printed?	The problem is solved.	Go to step 4.

ACTION	YES	NO
Step 4 a. Turn off the printer, wait for about 10 seconds, then turn on the printer. b. Print the document. Is the document printed?	The problem is solved.	Go to step 5.
Step 5 a. Remove, then reinstall the print driver. b. Print the document. Is the document printed?	The problem is solved.	Refer to Contacting Customer Support .

SLOW PRINTING

ACTION	YES	NO
Step 1 Ensure that the printer cable is securely connected to the printer and to the computer, print server, option, or other network device. Is the printer printing slow?	Go to step 2.	The problem is solved.
Step 2 a. Ensure that the printer is not in Quiet Mode. From the control panel, navigate to: Settings > Device > Maintenance > Config Menu > Device Operations > Quiet Mode. For non-touch-screen printer models, press OK to navigate through the settings. b. Print the document. Is the printer printing slow?	Go to step 3.	The problem is solved.
Step 3 a. Depending on your operating system, specify the print resolution from the Printing Preferences or Print dialog.	Go to step 4.	The problem is solved.

ACTION	YES	NO
b. Set the resolution to 4800 CQ. c. Print the document. Is the printer printing slow?		
Step 4 a. Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.  Note: Ensure that the settings matches the paper loaded in the tray.  Note: You can also change the settings on the printer control panel. Navigate to: Settings > Paper > Tray Configuration > Paper Size/Type.  Note: Heavier paper prints more slowly.  Note: Paper narrower than letter, A4, and legal may print more slowly. • Ensure that the setting matches the paper loaded. • You can also change the setting on the printer control panel. Navigate to Settings > Paper > Tray Configuration > Paper Size/Type. For non-touch-screen printer models, press OK to navigate through the settings. b. Print the document. Is the printer printing slow?	Go to step 5.	The problem is solved.
Step 5	Go to step 6.	The problem is solved.

ACTION	YES	NO
a. Ensure that the printer settings for texture and weight match the paper being loaded. From the control panel, navigate to: Settings > Paper > Media Configuration > Media Type Setup. For non-touch-screen printer models, press OK to navigate through the settings. b. Print the document. Is the printer printing slow?		
Step 6 Remove held jobs. Is the printer printing slow?	Go to step 7.	The problem is solved.
Step 7 a. Ensure that the printer is not overheating. • Allow the printer to cool down after a long print job. • Observe the recommended ambient temperature for the printer. For more information, refer to Selecting a Location for the Printer. b. Print the document. Is the printer printing slow?	Refer to Contacting Customer Support .	The problem is solved.

CONFIDENTIAL AND OTHER HELD DOCUMENTS DO NOT PRINT

ACTION	YES	NO
Step 1 1 From the control panel, check if the documents appear in the Held Jobs list. If the documents are not listed, then print the documents using the Print and Hold options. 2 Print the documents. Are the documents printed?	The problem is solved.	Go to step 2.
Step 2 The print job may contain a formatting error or invalid data. • Delete the print job, then send it again. • For PDF files, generate a new file, then print the documents. Are the documents printed?	The problem is solved.	Go to step 3.

ACTION	YES	NO
Step 3 If you are printing from the Internet, then the printer may be reading the multiple job titles as duplicates. For Windows users 1 Open the Printing Preferences dialog. 2 From the Print and Hold section, select Keep duplicate documents. 3 Enter a PIN. 4 Resend the print job. For Macintosh users 1 Save and name each job differently. 2 Send the job individually. Are the documents printed?	The problem is solved.	Go to step 4.
Step 4 1 Delete some held jobs to free up printer memory. 2 Resend the print job. Are the documents printed?	The problem is solved.	Refer to Contacting Customer Support.

JOB PRINTS FROM THE WRONG TRAY OR ON THE WRONG PAPER

ACTION	YES	NO
Step 1 - Check if you are printing on the correct paper. - Print the document. Is the document printed on the correct paper?	Go to step 2.	Load the correct paper size and paper type.
Step 2 - Depending on your operating system, specify the paper size and paper type from the Printing Preferences or Print dialog.  Note: You can also change the settings on the printer control panel. Navigate to: Settings > Paper > Tray Configuration > Paper Size/Type. For non-touch-screen printer models, press OK to navigate through the settings. - Ensure that the settings match the paper loaded. - Print the document. Is the document printed on the correct paper?	The problem is solved.	Go to step 3.
Step 3 - Check if the trays are linked. For more information, refer to Linking Trays. - Print the document. Is the document printed from the correct tray?	The problem is solved.	Refer to Contacting Customer Support.

The Printer is not Responding

ACTION	YES	NO
Step 1 Check if the power cord is connected to the electrical outlet.  CAUTION— POTENTIAL INJURY: To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible. Is the printer responding?	The problem is solved.	Go to step 2.
Step 2 Check if the electrical outlet is turned off by a switch or breaker. Is the electrical outlet turned off by a switch or breaker?	Turn on the switch or reset the breaker.	Go to step 3.
Step 3 Check if the printer is on. Is the printer on?	Go to step 4.	Turn on the printer.
Step 4 Check if the printer is in Sleep or Hibernate mode. Is the printer in Sleep or Hibernate mode?	Press the power button to wake the printer.	Go to step 5.
Step 5 Check if the cables connecting the printer and the computer are inserted to the correct ports. Are the cables inserted to the correct ports?	Go to step 6.	Insert the cables to the correct ports.

ACTION	YES	NO
Step 6 Install the correct print driver. Is the printer responding?	The problem is solved.	Go to step 7.
Step 7 Turn off the printer, wait for about 10 seconds, then turn on the printer. Is the printer responding?	The problem is solved.	Refer to Contacting Customer Support .

Unable to Read Flash Drive

ACTION	YES	NO
Step 1 Check if the printer is not busy processing another print, copy, scan, or fax job. Is the printer ready?	Go to step 2.	Wait for the printer to finish processing the other job.
Step 2 Check if the flash drive is inserted into the front USB port. The rear USB port does not support flash drives. Is the flash drive inserted into the correct port?	Go to step 3.	Insert the flash drive into the correct port.
Step 3 Check if the flash drive is supported. For more information, refer to Supported Flash Drives and File Types . Is the flash drive supported?	Go to step 4.	Insert a supported flash drive.
Step 4 1 Check if the USB port is enabled. For more information, refer to Enabling the USB port . 2 Remove, then insert the flash drive. Does the printer recognize the flash drive?	The problem is solved.	Refer to Contacting Customer Support .

Enabling the USB port

From the control panel, navigate to:

Settings > Network/Ports > USB > Enable USB Port.

Network Connection Problems

CANNOT OPEN EMBEDDED WEB SERVER

ACTION	YES	NO
Step 1 1 Check if the printer is on. 2 Access the printer Embedded Web Server (EWS). Can you open the EWS?	The problem is solved.	Go to step 2.
Step 2 1 Ensure that the printer IP address is correct. - View the IP address on the home screen. - An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123. 2 Access the EWS. Can you open the EWS?	The problem is solved.	Go to step 3.
Step 3 1 Check if you are using a supported browser with a version released within the past two years: - Microsoft Edge - Safari version - Google Chrome™ - Mozilla Firefox version - Opera - Brave 2 Access the EWS. Can you open the EWS?	The problem is solved.	Go to step 4.
Step 4 1 Check if the network connection is working.  Note: If the connection is not working, then contact your administrator.	The problem is solved.	Go to step 5.

ACTION	YES	NO
2 Access the EWS. Can you open the EWS?		
Step 5 1 Ensure that the cable connections to the printer and print server are secure. For more information, see the documentation that came with the print server. 2 Access the EWS. Can you open the EWS?	The problem is solved.	Go to step 6.
Step 6 1 Check if the web proxy servers are disabled.  Note: If the servers are disabled, then contact your administrator. 2 Access the EWS. Can you open the EWS?	The problem is solved.	Refer to Contacting Customer Support .

CANNOT CONNECT THE PRINTER TO THE WI-FI NETWORK

ACTION	YES	NO
Step 1 Ensure that Active Adapter is set to Auto. From the control panel, navigate to: Settings > Network/Ports > Network Overview > Active Adapter > Auto. For non-touch-screen printer models, press OK to navigate through the settings. Can the printer connect to the Wi-Fi network?	The problem is solved.	Go to step 2.
Step 2 Check if the correct Wi-Fi network is selected.	Go to step 4.	Go to step 3.

ACTION	YES	NO
 Note: Some routers may share the default SSID. Are you connecting to the correct Wi-Fi network?		
Step 3 Connect to the correct Wi-Fi network. For more information, refer to Connecting the Printer to a Wi-Fi Network . Can the printer connect to the Wi-Fi network?	The problem is solved.	Go to step 4.
Step 4 Check the wireless security mode. From the control panel, navigate to: Settings > Network/Ports > Wireless > Wireless Security Mode. For non-touch-screen printer models, press OK to navigate through the settings. Is the correct wireless security mode selected?	Go to step 6.	Go to step 5.
Step 5 Select the correct wireless security mode. Can the printer connect to the Wi-Fi network?	The problem is solved.	Go to step 6.
Step 6 Ensure that you entered the correct network password.  Note: Take note of the spaces, numbers, and capitalization in the password. Can the printer connect to the Wi-Fi network?	The problem is solved.	Refer to Contacting Customer Support .

Issues with Supplies

REPLACE CARTRIDGE PRINTER REGION MISMATCH

There is a mismatch error between the printer region and the cartridge region. To correct this problem, purchase a cartridge with the correct region that matches the printer region, or purchase a worldwide cartridge.

To locate the region settings of the printer and print cartridge, print the Print Quality Test Pages. From the control panel, navigate to: **Settings > Troubleshooting > Print Quality Test Pages**.

- The first number in the message after 42 indicates the region of the printer.
- The second number in the message after 42 indicates the region of the cartridge.

REGION	NUMERIC CODE
Worldwide	0
North America and Western Europe	1
Not Applicable	2
Not Applicable	3
Latin America, Eastern Europe, Middle East, and Africa	4
Not Applicable	5
Not Applicable	6
Not Applicable	7
Not Applicable	8
Not Applicable	9



Note: To find the region settings of the printer and toner cartridge, print the print quality test pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**.

NON-XEROX SUPPLIES

The printer has detected a non-Xerox supply installed in the printer.

Your Xerox printer is designed to function best with genuine Xerox supplies. Use of third-party supplies can affect the performance, reliability, or life of the printer and its imaging components.

All life indicators are designed to function with Xerox supplies and can deliver unpredictable results if third-party supplies are used. Imaging component usage beyond the intended life may damage your Xerox printer or associated components.

Warning—Potential Damage: Use of third-party supplies or parts can affect warranty coverage. Damage caused by the use of third-party supplies or parts may not be covered by the warranty.

If you do not want to accept these risks, then remove the third-party supply or part from your printer and install a genuine Xerox supply or part. For more information, refer to [Using Genuine Xerox Supplies](#).

If the printer does not print after clearing the error message, then reset the supply usage counter.

1. From the control panel, navigate to **Settings > Device > Maintenance > Configuration Menu > Supply Usage and Counters**.
2. Select the part or supply that you want to reset, then touch **Start**.
3. Read the warning message, then touch **Continue**.
4. Using two fingers, touch the display for 15 seconds to clear the message.



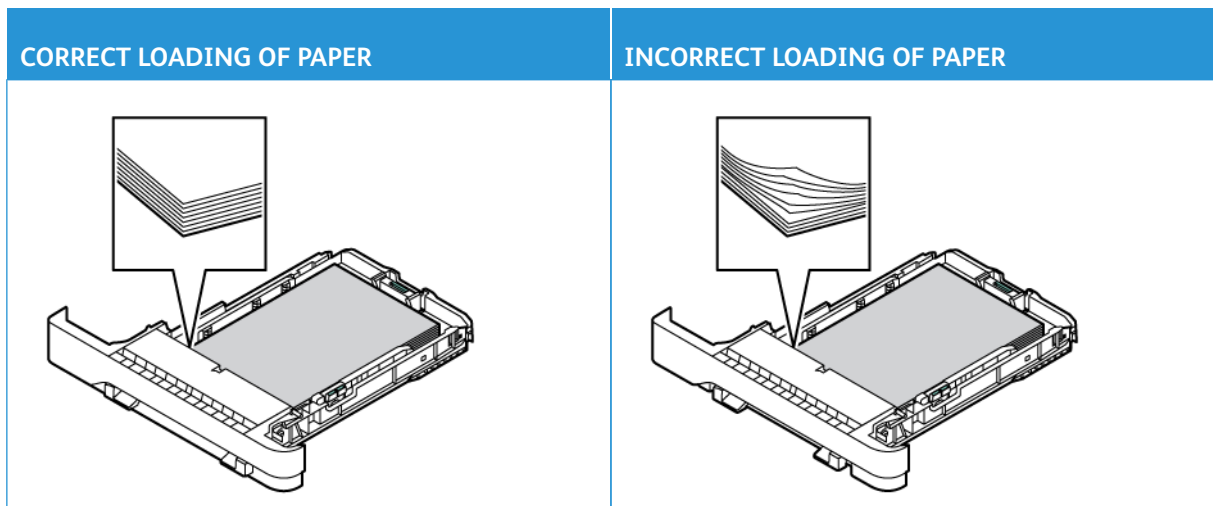
Note: If you are unable to reset the supply usage counters, then return the supply item to the place of purchase.

Clearing Jams

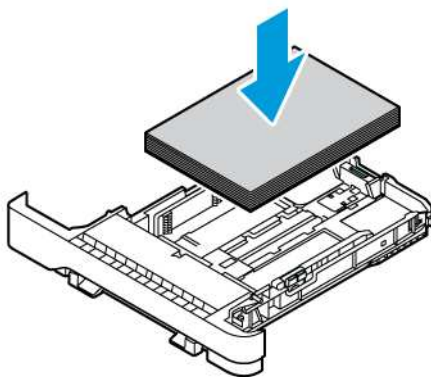
AVOIDING JAMS

Load Paper Properly

- Ensure that the paper lies flat in the tray.



- Do not load or remove a tray while the printer is printing.
- Do not load too much paper. Ensure that the stack height is below the maximum paper fill indicator.
- Do not slide paper into the tray. Load paper as shown in the illustration.



- Ensure that the paper guides are positioned correctly and are not pressing tightly against the paper or envelopes.
- Push the tray firmly into the printer after loading paper.

Use Recommended Paper

- Use only recommended paper or specialty media.
- Do not load paper that is wrinkled, creased, damp, bent, or curled.

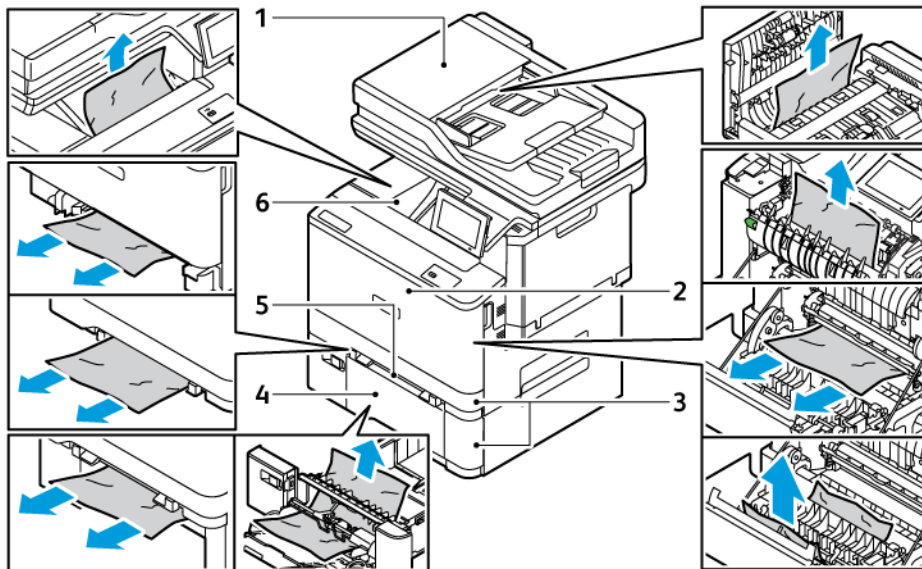
- Flex, fan, and align the paper edges before loading.



- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Ensure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

IDENTIFYING JAM LOCATIONS

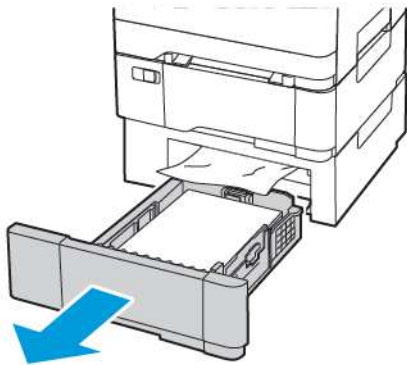
- When Jam Assist is set to **On**, the printer might attempt to flush blank pages or pages with partial prints after a jammed page has been cleared. Check your printed output for blank pages.
- When Jam Recovery is set to **On** or **Auto**, the printer reprints jammed pages.



1. ADF Door
2. Door A
3. Standard 250-sheet Tray and Optional 550-sheet Trays
4. Multipurpose Feeder
5. Manual Feeder
6. Standard Output Tray

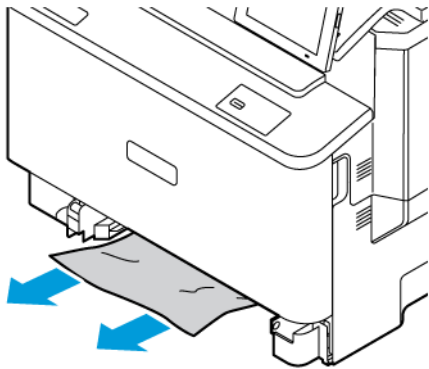
PAPER JAM IN TRAYS

1. Remove the tray.



2. Remove the jammed paper.

 Note: Ensure that all paper fragments are removed.

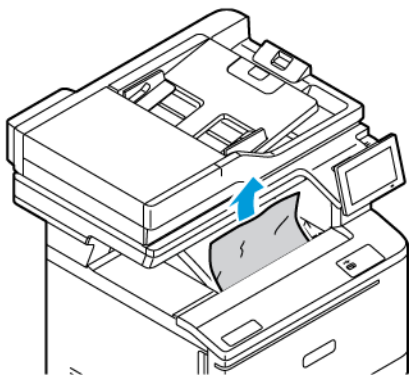


3. Insert the tray.

PAPER JAM IN THE STANDARD OUTPUT TRAY

Remove the jammed paper.

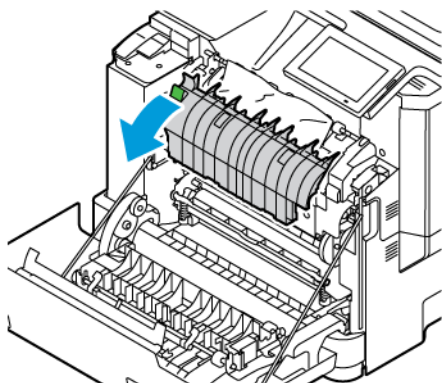
 Note: Ensure that all paper fragments are removed.



PAPER JAM IN THE AUTOMATIC DOCUMENT FEEDER

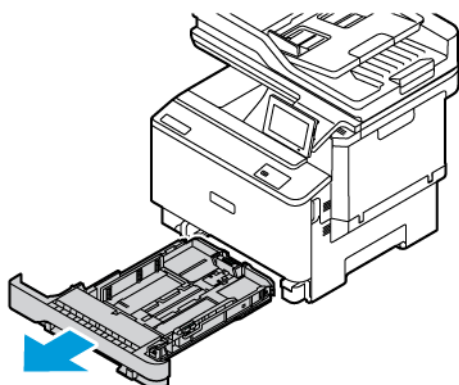
Remove the jammed paper.

 Note: Ensure that all paper fragments are removed.



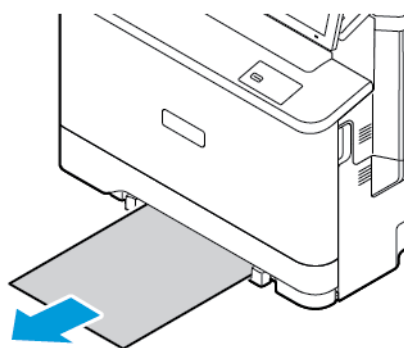
PAPER JAM IN THE MANUAL FEEDER

1. Remove the tray and the manual feeder.



2. Remove the jammed paper.

 Note: Ensure that all paper fragments are removed.

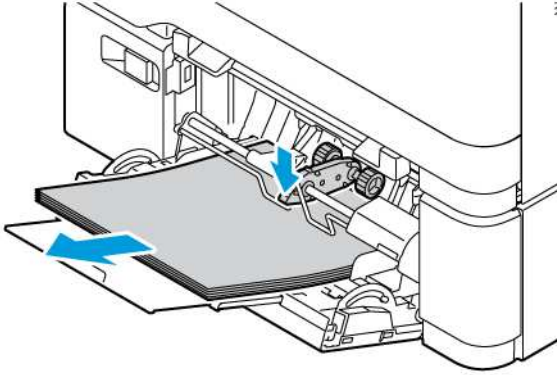


3. Insert the manual feeder and the tray.

PAPER JAM IN THE MULTIPURPOSE FEEDER

 Note: The multipurpose feeder is available only in some printer models.

1. Remove paper from the multipurpose feeder.



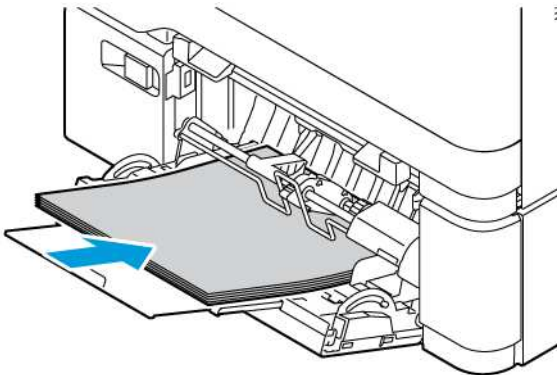
2. Remove the jammed paper.

 Note: Ensure that all paper fragments are removed.

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



4. Reload paper.



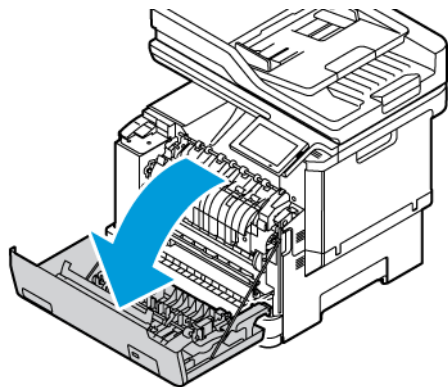
PAPER JAM IN DOOR A

1. Open Door A.



CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

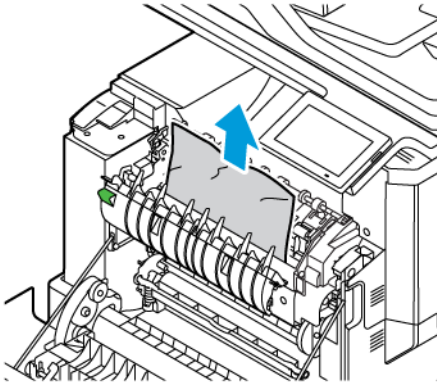
Warning—Potential Damage: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



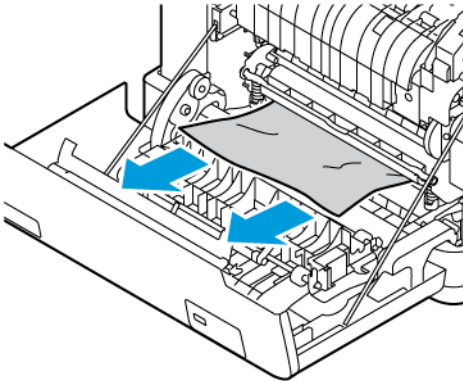
2. Remove the jammed paper from any of the following areas:

 Note: Ensure that all paper fragments are removed.

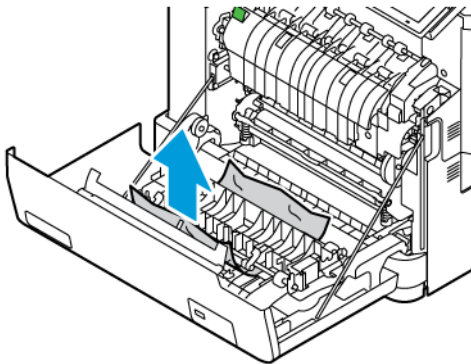
- Fuser area



- Below the fuser area



- Duplex unit



3. Close Door A.

Paper Feed Problems

ENVELOPE SEALS WHEN PRINTING

ACTION	YES	NO
Step 1 a. Use an envelope that has been stored in a dry environment  Note: Printing on envelopes with high moisture content can seal the flaps. b. Send the print job. Does the envelope seal when printing?	Go to step 2.	The problem is solved.
Step 2 a. Ensure that paper type is set to Envelope. From the control panel, navigate to: Settings > Paper > Tray Configuration > Paper Size/Type. For non-touch-screen printer models, press OK to navigate through the settings. b. Send the print job. Does the envelope seal when printing?	Refer to Contacting Customer Support .	The problem is solved.

COLLATED PRINTING DOES NOT WORK

ACTION	YES	NO
Step 1 a. From the control panel, navigate to Settings > Print > Layout > Collate. For non-touch-screen printer models, press OK to navigate through the settings. b. Select On [1,2,1,2,1,2]. c. Print the document. Is the document collated correctly?	The problem is solved.	Go to step 2.
Step 2 a. From the document that you are trying to print, open the Print dialog, then select Collate. b. Print the document. Is the document collated correctly?	The problem is solved.	Go to step 3.
Step 3 a. Reduce the number of pages to print. b. Print the document. Are the pages collated correctly?	The problem is solved.	Refer to Contacting Customer Support.

TRAY LINKING DOES NOT WORK

ACTION	YES	NO
Step 1 1 Check if the trays contain the same paper size and paper type. 2 Check if the paper guides are positioned correctly. 3 Print the document. Do the trays link correctly?	The problem is solved.	Go to step 2.
Step 2 1 From the control panel, navigate to: Settings > Paper > Tray Configuration > Paper Size/Type 2 Set the paper size and paper type to match the paper loaded in the linked trays. 3 Print the document. Do the trays link correctly?	The problem is solved.	Go to step 3.
Step 3 1 Ensure that Tray Linking is set to Automatic. For more information, refer to Linking Trays . 2 Print the document. Do the trays link correctly?	The problem is solved.	Refer to Contacting Customer Support .

PAPER FREQUENTLY JAMS

ACTION	YES	NO
Step 1 - Remove the tray. - Check if paper is loaded correctly. - Ensure that the paper guides are positioned correctly. - Ensure that the stack height is below the maximum paper fill indicator. - Ensure to print on recommended paper size and type. - Insert the tray. - Print the document. Do paper jams occur frequently?	Go to step 2.	The problem is solved.
Step 2 - From the control panel, navigate to: Settings > Paper > Tray Configuration > Paper Size/Type. For non-touch-screen printer models, press OK to navigate through the settings. - Set the correct paper size and type. - Print the document. Do paper jams occur frequently?	Go to step 3.	The problem is solved.
Step 3 - Load paper from a fresh package.  Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. - Print the document. Do paper jams occur frequently?	Refer to Contacting Customer Support.	The problem is solved.

JAMMED PAGES ARE NOT REPRINTED

ACTION	YES	NO
1 From the control panel, navigate to: Settings > Device > Notifications > Jam Content Recovery. For non-touch-screen printer models, press OK to navigate through the settings. 2 In the Jam Recovery menu, select On or Auto. 3 Print the document. Are the jammed pages reprinted?	The problem is solved.	Refer to Contacting Customer Support.

Color Quality Problems

MODIFYING THE COLORS IN PRINTED OUTPUT

For non-touch-screen printer models, press **OK** to navigate through the settings.

1. From the control panel, navigate to **Settings > Print > Quality > Advanced Imaging > Color Correction**.
2. From the Color Correction menu, select **Manual > Color Correction Content**.
3. Choose the appropriate color conversion setting.

OBJECT TYPE	COLOR CONVERSION TABLES
RGB Image RGB Text RGB Graphics	• Vivid – Produces brighter, more saturated colors and may be applied to all incoming color formats. • sRGB Display – Produces an output that approximates the colors displayed on a computer monitor. Black toner usage is optimized for printing photographs. • Display-True Black – Produces an output that approximates the colors displayed on a computer monitor. This setting uses only black toner to create all levels of neutral gray. • sRGB Vivid – Provides an increased color saturation for the sRGB Display color correction. Black toner usage is optimized for printing business graphics. • Off
CMYK Image CMYK Text CMYK Graphics	• US CMYK – Applies color correction to approximate the Specifications for Web Offset Publishing (SWOP) color output. • Euro CMYK – Applies color correction to approximate Euroscale color output. • Vivid CMYK – Increases the color saturation of the US CMYK color correction setting. • Off

FAQ ABOUT COLOR PRINTING

What is RGB color?

RGB color is a method of describing colors by indicating the amount of red, green, or blue used to produce a certain color. Red, green, and blue light can be added in various amounts to produce a large range of colors observed in nature. Computer screens, scanners, and digital cameras use this method to display colors.

What is CMYK color?

CMYK color is a method of describing colors by indicating the amount of cyan, magenta, yellow, and black used to reproduce a particular color. Cyan, magenta, yellow, and black inks or toners can be printed in various amounts to produce a large range of colors observed in nature. Printing presses, inkjet printers, and color laser printers create colors in this manner.

How is color specified in a document to be printed?

Software programs are used to specify and modify the document color using RGB or CMYK color combinations. For more information, refer to the software program Help topics.

How does the printer know what color to print?

When printing a document, information describing the type and color of each object is sent to the printer and is passed through color conversion tables. Color is translated into the appropriate amounts of cyan, magenta, yellow, and black toner used to produce the color you want. The object information determines the application of color conversion tables. For example, it is possible to apply one type of color conversion table to text while applying a different color conversion table to photographic images.

What is manual color correction?

When manual color correction is enabled, the printer employs user-selected color conversion tables to process objects. Manual color correction settings are specific to the type of object being printed (text, graphics, or images). It is also specific to how the color of the object is specified in the software program (RGB or CMYK combinations). To apply a different color conversion table manually, refer to [Modifying the Colors in Printed Output](#).

If the software program does not specify colors with RGB or CMYK combinations, then manual color correction is not useful. It is also not effective if the software program or the computer operating system controls the adjustment of colors. In most situations, setting the Color Correction to Auto generates preferred colors for the documents.

How can I match a particular color (such as a corporate logo)?

From the printer Quality menu, nine types of Color Samples sets are available. These sets are also available from the Color Samples page of the Embedded Web Server. Selecting any sample set generates multiple-page prints consisting of hundreds of colored boxes. Each box contains a CMYK or RGB combination, depending on the table selected. The observed color of each box is obtained by passing the CMYK or RGB combination labeled on the box through the selected color conversion table.

By examining Color Samples sets, you can identify the box with color closest to the color being matched. The color combination labeled on the box can then be used for modifying the color of the object in a software program. For more information, refer to the software program Help topics. Manual color correction may be necessary to use the selected color conversion table for the particular object.

Selecting which Color Samples set to use for a particular color-matching problem depends on:

- The Color Correction setting being used (Auto, Off, or Manual)
- The type of object being printed (text, graphics, or images)
- How the color of the object is specified in the software program (RGB or CMYK combinations)

If the software program does not specify colors with RGB or CMYK combinations, then the Color Samples pages are

not useful. Additionally, some software programs adjust the RGB or CMYK combinations specified in the program through color management. In these situations, the printed color may not be an exact match of the Color Samples pages.

THE PRINT APPEARS TINTED

ACTION	YES	NO
Step 1 Perform Color Adjust. a. From the control panel, navigate to: Settings > Print > Quality > Advanced Imaging > Color Adjust. For non-touch-screen printer models, press OK to navigate through the settings. b. Print the document. Does the print appear tinted?	Go to step 2.	The problem is solved.
Step 2 Perform Color Balance. a. From the control panel, navigate to: Settings > Print > Quality > Advanced Imaging > Color Balance. For non-touch-screen printer models, press OK to navigate through the settings. b. Adjust the settings. c. Print the document. Does the print appear tinted?	Refer to Contacting Customer Support.	The problem is solved.

Contacting Customer Support

To access the Customer Support Center phone numbers, refer to <https://www.xerox.com/office/worldcontacts>.

Before contacting customer support, ensure to have the following information:

- Printer problem
- Error message
- Printer model type and serial number

To access customer support, search through the Knowledge-base, browse through user documentation, or download printer software, refer to <https://support.xerox.com>, and enter your product into the Search field.

Regulatory Information

This appendix contains:

- Basic Regulations 358
- Copy Regulations 365
- Fax Regulations 368
- Safety Certification..... 371
- Material Safety Data Sheets 372

Basic Regulations

Xerox has tested this printer to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this printer in a typical office environment.

Changes or modifications to this device not specifically approved by Xerox® Corporation can void the authority of the user to operate this equipment.

UNITED STATES FCC REGULATIONS

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the Federal Communications Commission (FCC) Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy. If the equipment is not installed and used in accordance with the instruction manual, it may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference. Users are required to correct the interference at their own expense.

Changes or modifications to this equipment not approved by Xerox can void the authority of the user to operate this equipment.

To maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception.

Warning: To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Xerox® C325 Color Multifunction Printers

Xerox® C325 Color Multifunction Printers comply with Part 15 of the FCC rules. Operation is subject to the following two conditions:

- The devices are not used to cause harmful interference.
- The devices must accept any interference received, including any interference that can cause an undesired operation.

Responsible Party: Xerox Corporation

Address: 800 Phillips Road, Webster, NY 14580

Internet contact information: www.xerox.com/en-us/about/ehs.

REGULATORY INFORMATION FOR 2.4-GHZ AND 5-GHZ WIRELESS NETWORK ADAPTERS

This product contains a 2.4-GHz and 5-GHz Wireless LAN radio transmitter module that complies with the requirements specified in FCC Part 15, Industry Canada RSS-210, and European Council Directive 2014/53/EU. Radio Frequency (RF) output power of this device will not exceed 20 dBm in either frequency band.

Operation of this device is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this device not specifically approved by the Xerox Corporation can void the authority of the user to operate this equipment.

This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter. This equipment should be installed and operated with a minimum distance of 20 cm between the radiator and your body.

LASER NOTICE

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, Chapter I, Subchapter J for Class I (1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 60825-1: 2014.

Class I laser products are not considered to be hazardous. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service conditions. The printer has a non-serviceable printhead assembly that contains a laser with the following specifications:

Class: IIIb (3b) AlGaAs

Nominal output power (milliwatts): 12

Wavelength (nanometers): 770–800

CANADA

This Class A digital apparatus complies with Canadian ICES-003 and ICES-001.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 et NMB-001 du Canada.

This product contains a 2.4-GHz and 5-GHz Wireless LAN radio transmitter module that complies with the requirements specified in Industry Canada RSS-210.

Ce produit contient un module émetteur radio LAN sans fil de 2,4 GHz et 5 GHz conforme aux exigences spécifiées dans la réglementation Industrie du Canada RSS-210.

This device complies with Industry Canada's licence-exempt RSSs. Operation is subject to the following two conditions:

1. This device may not cause interference.
2. This device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes:

1. l'appareil ne doit pas produire de brouillage, et
2. l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

There are operational restrictions for License-Exempt Local Area Network (LE-LAN) devices: the device for operation in the band 5150–5250 MHz is only for indoor use to reduce the potential for harmful interference to co-channel mobile satellite systems.

Il y a des restrictions opérationnelles pour dispositifs de réseaux locaux exempts de licence (RL-EL): les dispositifs fonctionnant dans la bande 5150–5250 MHz sont réservés uniquement pour une utilisation à l'intérieur afin de réduire les risques de brouillage préjudiciable aux systèmes de satellites mobiles utilisant les mêmes canaux.

EUROPEAN UNION AND EUROPEAN ECONOMIC AREA COMPLIANCE



The CE mark applied to this product indicates compliance to applicable EU Directives

The full text of the EU Declaration of Conformity is located at www.xerox.com/en-us/about/ehs.

This product contains a 2.4-GHz and 5-GHz Wireless LAN radio transmitter module.

Radio Frequency (RF) output power of this device will not exceed 20 dBm in either frequency band.

Hereby, Xerox declares that the radio equipment models Xerox® C325 Color Multifunction Printers are in compliance with Directive 2014/53/EU.

This printer, if used properly in accordance with the instructions, is not dangerous for the consumer or for the environment.

Warning:

- Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.
- External radiation from Industrial, Scientific, and Medical (ISM) equipment can interfere with the operation of this Xerox device. If external radiation from ISM equipment interferes with this device, contact your Xerox representative for assistance.
- This is a class A product. In a domestic environment, this product can cause radio frequency interference, in which case the user can be required to take adequate measures.
- To ensure compliance with European Union regulations, use shielded interface cables.

European Union Lot 4 Imaging Equipment Agreement

Xerox® has agreed to design criteria for energy efficiency and environmental performance of our products that are in scope of the European Union (EU) Energy Related Products Directive, specifically the Lot 4 - Imaging Equipment.

In scope products include Household and Office equipment that meet the following criteria:

- Standard monochrome format products with a maximum speed less than 66 A4 images per minute.
- Standard color format products with a maximum speed less than 51 A4 images per minute.

TO LEARN MORE ABOUT	GO TO
- Power Consumption and Activation Times - Default Energy Saver Settings	<i>User Documentation or Systems Administrators Guide</i> www.xerox.com/office/C325docs
Benefits of purchasing ENERGY STAR® qualified products	https://www.energystar.gov
- Environmental Benefits of Duplex Printing - Benefits of using lighter paper weights (60 g/m²) and Recyclability - Cartridge disposal and treatment - Xerox participation in sustainability initiatives	www.xerox.com/en-us/about/ehs

European Union Lot 19 Ecodesign Directive

Per European Commission Ecodesign Directive, the light source contained within this product or its components is intended to be used for Image Capture or Image Projection only, and is not intended for use in other applications.

ENERGY STAR



The ENERGY STAR program is a voluntary scheme to promote the development and purchase of energy-efficient models, which help to reduce environmental impact. Details on the ENERGY STAR program and models qualified to ENERGY STAR can be found at the following website: <https://www.energystar.gov>.

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

The ENERGY STAR Imaging Equipment Program is a team effort between United States, European Union, Japanese governments, and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction printers, 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.

For more information on energy or other related topics, go to www.xerox.com/environment or www.xerox.com/environment_europe.

Power Consumption and Activation Time

The amount of electricity that a device consumes depends on the way the device is used. This device is designed and configured to enable you to reduce your electricity usage.

To reduce energy consumption, your device is configured to use Energy Saver modes. After the last print, the device transitions to Ready mode. In Ready mode, the device can print again immediately. If the device is not used for a specified period, the device transitions to Sleep mode. To reduce power consumption, only essential functions remain active in Sleep mode. The device takes longer to produce the first print after it exits Sleep Mode, than it

takes to print in Ready mode. This delay is the result of the printer that wakes up and is typical of most imaging devices on the market.

To save power, you can configure Energy Saver modes. The following options are available:

- **Job Activated:** The device wakes when it detects activity. To set the delay before the device enters Sleep Mode, enter the number of minutes.
- **Sleep and wake up at scheduled times:** The device wakes and sleeps according to a schedule that you specify.
- **Auto Power Off:** To allow the device to power off after a period of time in Sleep Mode, select Auto Power Off. To set the delay before the printer powers off from the Sleep Mode setting, enter the number of hours.

To change the Energy Saver mode settings, refer to the *User Guide* at www.xerox.com/office/C325docs. For further assistance, contact your System Administrator or refer to the *System Administrator Guide*.

To enable Auto Power Off mode, contact your System Administrator. For details, refer to the *System Administrator Guide* at www.xerox.com/office/C325docs.

To learn more about Xerox participation in sustainability initiatives, go to: www.xerox.com/environment or www.xerox.com/environment_europe.



Note: Changing the default Energy Saver activation times can result in an overall higher energy consumption of the device. Before you turn off Energy Saver modes or set a long activation time, consider the increase in device power consumption.

Default Energy Saver Settings

This device is ENERGY STAR®-qualified under the ENERGY STAR Program Requirements for Imaging Equipment. The transition time from Ready mode to Sleep mode can be set from 0–60 or 0–120 minutes, depending on the printer model. The default value is set to 0 minutes. The maximum transition time from Ready mode to Sleep mode can take up to 120 minutes, depending on the printer model and system configuration.

To change the Energy Saver settings, or enable Auto Standby capability, contact your system administrator or refer to *System Administrator Guide* at www.xerox.com/office/C325docs.

EPEAT

This device is registered in the EPEAT directory for meeting the ecolabel properties. Included is the factory defaulted Sleep mode enablement. In Sleep mode the printer uses less than 1 Watt of power.

To learn more about Xerox participation in sustainability initiatives, go to <https://www.xerox.com/en-us/about/ehs> or www.xerox.co.uk/about-xerox/environment/engb.html.

Environmental Benefits of Duplex Printing

Most Xerox products have duplex printing, also known as 2-sided printing, capability. This enables you to print on both sides of the paper automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption. The Lot 4 Imaging Equipment agreement requires that on models greater than or equal to 40 ppm color or greater than or equal to 45 ppm monochrome the duplex function has been auto enabled, during the setup and driver installation. Some Xerox models below these speed bands may also be enabled with 2-sided printing settings defaulted on at the time of install. Continuing to use the duplex function will reduce the

environmental impact of your work. However, should you require simplex/1-sided printing, you may change the print settings in the print driver.

Paper Types

This product can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN12281 or a similar quality standard. Lighter weight paper (60 g/m²), which contains less raw material and thus saves resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

EURASIAN ECONOMIC COMMUNITY CERTIFICATION



The EAC mark applied to this product indicates certification for use on the markets of the Member States of the Customs Union.

GERMANY

Germany - Blue Angel



RAL, the German Institute for Quality Assurance and Labeling, has awarded the following configuration of this device the Blue Angel Environmental Label:

Network printer with automatic 2-sided printing and USB or network connectivity.

This label distinguishes it as a device that satisfies Blue Angel criteria for environmental acceptability in terms of device design, manufacture, and operation. For more information, go to www.blauer-engel.de.

Blendschutz

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

Lärmemission

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

Importeur

Xerox GmbH

Hellersbergstraße 2-4

41460 Neuss

Deutschland

TURKEY ROHS REGULATION

In compliance with Article 7 (d), we hereby certify “it is in compliance with the EEE regulation.”

“EEE yönetmeliğine uygundur.”

UKRAINE ROHS COMPLIANCE

Обладнання відповідає вимогам Технічного регламенту щодо обмеження використання деяких небезпечних речовин в електричному та електронному обладнанні, затвердженого постановою Кабінету Міністрів України від 3 грудня 2008 № 1057

The equipment complies with requirements of the Technical Regulation, approved by the Resolution of Cabinet of Ministry of Ukraine as of December 3, 2008, in terms of restrictions for the use of certain dangerous substances in electrical and electronic equipment.

Copy Regulations

UNITED STATES

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

1. Obligations or Securities of the United States Government, such as:
 - Certificates of Indebtedness.
 - National Bank Currency.
 - Coupons from Bonds.
 - Federal Reserve Bank Notes.
 - Silver Certificates.
 - Gold Certificates.
 - United States Bonds.
 - Treasury Notes.
 - Federal Reserve Notes.
 - Fractional Notes.
 - Certificates of Deposit.
 - Paper Money.
 - Bonds and Obligations of certain agencies of the government, such as FHA and so on.
 - Bonds. United States 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 reproduce a legal document on which there is a canceled 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 in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.
 - Postal Money Orders.
 - Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.
 - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
 - Adjusted Compensation Certificates for Veterans of the World Wars.
2. Obligations or Securities of any Foreign Government, Bank, or Corporation.
3. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

4. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
5. Passports. Foreign Passports may be photographed.
6. Immigration papers.
7. Draft Registration Cards.
8. Selective Service Induction papers that bear any of the following Registrant's information:
 - Earnings or Income.
 - Court Record.
 - Physical or mental condition.
 - Dependency Status.
 - Previous military service.
 - Exception: United States military discharge certificates may be photographed.
9. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, and so on (unless photograph is ordered by the head of such department or bureau).

Reproducing the following is also prohibited in certain states:

- Automobile Licenses.
- Drivers' Licenses.
- Automobile Certificates of Title.

The preceding list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

For more information about these provisions contact the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

CANADA

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

- Current bank notes or current paper money
- Obligations or securities of a government or bank
- Exchequer bill paper or revenue paper
- The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law
- Proclamations, orders, regulations, or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province)
- Marks, brands, seals, wrappers, or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission, or agency established by the Government of Canada or of a province or of a government of a state other than Canada

- Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada
- Documents, registers, or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof
- Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner

This list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

OTHER COUNTRIES

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes
- Bank notes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Fax Regulations

UNITED STATES

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.

For instructions on programming the Fax Send Header information, refer to the section of the *System Administrator Guide* on Setting Transmission Defaults.

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 cover 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 connects to a compatible modular jack that is also compliant. See installation instructions for details.

You can safely connect the printer 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 (REN) is used to determine the number of devices that can be connected to a telephone line. Excessive RENs on a telephone line could 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 can be connected to a line, as determined by the RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

To order the correct service from the local Telephone Company, you could also have to quote the codes in the following list:

- Facility Interface Code (FIC) = 02LS2
- Service Order Code (SOC) = 9.0Y

Warning: Ask your local Telephone Company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

If this Xerox® equipment causes harm to the telephone network, the Telephone Company could temporarily discontinue service to the telephone line to which it is connected. If advance notice is not practical, the Telephone Company notifies you of the disconnection as soon as possible. If the Telephone Company interrupts your service, they can advise you of your right to file a complaint with the FCC if you believe that it is necessary.

The Telephone Company could change its facilities, equipment, operations, or procedures which could affect the operation of the equipment. If the Telephone Company changes something that affects the operation of the equipment, they should notify you in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this Xerox® equipment, please contact the appropriate service center for repair or warranty information. Contact information is contained in the Device app on the printer and in the back of the Troubleshooting section of the *User Guide*. If the equipment is causing harm to the telephone network, the Telephone Company may request you to disconnect the equipment until the problem is resolved.

Only a Xerox Service Representative or an authorized Xerox Service provider are authorized to make repairs to the printer. 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.

Your office could have specially wired alarm equipment connected to the telephone line. Make sure that the installation of this Xerox® equipment does not disable your alarm equipment.

If you have questions about what could disable alarm equipment, consult your Telephone Company or a qualified installer.

CANADA

This product meets the applicable Innovation, Science and Economic Development Canada technical specifications.

A representative designated by the supplier should coordinate repairs to certified equipment. Repairs or alterations made by the user to this device, or device malfunctions, could cause the telecommunications company to request you to disconnect the equipment.

For user protection, make sure that the printer is properly grounded. The electrical ground connections of the power utility, telephone lines, and internal metallic water pipe systems, if present, must be connected together. This precaution could be vital in rural areas.

Warning: Do not attempt to make such connections yourself. Contact the appropriate electric inspection authority, or electrician, to make the ground connection.

The Ringer Equivalence Number (REN) indicates the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five. For the Canadian REN value, please refer to the label on the equipment.

Canada CS-03 Issue 9

This product has been tested to and is compliant with CS-03 issue 9.

EUROPEAN UNION

Radio Equipment and Telecommunications Terminal Equipment Directive

This device has been designed to work with the national public switched telephone networks and compatible PBX devices of the following countries:

PAN-EUROPEAN ANALOG PSTN AND COMPATIBLE PBX CERTIFICATIONS		
Austria	Greece	Netherlands
Belgium	Hungary	Norway
Bulgaria	Iceland	Poland
Cyprus	Ireland	Portugal
Czech Republic	Italy	Romania
Denmark	Latvia	Slovakia
Estonia	Liechtenstein	Slovenia
Finland	Lithuania	Spain
France	Luxembourg	Sweden
Germany	Malta	

If you have problems with your product, contact your local Xerox representative. This product can be configured to be compatible with other country networks. Before reconnecting the device to a network in another country, contact your Xerox representative for assistance.



Note:

- Although this product can use either loop disconnect (pulse) or DTMF tone signaling, Xerox recommends that you use DTMF signaling. DTMF signaling provides reliable and faster call setup.
- Modification of this product, or connection to external control software or control apparatus not authorized by Xerox, invalidates its certification.

SOUTH AFRICA

This modem must be used in conjunction with an approved surge-protection device.

Safety Certification

This device is compliant with IEC and EN product safety standards certified by a National Regulatory Test Laboratory (NRTL).

Material Safety Data Sheets

For Material Safety Data information regarding your printer, go to:

- Web address: [Xerox Safety Documents and Compliance Information](#)
- United States and Canada, only: 1-800-ASK-XEROX (1-800-275-9376)
- Other markets, send an email request to: EHS-Europe@xerox.com

Recycling and Disposal

This appendix contains:

All Countries.....	374
North America.....	375
European Union	376
Other Countries	377

All Countries

If you are managing the disposal of your Xerox product, please note that the printer may contain lead, mercury, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market.

For recycling and disposal information, contact your local authorities.

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

BATTERY REMOVAL

Batteries should only be replaced by a manufacturer-approved service facility.

North America

Xerox operates an equipment take-back and reuse/recycle program. Contact your Xerox representative (1-800-ASK-XEROX) to determine if this Xerox product is part of the program.

For more information about Xerox environmental programs, visit www.xerox.com/environment.

For recycling and disposal information, contact your local authorities.

European Union



These symbols indicate that this product is not to be disposed of with your household waste, according to the Waste Electrical and Electronic Equipment (WEEE) Directive (2012/19/EU), the Battery Directive (2006/66/EC) and national legislation implementing those Directives.

If a chemical symbol is printed beneath the symbol shown above, in accordance with the Battery Directive, this indicates that a heavy metal (Hg = Mercury, Cd = Cadmium, Pb = Lead) is present in this battery or accumulator at a concentration above an applicable threshold specified in the Battery Directive.

Some equipment may be used in both a domestic/household and a professional/business application. Private households within European Union may return used electrical and electronic equipment to designated collection facilities free of charge. For more information about collection and recycling of old products and batteries, contact your local municipality, your waste disposal service or the point of sale where you purchased the items. In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. For more information, contact your retailer.

Business Users in the European Union, in accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures. If you wish to discard electrical and electronic equipment, contact your dealer or supplier, local reseller or Xerox representative for end of life take-back information prior to disposal.

Improper handling of this type of waste could have a possible impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. Your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources.

DISPOSAL OUTSIDE OF 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.

Other Countries

Please contact your local waste management authority to request disposal guidance.

