



User Guide

Guide D'utilisation

Guida dell'utente

Benutzerhandbuch

Guía del usuario

Guia do Usuário

Gebruikershandleiding

Användarhandbok

Руководство пользователя



Copyright © 2004, Xerox Corporation. All Rights Reserved. Unpublished rights reserved under the copyright laws of the United States. Contents of this publication may not be reproduced in any form without permission of Xerox Corporation.

Copyright protection claimed includes all forms of matters of copyrightable materials and information now allowed by statutory or judicial law or hereinafter granted, including without limitation, material generated from the software programs which are displayed on the screen such as styles, templates, icons, screen displays, looks, etc.

XEROX[®], The Document Company[®], the digital X[®], CentreWare[®], infoSMART[®], and Phaser[®] are registered trademarks of Xerox Corporation in the United States and/or other countries.

Adobe[®], Acrobat[®] Reader[®], and PostScript[®] are registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Apple[®], AppleTalk[®], iBook[®], iMac[®], Macintosh[®], Mac[®] OS, PowerBook[®], and Power Macintosh[®] are registered trademarks of Apple Computer, Inc. in the United States and/or other countries.

Centronics[®] is a registered trademark of Centronics Data Computer Corporation.

Ghostscript[®] is a registered trademark of Artifex Software, Inc.

IBM[®] and PowerPC[®] are registered trademarks of International Business Machines Corporation in the United States and/or other countries.

HP-GL[®] and PCL[®] are registered trademarks of Hewlett-Packard Corporation in the United States and/or other countries.

Microsoft[®], Windows[®], and Windows NT[®] are registered trademarks of Microsoft Corporation in the United States and/or other countries.

UNIX[®] is a registered trademark in the United States and other countries, licensed exclusively through X/Open Company Limited.

CONTENTS

Chapter 1 : Introduction

Special Features	1.2
Printer Components	1.4
Front View	1.4
Right View	1.5
Rear View	1.5
Changing the Display Language	1.6

Chapter 2 : Using Paper or Specialty Media

Choosing Paper and other Specialty Media	2.2
Sizes and Capacities	2.2
Guidelines for Paper and Specialty Media	2.3
Loading Paper	2.4
Using Tray 1	2.4
Changing the Paper Size in the Tray	2.7
Using the Optional Tray 2	2.8
Using the Multi-Purpose Tray (MPT)	2.9
Using the Manual Feed	2.12
Printing Specialty Media	2.14
Printing on Envelopes	2.14
Printing on Labels	2.16
Printing on Transparencies	2.17
Printing on Preprinted Paper	2.20
Printing on Card Stock or Custom Size Paper	2.21

Chapter 3 : Printing Tasks

Printer Driver Features	3.2
Printing a Document	3.3
Canceling a Print Job	3.4

Printer Settings	3.5
Layout tab	3.6
Paper tab	3.7
Graphics tab	3.9
Extras tab	3.11
Troubleshooting	3.12
Using a Favorite Setting	3.12
Using Help	3.13

Chapter 4 : Advanced Printing

Printing on Both Sides of the Paper	4.2
Scaling Your Document	4.4
Fitting Your Document to a Selected Paper Size	4.5
Printing Multiple Pages on One Sheet of Paper	4.6
Printing Posters	4.7
Printing Booklets	4.9
Using Watermarks	4.10
Using an Existing Watermark	4.10
Creating a Watermark	4.11
Editing a Watermark	4.12
Deleting a Watermark	4.12
Using Overlays	4.13
What is an Overlay?	4.13
Creating a New Page Overlay	4.13
Using a Page Overlay	4.15
Deleting a Page Overlay	4.16

Chapter 5 : Using the Control Panel

Understanding the Control Panel	5.2
Display	5.2
Buttons	5.3
Using Control Panel Menus	5.5
Accessing Control Panel Menus	5.5
Overview of Control Panel Menus	5.6
Information Menu	5.6
Page Layout Menu	5.7
Color Menu	5.8
Printer Setup Menu	5.9
Maintenance Menu	5.11
Network Setup Menu	5.12

Chapter 6 : Maintaining Your Printer

Printing a Config Page	6.2
Replacing the Supplies	6.3
Managing the Toner Cartridges	6.4
Toner Cartridge Storage	6.4
Toner Cartridge Life Expectancy	6.4
Checking the Remaining Toner	6.4
Redistributing the Toner	6.5
Replacing the Toner Cartridges	6.8
Replacing the Waste Cartridge	6.11
Replacing the Imaging Unit	6.14
Replacing the Transfer Belt	6.22
Cleaning the Printer	6.29
Printing a Cleaning Page	6.29
Cleaning the Outside of the Printer	6.29
Cleaning the Laser Scanning Unit (LSU)	
Inside the Printer	6.30
Cleaning the Inside of the Printer	6.31
Replacement Parts	6.38

Chapter 7 : Solving Problems

Troubleshooting Checklist	7.2
Solving General Printing Problems	7.3
Clearing Paper Jams	7.6
Jam at Tray 1 or the Paper Feed Area	7.7
Jam at the Multi-purpose Tray (MPT)	7.9
Jam at C (Inside the Printer)	7.9
Jam at C (In Duplex Area)	7.10
Jam at B, C	7.14
Jam at Optional Tray 2	7.17
Tips for Avoiding Paper Jams	7.20
Solving Print Quality Problems	7.21
Understanding Display Messages	7.25
Common Windows Problems	7.29
Common Macintosh Problems	7.30
Problems in the Chooser	7.30
Printing Errors	7.30
Common Linux Problems	7.31

Appendix A : Using Your Printer with a Macintosh

Software for Macintosh	A.2
System Requirements	A.2

Appendix B : Using Your Printer in Linux

Installing the Printer Driver	B.2
System Requirements	B.2
Installing the Printer Driver	B.2
Changing the Printer Connection Method	B.6
Uninstalling the Printer Driver	B.7
Using the Configuration Tool	B.8
Changing LLPR Properties	B.10

Appendix C : Using Your Printer on a Network

About Sharing the Printer on a Network	C.2
Setting Up a Locally Shared Printer	C.3
In Windows 98/Me	C.3
In Windows NT 4.0/2000/XP/Server 2003	C.4
Setting Up a Network-Connected Printer	C.6
Configuring Network Parameters on the Control Panel	C.7

Appendix D : Installing An Optional Tray 2

Installing an Optional Tray 2	D.2
--	------------

Appendix E : Specifications

- Printer Specifications E.2**
- Paper Specifications E.3**
 - Overview E.3
 - Supported Sizes of Paper E.4
 - Guidelines for Using Paper E.5
 - Paper Specifications E.6
 - Paper Output Capacity E.6
 - Paper Input Capacity E.6
 - Printer and Paper Storage Environment E.7
 - Envelopes E.8
 - Labels E.10
 - Transparencies E.10

Appendix F : Product Recycling and Disposal

- Product Recycling and Disposal F.2**

Appendix G : Additional Resources

- Web Links G.2**

Environmental and Safety Consideration

Laser Safety Statement

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, chapter 1 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.

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 condition.

WARNING

Never operate or service the printer with the protective cover removed from Laser/Scanner assembly. The reflected beam, although invisible, can damage your eyes. When using this product, these basic safety precautions should always be followed to reduce risk of fire, electric shock, and injury to persons:



CAUTION - INVISIBLE LASER RADIATION
WHEN THIS COVER OPEN.
DO NOT OPEN THIS COVER.

VORSICHT - UNSICHTBARE LASERSTRAHLUNG,
WENN ABDECKUNG GEÖFFNET.
NICHT DEM STRAHL AUSSETZEN.

ATTENTION - RAYONNEMENT LASER INVISIBLE EN CAS
D'OUVERTURE. EXPOSITION DANGEREUSE
AU FAISCEAU.

ATTENZIONE - RADIAZIONE LASER INVISIBILE IN CASO DI
APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.

PRECAUCIÓN - RADIACIÓN LASER INVISIBLE CUANDO SE ABRE.
EVITAR EXPONERSE AL RAYO.

PERIGO - RADIAÇÃO LASER INVISÍVEL AO ABRIR. EVITE
EXPOSIÇÃO DIRECTA AO FEIXE.

GEVAAR - ONZICHTBARE LASERSTRALEN BIJ GEOPENDE
KLEP. DEZE KLEP NIET OPENEN.

ADVARSEL - USYNLIG LASERSTRÅLNING VED ÅBNING, NÅR
SIKKERHEDSBRYDERE ER UDE AF FUNKTION.
UNDGÅ UDSAETTEELSE FOR STRÅLNING.

ADVARSEL - USYNLIG LASERSTRÅLNING NÅR DEKSEL
ÅPNES. STIRR IKKE INN I STRÅLEN. UNNGÅ
EKSPONERING FOR STRÅLEN.

VARNING - OSYNLIG LASERSTRÅLNING NÅR DENNA DEL
ÄR ÖPPEN OCH SPÄRREN ÄR URKOPPLAD.
BETRAKTA EJ STRÅLEN. STRÅLEN ÄR FARLIG.

VARO! - AVATTAESSA JA SUOJALUKITUS OHITETTAESSA
OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASER-
SÄTEILYLLE ÄLÄ KATSO SÄTEESEEN.

注 意 - 严禁揭开此盖, 以免激光泄露灼伤

주 의 - 이 덮개를 열면 레이저광에 노출될 수 있으므로
주의하십시오.

Ozone Safety



During normal operation, this machine may produce ozone, which does not present a hazard to the operator. However, it is advisable that the machine be operated in a well ventilated area.

If you need additional information about ozone, please contact your nearest Xerox dealer.

Radio Frequency Emissions

Federal Communications Commission (FCC), United States of America

This device has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

1. Reorient or relocate the receiving antenna.
2. Increase the separation between the equipment and receiver.
3. Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
4. Consult the dealer or an experienced radio/TV technician for help.

Operation of this device is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.



CAUTION: Changes or modifications not expressly approved by the manufacturer responsible for compliance could void the user's authority to operate the equipment.

Canadian Radio Interference Regulations

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Industry and Science Canada.

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques", ICES-003 édictée par l'Industrie et Sciences Canada.

Declaration of Conformity (European Union)

Approvals and Certifications



The CE marking applied to this product symbolizes the Xerox Corporation's Declaration of Conformity with the following 93/68/EEC Directives of the European Union as of the dates indicated.

January 1, 1995: Council Directive 73/23/EEC Approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC (92/31/EEC), approximation of the laws of the Member States related to electromagnetic compatibility.

A signed copy of the Declaration of Conformity, defining the relevant Directives and referenced standards can be obtained from your Xerox Corporation representative.

MEMO

1

INTRODUCTION

Congratulations on the purchase of your printer!

This chapter includes:

- **Special Features**
- **Printer Components**
- **Changing the Display Language**

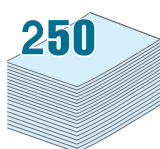
Special Features

Your new printer is equipped with special features that improve the print quality. You can:



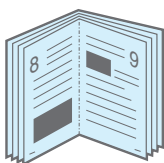
Print in color with excellent quality and speed

- You can print in a full range of colors using cyan, magenta, yellow, and black.
- You can print at **1200 dpi** (Enhanced). See page 3.9.
- In black & white mode your printer prints A4-sized paper at 20 ppm and letter-sized paper at 21 ppm (pages per minute). For color printing, A4/letter-sized paper prints at 5 ppm.
- In duplex printing, your printer prints A4/Letter sized paper at 9.6 IPM (images per minute) for black & white and 5 IPM for color.



Handle paper flexibly

- **Multi-purpose Tray** supports letterhead, envelopes, labels, transparencies, custom size paper, postcards, and heavy paper. A 100-sheet **Multi-purpose Tray** supports plain paper.
- The **Standard 250-sheet feeder** (Tray1) and **optional 500-sheet feeder** (Tray2) supports A4/letter-sized paper.



Create professional documents

- Print **Watermarks**. You can customize your documents with a word, such as "Confidential." See page 4.10.
- Print **Booklets**. This feature enables you to easily print the pages to create books. Once printed, all you have to do is to fold and staple the pages. See page 4.9.
- Print **Posters**. The text and pictures on each page of your document are magnified and printed across sheets of paper. Tape them together to form a poster. See page 4.7.

Save time and money

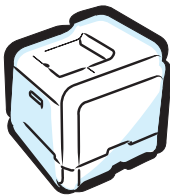
- You can print on both sides of the paper to save paper (**double-sided printing**). See page 4.2.
- You can print multiple pages on one single sheet of paper to save paper.
- You can use preprinted forms and letterhead on plain paper. See "Using Overlays" on page 4.13.
- The printer saves electricity by lowering power consumption when it is not printing.

Expand the printer capacity

- You can install an optional 500-sheet tray in your printer. This tray reduces how often you have to add paper to the printer.
- A **Network interface** enables network printing.

The Phaser 6100DN printer comes with a built-in network interface, 10/100 Base TX.

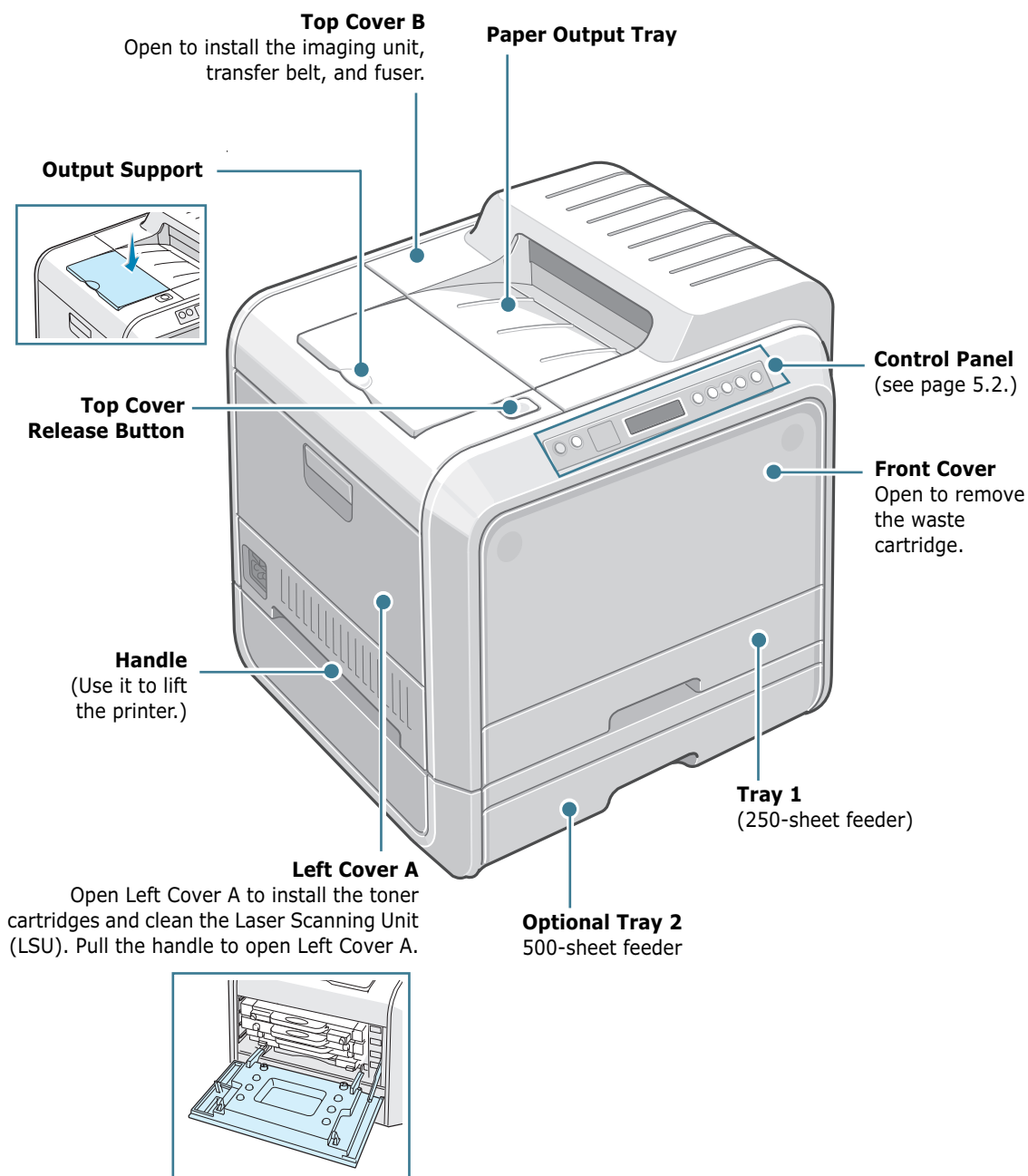
Print in various environments



- You can print in **Windows 98/Me/2000/XP/Server 2003**.
- Your printer is compatible with a **Macintosh (USB only)** and **Linux**.
- Your printer comes with both the **USB** and **Parallel** interface.

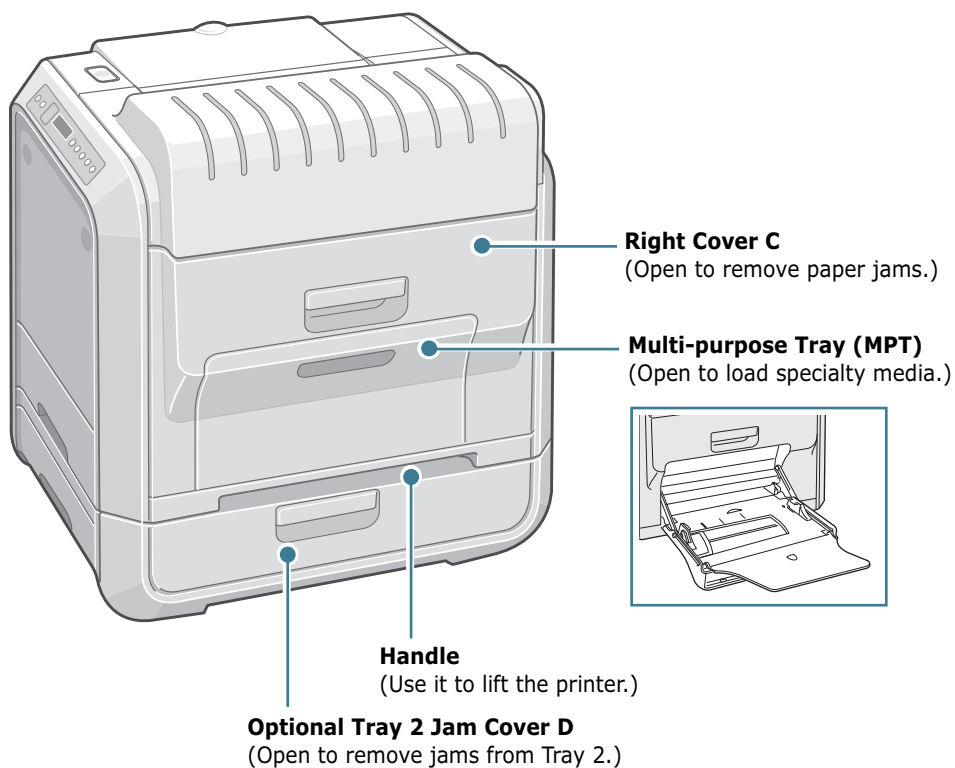
Printer Components

Front View

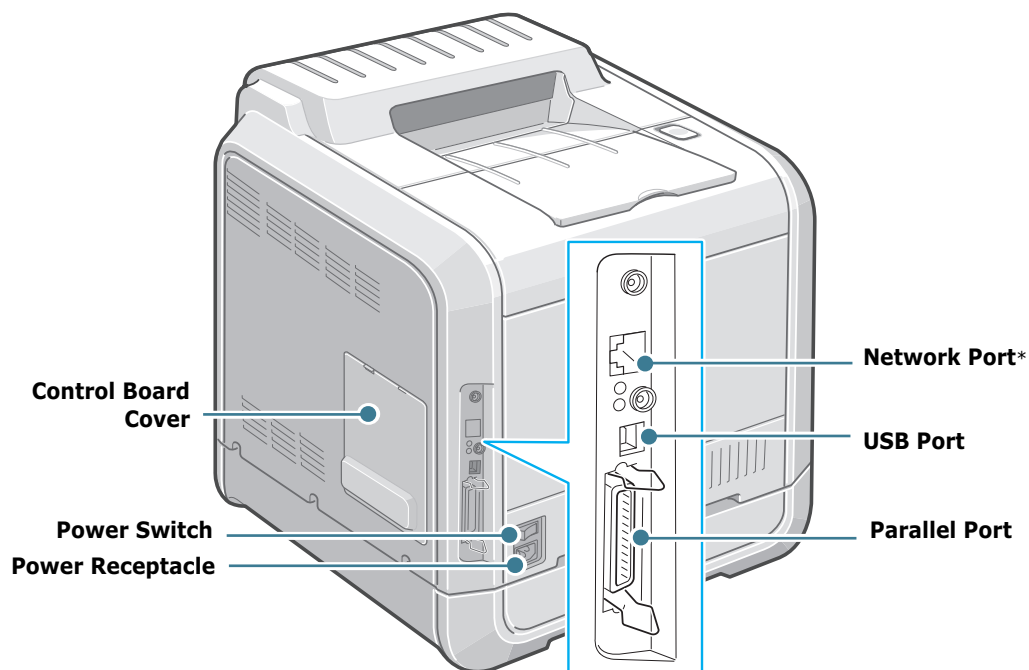


NOTE: If you continuously print many pages, the surface of the output tray may become hot. Be careful not to touch the surface, especially for children.

Right View



Rear View



* Available only on Phaser 6100DN.

Changing the Display Language

To change the language that is displayed on the control panel, take the following steps:

- 1 In ready mode press the **Menu** button () on the control panel until you see 'Printer Setup' on the bottom line of the display.
- 2 Press the **OK** button () to access the menu.
- 3 Press the scroll button ( or ) until you see 'Language' on the bottom line.
- 4 Press the **OK** button () to confirm the menu item.
- 5 Press the scroll button ( or ) to display the language you want to use.
- 6 Press the **OK** button () to save the selection.
- 7 Press the **On Line/Continue** button to return to ready mode.



2

USING PAPER OR SPECIALTY MEDIA

This chapter will help you understand the types of paper you can use with your printer and how to properly load paper in the different paper trays for the best print quality.

This chapter includes:

- **Choosing Paper and other Specialty Media**
- **Loading Paper**
- **Printing Specialty Media**

Choosing Paper and other Specialty Media

You can print on a variety of paper types and sizes, such as plain paper, envelopes, labels, transparencies and so on. See "Printing Specialty Media" on page 2.14.

When you choose paper, consider the following:

- **Desired outcome:** The paper you choose should be appropriate for the project.
- **Size:** You can use any size paper that fits easily within the paper adjusters of the paper tray.
- **Weight :** Your printer supports paper weights as follows:
 - 16~24lbs (60~90g/m²) bond for Tray 1 or optional Tray 2
 - 16~32lbs (60~160g/m²) bond, up to 60 lb cover, for the Multi-purpose Tray
 - 20~24lbs (75~90g/m²) bond for duplex printing
- **Brightness:** Some papers are whiter than others and produce sharper, more vibrant images.



CAUTION: Using a paper that does not conform to the specifications listed on page E.6 can cause problems that may require service. This service is not covered by the warranty or service agreements.

Sizes and Capacities

Size	Input Source/Capacity*			
	Tray 1	Tray 2 (option)	Multi-purpose Tray	Manual Feed
Plain Paper	250	500	100	1
Envelopes**	—	—	10	1
Labels**	—	—	10	1
Transparencies	30	—	30	1
Card stock**	—	—	10	1

*Depending on paper thickness, the maximum capacity may be reduced.

** If you are experiencing excessive jamming, feed one sheet or envelope at a time through the Multi-purpose Tray.

Guidelines for Paper and Specialty Media

When selecting or loading paper, envelopes, or other specialty media keep these guidelines in mind:

- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- Use cut-sheet paper only. You cannot use multi-part paper.
- When printing transparencies, use only Phaser 35-Series Premium Transparency Film.
- Do not use paper with irregularities, such as tabs or staples.
- Do not attempt to load any tray while printing and never overfill the tray. This could cause a paper jam.
- Avoid paper with embossed lettering, perforations, or a texture that is too smooth or too rough.
- Colored paper should be of the same high quality as white photocopy paper. The pigments must withstand the printer's fusing temperature of 180°C (356°F) for 0.1 seconds without deteriorating. Do not use paper with a colored coating that was added after the paper was produced.
- Preprinted forms must be printed with nonflammable, heat-resistant ink that does not melt, vaporize, or release hazardous emissions when subject to the printer's fusing temperature.
- Store paper in its ream wrapper until you are ready to use it. Place cartons on pallets or shelves, not on the floor.
- Do not place heavy objects on top of the paper, whether it is packaged or unpackaged.
- Keep paper away from moisture, direct sunlight or other conditions that can cause it to wrinkle or curl.



NOTE: Do not use carbonless paper and tracing paper. The chemicals can damage your printer.

Loading Paper

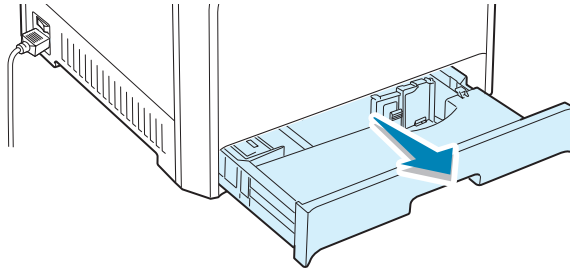
Proper paper loading helps prevent paper jams and ensure trouble-free printing. Do not remove the paper tray while a job is printing. Doing so may cause a paper jam. See “Sizes and Capacities” on page 2.2 for acceptable paper capacities for each tray.

Using Tray 1

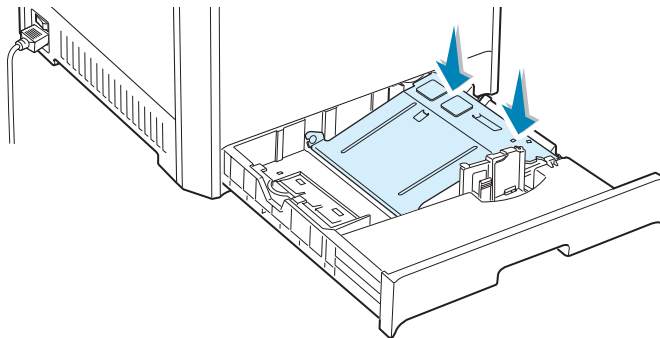
Tray 1 can hold a maximum of 250 sheets plain A4 and letter-sized paper or 30 transparencies.

You can purchase an optional tray, Tray 2, and attach it below Tray 1, to load an additional 500 sheets of paper.

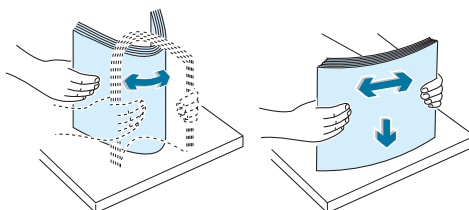
- 1 Pull the tray out of the printer.



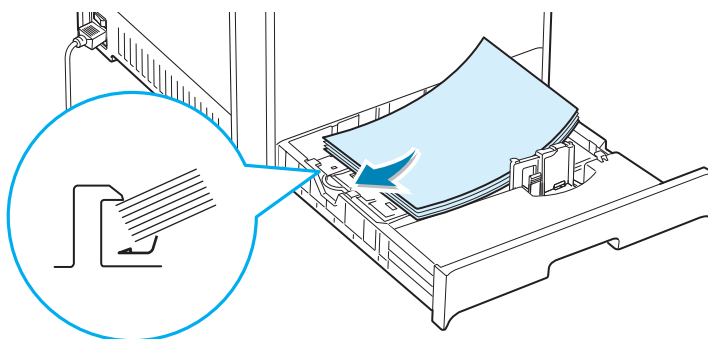
- 2 Push down on the metal plate until it locks into position.



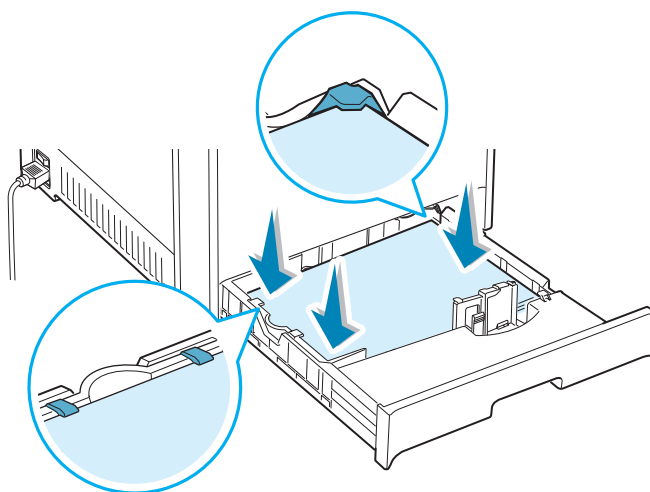
- 3** Flex the paper sheets back and forth to separate the pages, and then fan them while holding one edge. Tap the edge of the stack on a flat surface to even it up.



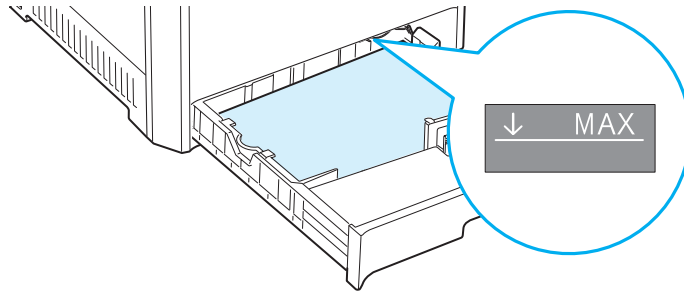
- 4** Load paper **with the print side facing up**.



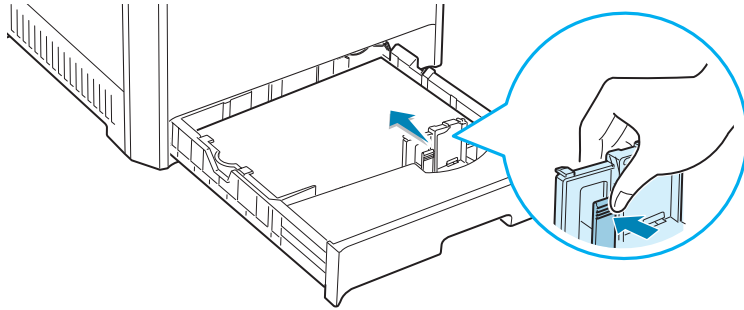
Make sure that all four corners are flat in the tray and under the corner brackets as shown below.



- 5** Do not exceed the maximum stack height. Overfilling the tray may cause a paper jam. Do not load more than 30 transparencies in Tray 1.

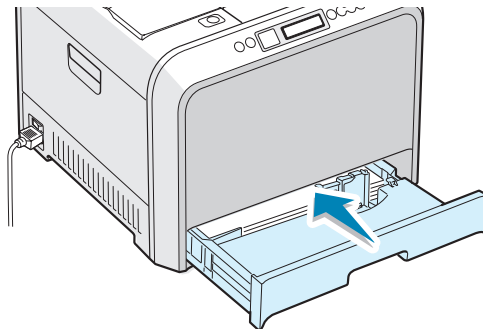


- 6** While pinching the paper guide as shown, move it toward the paper until it lightly touches the side of the stack. Do not press the guide too tightly against the edge of the paper; the guide may bend the paper.



NOTE: If you want to change the paper size in the tray, refer to page 2.7.

- 7** Slide the tray back into the printer.

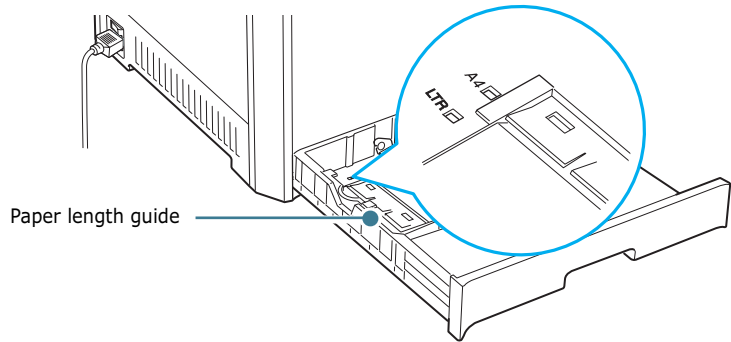


- 8** When you print a document, select the paper type, paper size and tray selection in your software application. For details, see page 3.7.

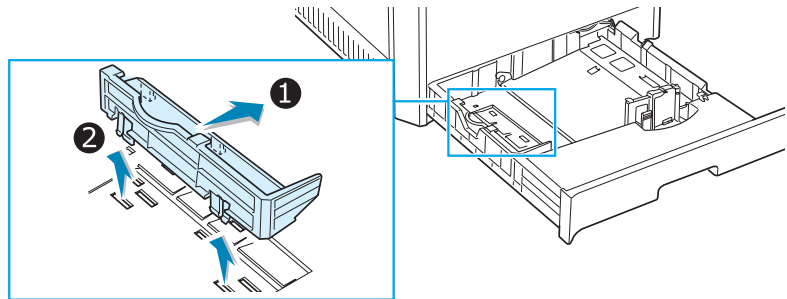
Changing the Paper Size in the Tray

The tray is preset to Letter or A4 size, depending on your country. To change the size to A4 or Letter, you must adjust the paper length guide properly.

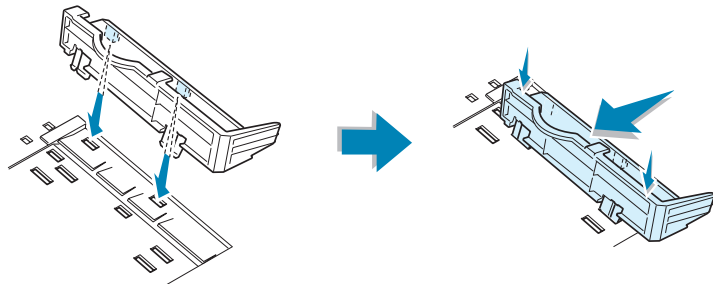
- 1 Lift the paper length guide and place it in the correct position for the paper size you are loading.



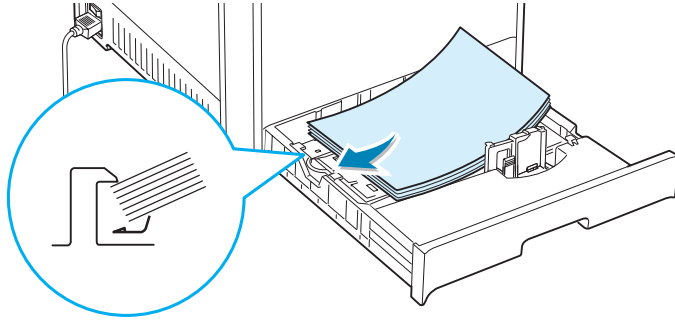
To remove the paper length guide, turn it slightly to your right to release the locks on the bottom of the guide, then pull it up.



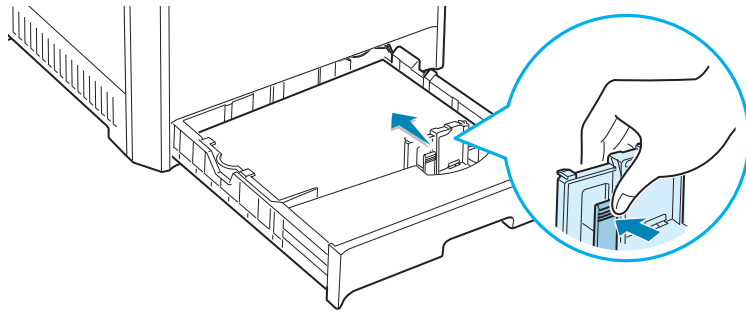
To place the paper length guide in the paper position you want, insert the locks on the bottom of the guide into the desired paper slot and push it all the way in.



- 2** Load paper with the **print side facing up**. For more information see steps 4 and 5 on page 2.5~2.6.



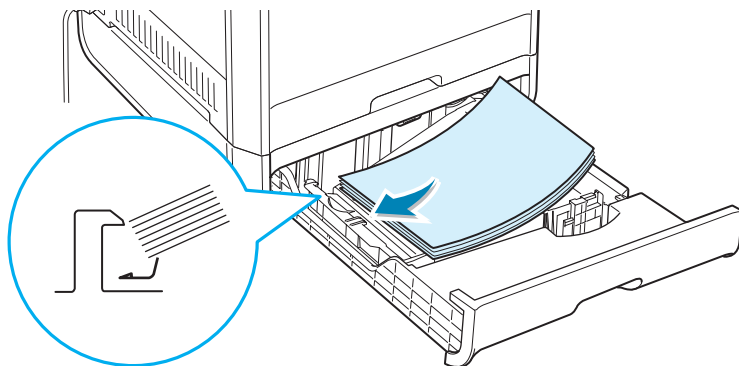
- 3** While pinching the paper guide as shown, move it toward the paper until it lightly touches the side of the stack. Do not push the guide to tightly against the edge of the paper as it may cause the paper to bend.



Using the Optional Tray 2

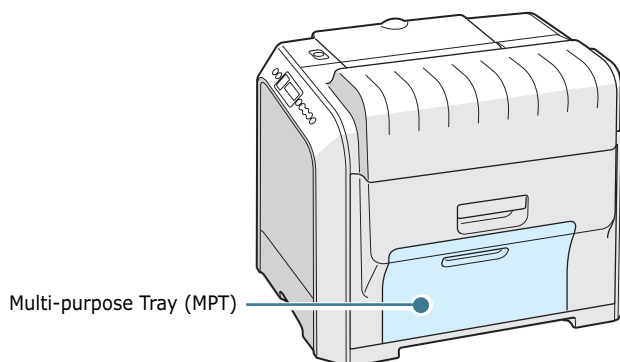
The optional tray, Tray 2, can hold a maximum of 500 sheets of plain paper.

To load paper in Tray 2, follow the instructions for loading paper on page 2.4.



Using the Multi-Purpose Tray (MPT)

The Multi-purpose Tray (MPT) is located on the right side of your printer. It can be closed when you are not using it, making the printer more compact.

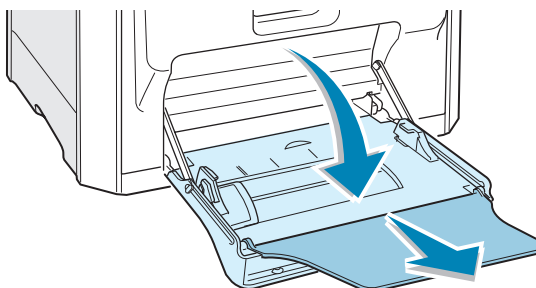


The Multi-purpose Tray can hold several sizes and types of paper, such as transparencies, cards and envelopes. You may also want to use the Multi-purpose Tray for single page print jobs on letterhead, colored paper for use as separator sheets, or other specialty media that you do not normally keep in the paper tray. You can load approximately 100 sheets of plain paper, 10 envelopes, 30 transparencies, 10 sheets of card stock or 10 labels at a time.

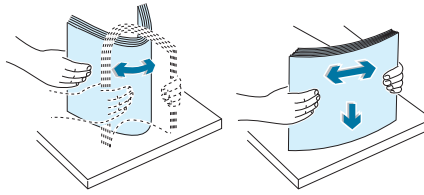
- Load only one size of paper at a time in the Multi-purpose Tray.
- To prevent paper jams, do not add paper when there is still paper in the Multi-purpose Tray. This also applies to other types of specialty media.
- Paper should be loaded face down with the top edge going into the Multi-purpose Tray first and be placed in the center of the tray.

To load paper in the Multi-purpose Tray:

- 1** Lower the Multi-purpose Tray and unfold the paper support extension as shown.

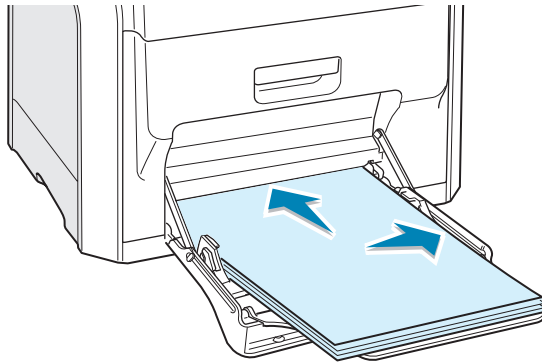


- 2** If you are using paper, flex or fan the edge of the paper stack to separate the pages before loading.

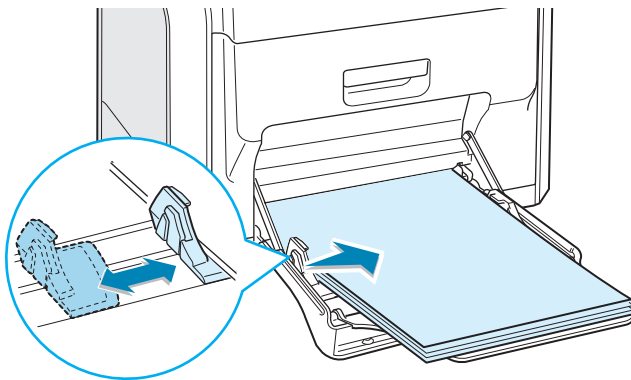


For transparencies, hold them by the edges and avoid touching the print side. Oils from your fingers can cause print quality problems.

- 3** Load the paper **with the print side facing down** and against the right edge of the tray.



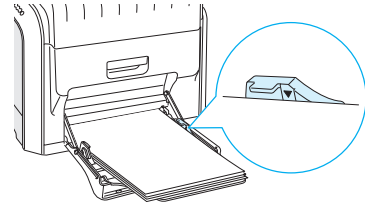
- 4** Pinch the paper width guide and slide it to the right to touch lightly against the edge of the paper without bending it.



If you want to print on previously printed paper from the Multi-purpose Tray, the printed side should be facing up with the uncurled edge towards the printer. If you experience problems with the paper feeding, turn the paper around.

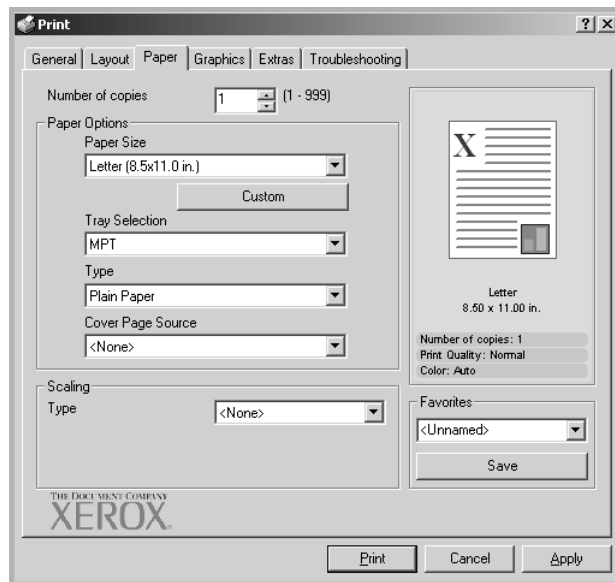


NOTE: Make sure that you have not loaded too much paper. The paper buckles if you load a stack that is too deep or if you push it in too far.

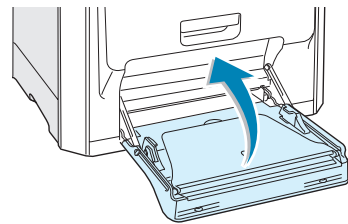


2

- 5 When you print a document, set the tray selection to **MPT** and select the correct paper type in the software application. For details, see page 3.7.



NOTE: After printing fold away the paper support extension and close the Multi-purpose Tray.

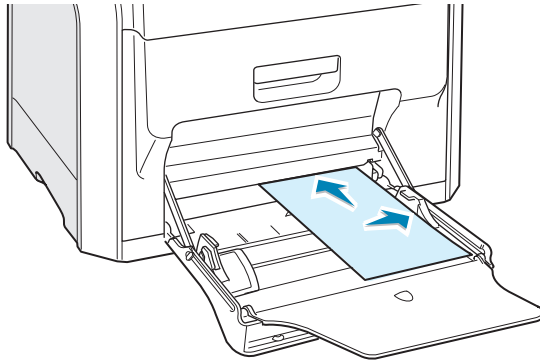


Using the Manual Feed

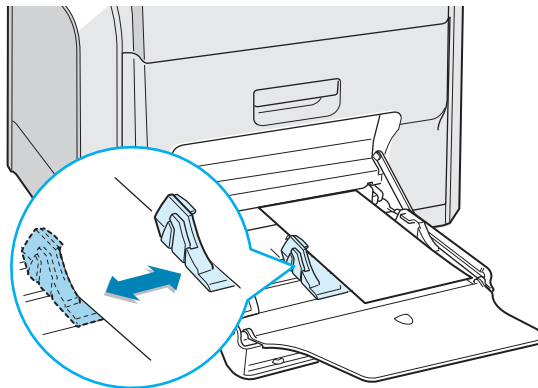
If you select **Manual** in the **Tray selection** option when changing print settings, you can manually load a sheet of paper in Multi-purpose Tray. Manually loading paper can be helpful when you want to check the print quality after each page is printed.

This loading procedure is almost the same as the procedure for loading in the Multi-purpose Tray, except you load paper sheet-by-sheet in the Tray, send print data to print the first page, and press the **On Line/Continue** button on the control panel to print each following page.

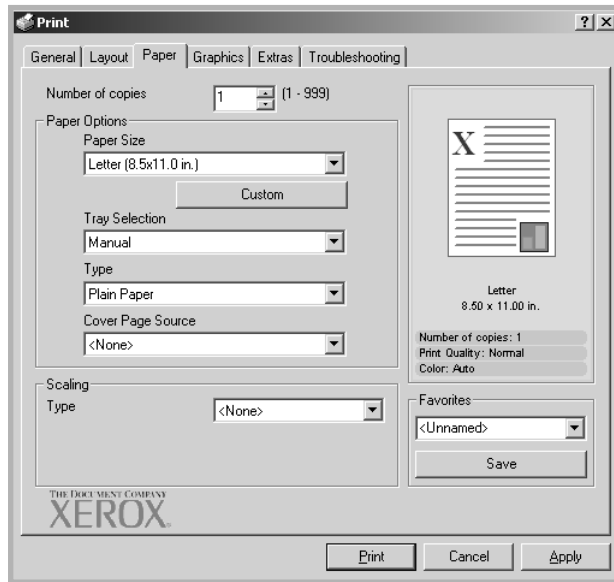
- 1 Load a sheet of paper **with the print side down** and against the right edge of the Multi-purpose Tray.



- 2 Pinch the paper width guide and slide it to the right to touch lightly against the edge of the paper without bending it.



- 3 When you print a document, you must select **Manual** for **Tray selection** in the software application, and then select the correct paper size and type. For details, see page 3.7.



2

- 4 Print the document.

The display shows a message prompting you to load paper.

- 5 Press the **On Line/Continue** button.

The printer picks up the paper and prints. After one page is printed, the message appears again.

- 6 Insert the next sheet into the Multi-purpose Tray and press the **On Line/Continue** button.

Repeat this step for every page to be printed.

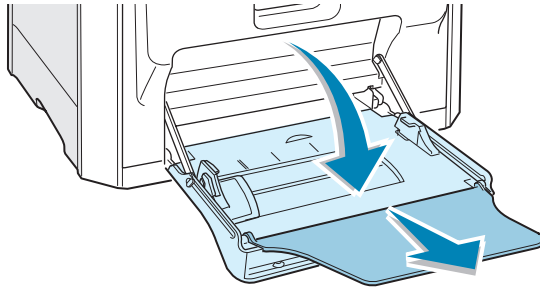
Printing Specialty Media

Printing on Envelopes

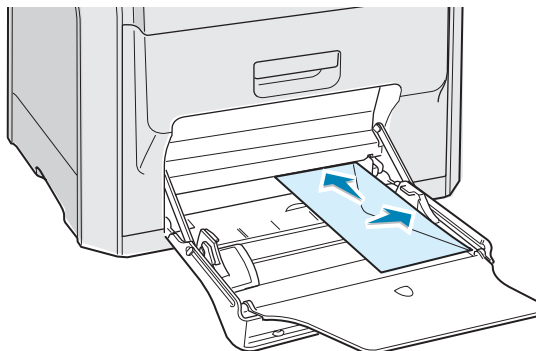
- Load envelopes into the Multi-purpose Tray only.
- Only use envelopes recommended for laser printers. Before loading envelopes in the Multi-purpose Tray, make sure that they are undamaged and are not stuck together.
- Do not feed stamped envelopes.
- Never use envelopes with windows, metal clasps or snaps, or adhesives.

To print on envelopes:

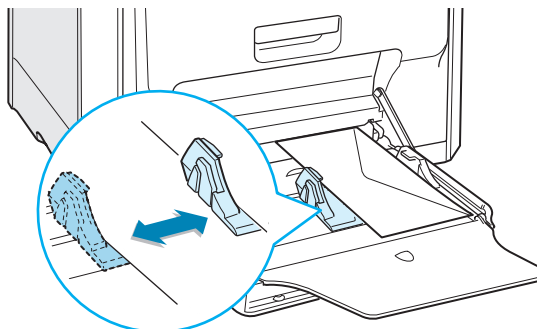
- 1 Open the Multi-purpose Tray and unfold the paper support.



- 2 Flex or fan the edge of the envelope stack to separate them before loading.
- 3 Load the envelopes into the Multi-purpose Tray **with the flap side up**. The end of the envelope with the stamp area enters the tray first.



- 4 Pinch the paper width guide and slide it to the right to touch lightly against the edge of the stack without bending it.



2

- 5 When you print, configure the tray selection to **MPT**, the paper type to **Envelope** and the paper size in the software application. For details, see page 3.7.

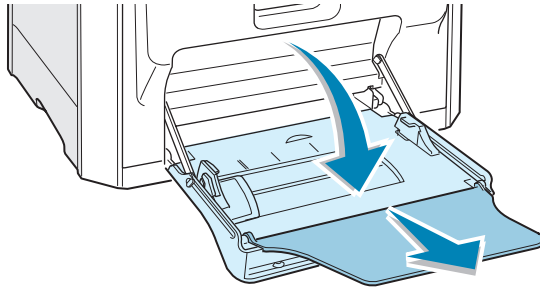


Printing on Labels

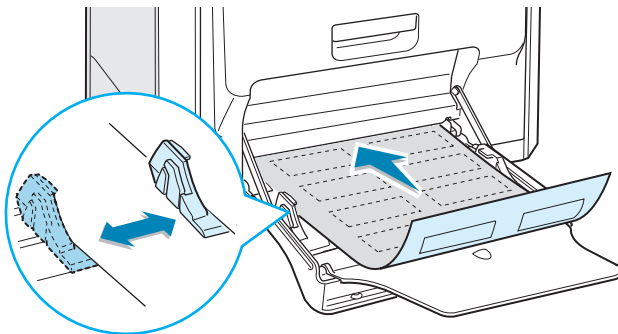
- Only use labels recommended for laser printers.
- Verify that the labels' adhesive material can tolerate a fusing temperature of 180°C (356°F) for 0.1 seconds.
- Make sure that there is no exposed adhesive material between the labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to the printer components.
- Never print on any sheet where labels are missing.
- Do not use labels that are curled, wrinkled, or damaged.
- To prevent labels from sticking together, do not let the printed label sheets stack up as they are printed out.

To print on labels:

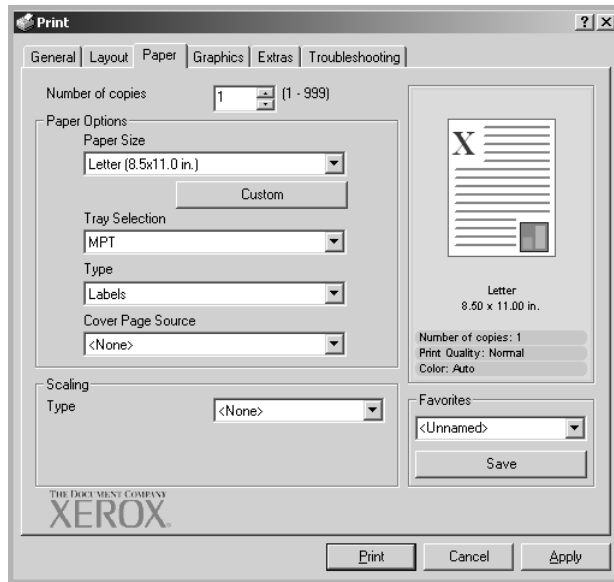
- 1 Open the Multi-purpose Tray and unfold the paper support.



- 2 Load labels only in the Multi-purpose Tray **with the print side down** and the top, short edge in first. Adjust the guide to fit the width of the labels.



- 3** When you print, configure the tray selection to **MPT**, the paper type to **Labels** and the paper size in the software application. For details, see page 3.7.



2

Printing on Transparencies

- Do not use transparencies attached to plain paper.
- Only use Phaser 35-Series Premium Transparency Film with the Phaser 6100 printer.
- Ensure that transparencies do not have torn edges and are not wrinkled or curled.
- Hold the transparencies by the edges and avoid touching the print side. Oils from your fingers can cause print quality problems.
- Be careful not to leave fingerprints on or scratch the print side.

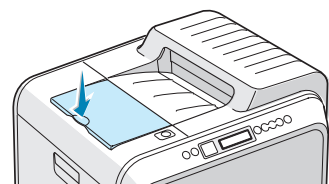


CAUTION: To avoid damaging the printer, use only transparencies recommended for laser printers using oil-less fusers. Do not use transparencies with paper backing or paper tape. Use only Phaser 35-Series Premium Transparency Film.



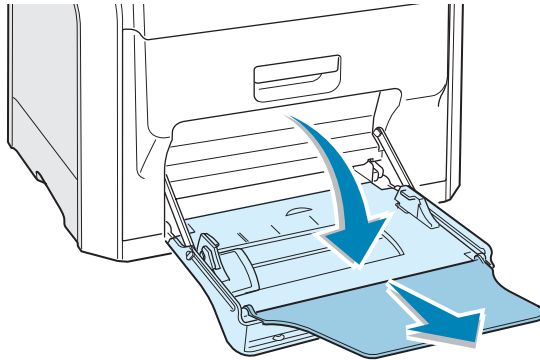
NOTES:

- Transparencies print only in black and white.
- Before printing on transparencies, make sure that the output support is laid down.

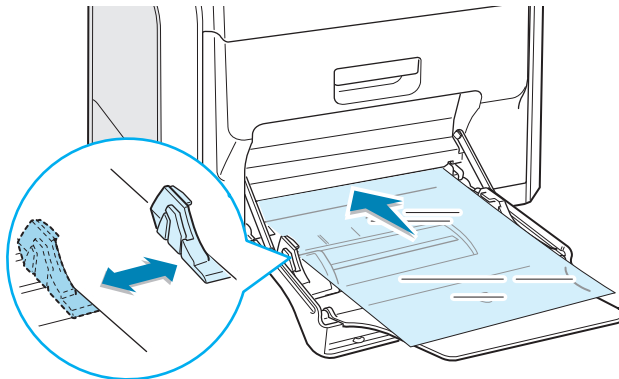


To print on transparencies:

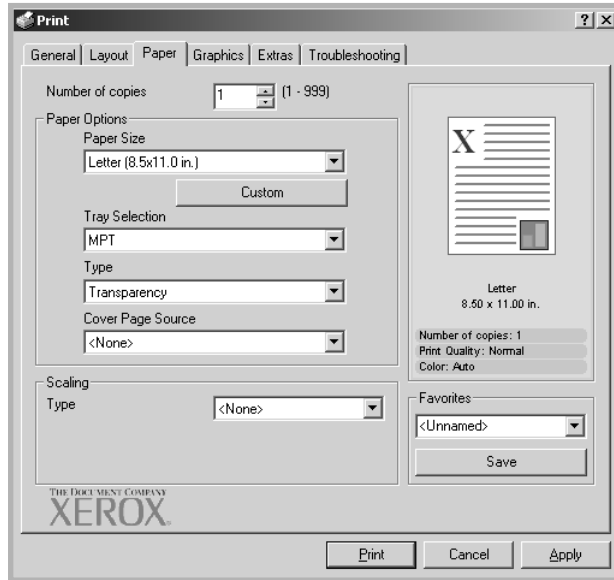
- 1 Open Multi-purpose Tray and unfold the paper support.



- 2 They must be loaded **with the print side downwards**.
Adjust the guide to fit the width of the transparencies.



- 3 When you print, configure the tray selection to **MPT**, the paper type to **Transparency**, and the paper size in the software application. For details, see page 3.7.



2



NOTES:

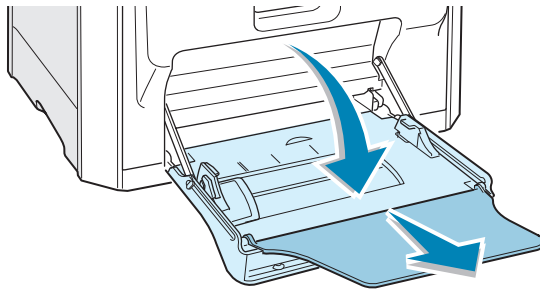
- To prevent transparencies from sticking together, do not let the printed sheets stack up as they are printed out.
- Place transparencies on a flat surface after removing them from the printer.

Printing on Preprinted Paper

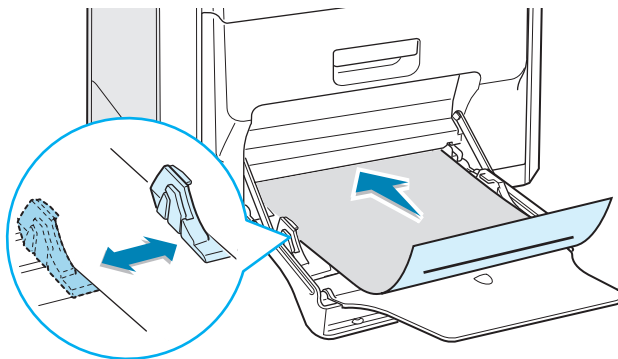
- Preprinted paper is paper that has some type of printing placed on it before it is sent through the printer (paper that has a preprinted logo at the top of the page, for example).
- Letterhead must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the printer's fusing temperature of 180°C (356°F) for 0.1 seconds.
- Ink on letterhead must be non-flammable, non-metallic, and should not adversely affect any printer rollers.
- Forms and letterhead should be sealed in moisture-proof wrapping to prevent changes during storage.
- Before you load preprinted paper, such as forms and letterhead, verify that the ink on the paper is dry. During the fusing process, wet ink can come off of preprinted paper, reducing the print quality.

To print on preprinted paper:

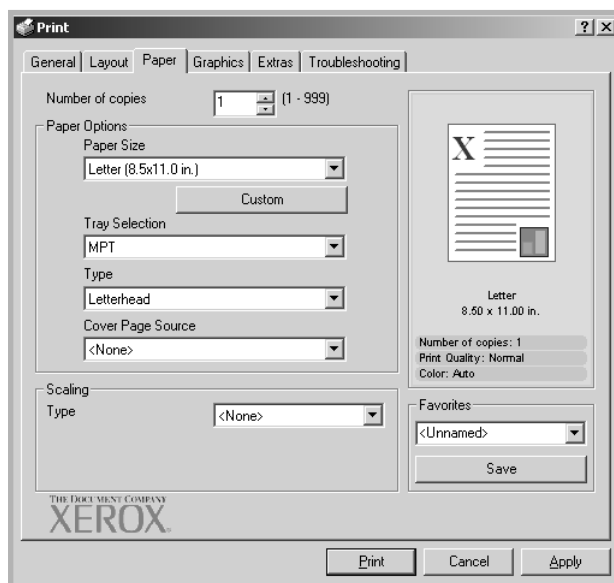
- 1 Open the Multi-purpose Tray and unfold the paper support.



- 2 Load letterhead only in the Multi-purpose Tray **with the print side down and the top, short edge, in first.** Adjust the guide to fit the width of the paper stack.



- 3 When you print, configure the tray selection to **MPT**, the paper type to **Letterhead**, and the paper size in the software application. For details, see page 3.7.

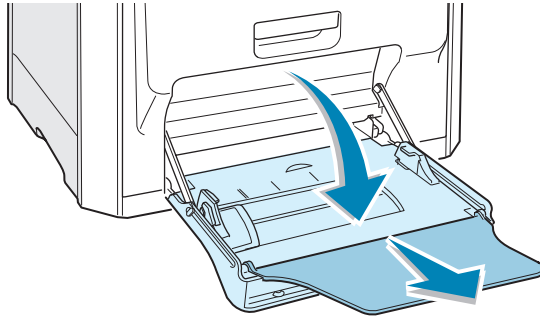


Printing on Card Stock or Custom Size Paper

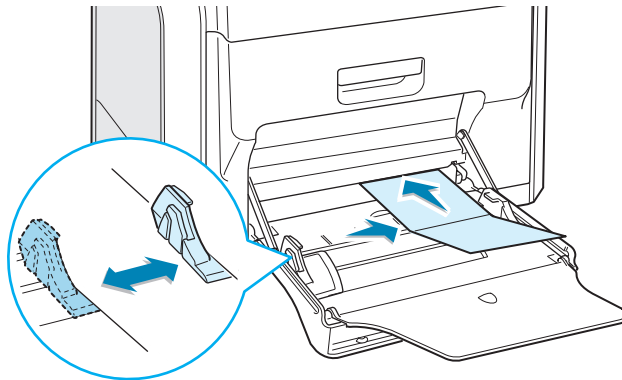
- Print index cards (3.5 in. x 5.5 in.), postcards, and custom size paper with the Phaser 6100 printer. The minimum size is 90mm by 140mm (3.5in. by 5.5in.) and the maximum size is 216mm by 356mm (8.5in. by 14in.).
- Always insert the short edge into the Multi-purpose Tray first. If you want to print in landscape mode, make this selection using your software. Do not insert paper with the long edge entering the printer first as it may cause the paper to jam.
- Do not load more than 10 cards into the Multi-purpose Tray at a time.
- Do not print on paper smaller than 90mm (3.5in.) wide or 140mm (5.5in.) long.
- Set margins at least 4.3mm away from the edges of the paper in the software application.

To print on card stock:

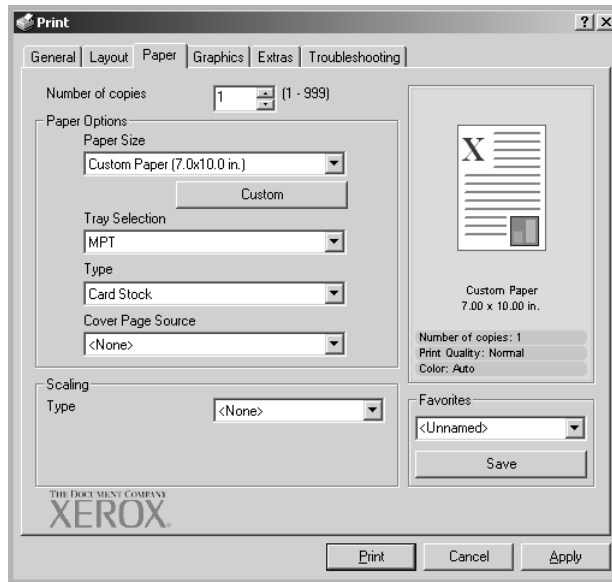
- 1 Open the Multi-purpose Tray and unfold the paper support.



- 2 Load paper only in the Multi-purpose Tray **with the print side down** and the **short edge first**. Slide the guide until it lightly touches the stack without bending it.



- 3 When you print, configure the tray selection to **MPT**, the paper type and paper size in the software application. For details, see page 3.7.



If the paper size of your paper is not listed in the **Paper Size** box in the **Paper** tab, click the **Custom** button and set the paper size manually. See page 3.7.

MEMO



3

PRINTING TASKS

This chapter explains the printing options and common printing tasks.

This chapter includes:

- **Printer Driver Features**
- **Printing a Document**
- **Printer Settings**

Printer Driver Features

The Phaser 6100 printer drivers will support the following standard features:

- Paper tray selection
- Paper size, orientation and media type
- number of copies

Table below lists a general overview of features supported by your printer drivers.

Feature				
	Win98/Me	Win2000/XP/ Server 2003	NT4.0	Macintosh
Color mode	Y	Y	Y	Y
Print quality option	Y	Y	Y	N
Poster printing	Y	Y	Y	N
Double-sided printing	Y	Y	Y	N
Booklet printing	Y	Y	Y	N
Multiple pages per sheet (N-up)	Y	Y	Y	Y
Fit to page printing	Y	Y	Y	N
Scale printing	Y	Y	Y	Y
Different source for first page	Y	Y	Y	N
Watermark	Y	Y	Y	Y
Overlay	Y	Y	Y	N



NOTES:

- Some of feature are not supported on Mac OS 10.x such as Tray selection, Paper Type, Grayscale and Black&White.
- The Watermark feature is not supported on Mac OS 9.1 or higher.

Printing a Document

The following procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to the User Guide of your software application for the exact printing procedure.

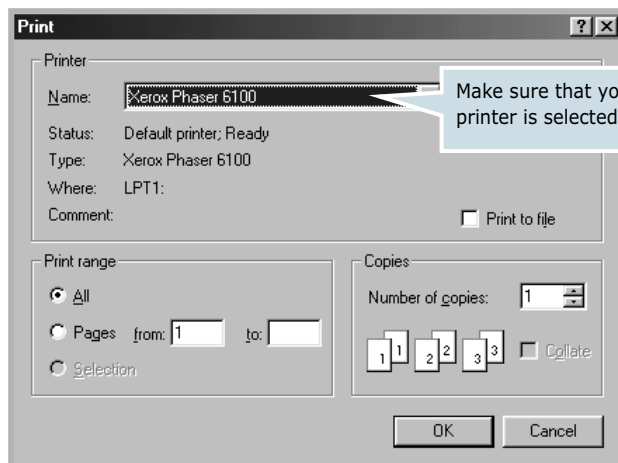


NOTE: For information about printing from a Macintosh computer or a Linux system, see Appendix A and Appendix B.

3

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

You can select the basic print settings within the Print window. These settings include the number of copies and the print range.



▲ Windows 98

- 3 To take advantage of the printer features provided by your printer, click **Properties** in the application's print window. For details, see "Printer Settings" on page 3.5

If you see a **Setup**, **Printer** or **Options** button in your Print window, click it instead. Then click **Properties** on the next screen.

- 4 Click **OK** to close the Properties window.
- 5 To start the print job, click **OK** in the Print window.

Canceling a Print Job

Select one of the following options to cancel a print job:

Control Panel

Press the **Cancel** button (%) to stop a job that is printing. The printer prints pages that are currently in the printer then deletes the remainder of the print job.

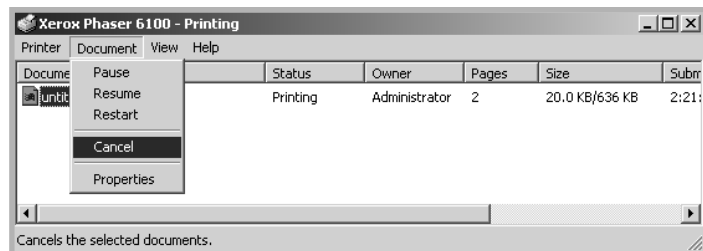


NOTE: To cancel more than one print job if several jobs have been sent to the printer, press the **Cancel** button once when each job begins printing to cancel it.

Printers Folder

To delete a pending print job:

- 1 From the Windows **Start** menu, select **Settings**.
- 2 Select **Printers** to open the Printers window, and double-click the **Xerox Phaser 6100** printer icon.
- 3 From the **Document** menu, select **Cancel Printing** (Windows 98/Me) or **Cancel** (Windows NT 4.0/2000/XP/Server 2003).



▲ Windows 2000

Printer Settings

You can use the Xerox Phaser 6100 printer Properties window, which allows you to access all of the information you need when using your printer. When the printer properties are displayed, you can review and change whatever settings are needed for your print job.

Your printer's Properties window consists of 5 tabs: **Layout**, **Paper**, **Graphics**, **Extras** and **Troubleshooting**.

If you access the printer properties through the **Printers** folder, you can view more Windows-based tabs; refer to your Windows User Guide.

The printer's Properties window may differ, depending on your operating system. This User Guide shows the Properties window on Windows 2000.

3

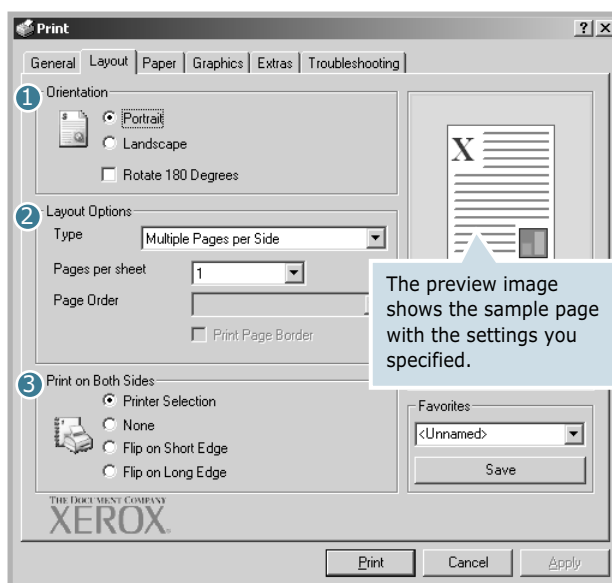


Notes:

- Most Windows applications will override the settings you specify in the printer driver. Change all of the print settings available in the software application first, and change any remaining settings using the printer driver.
- The settings you change remain in effect only while you are using the current program. To make your changes permanent, make them in the **Printers** folder. Follow this procedure:
 1. Click the Windows **Start** menu.
 2. For Windows 98/Me/NT 4.0/2000, select **Settings** and then **Printers**.
For Windows XP/Server 2003, select **Printers and Faxes**.
 3. Select the **Xerox Phaser 6100** printer.
 4. Click the right mouse button on the printer icon and:
 - In Windows 98/Me, select **Properties**.
 - In Windows 2000/XP/Server 2003, select **Printing Preferences**.
 - In Windows NT 4.0, select **Document Default**.
 5. Change the settings on each tab, and click **OK**.

Layout tab

The **Layout** tab provides options for you to adjust how the document appears on the printed page. The **Layout Options** includes **Multiple Pages per Side**, **Booklet Printing**, and **Poster**. You can also use **Print on Both Sides** in this tab. See page 3.3 for more information on accessing your software application.

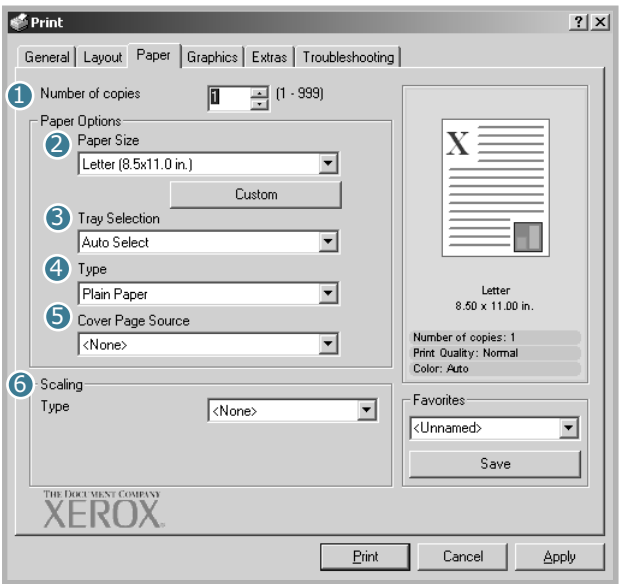


Property	Description
1 Orientation	Orientation allows you to select the direction in which information is printed on a page. • Portrait prints across the width of the page, letter style. • Landscape prints across the length of the page, spreadsheet style. If you want to turn the page upside down, select Rotate 180 degrees.   ▲ portrait ▲ Landscape
2 Layout Options	Layout Options allows you to select advanced printing options. For details , see Chapter 4, "Advanced Printing."
3 Print on Both Sides	Print on Both Sides allows you to automatically print two-sided documents. If you use the printer driver's default setting, select Printer Selection. For details, see page 4.3.

Paper tab

You can use the following options for basic paper handling. See page 3.3 for more information about accessing your software application.

Click the **Paper** tab to display the Paper properties.



Property	Description
1 Number of Copies	Number of Copies allows you to choose the number of copies to be printed. You can enter up to 999.
2 Paper Size	Paper Size allows you to choose the size of the paper loaded in the tray. If the required size is not listed in the Paper Size box, click Custom. When the Custom Paper Size window appears, set the paper size and click OK. The setting appears on the list so that you can select it.

Property	Description
③ Tray Selection	Make sure that Tray Selection is set to the corresponding paper tray. Use the Manual source when printing to specialty media. You have to load one sheet at a time into the Multi-purpose Tray. See page 2.9. If the tray selection is set to Auto Select, the printer automatically picks up paper in the following order: Multi-purpose Tray, Tray1, Optional Tray2.
④ Type	Make sure that Type is set to Plain Paper. If you load a different type of paper, select the corresponding paper type. For more information on paper, refer to Chapter 2, "Using Paper or Specialty Media." If you use cotton paper, which weighs from 16lb to 24lb (60~90g/m²), such as Gilbert 25% and Gilbert 100%, set the paper type to Cotton for the best printing. To use recycled paper, which weighs from 20lb to 24lb (75~90g/m²), or colored paper, select Colored.
⑤ Cover Page Source	This property allows you to print the first page using a different paper type from the rest of the document. You can select the tray selection for the first page. For example, load thick stock for the first page into the Multi-purpose Tray, and plain paper into Tray1. Then, select Tray1 in the Tray Selection option and MPT in the Cover Page Source option.
⑥ Scaling	Scaling allows you to automatically or manually scale your printer job on a page. You can choose from None, Scale Printing, Fit to Page. For details, see page 4.4 and page 4.5.

Graphics tab

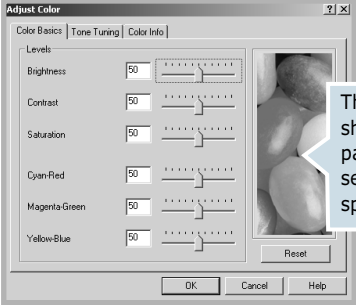
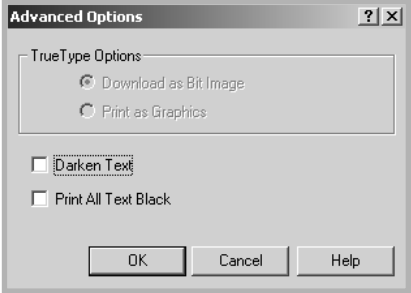
Use the following graphic options to adjust the print quality for your specific printing needs. See page 3.3 for more information about accessing your software application.

Click the **Graphics** tab to display the Graphics properties.



3

Property	Description
1 Print Quality	You can select the printing resolution by choosing from 1200 dpi (Enhanced) , 600 dpi (Standard) . The higher the setting, the sharper the printed characters and graphics. The higher settings may increase the time it takes to print a document.
2 Color Mode	You can set the color options. Setting to Color typically produces the best possible print quality for color documents. If you want to print a color document in grayscale, select Black & White .

Property	Description
2 Color Mode (Continued)	If you click Adjust Color, you can change the appearance of the document's images.  The preview image shows the sample page with the settings you specified. • Color Basics: You can adjust the appearance of the images by changing the settings in the Levels option. • Tone Tuning: You can adjust the tonal range of images by changing the Tone Curve option. • Color Info: This tab contains information about the driver's color conversion system.
3 Advanced Options	You can make advanced settings by clicking the Advanced Options button.  • Darken Text: When this option is selected, all text in your document prints darker than normal. • Print All Text Black: When this option is selected, all text in your document prints solid in black, regardless of the color it appears on the screen. When it is not checked, colored text prints in shades of gray.

Extras tab

See page 3.3 for more information about accessing your software application. Click the **Extras** tab to access the following features:



Option	Description
1 Watermark	You can create a background image of text to print on each page of your document. See "Using Watermarks" on page 4.10.
2 Overlay	Overlays are often used to take the place of preprinted forms and letterhead paper. See "Using Overlays" on page 4.13.
3 Output Options	Page Order: You can set the sequence for the pages to print. Select the print order from the drop-down list. • Front to Back: Your printer prints all pages from the first page to the last page. • Back to Front: Your printer prints all pages from the last page to the first page. • Print Odd Pages: Your printer prints only the odd pages of the document. • Print Even Pages: Your printer prints only the even pages of the document. Reprint When Jammed: When this option is checked, the printer keeps the image for a printed page until the printer signals that the page has successfully exited the printer. When a paper jam occurs, the printer reprints the last page after you clear the jam.

Troubleshooting

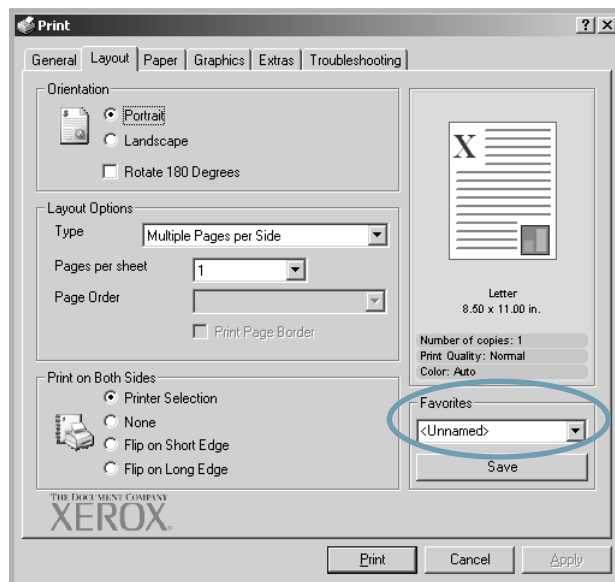
The **Troubleshooting** tab offers help and information about using your printer. If you have internet access, use the web links to connect to helpful web locations.

Using a Favorite Setting

The **Favorites** option, which is visible on each tab, allows you to save the current properties settings for future use.

To save a Favorites item:

- 1 Change the settings as needed on each tab.
- 2 Enter a name for the item in the **Favorites** input box.



- 3 Click **Save**.

When you save **Favorites**, all current driver settings are saved.

To use a saved setting, select the item from the **Favorites** drop down list.

The printer is now set to print according to the Favorites setting you selected.

To delete a Favorites item, select it from the list and click **Delete**.

You can also restore the printer driver's default settings by selecting **<Printer Default>** from the list.

Using Help

Your printer has a help screen that can be activated using the **Help** button in the printer's Properties window. The help screen gives you detailed information about the printer features provided by the printer driver.

You can also click  in the upper right hand corner, and then click on any setting.

MEMO



4

ADVANCED PRINTING

This chapter explains the printing options and advanced printing tasks.

This chapter includes:

- **Printing on Both Sides of the Paper**
- **Scaling Your Document**
- **Fitting Your Document to a Selected Paper Size**
- **Printing Multiple Pages on One Sheet of Paper**
- **Printing Posters**
- **Printing Booklets**
- **Using Watermarks**
- **Using Overlays**

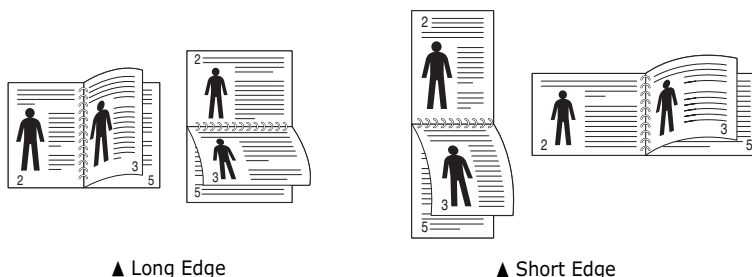
Printing on Both Sides of the Paper



You can print on both sides of the paper automatically. Before printing, decide how you want your documents oriented.

The options are:

- **Flip on Long Edge**, which is the conventional layout used in book binding, or portrait.
- **Flip on Short Edge**, which is the type often used with calendars, or landscape.



▲ Long Edge

▲ Short Edge



CAUTION: Do not print on both sides of labels, transparencies, envelopes, or thick paper. Paper jamming and damage to the printer may result.



NOTE: To use double-sided printing, you can use only the following paper sizes: A4, Letter, Legal and Folio that weigh 20~24lbs (75~90g/m²).

There are two ways to enable or disable double-sided printing:

Using the Control Panel Menu

Select **Duplex** in the **Page Layout** menu. Set the **Duplex Margin** item in the same menu, if necessary. See page 5.7 for more details.

For further details about using the control panel menu, see page 5.5.

From the software application

- 1 When you change the print settings from your software application, access the printer's Properties. See page 3.3.
- 2 From the **Layout** tab, select the paper orientation.
- 3 From the **Print on Both Sides** section, select either Printer Selection, None, Flip on Short Edge, or Flip on Long Edge.



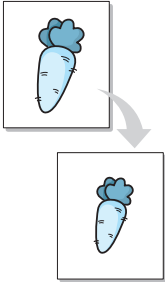
4

- 4 Click the **Paper** tab and select the paper tray, paper size and type.
- 5 Click **OK** and print the document.



NOTE: The settings in the software application override those on the control panel.

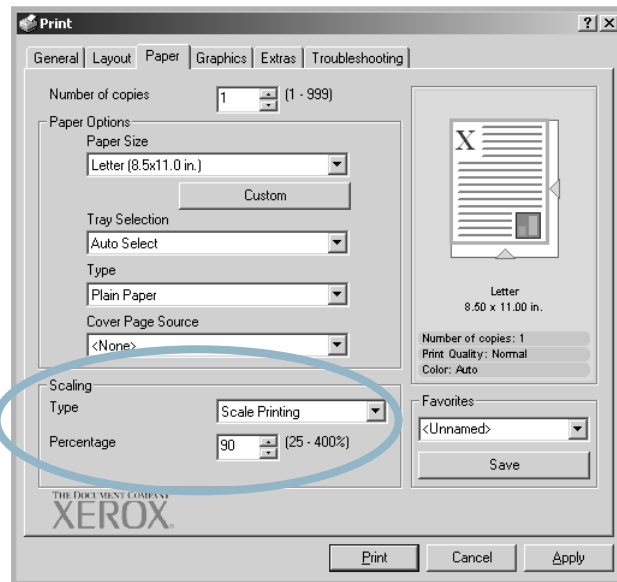
Scaling Your Document



You can scale your print job on a page.

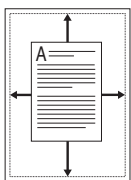
- 1 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 From the **Paper** tab, select **Scale Printing** from the **Type** drop-down list.
- 3 Enter the scaling rate in the **Percentage** input box.

You can also click the ▲ or ▼ button.



- 4 Select the paper tray, paper size and type in **Paper Options**.
- 5 Click **OK** and print the document.

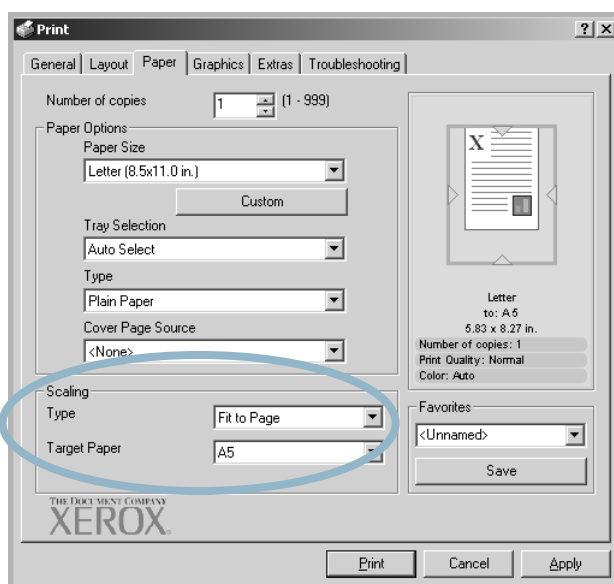
Fitting Your Document to a Selected Paper Size



This printer feature allows you to scale your print job to any paper size regardless of the digital document size. This can be useful when you want to check the fine details on a small document.

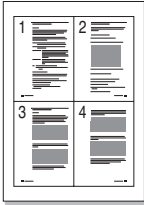
- 1 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 From the **Paper** tab, select **Fit to Page** from the **Type** drop-down list.
- 3 Select the correct size from the **Target Paper** drop-down list.

4



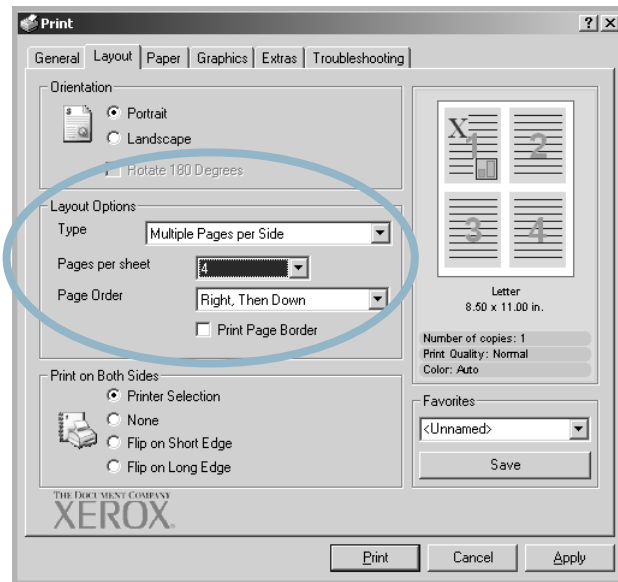
- 4 Select the paper tray, paper size and type in **Paper Options**.
- 5 Click **OK** and print the document.

Printing Multiple Pages on One Sheet of Paper



You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages are smaller and arranged in the order you specify on the sheet. You can print up to 16 pages on one sheet.

- 1 To change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 From the **Layout** tab, choose **Multiple Pages per Side** from the **Type** drop-down list.
- 3 Select the number of pages you want to print per sheet (1, 2, 4, 9 or 16) from the **Pages per sheet** drop-down list.



- 4 Select the page order from the **Page Order** drop-down list, if necessary.



Right, Then Down



Down, Then Right



Left, Then Down



Down, Then Left

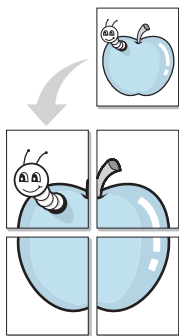
The **Page Order** drop down list is enabled only if the number of pages per side is 4, 9 or 16.

Check **Print Page Border** to print a border around each page on the sheet. **Print Page Border** is enabled only if the number of pages per side is 2, 4, 9, or 16.

- 5 Click the **Paper** tab and select the paper tray, paper size and type.
- 6 Click **OK** and print the document.

Printing Posters

4



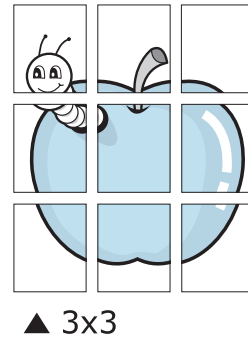
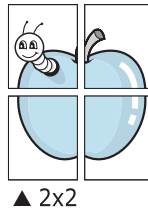
This feature allows you to print a single-page document onto 4, 9 or 16 sheets of paper, for the purpose of pasting the sheets together to form one poster-sized document.

- 1 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 From the **Layout** tab, select **Poster** from the **Type** drop-down list.

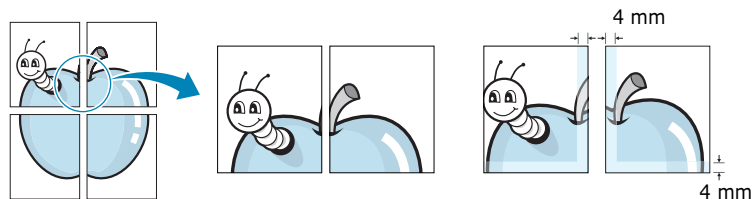


3 Configure the poster option:

You can select the page layout from 2x2, 3x3 or 4x4. If you select 2x2, the image is automatically stretched to cover 4 physical pages.



Specify an overlap in millimeters or inches to make it easier to paste the sheets together.



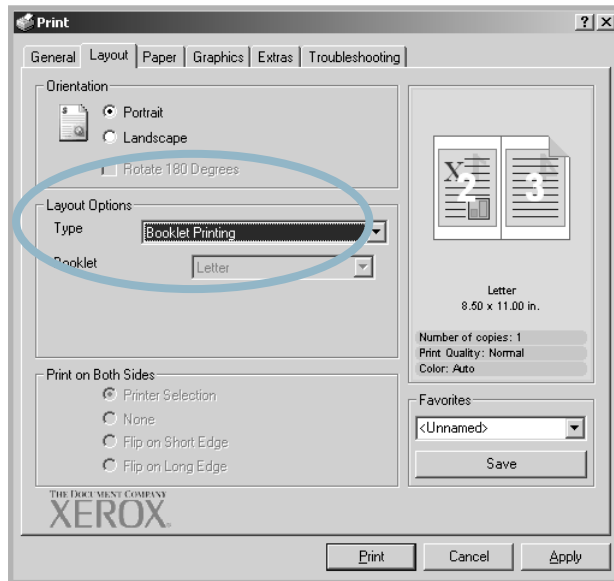
4 Click the **Paper** tab and select the paper tray, paper size and type.

5 Click **OK** and print the document. You can complete the poster by pasting the sheets together.

Printing Booklets

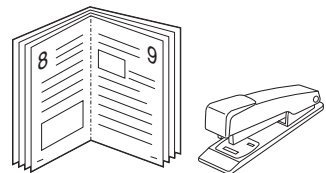
The Booklet printing feature allows you to print your document on both sides of the paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet.

- 1 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 From the **Layout** tab, choose **Booklet Printing** from the **Type** drop-down list.



NOTE: The booklet printing option is available when A4, Letter, Legal or Folio size is selected in the **Paper Size** option on the **Paper** tab.

- 3 Click the **Paper** tab, and select the paper tray, paper size and type.
- 4 Click **OK** and print the document.
- 5 After printing, fold and staple the pages.



Using Watermarks

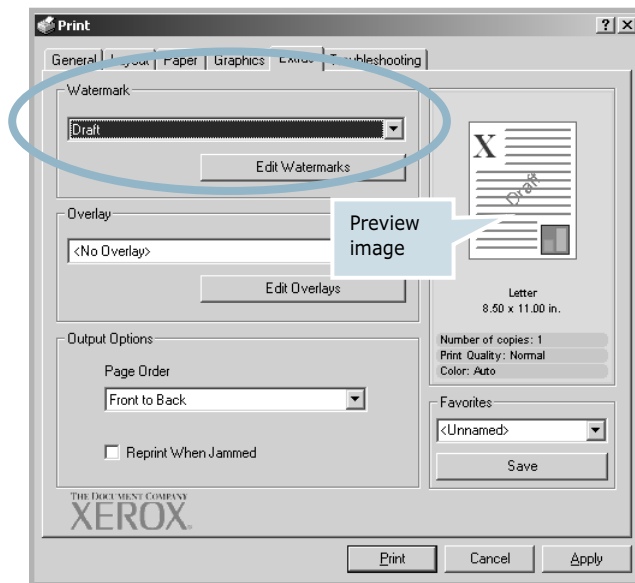


A watermark is additional text that can be printed across one or more pages. For example, terms like Draft, Confidential, Date, or Version can be inserted using the watermark feature.

There are several predefined watermarks that come with your printer, and they can be modified or you can add new ones to the list.

Using an Existing Watermark

- 1 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 Click the **Extras** tab, and select a watermark from the **Watermark** drop-down list. You will see the selected watermark in the preview image.



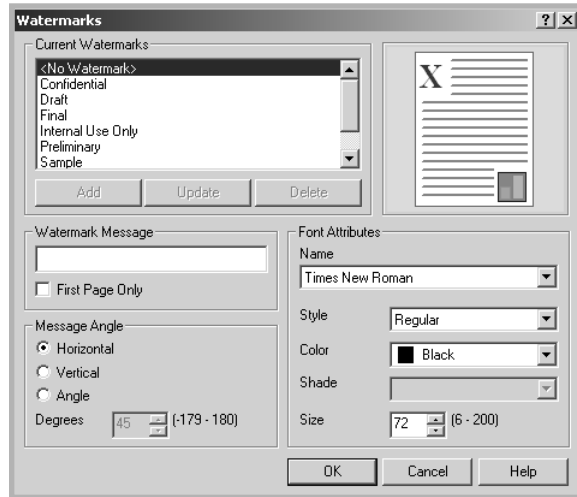
- 3 Click **OK** and start printing.



NOTE: The preview image shows how the page will look when it is printed.

Creating a Watermark

- 1 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 Click the **Extras** tab, and click the **Edit Watermarks** button in the **Watermark** section. The Watermarks window appears.



- 3 Enter a text message in the **Watermark Message** box. You can enter up to 40 characters and it displays in the preview window.

When the **First Page Only** box is checked, the watermark prints on the first page only.

- 4 Select the watermark options.

You can select the font name, style, color, grayscale level and size from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.

- 5 Click **Add** to add a new watermark to the list.
- 6 When you finish editing, click **OK** and start printing.

To stop printing the watermark, select **<No Watermark>** from the **Watermark** drop-down list.

Editing a Watermark

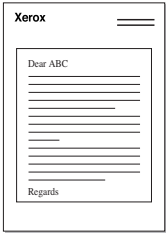
- 1 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 Click the **Extras** tab, and click the **Edit Watermarks** button in the **Watermark** section. The Watermarks window appears.
- 3 Select the watermark you want to edit from the **Current Watermarks** list to change the watermark message and the options. Refer to page 4.11.
- 4 Click **Update** to save the changes.
- 5 Click **OK**.

Deleting a Watermark

- 1 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 From the **Extras** tab, click the **Edit Watermarks** button in the **Watermark** section. The Watermarks window appears.
- 3 Select the watermark you want to delete from the **Current Watermarks** list and click **Delete**.
- 4 Click **OK**.

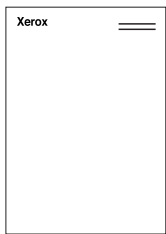
Using Overlays

What is an Overlay?



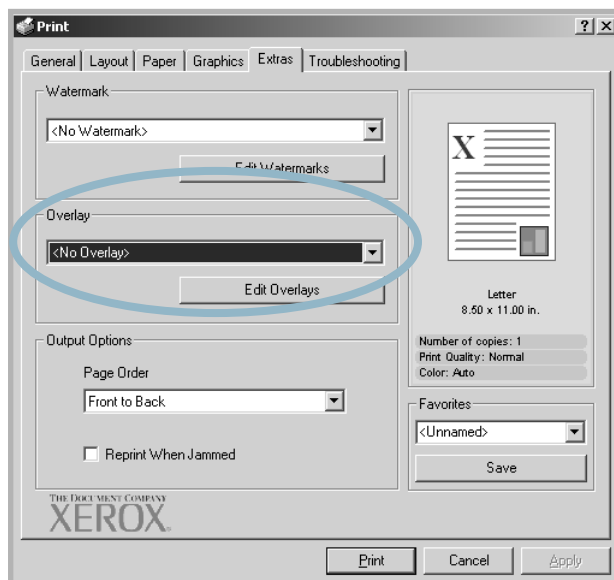
An overlay is text and/or images stored on the computer hard disk drive (HDD) as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper. Rather than using preprinted letterhead, you can create an overlay containing the exact same information that is currently on your letterhead. To print a letter with your company's letterhead, you need only tell the printer to print the letterhead overlay on your document.

Creating a New Page Overlay

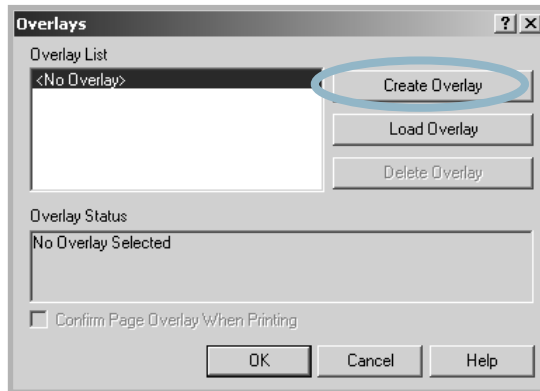


To use a page overlay, you must create a new page overlay containing your logo or image.

- 1 Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you wish them to appear when printed as an overlay. If needed, save the file for later use.
- 2 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 3 Click the **Extras** tab, and click the **Edit Overlays** button in the **Overlay** section.



- 4 In the Overlays window, click **Create Overlay**.



- 5 In the Create Overlay window, type a name of up to eight characters in the **File name** box. Select the destination path, if necessary. (The default is C:\Formover.)



- 6 Click **Save**. The name appears on the **Overlay List** box.
- 7 Click **OK** or **Yes** to finish creating.

The file is not printed out. Instead it is stored on your computer hard disk drive.



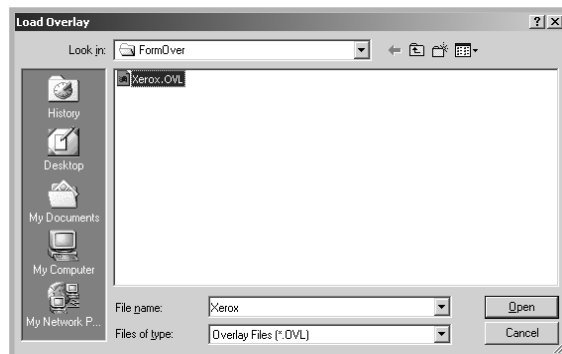
NOTE: The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark.

Using a Page Overlay

After an overlay has been created, it is ready to be printed with your document. To print an overlay with a document:

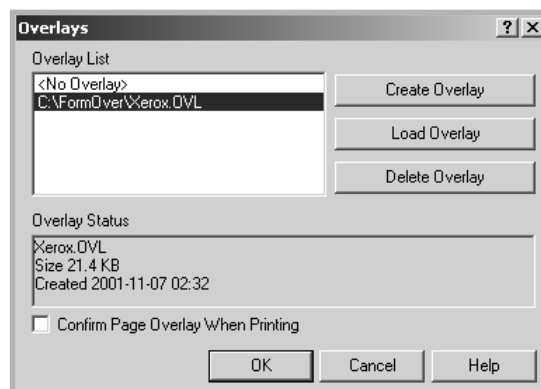
- 1 Create or open the document you want to print.
- 2 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 3 Click the **Extras** tab.
- 4 Select an overlay from the **Overlay** drop-down list box.
- 5 If the overlay file you want does not appear on the **Overlay** list, click the **Edit Overlays** button and **Load Overlay**, and select the overlay file.

4



If you have stored the overlay file you want to use in an external source, you can also load the file when you access this Load Overlay window.

After you select the file, click **Open**. The file appears in the **Overlay List** box and is available for printing. Select the overlay from the **Overlay List** box.



- 6 If necessary, click **Confirm Page Overlay When Printing**. If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.

If this box is empty and an overlay has been selected, the overlay automatically prints with your document.

- 7 Click **OK** or **Yes** until the printing starts.

The selected overlay downloads with your print job and prints on your document.



NOTE: The resolution of the overlay document must be the same as that of the document you are printing with the overlay.

Deleting a Page Overlay

You can delete page overlays that you no longer use.

- 1 In the printer Properties window, click the **Extras** tab.
- 2 Click **Edit Overlays** button in the **Overlay** section.
- 3 Select the overlay you want to delete from the **Overlay List** box.
- 4 Click **Delete Overlay**.
- 5 Click **OK** until you exit the Print window.



5

USING THE CONTROL PANEL

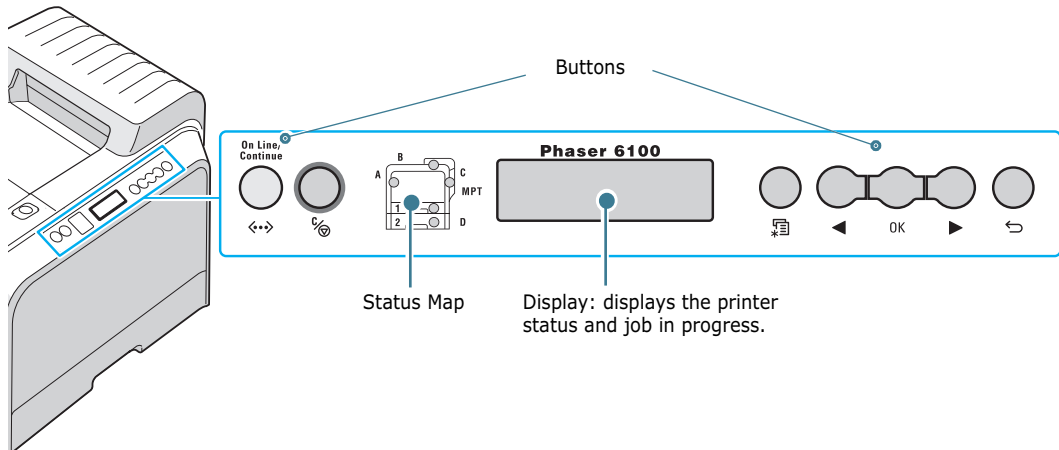
This chapter describes how to use the printer's control panel.

This chapter includes:

- **Understanding the Control Panel**
- **Using Control Panel Menus**

Understanding the Control Panel

The control panel on the top right side of your printer has a display and seven buttons.

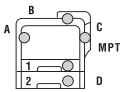


Display

Message	Description
Ready	• The printer is on-line and ready to print. • If you press On Line/Continue, the printer switches to off-line.
Offline	• The printer is off-line and cannot print. • If you press On Line/Continue, the printer switches to on-line.
Processing...	• The printer is printing. • If you want to cancel printing, press OK (OK).
Power Saver	• The printer is in Power Saver mode, using less power. When a print job is received from the computer or if any button is pressed, the printer switches to on-line. • To deactivate the Power Saver mode or change the power-saving time, see page 5.9.

See “Understanding Display Messages” on page 7.25 for a complete listing of all the printer messages.

Buttons

Button	Description	
 (status map)	When an error occurs, a lamp turns on at the corresponding location on the Status map. An error message appears on the display so that you can locate the error. For details on the meaning of the error messages, see page 7.25.	
	- Press to switch between on-line and off-line. - In menu mode, press to return to ready mode. The color of the On Line/Continue button indicates the status of the printer.	
	Green	On The printer is on-line and can receive data from the computer.
		Blinking - When the backlight blinks slowly, the printer is receiving data from the computer. - When the backlight blinks quickly, the printer is receiving and printing data.
	Orange	On The printer stops printing due to a major error. Check the display message. See page 7.25 for details on the meaning of the error message.
		Blinking A minor error has occurred and the printer is waiting for the error to be cleared.
	Off	- The printer is off-line and cannot print. - The printer is in Power Save mode. When data is received, it switches to on-line.
	- Press to enter menu mode. - In menu mode, press to scroll through the menus.	
	In menu mode, press to select the displayed submenu item or confirm the changed setting. The selected item is marked with an *.	

Button	Description
	In menu mode, press to scroll through submenu items or setting options. Pressing ► moves you to the next option and pressing ◀ sends you back to the previous option.
	• Press to cancel the current print job. • In menu mode, press to return to ready mode.
	In menu mode, press to go back to the upper menu level.

Using Control Panel Menus

A number of menus are available to make it easy for you to change the printer settings. The diagram on page 5.6 shows the menus and all of the items available in each menu. The items in each menu and the options you can select are described in more detail in the tables beginning on page 5.6.

Accessing Control Panel Menus

You can configure your printer from the printer's control panel. You can also use the control panel menus while the printer is in use.

- 1 In ready mode press the **Menu** button () until you see the menu you want on the bottom line of the display.
- 2 Press the **OK** button () to access the menu.
- 3 Press the scroll button ( or ) until the menu item you want displays on the bottom line.
- 4 Press the **OK** button () to confirm the selected item.
- 5 If the menu item has submenus, repeat steps 3 and 4.
- 6 Press the scroll button ( or ) until the setting option you want displays on the bottom line or enter the required value.
- 7 Press the **OK** button () to save your input or selection.

An asterisk (*) appears next to the selection on the display, indicating that it is now the default.
- 8 To exit the menu, press the **Back** button () repeatedly, or the **Cancel** button ().

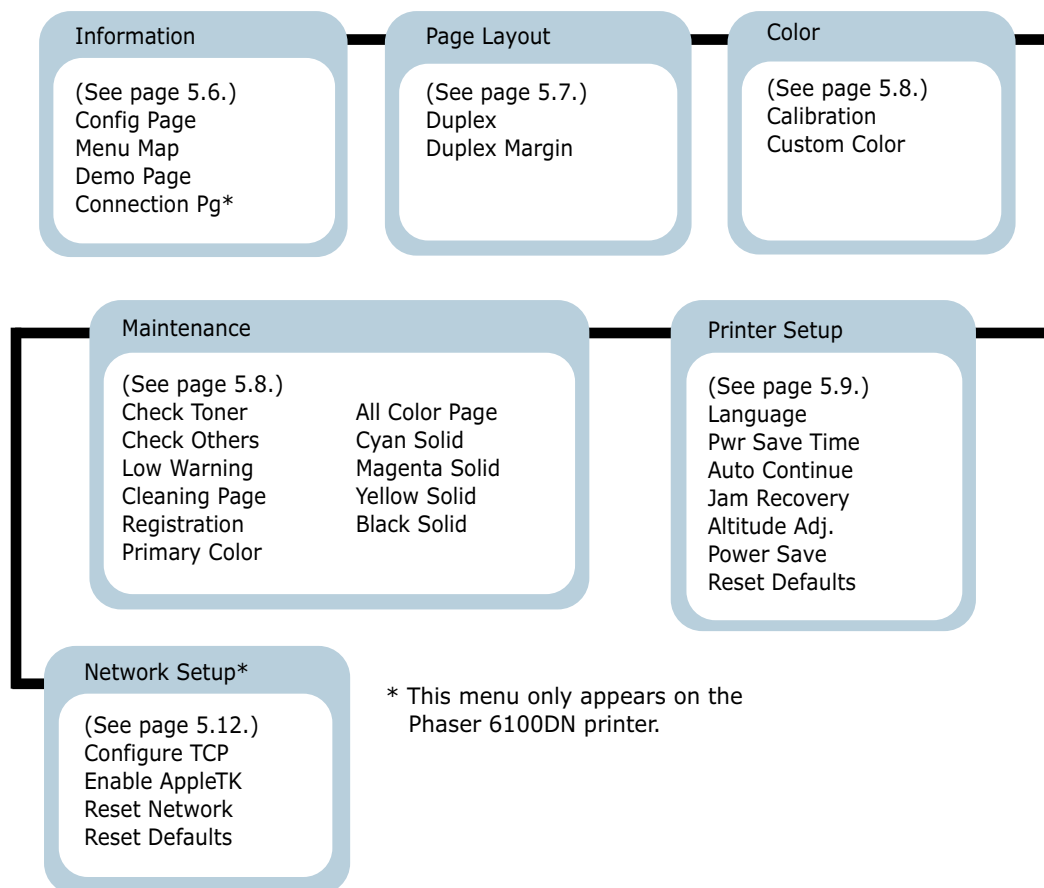
After 60 seconds of inactivity (no key has been pressed), the printer automatically returns to ready mode.



NOTE: Print settings made from the printer driver override the settings on the control panel.

Overview of Control Panel Menus

The control panel menus are used to configure the printer. The control panel provides access to the following menus:



Information Menu

This menu contains information pages that you can print to give details about the printer and its configuration.

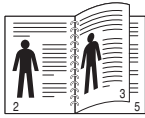
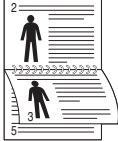
Item	Explanation
Config Page	The configuration page shows the printer's current configuration. See page 6.2.
Menu Map	The menu map shows the layout and current settings of the control panel menu items.

Item	Explanation
Demo Page	The demo page allows you to check to see if your printer is printing properly.
Connection Pg	The Connection Page prints displaying the current network settings when using a Phaser 6100DN printer.

Page Layout Menu

Use the **Page Layout** menu to define all settings relating to output.

(*: the default setting)

Item	Explanation
Duplex	Options: Off*, Long Edge, Short Edge To print on both sides of paper, choose the edge as follows. • Long Edge: Flips on the long edge. Prints pages to read like a book. • Short Edge: Flips on the short edge. Prints pages to read by flipping over like a note pad.     Select Off to print on one side of the paper.

Item	Explanation
Duplex Margin	In this menu, you can set the margins for double-sided printing. You can increase or decrease the value in 0.1mm increments. • Top Margin: Set the top margin, from 0.0mm to 9.9mm. • Left Margin: Set the left margin, from 0.0mm to 9.9mm. • Short Binding: Set the bottom margin of the back of the page for short binding, from 0.0mm to 10mm. Binding position: In the portrait orientation, appears in the upper line of the page. In the landscape orientation, appears on the right side of the page. • Long Binding: Set the right margin of the back of the page for long binding, from 0.0mm to 22mm. Binding position: In the portrait orientation, appears on the left side of the page. In the landscape orientation, appears in the upper line of the page.

Color Menu

This menu allows you to adjust the color setting.

Item	Explanation
Calibration	Options: Off, Auto*, Run Now This menu item allows you to calibrate the printer for the best possible color printer quality. • Off: The printer is calibrated by the default setting. • Auto: It automatically calibrates the printer to produce the best possible print quality for color documents. • Run Now: It manually calibrates the printer.

Item	Explanation
Custom Color	This item allows you to adjust a specific color contrast individually. • CMYK: It allows you to adjust the contrast of the toner in each toner cartridge. Default: It optimizes the colors automatically. Manual Adjust: It allows you to manually adjust the selected color contrast for each cartridge. Note: You should use the Default setting for a best color quality.

Printer Setup Menu

Use the **Printer Setup** menu to configure a variety of printer features.

(*: the default setting)

Item	Explanation
Language	Options: English*, German, French, Italian, Spanish, Russian The Language setting determines the language of the text that appears on the control panel display and information printing.
Pwr Save Time	Options: 30 Minutes, 45 Minutes, 60 Minutes, 120 Minutes* Set how long the printer waits before going to power save (when Power Save is enabled).

Item	Explanation
Auto Continue	Options: Off, On* This item determines whether or not the printer continues printing when it detects paper mismatched to your paper setting. • Off: If a paper mismatch occurs, the message remains on the display and the printer remains off-line until you insert the correct paper. • On: If the paper is mismatched, an error message displays. The printer goes off-line for 30 seconds then automatically clears the message and continues printing.
Jam Recovery	Options: Off*, On This item determines how the printer behaves when a paper jam occurs. • Off: The printer does not reprint pages. Printing performance might be increased with this setting. • On: The printer automatically reprints pages after you clear the paper jam.
Altitude Adj.	Options: Low*, High You can optimize the print quality according to your altitude.
Power Save	Options: On*, Off When the printer does not receive data for an extended period of time, power consumption is automatically lowered when Power Save is enabled.
Reset Defaults	This menu allows you to reset the printer's factory default settings.

Maintenance Menu

Use the **Maintenance** menu to maintain the toner cartridges and other consumables.

Item	Explanation
Check Toner	Allows you to check how much toner is left in the each toner cartridge.
Check Others	• Imaging Unit: allows you to check the total number of images printed, since the image counter was last set to zero. See page 6.14. • Transfer Belt: allows you to check the total number of images printed, since the image counter was last set to zero. See page 6.22. • Fuser, Transfer Roll: allows you to check the total number of pages printed and reset the life count after the fuser or transfer roller is replaced. • MPT Roller, Tray 1 Roller, Tray 2 Roller: allows you to check the total number of images fed from each tray.
Low Warning	This item determines how the printer behaves when the consumables are low. • Off: The printer does not display the warning message. • On: The printer displays the warning message.
Cleaning Page	Allows you to print a page that cleans the fuser unit inside the printer.
Registration	Allows you print a color registration print page.
Primary Color	Allows you to print a 4x4 color bar test print page.
All Color Page	Allows you to print a primary and secondary test print page.
Cyan Solid	Allows you to print a 100% Cyan fill test page.
Magenta Solid	Allows you to print a 100% Magenta fill test page.
Yellow Solid	Allows you to print a 100% Yellow fill test page.

Item	Explanation
Black Solid	Allows you to print a 100% Black fill test page.

Network Setup Menu

This menu lets you configure the network interface card installed in your printer according to how the network is set up.

(*: the default setting)

Item	Explanation
Configure TCP	Options: Yes*, No Sets whether or not you want to manually configure the network. If you select Yes, you can configure the IP Address settings. If you select Yes, the IP Source menu appears displaying the following options: • BOOTP • DHCP • Static See the IP Source table for information on BOOTP, DHCP, and Static options.
Enable AppleTK	Options: Yes, No* This item enables AppleTalk.
Reset Network	This item reboots the network interface card. Select Reset Now to reboot.
Reset Defaults	Options: Yes, No This item performs a simple reset and restores the network configuration parameters to the factory defaults.

IP Source

The **IP Source** menu option provides three methods for setting an IP address:

Item	Explanation
BOOTP	• BOOTP: The BOOTP server allots the IP address to you automatically.
DHCP	• DHCP: The DHCP server allots the IP address to you automatically.
Static	• Static: You can enter IP address, subnetmask, and gateway manually. See the Static table for information on manually entering an IP address.

Static

The **Static** menu option provides three methods for manually entering an IP address:

Item	Explanation
IP Address	This item lets you enter the IP address manually. • Press the scroll button to set the value of the 1st byte between 1 and 255, and then press the OK button. • Set the value for the 2nd to the 4th byte the same way.
Subnet Mask	This item lets you enter the subnet mask manually. • Press the scroll button to set the value of the 1st byte between 1 and 255, and then press the Enter button. • Set the value for the 2nd to the 4th byte the same way.
Gateway	This item lets you enter the gateway manually. • Press the scroll button to set the value of the 1st byte between 1 and 255, and then press the Enter button. • Set the value for the 2nd to the 4th byte the same way.

MEMO



5.14 USING THE CONTROL PANEL

6

MAINTAINING YOUR PRINTER

This chapter provides information for maintaining your printer and suggestions for high-quality and economical printing.

This chapter includes:

- **Printing a Config Page**
- **Replacing the Supplies**
- **Managing the Toner Cartridges**
- **Replacing the Toner Cartridges**
- **Replacing the Waste Cartridge**
- **Replacing the Imaging Unit**
- **Replacing the Transfer Belt**
- **Cleaning the Printer**
- **Replacement Parts**

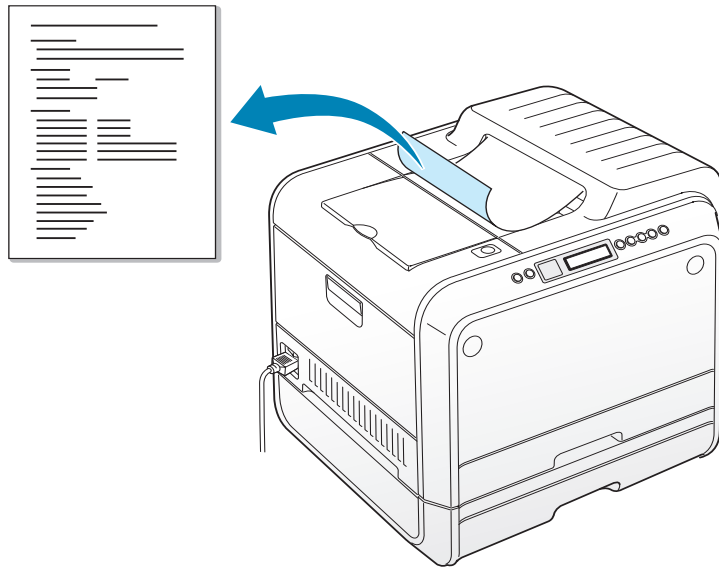
Printing a Config Page

You can print a config page from the printer's control panel. Use the config page to view the current settings, to help troubleshoot problems, or to verify the installation of options.

To print the config page:

- 1 In ready mode press the **Menu** button () on the control panel until you see 'Information' on the bottom line of the display.
- 2 Press the **OK** button () to access the menu.
- 3 Press the **OK** button () when 'Config Page' displays on the bottom line.

The config page prints out.



Replacing the Supplies

From time to time, you need to replace the following items to maintain top performance and to avoid print quality problems. Refer to the table below:

Item(s)	Printer message	Pages Printed	See page
Black toner cartridge	Replace Black Toner	3,000 pages* (standard capacity)	6.8.
		7,000 pages (high capacity)	6.8.
Color toner cartridges	Replace [Color] Toner	2,000 pages* (standard capacity)	6.8.
		5,000 pages (high capacity)	6.8.
Waste cartridge	Waste Box Full/ Not Install	3,000 to 5,000 pages**	6.11.
Imaging Unit	Replace Imaging Unit	50,000 images**	6.14.
Transfer Belt	Replace Transfer Belt	50,000 images**	6.22.
Fuser	Replace Fuser	100,000 monochrome pages 50,000 color pages	
Transfer Roller	Replace Transfer Roller	50,000 pages	

*Average A4-/letter-sized pages counts based on 5% coverage of individual colors on each page. Usage conditions and print patterns may cause results to vary.

**Image counts are based on one color on each page. If you print documents in full colors (Cyan, Magenta, Yellow, Black) then 1 page is equivalent to 4 images and these three items are reduced to 25% of the indicated value.

Managing the Toner Cartridges

Toner Cartridge Storage

To get the maximum results from the toner cartridge, keep the following guidelines in mind:

- Do not remove the toner cartridges from their packages until you are ready to use them.
- Do not refill the toner cartridges. **The printer warranty does not cover damage caused by using a refilled cartridge.**
- Store the toner cartridges in the same environment as the printer.
- To prevent damage to the toner cartridges, do not expose them to light for more than a few minutes.

Toner Cartridge Life Expectancy

The life of the toner cartridge depends on the amount of toner that your print jobs require. When printing text at 5% coverage, a high-capacity toner cartridge lasts an average of 7,000 pages for black and 5,000 pages for each color. The standard-capacity toner cartridge supplied with the printer lasts an average of 3,000 pages for black and 2,000 pages for each color.

At any time, you can verify the life expectancy by checking the toner level. See the below.

Checking the Remaining Toner

You can check the level of toner left in each cartridge.

- 1 In ready mode press the **Menu** button () on the control panel until you see 'Maintenance' on the bottom line of the display.
- 2 Press the **OK** button () to access the menu.
- 3 When 'Check Toner' displays on the bottom line, press the **OK** button ().
- 4 Press the scroll button ( or ) until the color of the toner cartridge you want to check displays on the bottom line.

- 5 Press the **OK** button (OK).

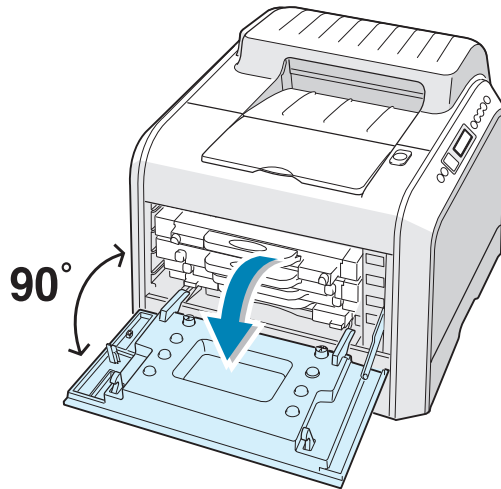
The display shows the percentage of the remaining toner.

Redistributing the Toner

When a toner cartridge is nearly empty, faded or light areas may appear. Equally it is possible that colored images may have incorrect colors due to incorrect mixing of the toner colors when one of the colored toner cartridge is nearly empty. 'Ready [Color] Low Toner' appears on the display. The printer can continue to print using the current toner cartridge until the control panel displays a message telling you to replace the cartridge.

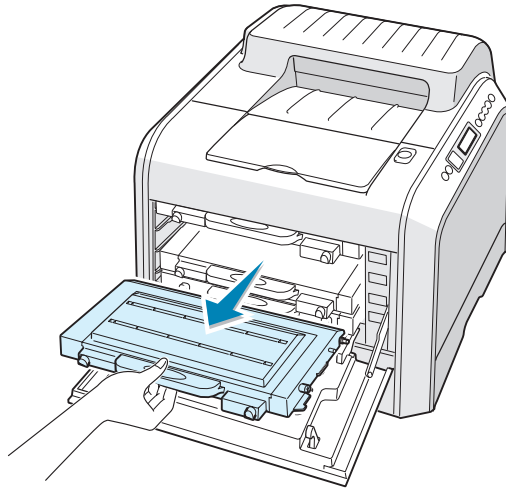
You may be able to temporarily improve the print quality by redistributing the toner. The control panel display tells you which color cartridge is low in toner.

- 1 Using the handle, completely open the left cover A until it is at right angles to the main frame and the toner cartridges are ejected.



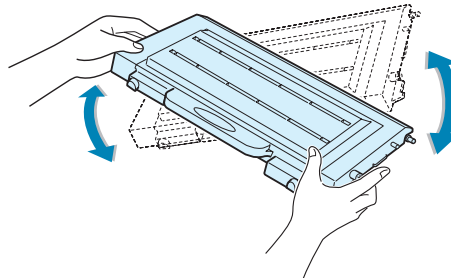
6

- 2 Pull the handle lightly first, and then holding the used toner cartridge, remove it.



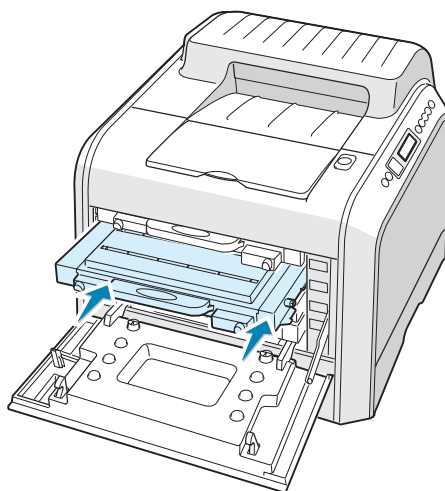
CAUTION: If you open the left cover A for a few minutes, the imaging unit can be exposed to light. This causes damage to the imaging unit.

- 3 Holding both sides of the toner cartridge, gently roll it from side to side to redistribute the toner.

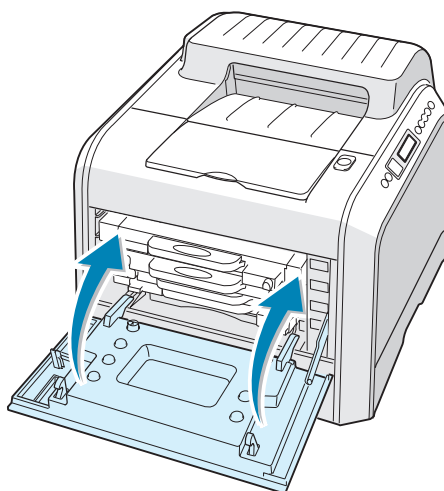


NOTE: If toner gets on your clothing, wipe it off with a dry cloth and wash it in cold water. Hot water sets toner into fabric.

- 4 Slide the toner cartridge back into the printer.



- 5 Close the left cover A. Make sure that the cover is securely latched.



6

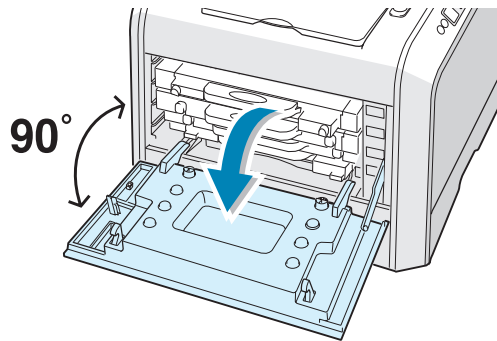
Make sure you have correctly installed the toner cartridge. The left cover will not close properly if toner cartridges are installed incorrectly. Never use force to close the cover.

Replacing the Toner Cartridges

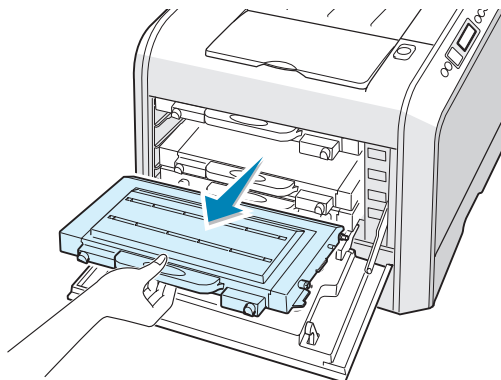
The printer uses four colors and has a different toner cartridge for each one: cyan (C), magenta (M), yellow (Y), and black (K).

Replace a toner cartridge when the printer control panel displays 'Replace [Color] Toner'. The control panel display tells you which color needs to be replaced.

- 1 Turn the printer off, then wait a few minutes for the printer to cool.
- 2 Using the handle, completely open the left cover A until it is at right angles to the main frame and the toner cartridges are ejected.

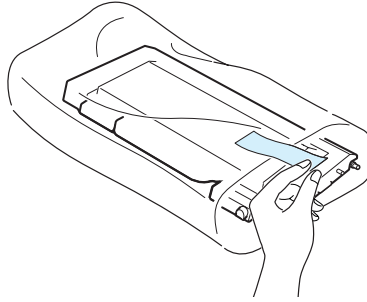


- 3 Pull the handle lightly first, and then holding the used toner cartridge, remove it.



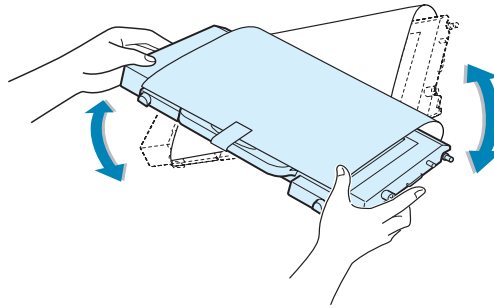
CAUTION: If you open the left cover A for a few minutes, the imaging unit can be exposed to light. This causes damage to the imaging unit. Close the top and left cover A should the setup need to be halted for any reason.

- 4 Take a new toner cartridge out of the package.

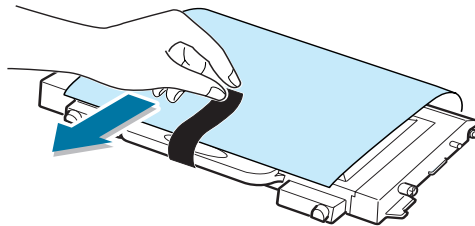


CAUTION: Don't use sharp objects, such as a knife or scissors, to open the toner cartridge package. You could damage the surface of the toner cartridge.

- 5 Holding both sides of the toner cartridge, gently roll it from side to side to distribute the toner.

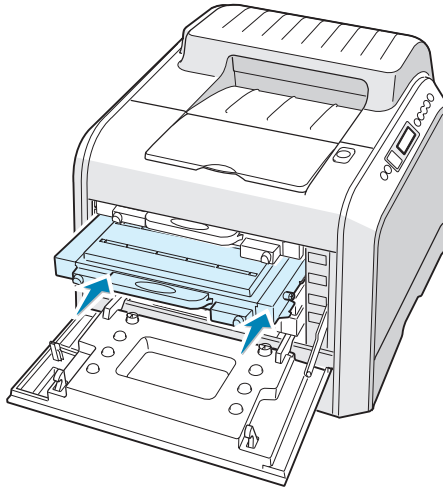


- 6 Place the toner cartridge on a flat surface as shown and remove the paper covering the toner cartridge by removing the tape. Discard the paper and tape.



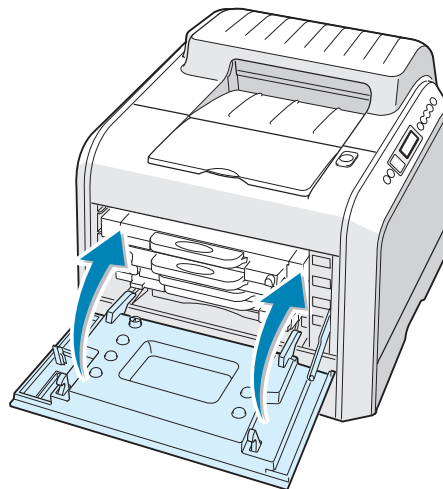
NOTE: If toner gets on your clothing, wipe it off with a dry cloth and wash it in cold water. Hot water sets toner into fabric.

- 7 Make sure that the color of the toner cartridge matches the color slot and then slide the new toner cartridge into the printer. Using both hands, grip the cartridge to insert into the slot. Then hold the handle to slide the cartridge in.



Although you correctly install the toner cartridges, the black and yellow toner cartridges are not inserted completely. When you close the left cover, they insert into place.

- 8 Close the left cover A. Make sure that the cover is securely latched, and then turn the printer on.

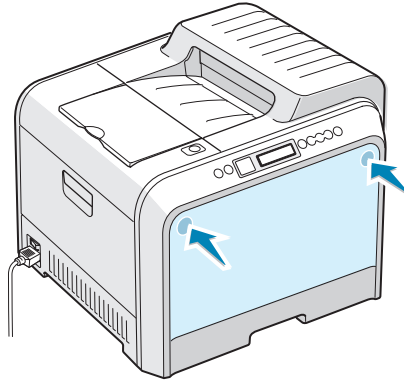


Make sure you have correctly installed the toner cartridge. The left cover will not close properly if toner cartridges are installed incorrectly. Never use force to close the cover.

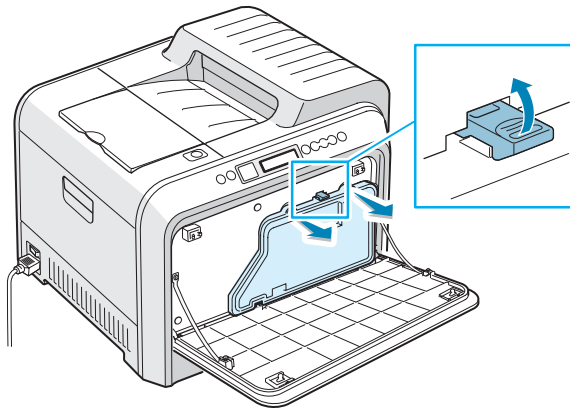
Replacing the Waste Cartridge

Replace the waste cartridge when the control panel displays 'Waste Box Full/Not Install'.

- 1 Unlatch the front cover, by quickly pressing and releasing it using the depressions at the top.

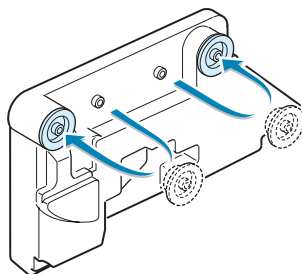


- 2 Push the lock lever up and pull the waste cartridge out.



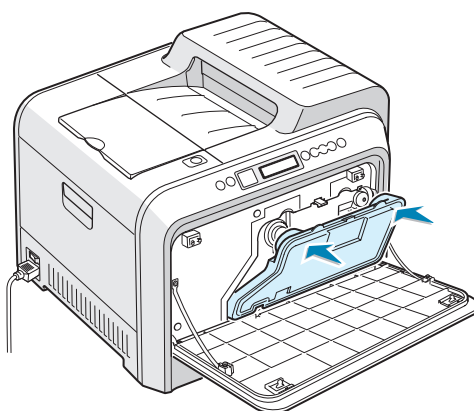
CAUTION: Make sure that you lay the waste cartridge on a flat surface so that the toner does not spill.

- 3** Remove the container's caps which are attached as shown below and use them to close the waste cartridge.

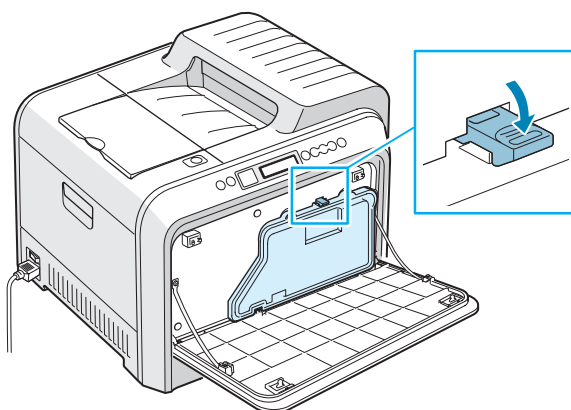


- 4** Take a new waste cartridge out of the package.

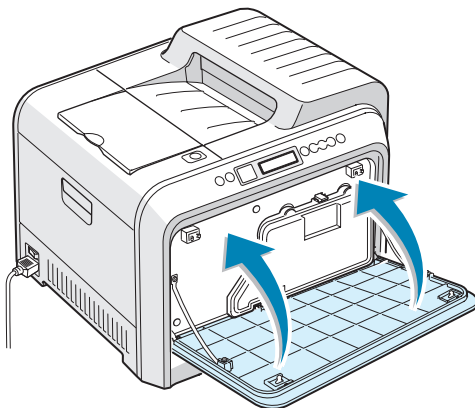
- 5** Insert the lower of the new container into place and then push it to make sure that it is seated in place.



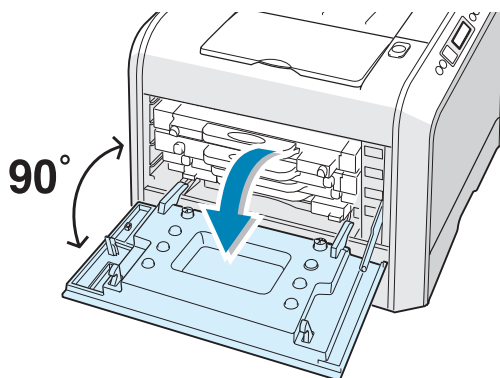
- 6** Make sure that the lock lever latches the container.



- 7** Close the front cover. Make sure that the cover is securely latched.



- 8** Using the handle, completely open the left cover A until it is at right angles to the main frame and the toner cartridges are ejected.

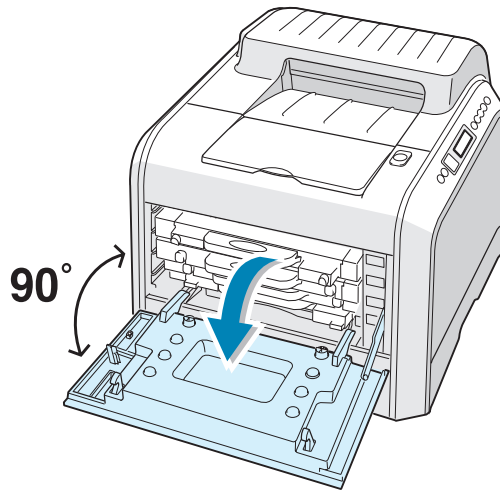


- 9** Close the left cover A firmly.

Replacing the Imaging Unit

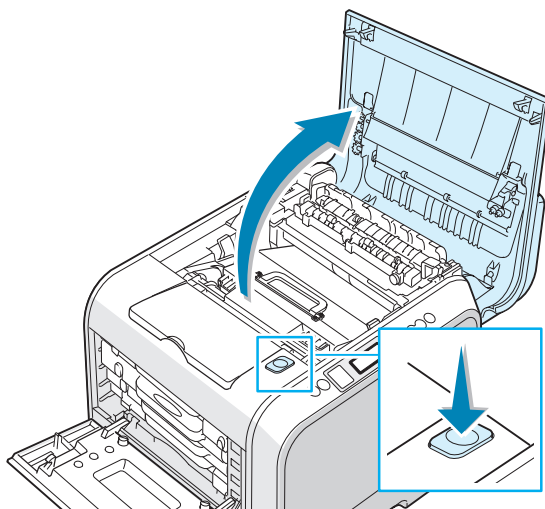
The life of the imaging unit is approximately 50,000 images. Replace the imaging unit when the printer control panel displays 'Replace Imaging Unit'.

- 1 Turn the printer off, then wait a few minutes for the printer to cool.
- 2 Using the handle, completely open the left cover A until it is at right angles to the main frame and the toner cartridges are ejected.

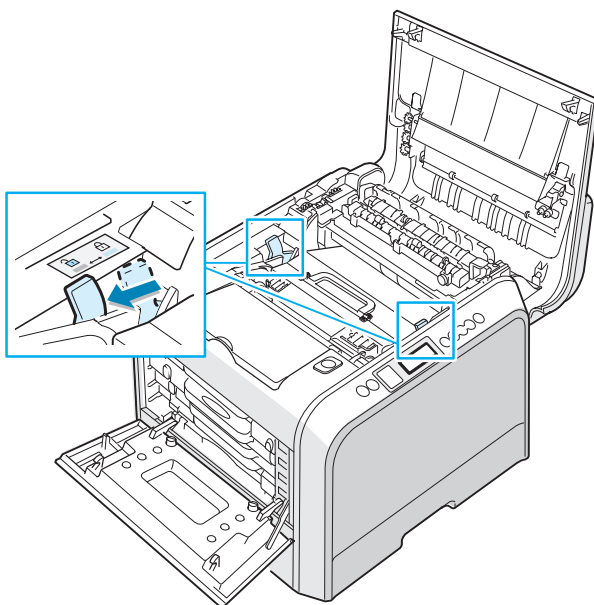


CAUTION: If the left cover A is not completely open, the top cover release button does not press.

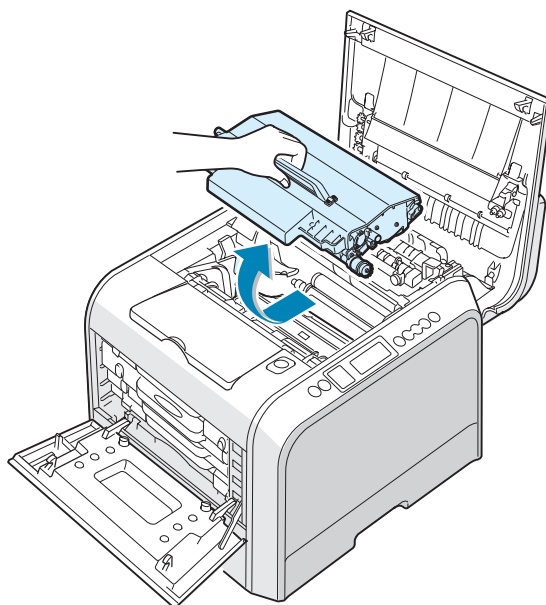
- 3** Press the top cover release button to unlatch the top cover B and open it all the way.



- 4** Pull the lock levers on each side towards you, as shown below, to release the transfer belt.



- 5** Using the handle, lift the transfer belt out of the printer by lightly pulling it towards the left of the printer. Set it on a clean flat surface.



- 6** Lift the handle of the used imaging unit and use it to pull the imaging unit out of the printer.

