

NOTE:

- It is necessary to claim swap partition of 300 MB or larger when working with large scanned images.
- The Linux scanner driver supports the optical resolution at maximum. Please refer to the scanner and copy section of Specifications. See *Scanner and Copier Specifications on page 11-3*.

Software

- Linux Kernel 2.4 or higher
- Glibc 2.2 or higher
- CUPS
- SANE

Installing the Unified Linux Driver

1. Make sure that you connect your machine to your computer. Turn both the computer and the machine on.
2. When the Administrator Login window appears, type in *root* in the Login field and enter the system password.

NOTE: You must log in as a super user (root) to install the printer software. If you are not a super user, ask your system administrator.

3. Insert the printer software CD-ROM. The CD-ROM will automatically run.

If the CD-ROM does not automatically run, click the  icon at the bottom of the desktop. When the Terminal screen appears, type in:

If the CD-ROM is secondary master and the location to mount is */mnt/cdrom*,

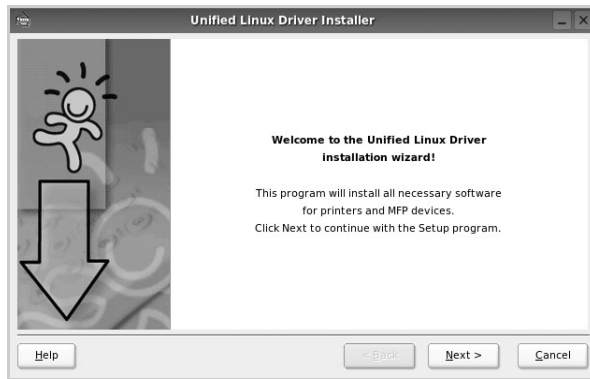
```
[root@localhost root]#mount -t iso9660 /dev/hdc /mnt/cdrom
```

```
[root@localhost root]#cd /mnt/cdrom/Linux
```

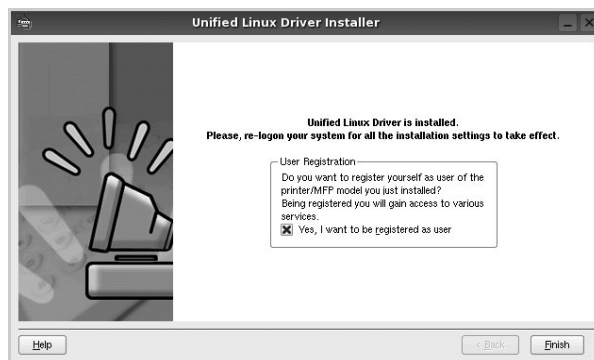
```
[root@localhost root]#./install.sh
```

NOTE: The installation program runs automatically if you have an autorun software package installed and configured.

4. When the welcome screen appears, click **Next**.



5. When the installation is complete, click **Finish**.



The installation program has added the Unified Driver Configurator desktop icon and Xerox Unified Driver group to the system menu for your convenience. If you have any difficulties, consult the onscreen help that is available through your system menu or can otherwise be called from the driver package windows applications, such as **Unified Driver Configurator** or **Image Manager**.

Uninstalling the Unified Linux Driver

1. When the Administrator Login window appears, type in **root** in the Login field and enter the system password.

NOTE: You must log in as a super user (root) to install the printer software. If you are not a super user, ask your system administrator.

2. Insert the printer software CD-ROM. The CD-ROM will automatically run.

If the CD-ROM does not automatically run, click the  icon at the bottom of the desktop. When the Terminal screen appears, type in:

If the CD-ROM is secondary master and the location to mount is /mnt/cdrom,

```
[root@localhost root]#mount -t iso9660 /dev/hdc /mnt/cdrom
```

```
[root@localhost root]#cd /mnt/cdrom/Linux
```

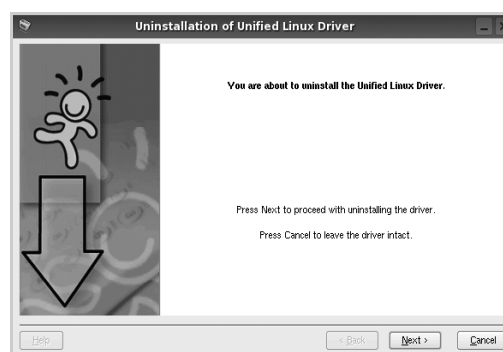
```
[root@localhost root]#./uninstall.sh
```

NOTE: The installation program runs automatically if you have an autorun software package installed and configured.

3. Click **Uninstall**.

4. Click **Next**.

5. Click **Finish**.



Using the Unified Driver Configurator

Unified Linux Driver Configurator is a tool primarily intended for configuring Printer or MFP devices. Since an MFP device combines the printer and scanner, the Unified Linux Driver Configurator provides options logically grouped for printer and scanner functions. There is also a special MFP port option responsible for the regulation of access to an MFP printer and scanner via a single I/O channel.

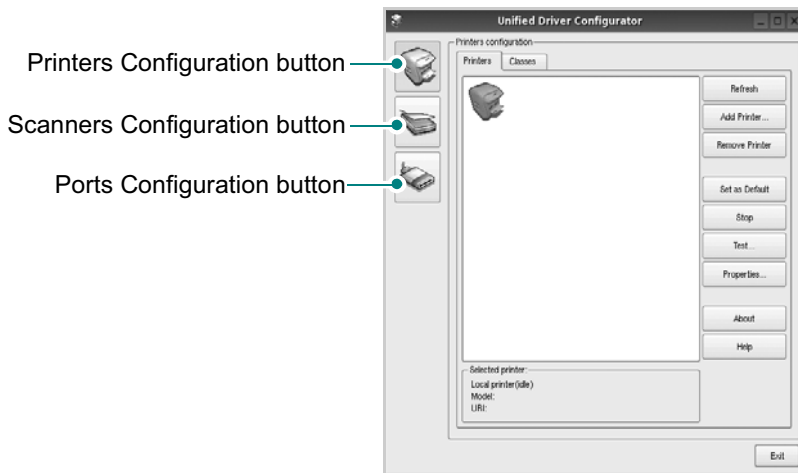
After installing the Unified Linux driver (see *Installing the Unified Linux Driver* on page 6-32), the Unified Linux Driver Configurator icon will automatically be created on your desktop.

Opening the Unified Driver Configurator

1. Double-click **Unified Driver Configurator** on the desktop.

You can also click the Startup Menu icon and select the **Unified Driver Configurator**.

2. Press each button on the Modules pane to switch to the corresponding configuration window.



You can use the onscreen help by clicking **Help**.

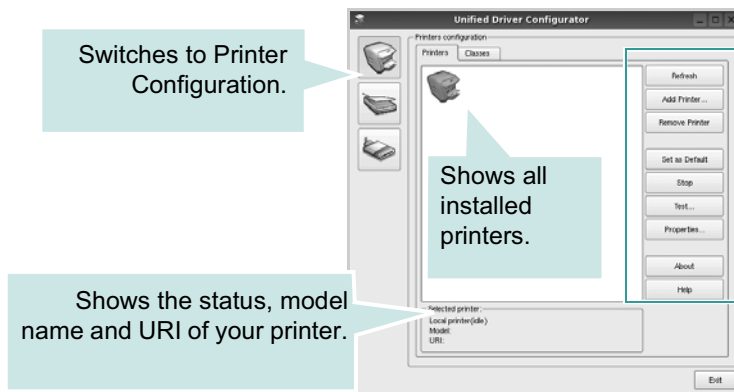
3. After changing the configurations, click **Exit** to close the Unified Driver Configurator.

Printers Configuration

Printers configuration has the two tabs; **Printers** and **Classes**.

Printers Tab

You can see the current system's printer configuration by clicking on the printer icon button on the left side of the Unified Driver Configurator window.



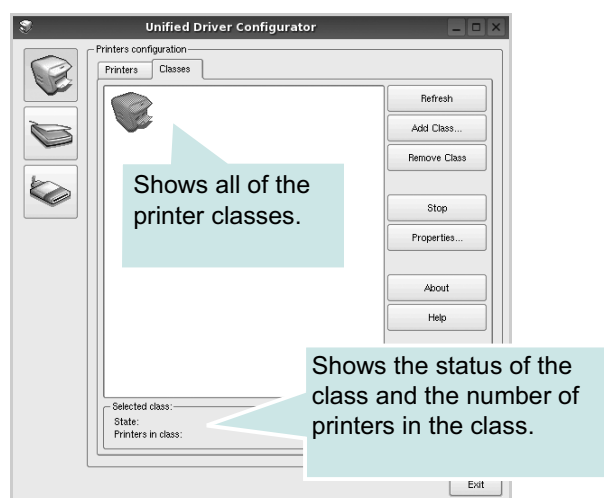
You can use the following printer control buttons:

- **Refresh:** renews the available printers list.
- **Add Printer:** allows you to add a new printer.

- **Remove Printer:** removes the selected printer.
- **Set as Default:** sets the current printer as a default printer.
- **Stop:** stops the printer.
- **Test:** allows you to print a test page to check if the machine is working properly.
- **Properties:** allows you to view and change the printer properties. For details, see *Configuring Printer Properties on page 6-39*.

Classes Tab

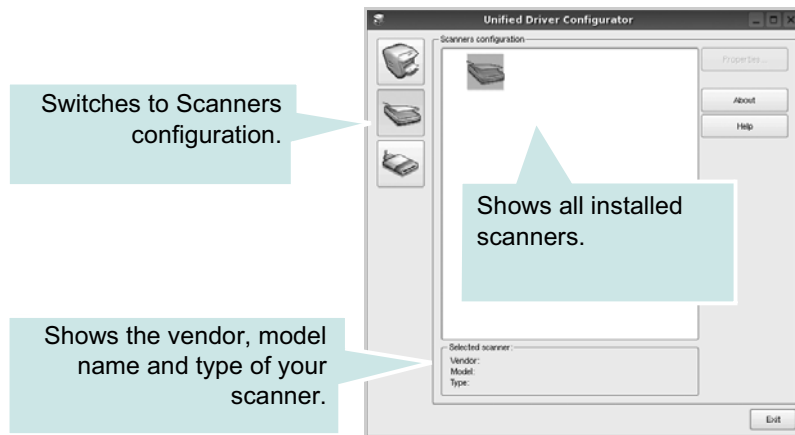
The Classes tab shows a list of available printer classes.



- **Refresh :** Renews the classes list.
- **Add Class...** : Allows you to add a new printer class.
- **Remove Class :** Removes the selected printer class.

Scanners Configuration

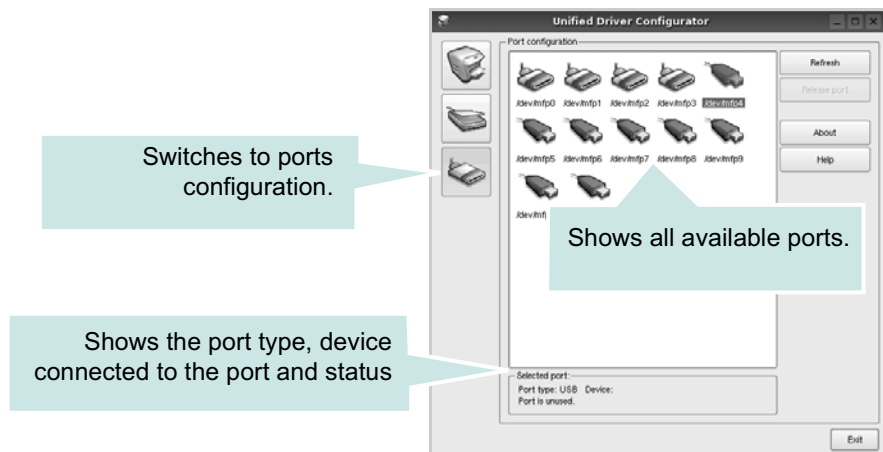
In this window, you can monitor the activity of scanner devices, view a list of installed Xerox MFP devices, change device properties, and scan images.



- **Properties...** : Allows you to change the scan properties and scan a document. See *Scanning a Document* on page 6-42.

Ports Configuration

In this window, you can view the list of available ports, check the status of each port and release a port in busy state.



- **Refresh** : Renews the available ports list.
- **Release port** : Releases the selected port.

Sharing Ports Between Printers and Scanners

Your machine can be connected to a host computer via the parallel port or USB port. Since the MFP device contains more than one device (printer and scanner), it is necessary to organize proper access of “consumer” applications to these devices via the single I/O port.

The Xerox Unified Linux Driver package provides an appropriate port sharing mechanism that is used by the Xerox printer and scanner drivers. The drivers address their devices via so-called MFP ports. The current status of any MFP port can be viewed via the MFP Ports Configuration. The port sharing prevents you from accessing one functional block of the MFP device, while another block is in use.

When you install a new MFP printer onto your system, it is strongly recommended you do this with the assistance of an Unified Driver Configurator. In this case you will be asked to choose I/O port for the new device. This choice will provide the most suitable configuration for MFP's functionality. For MFP scanners I/O ports are being chosen by scanner drivers automatically, so proper settings are applied by default.

Configuring Printer Properties

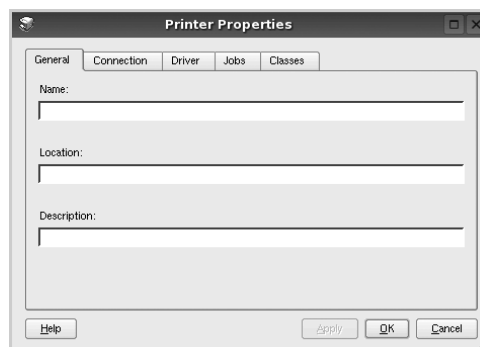
You can change the various properties for your machine as a printer using the properties window provided by the Printers configuration.

1. Open the Unified Driver Configurator.
If necessary, switch to Printers configuration.
2. Select your machine on the available printers list and click **Properties**.

3. The Printer Properties window opens.

The following five tabs display at the top of the window:

- **General:** allows you to change the printer location and name. The name entered in this tab displays on the printer list in Printers configuration.
- **Connection:** allows you to view or select another port. If you change the printer port from USB to parallel or vice versa while in use, you must re-configure the printer port in this tab.
- **Driver:** allows you to view or select another printer driver. Click **Options** to set the default device options.



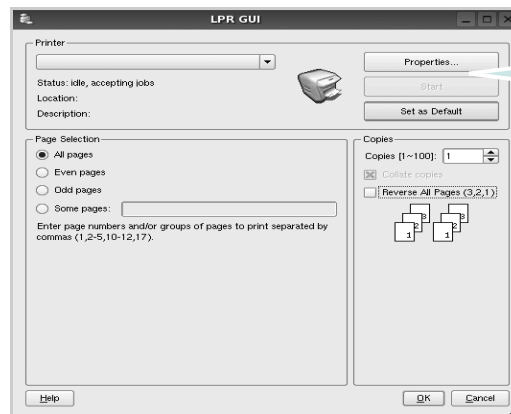
- **Jobs:** shows the list of print jobs. Click **Cancel job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.
 - **Classes:** shows the class that your printer is in. Click **Add to Class** to add your printer to a specific class or click **Remove from Class** to remove the printer from the selected class.
4. Click **OK** to apply the changes and close the Printer Properties Window.

Printing a Document

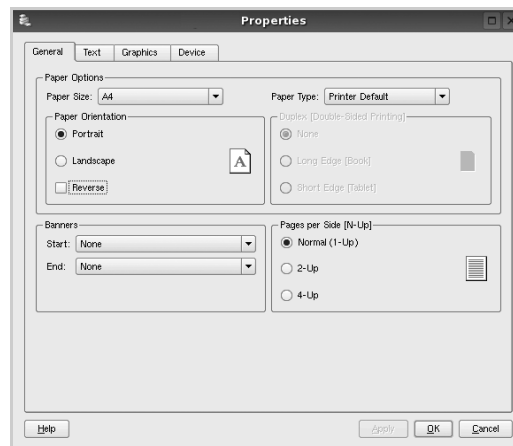
Printing from Applications

You can print from your machine from any Linux application using Common UNIX Printing System (CUPS).

1. From the application you are using, select **Print** from the **File** menu.
2. Select **Print** directly using **lpr**.
3. In the LPR GUI window, select the model name of your machine from the Printer list and click **Properties**.



4. Change the printer and print job properties.



The following four tabs display at the top of the window.

- **General** - allows you to change the paper size, the paper type, and the orientation of the documents, enables the duplex feature, adds start and end banners, and changes the number of pages per sheet.
- **Text** - allows you to specify the page margins and set the text options, such as spacing or columns.
- **Graphics** - allows you to set image options that are used when printing images/files, such as color options, image size, or image position.
- **Device** - allows you to set the print resolution, paper source, and destination.

5. Click **Apply** to apply the changes and close the Phaser 3200MFP Properties window.

6. Click **OK** in the LPR GUI window to start printing.

7. The Printing window appears, allowing you to monitor the status of your print job.

8. To abort the current job, click **Cancel**.

Printing Files

You can print many different types of files on the Xerox machine device using the standard CUPS way - directly from the command line interface. The CUPS lpr utility allows you to do that. But the drivers package replaces the standard lpr tool by a much more user-friendly LPR GUI program.

To print any document file:

1. Type `lpr <file_name>` from the Linux shell command line and press **Enter**. The LPR GUI window appears.

When you type only *lpr* and press **Enter**, the Select file(s) to print window appears first. Select any files you want to print and click **Open**.

2. In the LPR GUI window, select your printer from the list, and change the printer and print job properties.

For details about the Properties window, see *Printing a Document on page 6-40*.

3. Click **OK** to start printing.

Scanning a Document

You can scan a document using the Unified Driver Configurator window.

1. Double-click the Unified Driver Configurator on your desktop.

2. Click the  button to switch to Scanners Configuration.

3. Select the scanner on the list.

When you have only one MFP device and it is connected to the computer and turned on, your scanner appears on the list and is automatically selected.

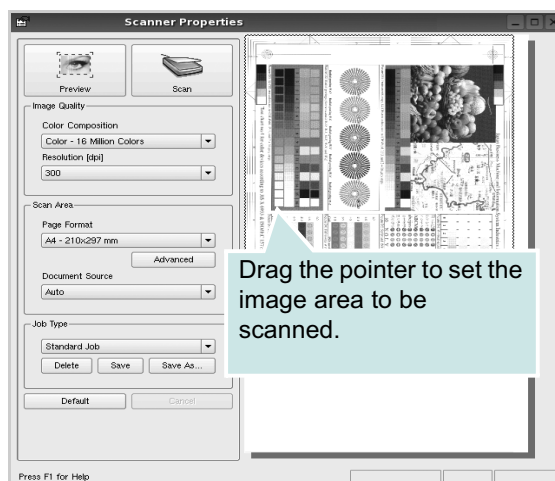
If you have two or more scanners attached to your computer, you can select any scanner to work at any time. For example, while acquisition is in progress on the first scanner, you may select the second scanner, set the device options and start the image acquisition simultaneously.



NOTE: The scanner name shown in Scanners configuration can be different from the device name.

4. Click **Properties**.
5. Load the document to be scanned face up into the ADF (Automatic Document Feeder) or face down on the document glass.
6. Click **Preview** in the Scanner Properties window.

The document is scanned and the image preview appears in the Preview Pane.



7. Change the scan options in the Image Quality and Scan Area sections.

- **Image Quality:** allows you to select the color composition and the scan resolution for the image.
- **Scan Area:** allows you to select the page size. The **Advanced** button enables you to set the page size manually.

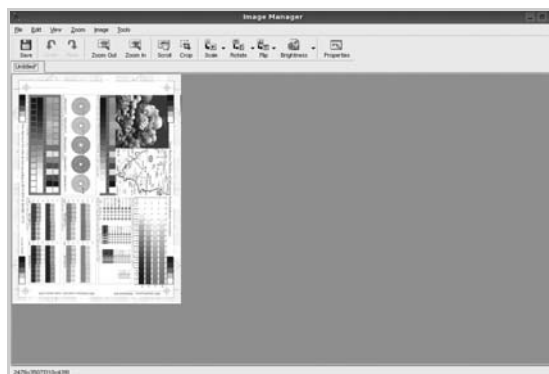
If you want to use one of the preset scan option settings, select from the Job Type drop-down list. For details about the preset Job Type settings, see *Adding Job Type Settings on page 6-44*.

You can restore the default setting for the scan options by clicking **Default**.

8. When you have finished, click **Scan** to start scanning.

The status bar appears on the bottom left of the window to show the progress of the scan. To cancel scanning, click **Cancel**.

9. The scanned image appears in the new Image Editor window.



If you want to edit the scanned image, use the toolbar. For further details about editing an image, see *Using the Image Editor on page 6-45*.

10. When you are finished, click **Save** on the toolbar.
11. Select the file directory where you want to save the image and enter the file name.
12. Click **Save**.

Adding Job Type Settings

You can save your scan option settings to retrieve for a later scanning.

To save a new Job Type setting:

1. Change the options from the Scanner Properties window.
2. Click **Save As**.
3. Enter the name for your setting.
4. Click **OK**

Your setting to the Saved Settings drop-down list.

To save a Job Type setting for the next scan job:

1. Select the setting you want to use from the Job Type drop-down list.
2. The next time you open the Scanner Properties window, the saved setting is automatically selected for the scan job.

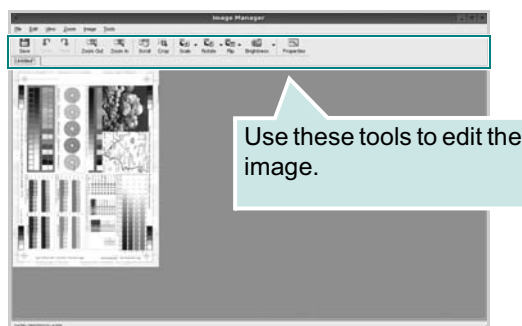
To delete a Job Type setting:

1. Select the setting you want to delete from the Job Type drop-down list.
2. Click **Delete**.

The setting is deleted from the list.

Using the Image Editor

The Image Editor window provides you with menu commands and tools to edit your scanned image.



You can use the following tools to edit the image:

Tools	Function
 Save	Saves the image.
 Undo	Cancels your last action.
 Redo	Restores the action you canceled.
 Scroll	Allows you to scroll through the image.
 Crop	Crops the selected image area.
 Zoom Out	Zooms the image out.
 Zoom In	Zooms the image in.
 Scale	Allows you to scale the image size; you can enter the size manually, or set the rate to scale proportionally, vertically, or horizontally.
 Rotate	Allows you to rotate the image; you can select the number of degrees from the drop-down list.
 Flip	Allows you to flip the image vertically or horizontally.
 Effect	Allows you to adjust the brightness or contrast of the image, or to invert the image.
 Properties	Shows the properties of the image.

For further details about the Image Editor program, refer to the onscreen help.

Using Your Machine with a Macintosh (Phaser 3200MFP/N only)

Your machine supports Macintosh systems with a built-in USB interface or a 10/100 Base-TX network interface card. When you print a file from a Macintosh computer, you can use the PostScript driver by installing the PPD file.

Installing Software for Macintosh

The PostScript driver CD-ROM that came with your machine provides you with the PPD file to use the PS driver, Apple LaserWriter driver, for printing on a Macintosh computer.

Also, it provides you with the TWAIN driver for scanning on a Macintosh computer.

Verify the following before you install the printer software:

Item	Requirements
Operating System	Mac OS 10.3 ~ 10.4
RAM	128 MB
Free Disk Space	200 MB

Install the Printer driver

1. Connect your machine to the computer using the USB cable or the Ethernet cable.
2. Turn on your computer and the machine.
3. Insert the PostScript driver CD-ROM which came with your machine into the CD-ROM drive.
4. Double-click the **Xerox MFP** on your Macintosh desktop.
5. Double-click the **MAC_Installer** folder.
6. Double-click the **MAC_Printer** folder.
7. Double-click the **Xerox Phaser 3200MFP_OSX** icon.
8. Click **Continue**.
9. Click **Install**.
10. After the installation is finished, click **Quit**.

Uninstalling the Printer driver

Uninstall is required if you are upgrading the software, or if installation fails.

1. Insert the PostScript driver CD-ROM which came with your machine into the CD-ROM drive.
2. Double-click the **Xerox MFP** on your Macintosh desktop.
3. Double-click the **MAC_Installer** folder.
4. Double-click the **MAC_Printer** folder.
5. Double-click the **Xerox Phaser 3200MFP_OSX** icon.
6. Click **Continue**.
7. Select **Uninstall** and then click **Uninstall**.
8. When the uninstallation is complete, click **Quit**.

Installing the Scan driver

1. Make sure that you connect your printer to the computer. Turn on your computer and printer.
2. Insert the CD-ROM which came with your printer into the CD-ROM drive.
3. Double-click **CD-ROM icon** that appears on your Macintosh desktop.
4. Double-click the **MAC_Installer** folder.
5. Double-click the **MAC_TWAIN** folder.
6. Double-click the **Xerox ScanThru Installer** icon.
7. Enter the password and click **OK**.
8. Click **Continue**.
9. Click **Install**.
10. Click **Continue**.
11. After the installation is finished, click **Quit**.

Uninstalling the Scan driver

1. Insert the CD-ROM which came with your printer into the CD-ROM drive.
2. Double-click **CD-ROM icon** that appears on your Macintosh desktop.
3. Double-click the **MAC_Installer** folder.
4. Double-click the **MAC_TWAIN** folder.
5. Double-click the **Xerox ScanThru Installer** icon.
6. Enter the password and click **OK**.
7. Click **Continue**.
8. Select **Uninstall** from the Installation Type and then Click **Uninstall**.
9. Click **Continue**.
10. When the uninstallation is complete, click **Quit**.

Setting Up the Printer

Set up for your printer will be different depending on which cable you use to connect the printer to your computer—the network cable or the USB cable.

For a Network-connected Macintosh

1. Follow the instructions on *Installing Software for Macintosh* on page 6-46 to install the PPD and Filter files on your computer.
2. Open **Print Center** or **Printer Setup Utility** from the Utilities folder.
3. Click **Add** on the Printer List.
4. Select the **AppleTalk** tab.

The name of your machine appears on the list. Select **XR000xxxxxxxx** from the printer box, where the **xxxxxxxx** varies depending on your machine.
5. Click **Add**.
6. If Auto Select does not work properly, select **Xerox** in **Printer Model** and **your printer name** in **Model Name**.

Your machine appears on the Printer List and is set as the default printer.

For a USB-connected Macintosh

1. Follow the instructions on *Installing Software for Macintosh* on page 6-46 to install the PPD and Filter files on your computer.
2. Open **Print Center** or **Printer Setup Utility** from the Utilities folder.
3. Click **Add** on the **Printer List**.
4. Select the **USB** tab.
5. Select **your printer name** and click **Add**.
6. If Auto Select does not work properly, select **Xerox** in **Printer Model** and **your printer name** in **Model Name**.

Your machine appears on the Printer List and is set as the default printer.

Printing

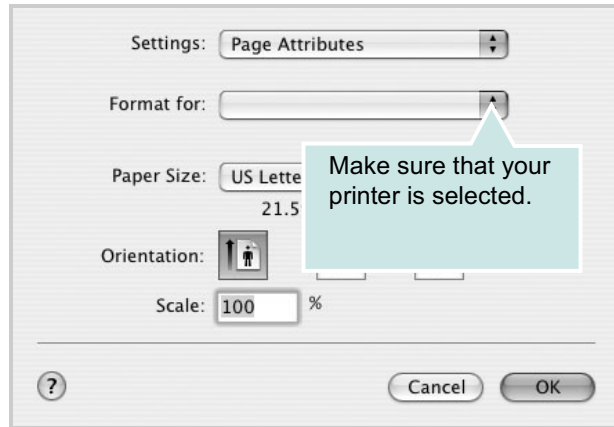
NOTE: The Macintosh printer's properties window that appears in this User Guide may differ depending on the printer in use. However the composition of the printer properties window is similar.

NOTE: You can check your printer name in the supplied CD-ROM.

Printing a Document

When you print with a Macintosh, you need to check the printer software setting in each application you use. Follow these steps to print from a Macintosh.

1. Open a Macintosh application and select the file you want to print.
2. Open the **File** menu and click **Page Setup** (**Document Setup** in some applications).
3. Choose your paper size, orientation, scaling, and other options and click **OK**.
4. Open the **File** menu and click **Print**.
5. Choose the number of copies you want and indicate which pages you want to print.
6. Click **Print** when you finish setting the options.



▲ Mac OS 10.3 or later

Changing Printer Settings

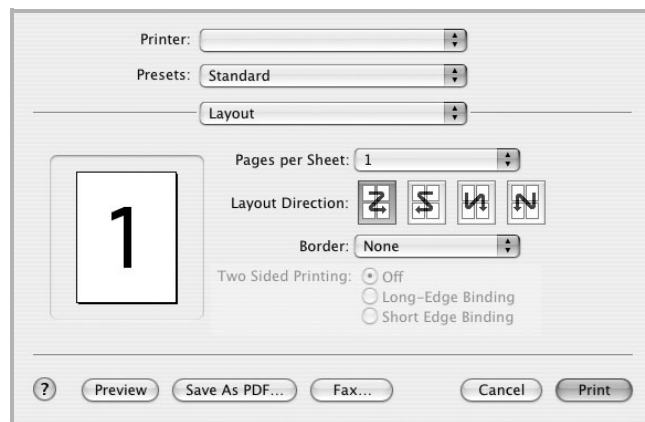
You can use advanced printing features when using your printer.

From your Macintosh application, select **Print** from the **File** menu. The printer name which appears in the printer properties window may differ depending on the printer in use.

Layout Setting

The **Layout** tab provides options to adjust how the document appears on the printed page. You can print multiple pages on one sheet of paper.

Select **Layout** from the **Presets** drop-down list to access the following features. For details, see "Printing Multiple Pages on One Sheet of Paper" on the next column.



▲ Mac OS 10.3 or later

Printer Features Setting

The **Printer Features** tab provides options for selecting the paper type and adjusting print quality.

Select **Printer Features** from the **Presets** drop-down list to access the following features:



▲ Mac OS 10.3 or later

Image Mode

Image Mode allows the user to enhance printouts. The available options are Normal and Text Enhance.

Fit to Page

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

Paper Type

Set **Type** to correspond to the paper loaded in the tray from which you want to print. This will let you get the best quality printout. If you load a different type of print material, select the corresponding paper type.

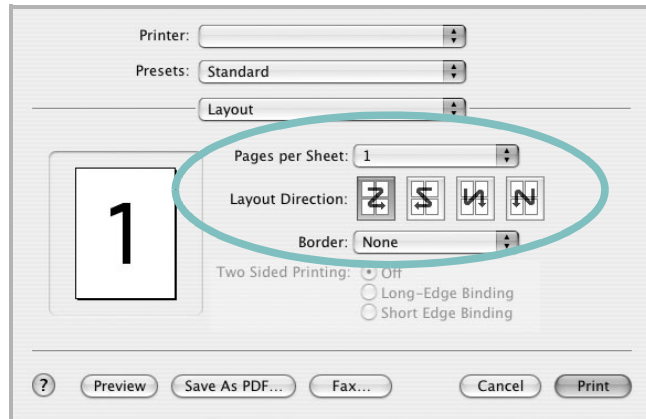
Resolution(Quality)

The Resolution options you can select may vary depending on your printer model. You can select the printing resolution. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

Printing Multiple Pages on One Sheet of Paper

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft pages.

1. From your Macintosh application, select **Print** from the **File** menu.
2. Select **Layout**.



▲ Mac OS 10.3 or later

3. Select the number of pages you want to print on one sheet of paper on the **Pages per Sheet** drop-down list.
4. Select the page order from the **Layout Direction** option.
To print a border around each page on the sheet, select the option you want from the **Border** drop-down list.
5. Click **Print**, and the printer prints the selected number of pages on one side of each page.

Scanning

If you want to scan documents using other software, you will need to use TWAIN-compliant software, such as Adobe PhotoDeluxe or Adobe Photoshop. The first time you scan with your machine, select it as your TWAIN source in the application you use.

The basic scanning process consists of the following steps:

- Place your photograph or page on the document glass or ADF.
- Open an application, such as PhotoDeluxe or Photoshop.
- Open the TWAIN window and set the scan options.
- Scan and save your scanned image.

NOTE: You need to follow the program's instructions for acquiring an image. Please refer to the User Guide of the application.

7 Scanning

Scanning with your machine lets you turn pictures and text into digital files on your computer. Then you can fax or e-mail the files, display them on your web site or use them to create projects that you can print using the WIA driver. This chapter includes:

- Scanning Basics – page 7-2.

NOTE: Check the Operating System(s) that are compatible with your printer. Please refer to the OS Compatibility section of Printer Specifications in your Printer User Guide.

You can check your printer name in the supplied CD-ROM.

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

You need to press **Scan** to activate Scan mode.

Scanning Basics

NOTE: To scan with your machine, you must install the software. For details, see the installing printer software in windows section of *Chapter 6, Printing* to install the scan software.

Your Phaser 3200MFP offers the following ways to scan an image:

- From the control panel on your machine to an application:
Use the **Scan** button on the control panel to initiate scanning. Assign the TWAIN-compliant software, such as Adobe Photo Deluxe or Adobe Photoshop, to the machine by selecting it from a list of available applications via the **Scan** button. To compose the list of available applications, you must configure it in the scan settings tab of the ControlCentre program. For details, see *Using ControlCentre on page 2-22*.
- From TWAIN-compliant software:
You can use other software including Adobe PhotoDeluxe and Adobe Photoshop. For details, see *Scanning Process with TWAIN-enabled Software on page 7-3*.
- From the Windows Images Acquisition (WIA) driver:
Your machine also supports the WIA driver for scanning images. For details, see *Scanning Using the WIA Driver on page 7-4*.

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

- To your networked computer via the **Network Scan** program. You can scan an image from the machine, if network-connected, to the computer where the **Network Scan** program is running.

Scanning From the Control Panel to an Application

1. Make sure that your machine and computer are turned on and properly connected to each other.
2. Load the document(s) face up into the ADF, or place a single document face down on the document glass.
For details about loading a document, see *Loading Paper on page 2-6*.
3. Press **Scan**. "Application" appears on the bottom line of the display.
4. Press **Enter**.
5. Press the scroll button (◀ or ▶) to select an application to receive the scanned image.
6. Press **Start** to start scanning. The selected application window opens with the scanned image.

Scanning Process with TWAIN-enabled Software

If you want to scan documents using other software, you will need to use TWAIN-compliant software, such as Adobe PhotoDeluxe or Adobe Photoshop. The first time you scan with your machine, select it as your TWAIN source in the application you use.

The basic scanning process involves a number of steps:

1. Make sure that your machine and computer are turned on and properly connected to each other.
2. Load the document(s) face up into the ADF.
OR
Place a single document face down on the document glass.
3. Open an application, such as PhotoDeluxe or Photoshop.
4. Open the TWAIN window and set the scan options.
5. Scan and save your scanned image.

NOTE: You need to follow the program's instructions for acquiring an image. Please refer to the User Guide of the application.

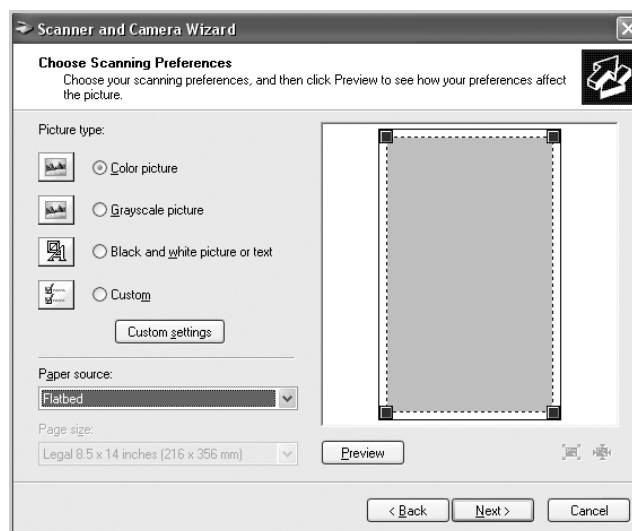
Scanning Using the WIA Driver

Your machine also supports the Windows Image Acquisition (WIA) driver for scanning images. WIA is one of the standard components provided by Microsoft® Windows® XP and works with digital cameras and scanners. Unlike the TWAIN driver, the WIA driver allows you to scan and easily manipulate images without using additional software.

NOTE: The WIA driver works only on Windows XP with USB port.

NOTE: Make sure your computer and machine are properly connected.

1. Load the document(s) face up into the ADF.
OR
Place a single document face down on the document glass.
2. From the **Start** menu on your desktop window, select **Settings, Control Panel**, and then **Scanners and Cameras**.
3. Double click your scanner driver icon. The Scanner and Camera Wizard launches.
4. Choose your scanning preferences and click **Preview** to see how your preferences affect the picture.



5. Click **Next**.
6. Enter a picture name, and select a file format and destination to save the picture.
7. Follow the on-screen instructions to edit the picture after it is copied to your computer.

NOTE: If you want to cancel the scan job, press the Cancel button on the Scanner and Camera Wizard.

Scanning using a network connection (Phaser 3200MFP/N only)

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

Preparing for network scanning

Before using your machine's network scanning features, you need to add the machine to the Network Scan program for scanning to a network client.

Adding the machine to the Network Scan program

First, install the **Network Scan** program. See *Installing Printer Software in Windows* on page 6-2.

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

1. In Windows, select **Start** → **Programs** → **Xerox** → **Network Scan** → **Network Scan**.

The **Xerox Network Scan Manager** window opens.

2. Click the **Add Device** button or double-click the **Add Device** icon.
3. Click **Next**.
4. Select **Browse for a scanner. (recommended)**, or select **Connect to this scanner.** and enter the IP address of your machine.
5. Click **Next**.

A list of the scanners on your network appears.

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

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

7. Click **Next**.
8. Click **Finish**.

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

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

Registering authorized users

You can add up to 50 authorized users using **CentreWare IS**.

This feature, when enabled, will prevent unauthorized access to scan to email. One must be authorized before being able to send an email. If this feature is not enabled, then any user can send an email.

1. Enter your machine's IP address as the URL in a browser and click **Go** to access the web site of your machine.
2. Click **Properties**.
3. Click **E-mail** and **User Authentication**.
4. Click **ADD**.
5. Select the index number where the corresponding entry will be stored, from 1 to 50.
6. Enter your name, Auth ID, password, and e-mail address.
7. You need to enter the registered user ID and password in the machine when you start scanning to email from the control panel.

NOTE: Enable Auth User must be checked.

8. Click **Save Changes**.

Setting up an e-mail account

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

1. Enter your machine's IP address as the URL in a browser and click **Go** to access the web site of your machine.
2. Click **Properties**.
3. Click **Protocol** and **SMTP Server**.
4. Select **IP Address** or **Host Name**.

5. Enter the IP address in dotted decimal notation or as a host name.
6. Enter the server port number, from 1 to 65535.
The default port number is 25.
7. Put a check mark in **SMTP Requires Authentication** to require authentication.
8. Enter the SMTP server login name and password.
9. Click **Save Changes**.

Scanning to a network client

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

Scanning

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

NOTE: For black/white scanning only TIFF and PDF are available. For color, only JPEG is available.

2. Load originals face up into the ADF, or place a single original face down on the scanner glass.
3. Press **Scan**.
4. Press the scroll button (◀ or ▶) until “Network” appears on the bottom line of the display and press **Enter**.
5. Select the scroll button (◀ or ▶) until the User ID you have set in the **Xerox Network Scan Manager** window and press **Enter**.
6. Enter the PIN you have set in the **Xerox Network Scan Manager** window and press **Enter**.
7. press **Enter** to start scanning. Your machine begins scanning the original to the computer where the program is running.

Setting network scan timeout

If the **Network Scan** program on your computer does not send a refresh request and does not scan a job within a specified timeout period, your machine cancels the scan job. You can change this timeout setting as needed.

1. Press **Menu** until “Machine Setup” appears on top line of the display.
2. Press the scroll button (◀ or ▶) until “Scan Timeout” appears on the bottom line. Press **Enter**.

3. Enter the desired timeout value and press **Enter**.
4. The change will be broadcast over the network and will apply to all clients connected to the network.
5. Press **Stop/Clear** to return to Standby mode.

Scanning to Email

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

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

1. Make sure that your machine is connected to a network.
2. Load originals face up into the ADF, or place a single original face down on the scanner glass.
3. Press **Scan**.
4. Press the scroll button (◀ or ▶) until "Email" appears on the bottom line of the display and press **Enter**.
5. Enter the sender's email address and press **Enter**.

6. Enter the recipient's email address and press **Enter**.

If you have set up **Address Book**, you can use a speed button or a speed email or group email number to retrieve an address from memory. Refer to *Using Address Book entries on page 7-11*.

7. To enter additional addresses, press **Enter** when "Yes" appears and repeat step 5.

To continue to the next step, press the scroll button (◀ or ▶) to select "No" and press **Enter**.

8. If the display asks if you want to send the email to your account, press the scroll button (◀ or ▶) to select "Yes" or "No" and press **Enter**.

NOTE: This prompt does not appear if you have activated the **Send To Self** option in the email account setup.

9. Enter an email subject and press **Enter**.
10. Press the scroll button (◀ or ▶) until the file format you want appears and press **Enter** or **Start**.
11. The machine begins scanning and then sends the email.
12. If the machine asks if you want to log off your account, press the scroll button (◀ or ▶) to select "Yes" or "No" and press **Enter**.

13. Press **Stop/Clear** to return to Standby mode.

Changing the settings for each scan job

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

- **Resolution:** Sets the image resolution.
- **Scan Color:** Sets the colour mode.

To customize the settings before starting a scan job:

1. Press **Menu** until “Network setup” appears on top line of the display.
2. Press the scroll button (◀ or ▶) until “Email Setup” appears on the bottom line of the display and press **Enter**.
3. Press **Enter** when “Email setting” appears.
4. Press the scroll button (◀ or ▶) until the scan setting option you want appears and press **Enter**.
5. Press the scroll button (◀ or ▶) until the desired status appears and press **Enter**.
6. Repeat steps 4 and 5 to set other setting options.
7. When you have finished, press **Stop/Clear** to return to Standby mode.

Changing the default scan settings

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

1. Press **Menu** until “Network setup” appears on top line of the display.
2. Press the scroll button (◀ or ▶) until “Email Setup” appears on the bottom line of the display and press **Enter**.
3. Press the scroll button (◀ or ▶) until “Default-Change” appears on the bottom line of the display and press **Enter**.
4. Press the scroll button (◀ or ▶) until the scan setting option you want appears and press **Enter**.
5. Press the scroll button (◀ or ▶) until the desired status appears and press **Enter**.
6. Repeat steps 4 and 5 to change other settings.
7. To change the default settings for other scan types, press **Exit** and repeat from step 4.
8. Press **Stop/Clear** to return to Standby mode.

Enabling network scan

You can enable and disable network scan from your machine.

1. Press **Menu** until “Maintenance” appears on top line of the display.
2. Press the scroll button (◀ or ▶) until “Network Scan” appears on the bottom line. Press **Enter**.
3. Press the scroll button (◀ or ▶) to display “Enable” on the bottom line and press **Enter**.

Selecting “Disable” means that the network scan is disabled.

4. Press **Enter** to save the selection.

To return to Standby mode, press **Stop/Clear**.

Setting up Address Book

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

Registering speed email numbers

1. Enter your machine’s IP address as the URL in a browser and click **Go** to access the web site of your machine.
2. Click **Properties** and **E-mail**.
3. Click **Local Address Book** and **ADD**.
4. Select a location number and enter the user name and e-mail address you want.
5. Click **Save Changes**.

NOTE: You can also click Import to upload your address book from your computer. A .csv file is required.

Configuring group email numbers

1. Enter your machine's IP address as the URL in a browser and click **Go** to access the web site of your machine.
2. Click **Properties** and **E-mail**.
3. Click **Group Address Book** and **ADD**.
4. Select a group number and enter the group name you want.
5. Select email numbers that will be included in the group.
6. Click **Save Changes**.

Using Address Book entries

To retrieve an email address, use the following way:

Group email numbers

To use a group email entry, you need to search for and select it from memory. When you are prompted to enter a destination address while sending an email, press **Phone Book**. Please refer to *Searching Address Book for an entry on page 7-12*

Searching Address Book for an entry

There is way to search for an address in memory. You can search by entering the first letters of the name associated with the address.

Searching with a particular first letter

1. If necessary, press **Scan**.
2. Press the scroll button (◀ or ▶) until "Email" appears on the bottom line of the display and press **Enter**.
3. Press **Phone Book**.
 - 1) Press the scroll button (◀ or ▶) until the number category you want appears and press **Enter**.
 - 2) Enter the first few letters of the name you want and press **Enter**.
 - 3) Press the scroll button (◀ or ▶) until the name you want appears and press **Enter**.

Printing Address Book

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

Please refer to *Address Book List on page 8-23*.

1. Press **Menu** until "Reports" appears on the top line of the display.
"Address Book" appears on the bottom line of the display.
2. Press **Enter**.
3. Press the scroll button (◀ or ▶) until "E-mail" appears of the display and press **Enter**.
4. Press the scroll button (◀ or ▶) until the address category you want appears and press **Enter**.

The selected address book prints out.

8 Faxing

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

This chapter includes:

- Setting Up the Fax System – page 8-2
- Sending a Fax – page 8-4
- Receiving a Fax – page 8-9
- Automatic Dialing – page 8-13
- Other Ways to Fax – page 8-18
- Additional Features – page 8-22
- Sending a fax from a PC – page 8-28

NOTE: You need to press **Fax** to activate Fax mode.

Setting Up the Fax System

Changing the Fax Setup options

1. Press **Menu** until "Fax Setup" appears on the top line of the display.
The first available menu item, "Receive Mode", displays on the bottom line.
2. Press the scroll button (◀ or ▶) until you see the desired menu item on the bottom line and press **Enter**.
If you select "Receive Mode", you will see "Resolution".
3. Use the scroll button (◀ or ▶) to find the desired status or use the number keypad to enter the value for the option you have selected.
4. Press **Enter** to make your selection. The next Fax Setup option appears.
5. If necessary, repeat steps 2 through 4.
6. To return to Standby mode, press **Stop/Clear**.

Available Fax Setup Options

Option	Description
Receive Mode	You can select the default fax receiving mode. In Tel mode, you can receive a fax by picking up the handset of the extension phone and then pressing the remote receive code (see <i>Receive Code on page 8-3</i>). Alternatively, you can press Manual Dial (you can hear a fax tone from the remote machine) and then press Start on the control panel of your machine. In the Fax mode, the machine answers an incoming call and immediately goes into fax reception mode. In Ans/Fax mode, the answering machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the call automatically switches to Fax mode. In DRPD mode, you can receive a call using the Distinctive Ring Pattern Detection (DRPD) feature. This option is available only when you set up the DRPD Mode. For further details, see <i>Receiving Faxes Using the DRPD Mode on page 8-11</i>.
Ring To Answer	You can specify the number of times the machine rings, from 1 to 7, before answering an incoming call.
Lighten/Darken	You can select the default contrast mode to fax your documents lighter or darker. Lighten works well with dark print. Normal works well with standard typed or printed documents. Darken works well with light print or faint pencil markings.

Option	Description
Redial Term	Your machine can automatically redial a remote fax machine if it was busy. Intervals from 1 to 15 minutes can be entered.
Redials	You can specify the number of redial attempts, from 1 to 13.
MSG Confirm	You can set your machine to print a report showing whether a transmission was successful, how many pages were sent, and more. The available options are On , Off , and On-Err , which prints only when a transmission is not successful.
Auto Report	This produces a report with detailed information about the previous 50 communications operations, including time and dates. The available options are On or Off .
Auto Reduction	When receiving a document containing pages as long as or longer than the paper loaded in the tray, the machine can reduce the size of the document to fit the size of the paper loaded in the machine. Select On if you want to automatically reduce an incoming page. With this feature set to Off , the machine cannot reduce the document to fit onto one page. The document will be divided and printed in actual size on two or more pages.
Discard Size	When receiving a document containing pages as long as or longer than the paper installed in your machine, you can set the machine to discard any excess at the bottom of the page. If the received page is outside the margin you set, it will print in actual size on two or more sheets of paper. When the document is outside the margin and the Auto Reduction feature is turned on, the machine reduces the document to fit it onto the appropriately-sized paper and discard does not occur. If the Auto Reduction feature is turned off or fails, data outside the margin will be discarded. Settings range from 0 to 30 mm.
Receive Code	The Receive Start Code allows you to initiate fax reception from an extension phone plugged into the EXT. jack on the back of the machine. If you pick up the extension phone and hear fax tones, enter the Receive Start Code. The Receive Start Code is preset to *9* at the factory. Settings range from 0 to 9. See <i>Receiving Manually Using an Extension Telephone on page 8-11</i> for more information about using the code.
DRPD Mode	You can receive a call using the Distinctive Ring Pattern Detection (DRPD) feature, which enables a user to use a single telephone line to answer several different telephone numbers. In this menu, you can set the machine to recognize which ring patterns to answer. For details about this feature, see <i>Receiving Faxes Using the DRPD Mode on page 8-11</i> .

Sending a Fax

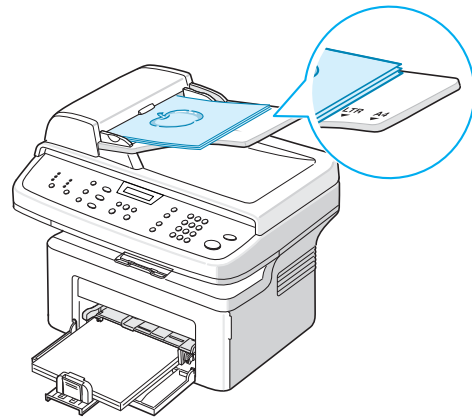
Loading a Document

You can use the Automatic Document Feeder (ADF) or the document glass to load an original document for faxing. Using the ADF, you can load up to 30 sheets of 20 lb (75 g/m² bond) paper at a time. You can, of course, place only one sheet at a time on the document glass. For details about preparing a document, see *Making Copies on page 5-2*.

To fax a document using the Automatic Document Feeder (ADF):

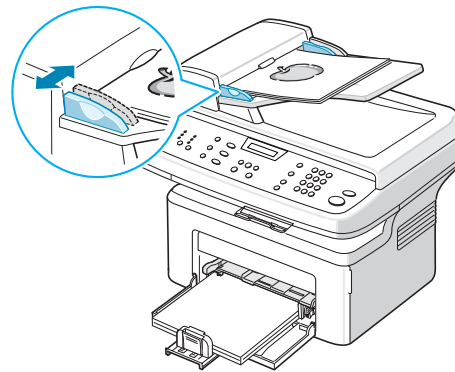
1. Load the document **face up** into the ADF. You can insert up to 30 sheets at a time.

Make sure that the bottom of the document stack matches the paper size marked on the document tray.



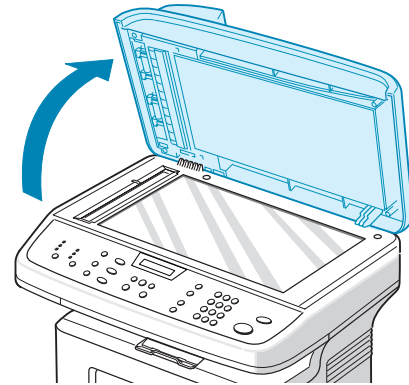
2. Adjust the document guide on the ADF to match the width of the document.

NOTE: Dust on the ADF glass may cause black lines on the printout. Use the recommend materials to keep the ADF glass clean. Refer to *Cleaning the Scan Unit on page 9-5*.



To fax a document from the document glass:

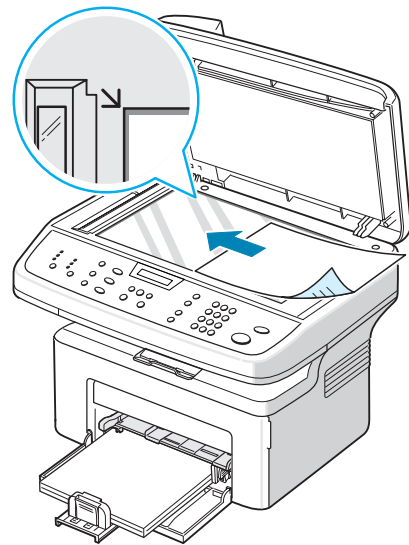
1. Lift and open the document cover.



2. Place the document **face down** on the document glass and align it with the top left corner of the glass.

NOTE: Make sure that no other documents are in the ADF (Automatic Document Feeder). A document in the ADF has priority over a document on the document glass.

3. Close the document cover.



Adjusting the Document Resolution

The default document settings produce good results when using typical text-based documents.

If you send documents that are of a poor quality, or contain photographs, you can adjust the resolution to produce a higher quality fax.

1. Press **Resolution** on the control panel.
2. By pressing **Resolution** or the scroll button (◀ or ▶), you can choose from **Standard**, **Fine**, **Super Fine**, **Photo**, and **Color**.
3. When the mode you want to use displays, press **Enter** to make your selection.

The document types recommended for the resolution settings are described in the table below:

Mode	Recommended for:
Standard	Documents with normal sized characters.
Fine	Documents containing small characters or thin lines or documents printed using a dot-matrix printer.
Super Fine	Documents containing extremely fine detail. Super Fine mode is enabled only if the machine with which you are communicating also supports the Super Fine resolution. See the notes below.
Photo	Documents containing shades of gray or photographs.
Color	Documents with colors. Sending a color fax is only possible if the receiving machine supports color fax reception and you send the fax manually. In this mode, memory transmission is not available.

NOTE: For memory transmission, **Super Fine** mode is not available. The resolution setting is automatically changed to Fine.

When your machine is set to **Super Fine** resolution and the receiving fax machine does not support **Super Fine** resolution, the machine transmits using the highest resolution mode supported by the other fax machine.

Sending a Fax Automatically

1. Load the document(s) face up into the ADF, or place a single document face down on the document glass.
For details about loading a document, see *Loading a Document on page 8-4*.
2. Press the **Fax** button.
3. Adjust the document resolution to suit your fax needs (see *Adjusting the Document Resolution on page 8-5*).
If you need to change the brightness, see *Lighten/Darken on page 8-2*.
4. Enter the remote fax phone number using the number keypad.
You can also press and hold the digit button of the speed dial number if you have assigned one. To store the speed dial number, see *Storing a Number for Speed Dialing on page 8-13*.
5. Press **Start**.
6. When a document is placed on the document glass, the display shows "Another Page?" on the top line after the document is scanned into the memory. If you have the next page, remove the scanned page and place

the next page on the glass. Press the scroll button (◀ or ▶) to display "Yes" and press **Enter**. Repeat as necessary.

After all of the pages are scanned, press the scroll button (◀ or ▶) to display "No" and press **Enter** when the display shows "Another Page?".

7. The number is dialed and then the machine begins sending the fax when the receiving fax machine is ready.

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

Sending a Fax Manually

1. Load the document(s) face up into the ADF, or place a single document face down on the document glass.

For details about loading a document, see *Loading a Document on page 8-4*.

2. Press the **Fax** button

3. Adjust the document resolution to suit your fax needs, see *Adjusting the Document Resolution on page 8-5*.

If you need to change the brightness, see *Lighten/Darken on page 8-2*.

4. Press **Manual Dial**. You hear a dial tone.

5. Enter the receiving fax machine's number using the number keypad.

You can also press and hold the digit button of the speed dial number if you have assigned one. To store the speed dial number, see *Storing a Number for Speed Dialing on page 8.13*.

6. When you hear a high-pitched fax signal from the remote fax machine, press **Start**.

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

Redialing the Last Number

To redial the number you last called:

Press **Redial/Pause**.

When a document is loaded in the ADF (Automatic Document Feeder; see *To fax a document using the Automatic Document Feeder (ADF): on page 8-4*), the machine automatically begins to send.

For a document placed on the document glass, the display asks if you want to load another page. To add more documents, press the scroll button (◀ or ▶) to display "Yes" and press **Enter**. To send the fax immediately, press the scroll button (◀ or ▶) to display "No" and press **Enter**.

Confirming Transmission

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

If your fax fails, an error message appears on the display. For a list of error messages and their meanings, see *Clearing LCD Error Messages on page 10-9*.

If you receive an error message, press **Stop/Clear** to clear the message and try to send the document again.

You can set your machine to print a confirmation report automatically each time sending a fax is completed. For further details, see the MSG Confirm item on *MSG Confirm on page 8-3*.

Automatic Redialing

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

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

To change the time interval between redials and the number of redial attempts. See *Redial Term on page 8-3*.

Receiving a Fax

About Receiving Modes

- In **Fax** mode, the machine answers an incoming fax call and immediately goes into the fax reception mode.
- In **Tel** mode, you can receive a fax by pressing **Manual Dial** (you can hear a fax tone from the sending machine) and then pressing **Start** on the control panel of your machine. You can also pick up the handset of the extension phone and then press the remote receive code (see *Receive Code on page 8-3*).
- In **Ans/Fax** mode, the answering machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the call automatically switches to Fax mode.
- In **DRPD** mode, you can receive a call using the Distinctive Ring Pattern Detection (DRPD) feature. "Distinctive Ring" is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. For further details, see *Receiving Faxes Using the DRPD Mode on page 8-11*.

When your machine's memory is full, the receiving mode automatically switches to Tel.

For details about changing the receiving mode, see *Receive Mode on page 8-2*.

NOTE:

- To use the **Ans/Fax** mode, attach an answering machine to the EXT. jack on the back of your machine.
- If you do not want other people to view your received documents, you can use Secure Receiving mode. In this mode, all of the received faxes are stored in memory. For further details, see *Using Secure Receiving Mode on page 8-22*.

Loading Paper for Receiving Faxes

Faxes can only be printed on Letter-, A4-, Legal-, Folio-, Executive-, or B5-sized paper. For details about loading paper and setting the paper size in the tray, see *Loading Paper on page 2-6* and *Setting the Paper Size and Type on page 2-19*.

Receiving Automatically in Fax Mode

Your machine is preset to **Fax** mode at the factory.

When you receive a fax, the machine answers the call on a specified number of rings and automatically receives the fax.

To change the number of rings, see *Ring To Answer* on page 8-2.

If you want to adjust the ringer volume, see *Setting Sounds* on page 2.20.

Receiving Manually in Tel Mode

You can receive a fax call by picking up the handset of the extension phone and then pressing the remote receive code (see *Receive Code* on page 8-3), or by pressing Fax, **Manual Dial**, and then **Start** when you hear a fax tone from the sending machine.

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

Receiving Automatically in Ans/Fax Mode

To use this mode, you must attach an answering machine to the EXT. jack on the back of your machine. See *Making Connections* on page 2-8.

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

NOTE: If you have set your machine to Ans/Fax mode and your answering machine is switched off, or no answering machine is connected to EXT. jack, your machine automatically goes into Fax mode after a predefined number of rings.

If your answering machine has a 'user-selectable ring counter', set the machine to answer incoming calls within 1 ring.

If you are in Tel mode (manual reception) when the answering machine is connected to your machine, you must switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.

Receiving Manually Using an Extension Telephone

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

When you receive a call on the extension phone and hear fax tones, press the keys ***9*** on the extension telephone. The machine receives the document. Press the buttons slowly in sequence. If you still hear the fax tone from the remote machine, press ***9*** again.

9 is the remote receive code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to any number. For details about changing the code, see *Receive Code on page 8-3*.

Receiving Faxes Using the DRPD Mode

“Distinctive Ring” is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. The particular number someone uses to call you is identified by different ringing patterns, which consist of various combinations of long and short ringing sounds.

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

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

To set up the DRPD mode:

1. Press **Menu** until “Fax Setup” appears on the top line of the display.
2. Press the scroll button (◀ or ▶) until you see “Receive Mode” on the bottom line and press **Enter**.
3. Press the scroll button (◀ or ▶) until you see “DRPD Mode” on the bottom line and press **Enter**.
4. When “Set” displays on the bottom line, press **Enter**.
“Waiting Ring” appears on the display.
5. Call your fax number from another telephone. It is not necessary to place the call from a fax machine.

6. When your machine begins to ring, do not answer the call. The machine requires several rings to learn the pattern.

When the machine completes learning, the LCD displays “End DRPD Setup”.

If the DRPD setup fails, “DRPD Ring Error” appears. Press **Enter** when “DRPD Mode” displays and retry from step 3.

7. To return to Standby mode, press **Stop/Clear**.

When the DRPD feature is set up, the DRPD option is available in the Receive Mode menu. To receive faxes in the DRPD mode, you need to set the menu to **DRPD**; see *DRPD Mode on page 8-3*.

NOTE: DRPD must be set up again if you re-assign your fax number, or connect the machine to another telephone line.

After DRPD has been set up, call your fax number again to verify that the machine answers with a fax tone. Then have a call placed to a different number assigned to that same line to be sure the call is forwarded to the extension telephone or answering machine plugged into the EXT. jack.

Receiving Faxes in the Memory

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

Automatic Dialing

Speed Dialing

You can store up to 200 frequently dialed numbers in one, two or three-digit speed dial locations (0-199).

Storing a Number for Speed Dialing

1. Press the **Fax** button.
2. Press **Phone Book** on the control panel.
3. Press **Phone Book** or the scroll button (◀ or ▶) to display “Store&Edit” on the bottom line of the display. Press **Enter**.
4. Press **Enter** when “Speed Dials” appears on the display.
The display prompts you to enter a location number, showing the first available number.
5. Enter a speed dial number between 0 and 199, using the number keypad or the scroll button (◀ or ▶) and press **Enter**.
If a number is already stored in the location you chose, the display shows the number to allow you to change it. To start over with another speed-dial number, press **Exit**.
6. Enter the number you want to store using the number keypad and press **Enter**.
To insert a pause between numbers, press **Redial/Pause**. The symbol “–” appears on the display.
7. To assign a name to the number, enter the name you want. For details about entering characters, see *Entering Characters Using the Number Keypad on page 2-16*.
OR
If you do not want to assign a name, skip this step.
8. Press **Enter** when the name appears correctly or without entering a name.
9. To store more fax numbers, repeat steps 4 through 7.
OR
To return to Standby mode, press **Stop/Clear**.

Sending a Fax using a Speed Dial Number

1. Feed the document(s) face up into the ADF, or place a single document face down on the document glass.
For details about loading a document, see *Loading a Document on page 8-4*.
2. Press the **Fax** button.
3. Adjust the document resolution to suit your fax needs (see *Adjusting the Document Resolution on page 8-5*).
If you need to change the brightness, see *Lighten/Darken on page 8-2*.
4. Enter the speed dial number.
 - For a one-digit speed dial number, press and hold the appropriate digit button.
 - For a two-digit speed dial number, press the first digit button and press and hold the last digit button.
5. The corresponding entry's name briefly displays.
6. The document scans into memory.
When a document is placed on the document glass, the LCD display asks if you want to send another page. To add more documents, press the scroll button (◀ or ▶) to display "Yes" and press **Enter**. To send the fax immediately, press the scroll button (◀ or ▶) to display "No" and press **Enter**.
7. The fax number stored in the speed dial location is automatically dialed. The document is sent when the receiving fax machine answers.

Group Dialing

If you frequently send the same document to several destinations, you can create a group of these destinations and set them under a group dial location. This enables you to use a group dial number setting to send the same document to all the destinations in the group.

Setting a Group Dial Number

1. Press **Phone Book** on the control panel.
2. Press **Phone Book** or the scroll button (◀ or ▶) to display "Store&Edit" on the bottom line of the display. Press **Enter**.
3. Press the scroll button (◀ or ▶) to display "Group Dials" on the bottom line and press **Enter**.
4. Press **Enter** when "New" displays on the bottom line.
The display prompts you to enter a location number, showing the first available number.

5. Enter a group number between 0 and 199 using the number keypad or the scroll button (◀ or ▶) and press **Enter**.
6. Enter a speed dial number you want to include in the group and press **Enter**.
You can also select the speed dial number stored in the machine by pressing the scroll button (◀ or ▶) and then press **Enter**.
7. When the display confirms the number to be added to the group, press **Enter**.
8. Repeat steps 6 and 7 to enter other speed dial numbers into the group.
9. Press the **Exit** button when you have entered all of the desired numbers. The display prompts you to enter a group ID.
10. To assign a name to the group, enter the name you want. For details about entering characters, see *Entering Characters Using the Number Keypad* on page 2-16.
OR
If you do not want to assign a name, skip this step.
11. Press **Enter** when the name appears correctly or without entering a name.
12. If you want to assign another group, press **Enter** and repeat from step 5.
OR
To return to Standby mode, press **Stop/Clear**.

NOTE: You cannot include one group dial number in another group dial number.

Editing Group Dial Numbers

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

1. Press the **Fax** button.
2. Press **Phone Book** on the control panel.
3. Press **Phone Book** or the scroll button (◀ or ▶) to display “Store&Edit” on the bottom line of the display. Press **Enter**.
4. Press the scroll button (◀ or ▶) to display “Group Dials” on the bottom line and press **Enter**.
5. Press the scroll button (◀ or ▶) to display “Edit” on the bottom line and press **Enter**.
6. Enter the group number you want to edit or select the group number by pressing the scroll button (◀ or ▶) and press **Enter**.

7. Enter the speed dial number you want to add or delete.
You can also select the speed dial number you want to delete by pressing the scroll button (◀ or ▶).
8. Press **Enter**.
9. When you enter the specific number in the group, the display shows "Delete?".
When you enter a new number, the display shows "Add?".
10. Press **Enter** to add or delete the number.
11. To change the group name, press **Exit**.
12. Enter a new group name and press **Enter**.
13. If you want to edit another group, press **Enter** and repeat from step 5.
Or
To return to Standby mode, press **Stop/Clear**.

Sending a Fax Using Group Dialing (Multi-address Transmission)

You can use group dialing for Broadcast or Delayed transmissions.

Follow the procedure of the operation (Broadcast fax: see *Sending Broadcast Faxes on page 8-18*, Delayed fax: see *Sending a Delayed Fax on page 8-19*, Priority fax: see *Sending a Priority Fax on page 8-20*). When you come to a step in which the display asks you to enter the receiving fax number:

- For a one-digit group number, press and hold the appropriate digit button.
- For a two-digit group number, press the first digit button and press and hold the last digit button.

You can use only one group number for one operation. Then continue the procedure to complete the desired operation.

Your machine automatically scans a document loaded in the Automatic Document Feeder or on the document glass into memory. The machine dials each of the numbers included in the group.

Searching for a Number in Memory

You can either scan from A to Z sequentially, or you can search using the first letter of the name associated with the number.

Searching Sequentially through the Memory

1. Press the **Fax** button.
2. Press **Phone Book**.
3. Press **Enter** when "Search&Dial" appears on the display.

4. Press the scroll button (◀ or ▶) to scroll through the machine's memory until the name and number you want to dial display. You can search upwards or downwards through the entire memory in alphabetical order, from A to Z.

While searching through the machine's memory, each entry is preceded by either "S" for speed dial or "G" for group dial numbers. These letters tell you how the number is stored.

5. When the name and/or the number you want displays, press **Start** or **Enter** to dial.

Searching with a Particular First Letter

1. Press the **Fax** button.
2. Press **Phone Book**.
3. Press **Enter** when "Search&Dial" appears on the display.
4. Press the button labeled with the letter you want to search for. A name beginning with the letter displays.

For example, if you want to find the name "MOBILE" press the number 6 button, which is labeled with "MNO".

5. Press the scroll button (◀ or ▶) to display the next name.
6. When the name and/or the number you want displays, press **Start** or **Enter** to dial.

Printing a Phonebook List

You can check your automatic dial setting by printing a Phonebook list.

1. Press the **Fax** button.
2. Press **Phone Book**.
3. Press **Phone Book** or the scroll button (◀ or ▶) until "Print" appears on the bottom line and press **Enter**.

A list showing your speed dial, and group dial entries prints out.

Other Ways to Fax

Sending Broadcast Faxes

Using the **Broadcasting** button on the control panel, you can use the broadcast fax feature, which allows you to send a document to multiple locations. Documents are automatically stored in memory and sent to a remote station. After transmission, the documents are automatically erased from memory.

1. Load the document(s) face up into the ADF, or place a single document face down on the document glass.
For details about loading a document, see *Loading a Document on page 8-4*.

2. Press the **Fax** button.

3. Adjust the document resolution to suit your fax needs (see *Adjusting the Document Resolution on page 8-5*).

If you need to change the brightness, see *Lighten/Darken on page 8-2*.

4. Press **Broadcasting** on the control panel.

5. Enter the number of the first receiving machine using the number keypad.

You can also press and hold the digit button of the speed dial number if you have assigned one. To store the speed dial number, see *Storing a Number for Speed Dialing on page 8.13*.

6. Press **Enter** to confirm the number. The display asks you to enter another fax number to send the document.

NOTE: The Another No. prompt does not appear if you have added numbers for another broadcast or delay fax job. You must wait until the job is completed.

7. To enter more fax numbers, press the scroll button (◀ or ▶) to display "Yes" and press **Enter**. Repeat steps 5 and 6. You can add up to 10 destinations.

Note that you can input group dial numbers only once at first.

8. When you finish entering fax numbers, press the scroll button (◀ or ▶) to display "No" and press **Enter**.

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

For a document placed on the document glass, the display asks if you want to load another page. To add more documents, press the scroll button (◀ or ▶) to display "Yes" and press **Enter**.

To send the fax immediately, press the scroll button (◀ or ▶) to display "No" and press **Enter**.

9. The machine begins sending the document to the numbers you entered in the order in which you entered them.

Sending a Delayed Fax

You can set your machine to send a fax at a later time when you will not be present. This allows a user to take advantage of lower phone rates.

1. Load the document(s) face up into the ADF, or place a single document face down on the document glass.

For details about loading a document, see *Loading a Document on page 8-4*.

2. Adjust the document resolution to suit your fax needs (see *Adjusting the Document Resolution on page 8-5*).

If you need to change the brightness, see *Lighten/Darken on page 8-2*.

3. Press **Menu** until "Fax Feature" appears on the top line of the display. The first available menu item, "DelayFax" displays on the bottom line.

4. Press **Enter**.

5. Enter the number of the receiving machine using the number keypad.

You can also press and hold the digit button of the speed dial number if you have assigned one. To store the speed dial number, see *Storing a Number for Speed Dialing on page 8.13*.

6. Press **Enter** to confirm the number on the display. The display asks you to enter another fax number to which to send the document.

NOTE: The Another No. prompt does not appear if you have added numbers for another broadcast or delay fax job. You must wait until the job is completed.

7. To enter more fax numbers, press the scroll button (◀ or ▶) to display "Yes" and press **Enter**. Repeat steps 5 and 6. You can add up to 10 destinations.

Note that you can input group dial numbers only once at first.

8. When you finish entering fax numbers, press the scroll button (◀ or ▶) to display "No" and press **Enter**.
The display asks you to enter a name.
9. To assign a name to the transmission, enter the name you want. For details about entering characters, see *Entering Characters Using the Number Keypad on page 2-16*.
If you do not want to assign a name, skip this step.
10. Press **Enter**. The display shows the current time and asks you to enter the starting time when the fax is to be sent.
11. Enter the time using the number keypad.
To select "AM" or "PM" for 12-hour format, press the * or # button or any number button.
If you set a time earlier than the current time, the document will be sent at that time on the following day.
12. Press **Enter** when the starting time displays correctly.
13. The document is scanned into memory before transmission. The display shows memory capacity and the number of pages being stored in memory.
For a document placed on the document glass, the display asks if you want to load another page. To add more documents, press the scroll button (◀ or ▶) to display "Yes" and press **Enter**. Or, press the scroll button (◀ or ▶) to display "No" and press **Enter**.
14. The machine returns to Standby mode. The display reminds you that you are in Standby mode and that a delayed fax is set.

NOTE: If you want to cancel the delayed transmission, see *Canceling a Scheduled Fax on page 8.22*.

Sending a Priority Fax

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

1. Load the document(s) face up into the ADF, or place a single document face down on the document glass.
For details about loading a document, see *Loading a Document on page 8-4*.
2. Adjust the document resolution to suit your fax needs (see *Adjusting the Document Resolution on page 8-5*).
If you need to change the brightness, see *Lighten/Darken on page 8-2*.

3. Press **Menu** until "Fax Feature" appears on the top line of the display.
4. Press the scroll button (◀ or ▶) to display "Priority Fax" on the bottom line and press **Enter**.
5. Enter the number of the receiving machine using the number keypad.
You can also press and hold the digit button of the speed dial number if you have assigned one. To store the speed dial number, see *Storing a Number for Speed Dialing on page 8.13*.
6. Press **Enter** to confirm the number. The display asks you to enter a name.
7. To assign a name to the transmission, enter the name you want. For details about entering characters, see *Entering Characters Using the Number Keypad on page 2-16*.
If you do not want to assign a name, skip this step.
8. Press **Enter**.
The document is scanned into memory before transmission. The display shows memory capacity and the number of pages being stored in memory.
For a document placed on the document glass, the display asks if you want to load another page. To add more documents, press the scroll button (◀ or ▶) to display "Yes" and press **Enter**. To send the fax immediately, press the scroll button (◀ or ▶) to display "No" and press **Enter**.
9. The machine shows the number being dialed and begins sending the document.

Adding Documents To a Scheduled Fax

You can add documents to a delayed transmission previously reserved in your machine's memory.

1. Load the document(s) face up into the ADF, or place a single document face down on the document glass.
For details about loading a document, see *Loading a Document on page 8-4*.
2. Adjust the document resolution to suit your fax needs (see *Adjusting the Document Resolution on page 8-5*).
If you need to change the brightness, see *Lighten/Darken on page 8-2*.
3. Press **Menu** until "Fax Feature" appears on the top line of the display.
4. Press the scroll button (◀ or ▶) to display "Add Page" on the bottom line and press **Enter**.
The display shows the last job reserved in memory.

5. Press the scroll button (◀ or ▶) until you see the fax job to which you want to add documents and press **Enter**.

The machine automatically stores the documents in memory, and the display shows memory capacity and the number of pages.

For a document placed on the document glass, the display asks if you want to load another page. To add more documents, press the scroll button (◀ or ▶) to display "Yes" and press **Enter**. Or, press the scroll button (◀ or ▶) to display "No" and press **Enter**.

6. After storing, the machine displays the numbers of total pages and added pages and then returns to Standby mode.

Canceling a Scheduled Fax

1. Press **Menu** until "Fax Feature" appears on the top line of the display.
2. Press the scroll button (◀ or ▶) to display "Cancel Job" on the bottom line and press **Enter**.

The display shows the last job reserved in memory.

3. Press the scroll button (◀ or ▶) until you see the fax job you want to cancel, and press **Enter**.
4. When the display confirms your selection, press the scroll button (◀ or ▶) to display "Yes" and press **Enter**. The selected job is canceled and the machine returns to Standby mode.
To cancel your selection, press the scroll button (◀ or ▶) to display "No" and press **Enter**.

Additional Features

Using Secure Receiving Mode

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

To turn Secure Receiving mode on:

1. Press **Menu** until "Advanced Fax" appears on the top line of the display.
2. Press the scroll button (◀ or ▶) until "Secure Receive" appears on the bottom line and press **Enter**.
3. Press the scroll button (◀ or ▶) to display "On" on the bottom line and press **Enter**.
4. Enter a four-digit password you want to use, using the number keypad and press **Enter**.

NOTE: You can activate Secure Receiving mode without setting a password, but cannot protect your faxes.

5. Re-enter the password to confirm it and press **Enter**.
6. To return to Standby mode, press **Stop/Clear**.

When a fax is received in Secure Receiving mode, your machine stores it in memory and displays "Secure Receive" to let you know that there is a fax stored.

To print received documents:

1. Press **Menu** until "Advanced Fax" appears on the top line of the display.
2. Press the scroll button (◀ or ▶) until "Secure Receive" appears on the bottom line and press **Enter**.
3. Press the scroll button (◀ or ▶) to display "Print" on the bottom line and press **Enter**.
4. Enter the four-digit password and press **Enter**.

The machine prints all of the faxes stored in memory.

To turn Secure Receiving mode off:

1. Press **Menu** until "Advanced Fax" appears on the top line of the display.
2. Press the scroll button (◀ or ▶) until "Secure Receive" appears on the bottom line and press **Enter**.
3. Press the scroll button (◀ or ▶) to display "Off" on the bottom line and press **Enter**.
4. Enter the four-digit password and press **Enter**.

The mode is deactivated and the machine prints all faxes stored in memory.

5. To return to Standby mode, press **Stop/Clear**.

Printing Reports

Your machine can print the following reports:

Address Book List

This list shows all of the fax numbers and email addresses currently stored in the machine's memory.

NOTE: You can print this Phonebook list using the **Phone Book** button: see *Printing a Phonebook List on page 8-17*.

Sent Fax Report

This report shows information on the faxes and email you have recently sent.

Received Fax Report

This report shows information on the faxes you have recently received.

System Data List

This list shows the status of the user-selectable options.

NOTE: You may print this list to confirm your changes after changing any settings.

Scheduled Job Information

This list shows the document(s) currently stored for Delayed faxes. You may print this list to check the delayed faxes and the starting times.

Message Confirmation

This report shows the fax number, the number of pages, the elapsed time of the job, the communication mode, and the communication results for a particular fax job.

You can set up your machine to automatically print a message confirmation report after each fax job. See *MSG Confirm on page 8-3*.

Junk Fax Number List

This list shows up to 10 fax numbers specified as junk fax numbers. To add or delete numbers to or from this list, access the Junk Fax Setup menu: see *Junk Fax Setup on page 8-26*. When the Junk Fax Barrier feature is turned on, incoming faxes from those numbers are blocked.

This feature recognize the last 6 digits of the fax number set as a remote fax machine's ID.

Authorized Users List

This list shows authorized users who are allowed to use the email function.

Scan Journal

This list shows information for the Network Scan records including IP address, time & date, the number of pages scanned, and result. This report is automatically printed when the report contains the 50 jobs and the records that are printed will be deleted.

Multi-communication Report

This report is printed automatically after sending documents from more than one location.

Power Failure Report

This report is printed out automatically when power is restored after a power failure, if any data loss occurs due to the power failure.

NOTE: The lists you have set to print out automatically don't print out when there is no paper loaded or a paper jam has occurred.

Printing a Report

1. Press **Menu** until "Reports" appears on the top line of the display.
2. Press the scroll button (◀ or ▶) to display the report or list you want to print on the bottom line.
 - Address Book: Address book list
 - Sent Report: Sent fax report
 - RCV Report: Received fax report
 - System Data: System data list
 - Scheduled Jobs: Scheduled job information
 - MSG Confirm: Message confirmation
 - Junk Fax List: Junk fax number list
 - Auth User List: Authorized users list
 - Scan Journal: Network Scan sessions list
3. Press **Enter**.
The selected information prints out.

Using Advanced Fax Settings

Your machine has various user-selectable setting options for sending or receiving faxes. These options are preset at the factory, but you may need to change them. To find out how the options are currently set, print the System Data list. For details about printing the list, see above.

Changing Setting Options

1. Press **Menu** until "Advanced Fax" appears on the top line of the display.
2. Press the scroll button (◀ or ▶) until you see the menu item you want on the bottom line and press **Enter**.
3. When the option you want appears on the display, choose a status by pressing the scroll button (◀ or ▶) or enter a value using the number keypad.
4. Press **Enter** to save the selection.
5. You can exit from Setup mode at any time by pressing **Stop/Clear**.

Advanced Fax Setting Options

Option	Description
Junk Fax Setup	Using the Junk Fax Barrier feature, the system will not accept faxes sent from remote stations whose numbers are stored in the memory as junk fax numbers. This feature is useful for blocking any unwanted faxes. Select Off to turn the feature off. Your machine accepts all faxes. Select On to turn the feature on. You can set up to 10 fax numbers as junk fax numbers using the Set option. After storing numbers, your machine will not accept faxes from the registered stations. To delete all junk fax numbers, use the All Delete option.
Secure Receive	You can keep your received faxes from being accessed by unauthorized people. For further details about setting this mode, see <i>Using Secure Receiving Mode on page 8-22</i> .
Prefix Dial	You can set a prefix dial number of up to five digits. This number dials before any automatic dial number is started. It is useful for accessing a PABX exchange.
Stamp RCV Name	This option allows the machine to automatically print the page number, and the date and time of reception at the bottom of each page of a received document. Select Off to turn this feature off. Select On to turn this feature on.
ECM Mode (Error Correction Mode)	Error Correction Mode helps with poor line quality and makes sure any faxes you send are sent smoothly to any other ECM-equipped fax machine. If the line quality is poor, it takes more time to send a fax when you are using ECM. Select Off to turn this feature off. Select On to turn this feature on.

Forwarding faxes

You can forward your incoming and outgoing faxes to an email address.

Forwarding sent faxes to email address

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

1. Press **Menu** until "Network setup" appears on top line of the display.
2. Press the scroll button (◀ or ▶) until "Email Setup" appears on the bottom line of the display and press **Enter**.
3. Press **Enter** when "Email Forward" appears.
4. Press the scroll button (◀ or ▶) until "[Tx Only]" appears on the bottom line of the display and press **Enter**.

5. Enter "From" email address and press **Enter**.
6. Enter the "To" email address to which faxes are to be sent and press **Enter**.
7. Press **Stop/Clear** to return to Standby mode.
Subsequent sent faxes will be forwarded to the specified email address.

Forwarding received faxes to email address

You can set your machine to forward incoming faxes to the email address you entered.

1. Press **Menu** until "Network setup" appears on top line of the display.
2. Press the scroll button (◀ or ▶) until "Email Setup" appears on the bottom line of the display and press **Enter**.
3. Press **Enter** when "Email Forward" appears.
4. Press the scroll button (◀ or ▶) until "[Rx Only]" appears on the bottom line of the display and press **Enter**.
5. Enter "From" email address and press **Enter**.
6. Enter the "To" email address to which faxes are to be sent and press **Enter**.

"Print Local?" appears on the bottom line of the display.

To set the machine to print out a fax when fax forwarding has been completed, press the scroll button (◀ or ▶) until "[On]" appears on the bottom line of the display and press **Enter**.

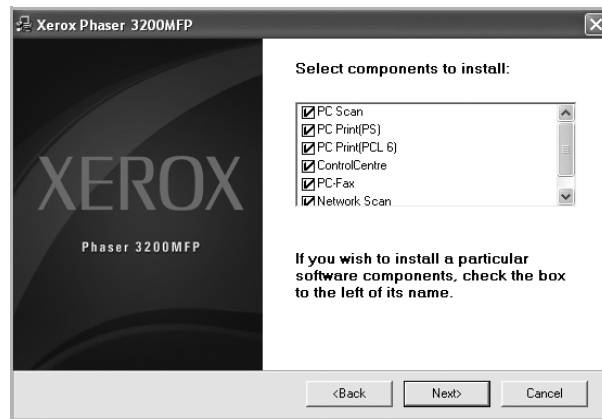
7. Press **Stop/Clear** to return to Standby mode.
Subsequent received faxes will be forwarded to the specified email address.

Sending a fax from a PC

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

Installing PC-Fax Software

1. To install the **PC-Fax**, insert the supplied **Xerox Drivers CD**.
2. The CD-ROM should automatically run, and an installation window appears.
If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter of your CD-ROM drive and click **OK**.
3. When the language selection window appears, select the appropriate language and then click **Continue**.
4. Choose **PC-Fax** (if not already selected) and then click **Continue**.



At the next screen accept your choice by clicking **Continue** and then click **Finish**. **PC-Fax** is now installed.

Configure PC Fax

1. From the **Start** menu, select **Programs** or **All Programs** → **Xerox Phaser 3200MFP** → **Configure PC Fax**.

2. Enter your name and fax number.
3. Select the address book you will use.
4. Select the multi-function printer you will use by choosing **Local** or **Network**.
5. *If you select **Network**, click **Browse** and search the multi-function printer you will use.*
6. Click **OK**.

To send a PC Fax

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

5. Compose the cover page and click **Continue**.

Dell Fax Wizard

1 Cover Page 2 Recipients 3 Send Fax

Cover Page

To: David

From: Eric

Date: Tuesday, May 17, 2005 7:27:04 PM

Subject: Test for Cover page

☐ Skip Cover Page

Help Continue

6. Enter the recipients' numbers and click **Continue**.

Dell Fax Wizard

1 Cover Page 2 Recipients 3 Send Fax

Phonebook

#	Name	Fax Number
1	FR David	123456
2	Tester1	789012

Remove Add

Recipients

#	Name	Fax Number
1	FR David	123456

Add

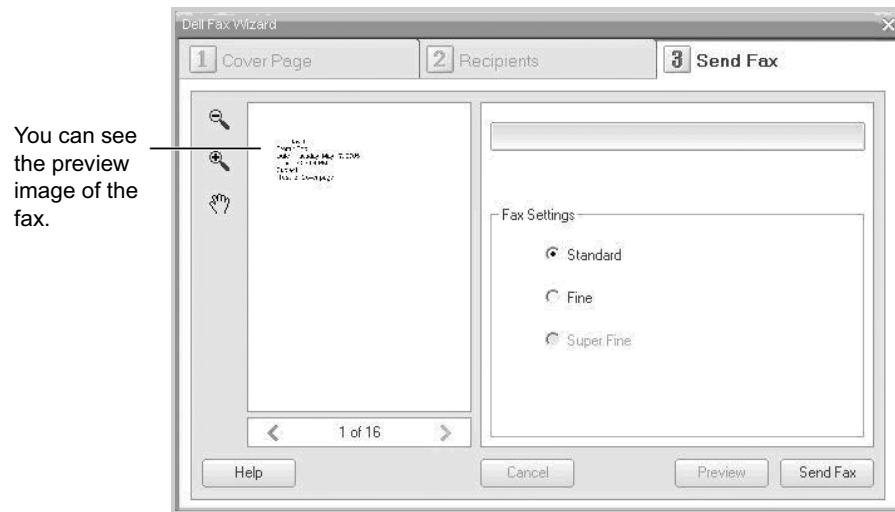
Help Continue

Select the number you want from the Phonebook and click to add it to the Recipients. To delete the selected number, click .

Add the recipients' numbers directly.

Remove a selected Phonebook entry. Add a new Phonebook entry.

7. Select the resolution and click **Send Fax**.



Your PC begins to send the fax data and multi-function printer sends the fax.

9 Maintenance

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

This chapter includes:

- Clearing the Memory – page 9-2
- Cleaning Your Machine – page 9-3
- Maintaining the Print Cartridge – page 9-6
- Consumables Parts – page 9-10

Clearing the Memory

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



CAUTION: Before clearing the memory, make sure that all fax jobs have been completed.

1. Press **Menu** on the control panel until "Maintenance" appears on the top line of the display.
2. Press the scroll button (◀ or ▶) until you see "Clear Memory" on the bottom line and press **Enter**.

The first available menu item, "All Settings", displays on the bottom line.

3. Press the scroll button (◀ or ▶) until you see the item you want to clear.

Feature	Description
All Settings	Clears all of the data stored in the memory.
Paper Setting	Restores all of the Paper Setting options to the factory default.
Copy Setup	Restores all of the Copy Setup options to the factory default.
Fax Setup	Restores all of the Fax Setup options to the factory default.
Fax Feature	Cancels all of the scheduled fax jobs in the machine's memory.
Advanced Fax	Restores all of the Advanced Fax setting options to the factory default.
Sent Report	Clears all records of sent faxes.
RCV Report	Clears all records of received faxes.
Address Book	Clears the speed dial, group dial numbers, and e-mail addresses stored in the memory.
Scan Journal	Clears the information on Network Scan sessions in the memory

4. Press **Enter**. The selected memory is cleared and the display asks you to continue clearing the next item.
5. To clear another item, repeat steps 3 and 4.

OR

To return to Standby mode, press **Stop/Clear**.

Cleaning Your Machine

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



CAUTION: Cleaning the covers of the machine with cleaning materials containing large amounts of alcohol, solvent, or other strong substances can discolor or crack the covers.

CAUTION: While cleaning the inside of the machine, be careful not to touch the transfer roller located underneath the print cartridge. Oil from your fingers can cause print quality problems.

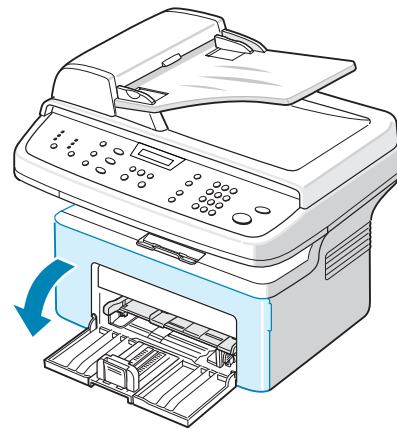
Cleaning the Outside

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

Cleaning the Inside

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

1. Turn the machine off and unplug the power cord. Wait for the machine to cool down.
2. Open the front door.



3. Pull the print cartridge out, lightly pushing it down. Set it on a clean flat surface.



CAUTION: To prevent damage to the print cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.

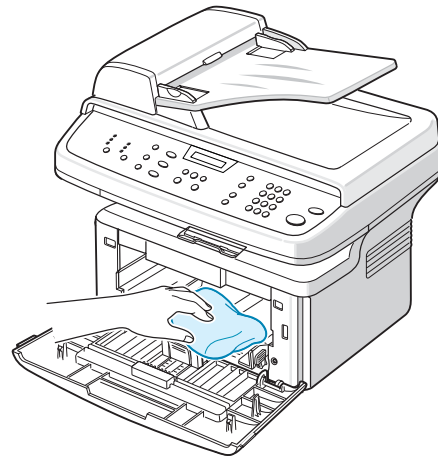
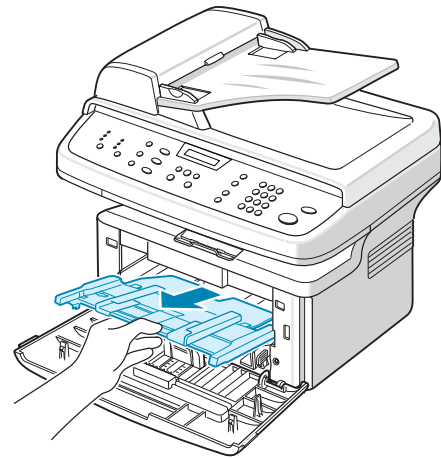
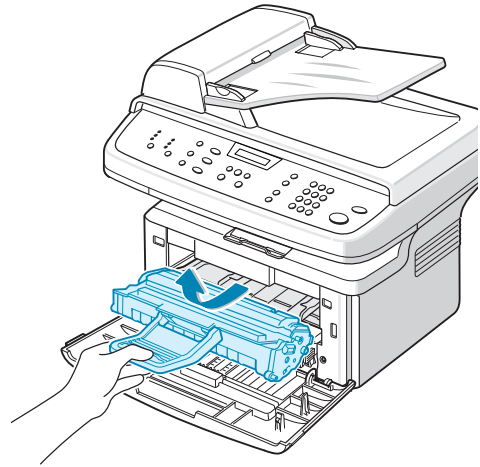
CAUTION: Do not touch the green underside of the print cartridge. Hold the cartridge using the handle on the cartridge to avoid touching this area.

4. Pull out and remove the Manual Tray.

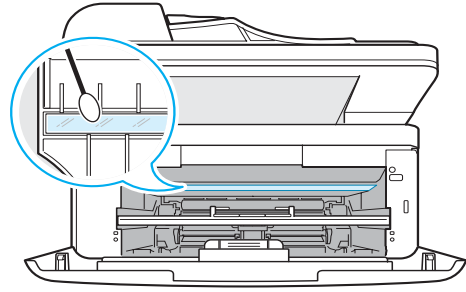
5. With a slightly damp lint-free cloth, wipe away any dust and spilled toner from the print cartridge area and the print cartridge cavity.



CAUTION: Do not touch the black transfer roller inside the machine.



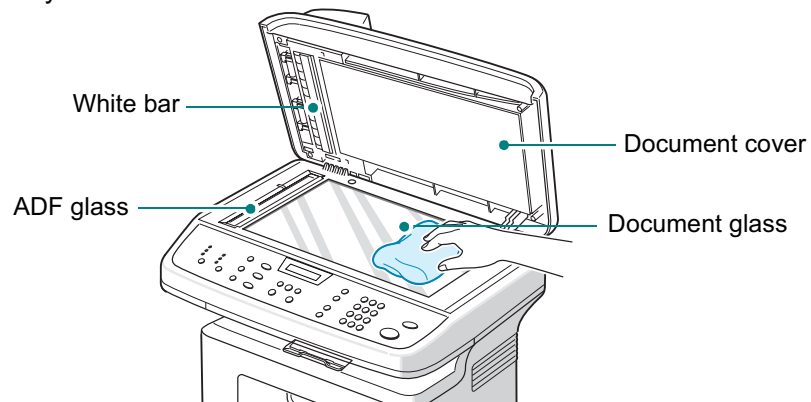
6. Locate the long strip of glass (LSU) inside the top of the cartridge compartment. Gently wipe the glass to remove any toner.
7. Re-insert the manual tray, print cartridge and close the door.
8. Plug in the power cord and switch on the machine.



Cleaning the Scan Unit

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

1. Slightly dampen a soft lint-free cloth or paper towel with water.
2. Open the document cover.
3. Wipe the surface of the document glass and ADF glass until it is clean and dry.



4. Wipe the underside of the white document cover and white bar until it is clean and dry.
5. Close the document cover.

Maintaining the Print Cartridge

Print Cartridge Storage

To get the most from the print cartridge, follow these guidelines:

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

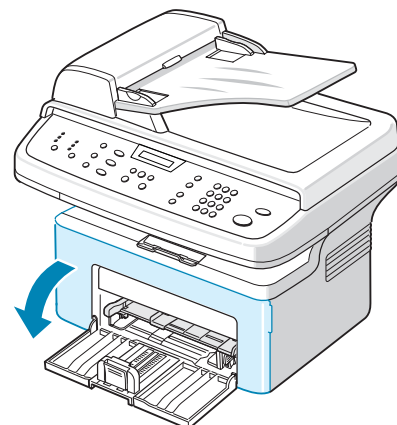
Expected Cartridge Life

The life of the Print Cartridge depends on the amount of toner that print jobs require. When printing text at ISO 19752 5% coverage, a new print cartridge lasts an average of 2,000/3,000 pages. (The original print cartridge supplied with the machine lasts an average of 1,500 pages.) The actual number may be different depending on the print density of the page you print. If you print a lot of graphics, you may need to change the cartridge more often.

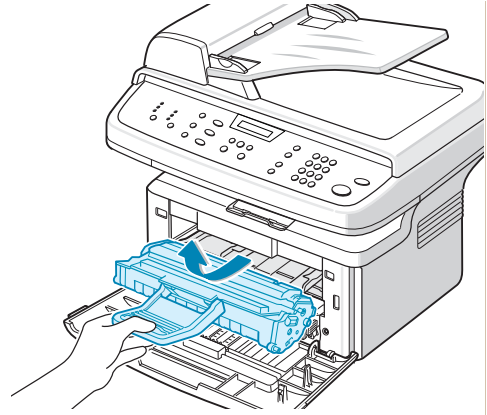
Redistributing Print Cartridge Toner

When the print cartridge is near the end of its life, white streaks or light printing may occur. The LCD displays the warning message, "Toner Low". You can temporarily recover print quality by redistributing the remaining toner in the cartridge. In some case, white streaks or light printing still occurs even after you have redistributed the toner.

1. Open the front door.

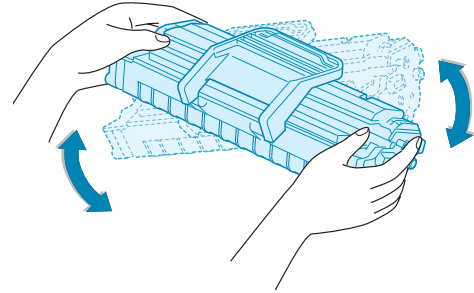


2. Pull the print cartridge out and remove it from the printer.



3. Thoroughly shake the print cartridge from side to side five or six times to redistribute the toner.

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



CAUTION: Do not touch the green underside of the print cartridge. Use the handle on the cartridge to avoid touching this area.

4. Reinstall the cartridge and close the front door. Make sure that the cover is securely closed. If it is not firmly closed, printing error may occur.

Replacing the Print Cartridge

When the display on the control panel shows the warning message, "Toner Empty" the print cartridge has run and the machine stops printing. At this stage, the print cartridges needs to be replaced.

Remove the old print cartridge and install a new print cartridge. See *Installing the Print Cartridge* on page 2-4.

Printing continuously when the Toner Empty Replace Toner message appears

When the toner cartridge is nearly empty, the machine shows the Toner Empty Replace Toner message and stops printing. You can set the machine to disregard this message when it appears and to continue printing, even though print quality is not optimal.

1. Press **Menu** until "Machine Setup" appears on the top line of the display.
2. Press the scroll button (◀ or ▶) until "Ignore Toner" appears on the bottom line of the display.
3. Press the scroll button (◀ or ▶) to display "On" on the bottom line and press **Enter**.

If you select **Off**, the received fax cannot be printed until you install a new toner cartridge. However, faxes can be received into memory as long as it allows.

4. To return to Standby mode, press **Stop/Clear**.

Setting the Notify Toner Option

If you set the Notify Toner menu option to "On", your machine automatically sends a fax to your service agent or the dealer to notify them. The fax number can be preset by your service agent or dealer when the machine is installed.

The machine sends out a notification when:

- The print cartridge is low.
- A critical error occurred at your machine.
(Error cases: CRU Fuse Error, Low Heat Error, LSU Error.)
- Notification day and notification pages that are preset by your dealer have passed.

1. Press **Menu** on the control panel until "Maintenance" appears on the top line of the display.
2. Press the scroll button (◀ or ▶) to display "Notify Toner" on the bottom line and press **Enter**.
3. **Enter** a four-digit password you want to use, using the number keypad and press **Enter**.
(If you select this menu, for the first time after purchasing or after clearing all memory, re-enter the password to confirm it and press **Enter**.)
4. Press the scroll button (◀ or ▶) to change the setting.
Select "On" to enable this feature.
Selecting "Off" disables this feature.
5. Press **Enter** to save the selection.
6. To return to Standby mode, press **Stop/Clear**.

Cleaning the Drum

You can clean the OPC drum in the print cartridge manually or automatically. If there are streaks or spots on your prints, the OPC drum in the print cartridge may require manual cleaning.

1. Before starting the cleaning procedure, make sure that paper is loaded in the machine.
2. Press **Menu** on the control panel until "Maintenance" appears on the top line of the display. The first available menu item, "Clean Drum", displays on the bottom line.
3. Press **Enter**. The first available menu item, "Yes" displays on the bottom line.
4. Press **Enter**. The machine prints out a cleaning page. Toner particles on the drum surface adhere to the paper.
5. If the problem remains, repeat steps 1 through 4.
6. To return to Standby mode, press **Stop/Clear**.

Consumables Parts

From time to time, you need to replace the Print Cartridge to maintain optimum performance and to avoid print quality problems.

The following items should be replaced after you have printed the specified number of pages:

Items	Yield (Average)
Print Cartridge (initial)	Approx. 1,500 pages
Print Cartridge (replacement)	Approx. 2,000 pages
	Approx. 3,000 pages

To purchase consumables parts, contact your Dealer or Service Agent or the Retailer where you bought your machine. We strongly recommend that these items are installed by a trained service professional, except for the print cartridge.

For the print cartridge refer to *Replacing the Print Cartridge on page 9-7*.

Replacement Parts

From time to time, you need to replace the ADF Rubber Pad to maintain optimum performance and to avoid print quality problems and paper feed problems resulting from worn parts.

The following item should be replaced after you have printed the specified number of pages:

Items	Yield (Average)
ADF rubber pad	Approx. 20,000 pages

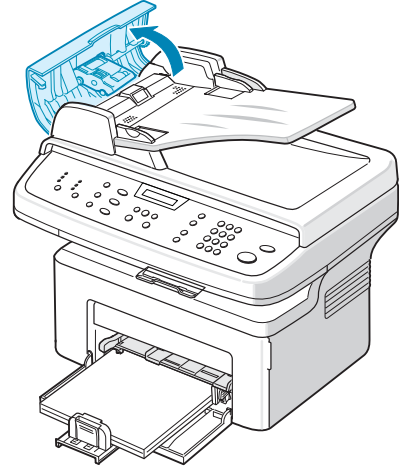
NOTE: If a ADF rubber pad is required, please contact your dealer or Xerox representative.

For the ADF rubber pad refer to *Replacing the ADF Rubber Pad on page 9-11*.

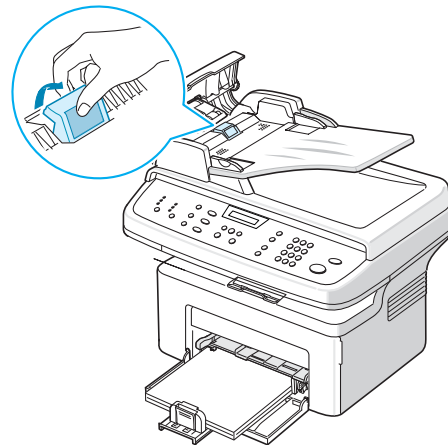
Replacing the ADF Rubber Pad

You can purchase an ADF rubber pad from your Service Agent or the Retailer where you bought your machine.

1. Open the ADF cover.



2. Remove the ADF rubber pad from the ADF, as shown.
3. Install a new ADF rubber pad.
4. Close the ADF cover.



10 Troubleshooting

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

This chapter includes:

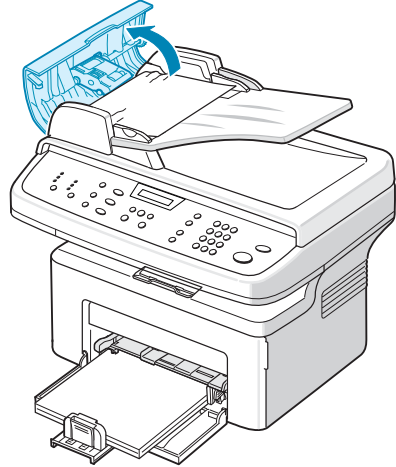
- Clearing Document Jams – page 10-2
- Clearing Paper Jams – page 10-4
- Solving Other Problems – page 10-14

Clearing Document Jams

When a document jams while passing through the ADF (Automatic Document Feeder), “Document Jam/Remove&Reload” appears on the display.

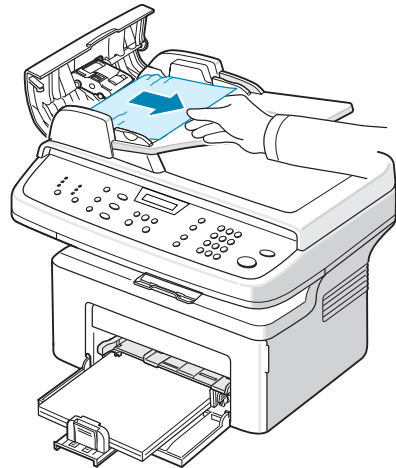
Input Misfeed

1. Remove any remaining page(s) from the ADF and input tray.
2. Open the ADF cover.



3. Pull the document gently out of the ADF.
4. Close the ADF cover. Then load the removed page(s), if any, back into the ADF.

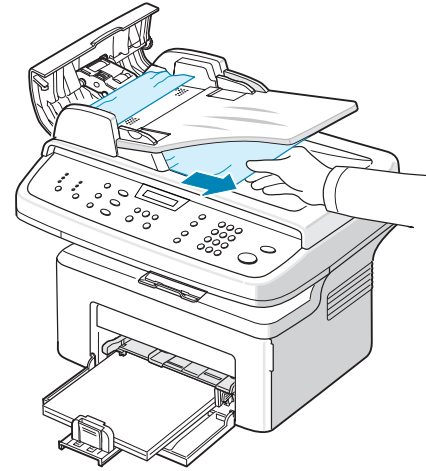
NOTE: To prevent document jams, use the document glass for thick, thin, or mixed paper-type documents.



Exit Misfeed

1. Remove any remaining page(s) from the ADF.
2. Open the ADF cover.
3. Remove the misfed documents from the document output tray
4. Close the ADF cover. Then load the removed page(s), if any, back into the ADF.

NOTE: Document Jam warning does not clear until paper is reloaded.



Clearing Paper Jams

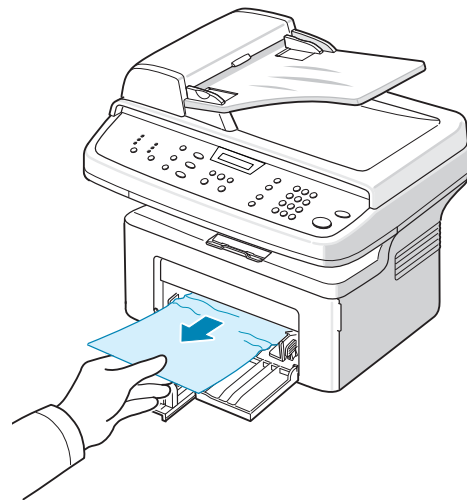
When a paper jam occurs, “Paper Jam” appears on the display. Refer to the table below to locate and clear the paper jam.

Message	Location of Jam	Go to
Open Front Door Remove Paper	In the tray or manual tray In the fuser area or around the print cartridge	page 10-4 page 10-5
Open Rear Cover Remove Paper	In the paper exit area	page 10-6

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

In the Tray

1. Remove the jammed paper in the tray by gently pulling it straight out.
If there is any resistance and the paper does not move when you pull, or if you cannot see the paper in this area, check the fuser area around the print cartridge. See *In the Fuser Area or Around the Print Cartridge* – page 10-5.
2. Open and close the front door to resume printing.

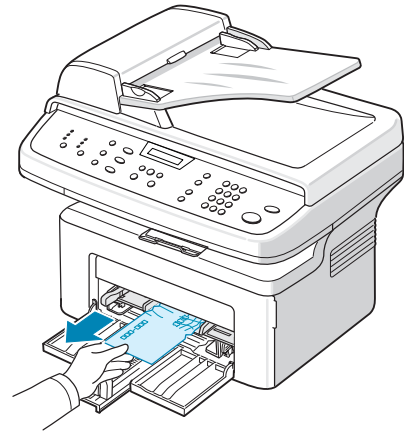


In the Manual Tray

1. Remove the jammed paper in the tray by gently pulling it straight out.

If there is any resistance and the paper does not move when you pull, or if you cannot see the paper in this area, check the fuser area around the print cartridge. See In the Fuser Area or Around the Print Cartridge – page 10-5.

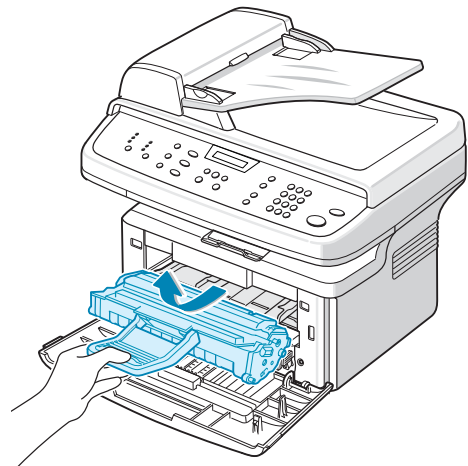
2. Open and close the front door to resume printing.



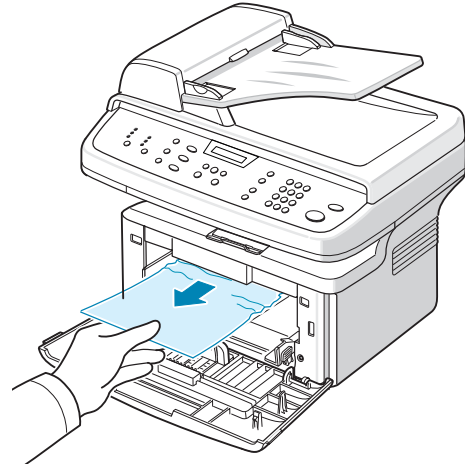
In the Fuser Area or Around the Print Cartridge

WARNING: The fuser area is hot. Take care when removing paper from the machine.

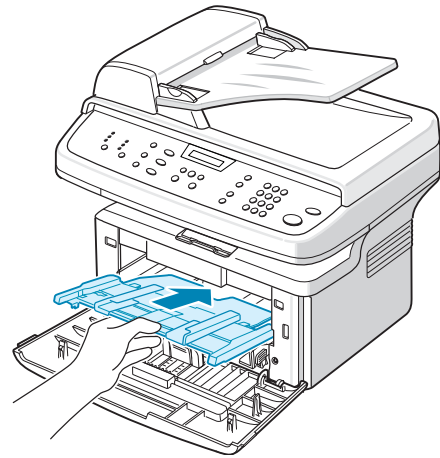
1. Open the front door.
2. Pull the print cartridge out, lightly pushing it down.
3. If necessary, pull the manual tray out.



4. Remove the jammed paper by gently pulling it straight out.

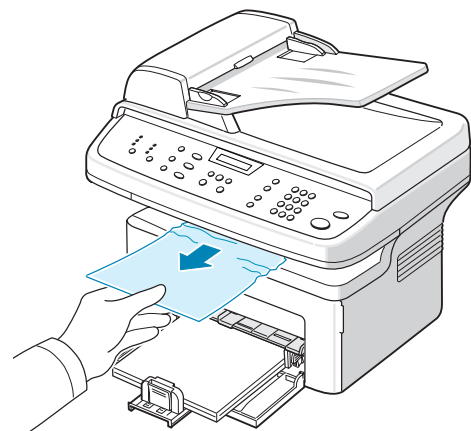


5. If necessary, push the manual tray back into the machine.
6. Reinstall the print cartridge and close the front door. Printing automatically resumes.

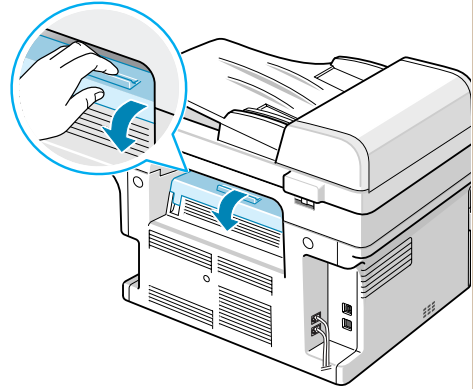


In the Paper Exit Area.

1. Open and close the front door. The jammed paper automatically exits the machine.
If the paper does not exit, continue to step 2.
2. Gently pull the paper out of the output tray



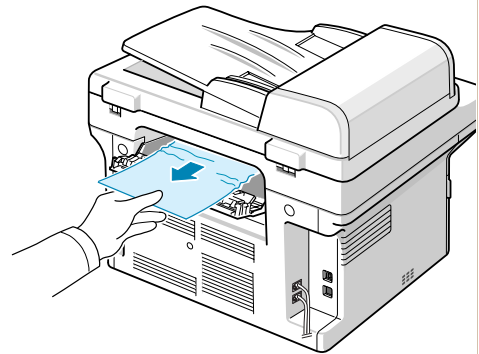
3. If there is any resistance and the paper does not move when you pull, or if you cannot see the paper in the output tray, open the rear cover by pulling the tab on it.



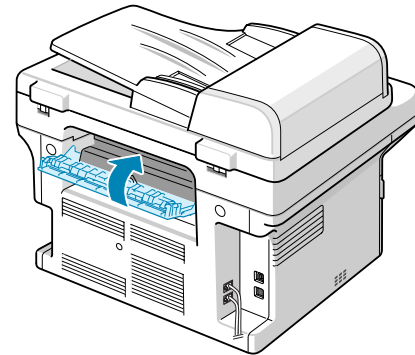
4. Remove the jammed paper by gently pulling it straight out.



WARNING: It is hot inside the machine. Take care when removing paper.



5. Close the rear cover.
6. Open and close the front door to resume printing



Tips for Avoiding Paper Jams

By selecting the correct paper types, most paper jams can be avoided. When a paper jam occurs, follow the steps outlined in *Clearing Paper Jams on page 10-4*.

- Follow the procedures in *Loading Paper on page 2-6*. Ensure that the adjustable guides are positioned correctly.
- Do not overload the tray.
- Do not remove paper from the tray while your machine is printing.
- Flex, fan, and straighten the paper before loading.
- Do not use creased, damp, or highly curled paper.
- Do not mix paper types in the tray.
- Use only recommended print materials. *Paper Specifications on page 11-6*.
- Ensure that the recommended print side of print materials is facing up in the tray.

Clearing LCD Error Messages

Display	Meaning	Suggested Solutions
Cancel? 1:Yes 2:No	Your machine's memory has become full while trying to store a document into memory.	To cancel the fax job, press the 1 button to accept "Yes". If you want to send the pages that have been successfully stored, press the 2 button to accept "No". You should send the remaining pages later, when memory is available.
Comm. Error	The machine has a communication problem.	Ask the sender to try again.
CRU Fuse Error	The print cartridge is not installed correctly.	Install the print cartridge correctly. See <i>Installing the Print Cartridge on page 2-4</i> .
Document Jam Remove&Reload	The loaded document has jammed in the ADF (Automatic Document Feeder).	Clear the document jam. See <i>Clearing Document Jams on page 10-2</i> .
Front or Rear Cover Open	The front door or rear cover is not securely latched.	Close the door until it locks into place.
Enter Again	You entered an unavailable item.	Enter the correct item again.
Low Heat Error	There is a problem in the fuser unit.	Turn power off and wait 10 seconds. Turn power on. If the problem persists, call for service.
Open Heat Error		
Over Heat		
Group Not Available	You have tried to select a group location number where only a single location number can be used, such as when adding locations for a broadcast operation.	Use a speed dial number or dial a number manually using the number keypad.

Display	Meaning	Suggested Solutions
Incompatible	The remote machine did not have the requested feature, such as a delayed transmission. This message also occurs if the remote machine does not have enough memory space to complete the operation you are attempting.	Reconfirm the remote machine's features.
Line Busy	The receiving party did not answer or the line is already engaged.	Try again after a few minutes.
Line Error	Your machine cannot connect with the remote machine or has lost contact because of a problem with the phone line.	Try again. If the problem persists, wait approximately one hour for the line to clear and try again. Or, turn the ECM mode on. See <i>ECM Mode (Error Correction Mode)</i> on page 8-26.
Load Document	You have attempted to set up a copy or fax operation with no document loaded into the ADF.	Load a document into the ADF and try again.
LSU Error	A problem has occurred in the LSU (Laser Scanning Unit).	Turn power off and wait 10 seconds. Turn power on. If the problem persists, call for service.
Memory Dial Full	The fax jobs queue in the memory is full.	Cancel unnecessary fax jobs in the memory.
Memory Full	The memory is full.	Delete unnecessary documents and retransmit after more memory becomes available. Alternatively, split the transmission into more than one operation.
No Answer	The receiving fax machine has not answered after several redial attempts.	Try again. Make sure that the receiving machine is operational.

Display	Meaning	Suggested Solutions
Not Assigned	The speed dial location you tried to use has no number assigned to it. The ID you entered is not assigned.	Dial the number manually using the number keypad or assign the number. For storing a number, see <i>Automatic Dialing on page 8-13</i> . Enter the correct ID. .
No Paper Add Paper	The paper in the tray has run out.	Load paper in the tray. See <i>Loading Paper on page 2-6</i> .
Operation Not Assigned	You are doing the Add/Cancel operation, but there are no jobs waiting.	Check the display to see if there are any scheduled jobs. The display should indicate them in Standby mode; for example, Delay Fax.
Out of Range	The current date and time you entered is not correct.	Enter the correct date and time.
Open Front Door Remove Paper	Paper has jammed in the feeding area of the tray Paper has jammed in the fuser area or around the print cartridge.	Clear the jam. See <i>In the Tray on page 10-4</i> . Clear the jam. See <i>In the Fuser Area or Around the Print Cartridge on page 10-5</i> .
Open Rear Cover Remove paper	Paper has jammed in the paper exit area.	Clear the jam. See <i>In the Paper Exit Area. on page 10-6</i> .
Power Failure	Power has turned off then on and the machine's memory has not been saved.	The job which you were trying to do before the power failure must be completely re-done.
Remove Documents from ADF	The Favorite Copy button is set to Clone, Autofit, ID Card Copy or Poster and you press the button.	The Clone, Autofit, ID Card Copy or Poster feature does not work with ADF. Remove the documents in the ADF.
Retry Redial?	The machine is waiting for a specified time interval to redial a previously busy station.	You can press Enter to immediately redial, or Stop/Clear to cancel the redial operation.
Scanner Locked	The scanner module is locked.	Unplug the power cord and plug it back in.

Display	Meaning	Suggested Solutions
Stop Pressed	The Stop/Clear button has been pressed during a copy or fax operation.	Try again.
Toner Empty	The print cartridge has run out.	Replace the print cartridge with a new one. See <i>Replacing the Print Cartridge on page 9-7</i> . Note: A used cartridge will not reset this message.
Toner Low	The toner is almost empty.	Take out the print cartridge and gently shake it. By doing this, you can temporarily re-establish printing operations. See <i>Redistributing Print Cartridge Toner on page 9-6</i> .
Hsync Error	There is a serious problem in your machine.	Turn the machine off and back on. If the problem persists, please call for service.
Scan Stopped	The Stop/Clear button has been pressed during a network scanning job.	Try again.
Aborting..	Scan to email job is aborted by pressing Stop/Clear button.	Try again.
Send Error (SMTP)	There is a problem in SMTP.	Change to the available server.
SMTP Server CONN. Failure		
Send Error (DNS)	There is a problem in DNS.	Configure the DNS setting.
Authentication Failure	Invalid SMTP account or password entered by the user.	Enter the correct account or password.
Invalid SMTP Account	Invalid account is entered.	Enter the correct account.
Authentication Required	There is a problem in SMTP authentication.	Configure the authentication setting.
Send Stopped	The Stop/Clear button has been pressed during a sending mail.	Try again.

Toner cartridge-related messages

Display	Meaning	Suggested Solutions
Install Toner	A toner cartridge is not installed.	Install a toner cartridge.
Invalid Toner	The toner cartridge you have installed is not for your machine.	Install a Xerox-genuine toner cartridge, designed for your machine.
NonGenuine Toner Replace Toner	The toner cartridge installed is not a genuine cartridge.	Install the genuine toner cartridge.
Replace Toner	The toner in the cartridge has run out.	This message appears when you turned off the Toner Empty Replace Toner message. Install a new genuine toner cartridge. You can keep printing but the quality cannot be guaranteed, and the product support is no longer provided.
Toner Empty Replace Toner	The toner in the cartridge has run out.	Install a new genuine toner cartridge. You can keep printing but the quality cannot be guaranteed, and the product support is no longer provided. You can configure not to see the Toner Empty Replace Toner message.
Toner Exhausted Replace Toner	The lifespan of the toner cartridge is reached.	Install the genuine toner cartridge.
Toner Low	The toner cartridge is almost empty.	Take out the toner cartridge and thoroughly shake it. By doing this, you can temporarily reestablish printing operations.

Solving Other Problems

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

Paper Feeding Problems

Condition	Suggested solutions
Paper is jammed during printing.	Clear the paper jam. See <i>Clearing Paper Jams on page 10-4</i> .
Paper sticks together.	Ensure that there is not too much paper in the tray. The tray can hold up to 250 sheets of paper, depending on the thickness of your paper. Make sure that you are using the correct type of paper. See <i>Paper Specifications on page 11-6</i> . Remove paper from the tray and flex or fan the paper. Humid conditions may cause some paper to stick together.
Multiple sheets of paper do not feed.	Different types of paper may be stacked in the tray. Load paper of only one type, size, and weight. If multiple sheets have caused a paper jam, clear the paper jam. See <i>Clearing Paper Jams on page 10-4</i> .
Paper does not feed into the machine.	Remove any obstructions inside the machine. Paper has not been loaded correctly. Remove paper from the tray and reload it correctly. There is too much paper in the tray. Remove excess paper from the tray. The paper is too thick. Use only paper that meets the specifications required by the machine. See <i>Paper Specifications on page 11-6</i> .
The paper keeps jamming.	There is too much paper in the tray. Remove excess paper from the tray. If you are printing on special materials, use one sheet of paper at a time. An incorrect type of paper is being used. Use only paper that meets the specifications required by the machine. See <i>Paper Specifications on page 11-6</i> . There may be debris inside the machine. Open the front door and remove the debris.
Transparencies stick together in the paper exit.	Use only transparencies specifically designed for laser printers. Remove each transparency as it exits from the machine.
Envelopes skew or fail to feed correctly.	Ensure that the paper guides are against both sides of the envelope.

Printing Problems

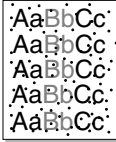
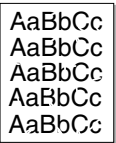
Condition	Possible cause	Suggested solutions
The machine does not print.	The machine is not receiving power.	Check the power cord connections. Check the power switch and the power source.
	The machine is not selected as the default printer.	Select your printer as your default printer in your Windows.
	Check the machine for the following: The front door is not closed. Paper is jammed. No paper is loaded. The print cartridge is not installed.	After locating the problem, clear it. Close the door. Clear the paper jam. See <i>Clearing Paper Jams</i> on page 10-4. Load paper. See <i>Loading Paper</i> on page 4-5. Install the print cartridge. See <i>Installing the Print Cartridge</i> on page 2-4. If a printer system error occurs, contact your service representative.
	The connection cable between the computer and the machine is not connected properly.	Disconnect the printer cable and reconnect it.
	The connection cable between the computer and the machine is defective.	If possible, attach the cable to another computer that is working properly and print a job. You can also try using a different printer cable.
	The port setting is incorrect.	Check the Windows printer setting to make sure that the print job is sent to the correct port, for example, LPT1. If the computer has more than one port, make sure that the machine is attached to the correct one.
	The machine may be configured incorrectly.	Check the printer properties to ensure that all of the print settings are correct.
	The printer driver may be incorrectly installed.	Repair the printer software. For details, refer to <i>Printing chapter</i> on page 6-1.
	The machine is malfunctioning.	Check the display message on the control panel to see if the machine is indicating a system error.

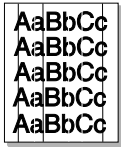
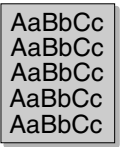
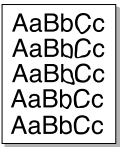
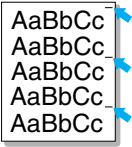
Condition	Possible cause	Suggested solutions
The machine selects print materials from the wrong paper source.	The paper source selection in the printer properties may be incorrect.	For many software applications, the paper source selection is found under the Paper tab within the printer properties. Select the correct paper source. For details, refer to <i>Printing chapter on page 6-1</i> .
A print job is extremely slow.	The job may be very complex.	Reduce the complexity of the page or adjust the print quality settings. The maximum print speed of your machine is 20 PPM for Letter and A4 sized paper.
	If you are using Windows 98/Me, the Spooling Setting may be set incorrectly.	From the Start menu, choose Settings and Printers . Right-click the your printer icon, choose Properties , click the Details tab, and then choose the Spool Settings button. Select the desired spool setting.
Half the page is blank.	The page orientation setting may be incorrect.	Change the page orientation in your application. For details, refer to <i>Printing chapter on page 6-1</i> .
	The paper size and the paper size settings do not match.	Ensure that the paper size in the printer driver settings matches the paper in the tray. Or, ensure that the paper size in the printer driver settings matches the paper selection in the software application settings you use.
The machine prints, but the text is wrong, garbled, or incomplete.	The printer cable is loose or defective.	Disconnect the printer cable and reconnect. Try a print job that you have already printed successfully. If possible, attach the cable and the machine to another computer and try a print job that you know works. Finally, try a new printer cable.
	The wrong printer driver was selected.	Check the application's printer selection menu to ensure that your machine is selected.
	The software application is malfunctioning.	Try printing a job from another application.
	The operating system is malfunctioning.	Exit Windows and reboot the computer. Turn the machine off and then back on again.

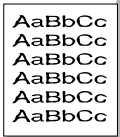
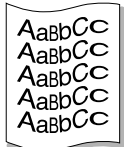
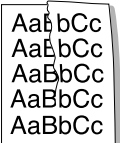
Condition	Possible cause	Suggested solutions
Pages print, but are blank.	The print cartridge is defective or out of toner.	Redistribute the toner, if necessary. See <i>Redistributing Print Cartridge Toner</i> on page 9-6. If necessary, replace the print cartridge.
	The file may have blank pages.	Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	Contact a service representative.
The illustrations print incorrectly in Adobe Illustrator.	The setting in the software application is wrong.	Select Download as Bitmap in the TrueType Options window of the graphic properties and print the document again.
The printer does not print PDF file correctly. Some parts of graphics, text or illustrations are missing.	Incompatibility between the PDF file and the Acrobat products.	Printing the PDF file as an image may solve this problem. Turn on Print as Image from the Acrobat printing options. Note: It will take longer to print when you print a PDF file as an image.

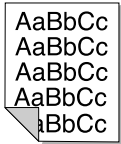
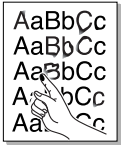
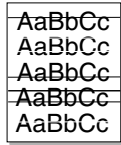
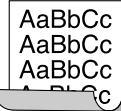
Printing Quality Problems

If the inside of the machine is dirty or paper has been loaded improperly, you may notice a reduction in print quality. See the table below to clear the problem.

Condition	Suggested solutions
Light or faded print 	If a vertical white streak or faded area appears on the page: The toner supply is low. You may be able to temporarily extend the print cartridge life. <i>Redistributing Print Cartridge Toner on page 9-6</i> If this does not improve the print quality, install a new print cartridge. The paper may not meet paper specifications; for example, the paper is too moist or too rough. <i>Paper Specifications on page 11-6</i>. If the entire page is light, the print resolution setting is too low. Adjust the print resolution. For details, see <i>Printing on page 6-1</i>. A combination of faded or smeared defects may indicate that the print cartridge needs cleaning. <i>Cleaning the Drum on page 9-9</i>. The surface of the LSU part inside the machine may be dirty. Clean the LSU (<i>Cleaning the Inside on page 9-3</i>). Contact a service representative.
Toner specks 	The paper may not meet specifications; for example, the paper is too moist or too rough. <i>Paper Specifications on page 11-6</i>. Parts of the machine may have toner on them. If defects occur, the problem will likely correct itself after running five (5) blank sheets. The transfer roller may be dirty. Clean the inside of your machine. <i>Cleaning the Inside on page 9-3</i>. The paper path may need cleaning. <i>Cleaning the Drum on page 9-9</i>.
Dropouts 	If faded areas, generally rounded, occur randomly on the page: A single sheet of paper may be defective. Try reprinting the job. The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different brand of paper. <i>Paper Specifications on page 11-6</i>. The paper lot is bad. The manufacturing processes can cause some areas to reject toner. Try a different kind or brand of paper. The print cartridge may be defective. <i>Vertical repetitive defects on page 10-19</i>. If these steps do not correct the problem, contact a service representative.

Condition	Suggested solutions
Vertical lines 	If black vertical streaks appear on the page: The drum inside the print cartridge has probably been scratched. Remove the print cartridge and install a new one. <i>Replacing the Print Cartridge on page 9-7.</i> If white vertical streaks appear on the page: The surface of the LSU part inside the machine may be dirty. Clean the LSU (<i>Cleaning the Inside on page 9-3</i>). Contact a service representative.
Gray background 	If the amount of background shading becomes unacceptable: Change to a lighter weight paper. <i>Paper Specifications on page 11-6.</i> Check the machine's environment: very dry (low humidity) or high humidity (higher than 80% RH) conditions can increase the amount of background shading. Remove the old print cartridge and install a new one. <i>Replacing the Print Cartridge on page 9-7.</i>
Toner smear 	Clean the inside of the machine. <i>Cleaning the Inside on page 9-3.</i> Check the paper type and quality. <i>Paper Specifications on page 11-6.</i> Parts of the machine may have toner on them. If defects occur, the problem will likely correct itself after running five (5) blank sheets. Remove the print cartridge and install a new one. <i>Replacing the Print Cartridge on page 9-7.</i>
Vertical repetitive defects 	If marks repeatedly appear on the printed side of the page at even intervals: The print cartridge may be damaged. If a repetitive mark occurs on the page, print a cleaning sheet several times to clean the cartridge; <i>Cleaning the Drum on page 9-9</i>. After the printout, if you still have the same problems, remove the print cartridge and install a new one. <i>Replacing the Print Cartridge on page 9-7.</i> Parts of the machine may have toner on them. If defects occur, the problem will likely correct itself after running five (5) blank sheets. The fusing assembly may be damaged. Contact a service representative. If you use inferior quality paper; <i>Cleaning the Drum on page 9-9.</i>

Condition	Suggested solutions
Background scatter 	Background scatter results from bits of toner randomly distributed on the printed page. The paper may be too damp. Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture. If background scatter occurs on an envelope, change the printing layout to avoid printing over areas that have overlapping seams on the reverse side. Printing on seams can cause problems. If background scatter covers the entire surface area of a printed page, adjust the print resolution through your software application or the printer properties.
Misformed characters 	If characters are improperly formed and producing hollow images, the paper stock may be too slick. Try a different paper. <i>Paper Specifications on page 11-6.</i> If characters are improperly formed and producing a wavy effect, the scanner unit may need service. For service, contact a service representative.
Page skew 	Ensure that the paper is loaded properly. Check the paper type and quality. <i>Paper Specifications on page 11-6.</i> Ensure that the paper or other material is loaded correctly and the guides are not too tight or too loose against the paper stack.
Curl or wave 	Ensure that the paper is loaded properly. Check the paper type and quality. Both high temperature and humidity can cause paper curl. <i>Paper Specifications on page 11-6.</i> Turn over the stack of paper in the tray. Also try rotating the paper 180° in the tray.
Wrinkles or creases 	Ensure that the paper is loaded properly. Check the paper type and quality. <i>Paper Specifications on page 11-6.</i> Turn over the stack of paper in the tray. Also try rotating the paper 180° in the tray.

Condition	Suggested solutions
Back of printouts are dirty 	Check for leaking toner. Clean the inside of the machine. <i>Cleaning the Inside on page 9-3.</i> Parts of the machine may have toner on them. If defects occur, the problem will likely correct itself after running five (5) blank sheets.
Black pages 	The print cartridge may not be installed properly. Remove the cartridge and re-insert it. The print cartridge may be defective and need replacing. Remove the print cartridge and install a new one. <i>Replacing the Print Cartridge on page 9-7.</i> The machine may require repair. Contact a service representative.
Loose toner 	Clean the inside of the machine. <i>Cleaning the Inside on page 9-3.</i> Check the paper type and quality. <i>Paper Specifications on page 11-6.</i> Parts of the machine may have toner on them. If defects occur, the problem will likely correct itself after running five (5) blank sheets. Remove the print cartridge and install a new one. <i>Replacing the Print Cartridge on page 9-7.</i> If the problem persists, the machine may require repair. Contact a service representative.
Character Voids 	Character voids are white areas within parts of characters that should be solid black: If you are using transparencies, try another type of transparency. Because of the composition of transparencies, some character voids are normal. You may be printing on the wrong surface of the paper. Remove the paper and turn it around. The paper may not meet paper specifications. <i>Paper Specifications on page 11-6.</i>
Horizontal stripes 	If horizontally aligned black streaks or smears appear: The print cartridge may be installed improperly. Remove the cartridge and re-insert it. The print cartridge may be defective. Remove the print cartridge and install a new one. <i>Replacing the Print Cartridge on page 9-7.</i> If the problem persists, the machine may require repair. Contact a service representative.
Curl 	If the printed paper is curled or paper does not feed into the machine: Turn over the stack of paper in the tray. Also try rotating the paper 180° in the tray.

Copying Problems

Condition	Suggested solutions
Copies are too light or too dark.	Use the Lighten/Darken button to darken or lighten the background of the copies.
Smears, lines, marks, or spots appears on copies.	If defects are on the original, press the Lighten/Darken button to lighten the background of your copies. If no defects are on the original, clean the scan unit. See <i>Cleaning the Scan Unit</i> on page 9-5.
Copy image is skewed.	Ensure that the original is face down on the document glass or face up in the ADF (Automatic Document Feeder). Check that the copy paper is loaded correctly.
Blank copies print out.	Ensure that the original is face down on the document glass or face up in the ADF.
Image rubs off the copy easily.	Replace the paper in the tray with paper from a new package. In high humidity areas, do not leave paper in the machine for extended periods of time.
Frequent copy paper jams occur.	Fan the stack of paper, then turn it over in the tray. Replace the paper in the tray with a fresh supply. Check/adjust the paper guides, if necessary. Ensure that the paper is the proper paper weight. 20 lb (75 g/m ²) paper is recommended. Check for copy paper or pieces of copy paper remaining in the machine after a paper jam has been cleared.
Print cartridge produces fewer copies than expected before running out of toner.	Your originals may contain pictures, solids, or heavy lines. For example, your originals may be forms, newsletters, books, or other documents that use more toner. The machine may be turned on and off frequently. The document cover may be left open while copies are being made.

Scanning Problems

Condition	Suggested solutions
The scanner does not work.	Make sure that you place the document to be scanned face down on the document glass, or face up in the Automatic Document Feeder. There may not be enough available memory to hold the document you want to scan. Try the Prescan function to see if that works. Try lowering the scan resolution rate. Check that the USB or parallel cable is connected properly. Make sure that the USB or parallel cable is not defective. Switch the cable with a known good cable. If necessary, replace the cable. Check that the scanner is configured correctly. Check scan setting to make certain that the scanner job is being sent to the correct port.
The unit scans very slowly.	Check if the machine is printing received data. If so, scan the document after the received data has been printed. Graphics are scanned more slowly than text. Communication speed slows in scan mode because of the large amount of memory required to analyze and reproduce the scanned image. Set your computer to the ECP printer mode through BIOS setting. It will help to increase the speed. For details about how to set BIOS, refer to your computer User Guide.

Network Scan Problems (Phaser 3200MFP/N Only)

Condition	Suggested solutions
I cannot find a scanned image file.	You can check the scanned file's destination in the Advanced page in the Network Scan program's Properties screen.
I cannot find the scanned image file after scanning.	• Check if the scanned file's application is on your computer. • Check Send image immediately to the specified folder using an associated default application in the Advanced page in the Network Scan program's Properties screen to open the scanned image immediately after scanning.
I forgot my ID and PIN.	Check your ID and PIN in the Server page in the Network Scan program's Properties screen.
I cannot view the Help file.	To view the Help file, you need to have Internet Explorer 4 service pack 2 or above.
I cannot use the Xerox Network Scan Manager	Check your operating system. Supporting operating systems are Windows 98/Me/2000/XP(32/64bit)/2003(32/64bit)/Vista.

Fax Problems

Condition	Suggested solutions
The machine is not working, there is no display and the buttons are not working.	Turn the power off and unplug the power cord. Plug the power cord in and turn the power on. Ensure that there is power to the electrical outlet.
No dial tone sounds.	Check that the phone line is connected properly. Check that the phone socket in the wall is working by plugging in another phone.
The numbers stored in memory do not dial correctly.	Make sure that the numbers are stored in memory correctly. Print a Phonebook list, referring to <i>Address Book List on page 8-23</i> .
The document does not feed into the machine.	Make sure that the document is not wrinkled and you are putting it in correctly. Check that the document is the right size, not too thick or thin. Make sure that the ADF (Automatic Document Feeder) cover is firmly closed.
Faxes are not received automatically.	Fax mode should be selected. Make sure that there is paper in the tray. Check to see if the display shows "Memory Full".
The machine does not send.	Make sure that the document is loaded in the ADF or on the document glass. "TX" should show up on the display. Check the fax machine you are sending to, to see if it can receive your fax.
The incoming fax has blank spaces or is of poor-quality.	The fax machine sending you the fax may be faulty. A noisy phone line can cause line errors. Check your machine by making a copy. The print cartridge may be empty. Replace the print cartridge, referring to <i>Replacing the Print Cartridge on page 9-7</i> .
Some of the words on an incoming fax are stretched.	The fax machine sending you the fax had a temporary document jam.
There are lines on the documents you send.	Check your scanning glass for marks and clean it. See <i>Cleaning the Scan Unit on page 9-5</i> .
The machine dials a number, but a connection with the other fax machine fails.	The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Contact the other machine operator to resolve the problem.
Documents are not stored in memory.	There may not be enough memory to store the document. If the display shows a "Memory Full" message, delete from memory any documents you no longer need and then try again to store the document.

Condition	Suggested solutions
Blank areas appear at the bottom of each page or on other pages, with a small strip of text at the top.	You may have chosen the wrong paper settings in the user option setting. For details about paper settings, see <i>Selecting Print Materials on page 4-2</i> .

Common Windows Problems

Condition	Suggested solutions
"File in Use" message appears during installation.	Exit all software applications. Remove all software from the StartUp Group, then restart Windows. Reinstall the printer driver.
"Error Writing to LPTx" message appears.	• Ensure that the cables are connected correctly, and that the machine is switched on. • If bi-directional communication is not turned on in the driver, it will also cause this message.
"General Protection Fault", "Exception OE", "Spool32", or "Illegal Operation" messages appear.	Close all other applications, reboot Windows and try printing again.
"Fail To Print", "A printer timeout error occurred." messages appear.	These messages may appear during printing. Just keep waiting until the machine finishes printing. If the message appears in standby mode or after printing has been completed, check the connection and/or whether an error has occurred.
"File in Use" message appears during installation.	Exit all software applications. Remove all software from the StartUp Group, then restart Windows. Reinstall the printer driver.

NOTE: Refer to Microsoft Windows 98/Me/2000/XP(32/64bit)/2003(32/64bit)/Vista User's Guide that came with your PC for further information on Windows error messages.

Common PostScript Problems (Phaser 3200MFP/N Only)

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

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

Condition	Suggested solutions	
PostScript file cannot be printed.	The PostScript driver may not be installed correctly.	• Install the PostScript driver. • Print a configuration page and verify that the PS version is available for printing. • If the problem persists, contact a service representative.
"Limit Check Error" message appears.	The print job was too complex.	You might need to reduce the complexity of the page or install more memory.
A PostScript error page prints.	The print job may not be PostScript.	Make sure that the print job is a PostScript job. Check to see whether the software application expected a setup or PostScript header file to be sent to the machine.
When print a document in Macintosh with Acrobat Reader 6.0 or higher, colors print incorrectly.	The resolution setting in the printer driver may not be matched with that in Acrobat Reader.	Make sure that the resolution setting in your printer driver matches that in Acrobat Reader.

Common Linux Problems

Problem	Possible Cause and Solution
The machine does not print.	• Check if the printer driver is installed in your system. Open Unified Driver configurator and switch to the Printers tab in Printers configuration window to look at the list of available printers. Make sure that your machine is displayed on the list. If not, please, invoke Add new printer wizard to set up your device. • Check if the printer has started. Open Printers configuration and select your machine on the printers list. Look at the description in the Selected printer pane. If its status contains “(stopped)” string, please, press the Start button. After that normal operation of the printer should be restored. The “stopped” status might be activated when some problems in printing occurred. For instance, this could be an attempt to print a document when a port is claimed by a scanning application. • Check if the port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (port), the situation of simultaneous access of different “consumer” applications to the same port are possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the device. The other “consumer” will encounter “device busy” response. You should open ports configuration and select the port assigned to your printer. In the Selected port pane you can see if the port is occupied by some other application. If this is the case, you should wait for completion of the current job or should press Release port button, if you are sure that the present owner is not functioning properly. • Check if your application has special print option such as “-oraw”. If “-oraw” is specified in the command line parameter then remove it to print properly. For Gimp front-end, select “print” -> “Setup printer” and edit command line parameter in the command item.

Problem	Possible Cause and Solution
The machine does not appear on the scanners list.	• Check if your machine is attached to your computer. Make sure that it is connected properly via the USB port and is turned on. • Check if the scanner driver for your machine is installed in your system. Open Unified Driver configurator, switch to Scanners configuration, then press Drivers. Make sure that driver with a name corresponding to your machine's name is listed in the window. Check if the port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (port), the situation of simultaneous access of different "consumer" application to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the device. The other "consumer" will encounter "device busy" response. This can usually happen while starting scan procedure, and appropriate message box appears. • To identify the source of the problem, you should open ports configuration and select the port assigned to your scanner. port's symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1 and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively and so forth sequentially. In the Selected port pane you can see if the port is occupied by some other application. If this is the case, you should wait for completion of the current job or you should press Release port button, if you are sure that the present port's owner is not functioning properly.

Problem	Possible Cause and Solution
The machine does not scan.	• Check if a document is loaded into the machine. • Check if your machine is connected to the computer. Make sure if it is connected properly if an I/O error is reported while scanning. • Check if the port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (port), the situation of simultaneous access of different “consumer” application to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the device. The other “consumer” will encounter “device busy” response. This can usually happen while starting scan procedure, and appropriate message box will be displayed. To identify the source of the problem, you should open ports configuration and select the port assigned to your scanner. port's symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1 and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively and so forth sequentially. In the Selected port pane you can see if the port is occupied by some other application. If this is the case, you should wait for completion of the current job or should press the Release port button, if you are sure that the present port's owner is not functioning properly.
I cannot scan via Gimp Front-end.	• Check if Gimp Front-end has “Xsane: Device dialog.” on the “Acquire” menu. If not, you should install Xsane plug-in for Gimp on the your computer. You can find Xsane plug-in package for Gimp on Linux distribution CD or Gimp home page. For the detail information, refer to the Help for Linux distribution CD or Gimp Front-end application. If you wish to use other kind of scan application, refer to the Help for application.
I encounter error “Cannot open port device file” when printing a document.	Please avoid changing the print job parameters (via LPR GUI, for example) while a print job is in progress. Known versions of CUPS server break the print job whenever print options are changed and then try to restart the job from the beginning. Since Unified Linux Driver locks port while printing, the abrupt termination of the driver keeps the port locked and therefore unavailable for subsequent print jobs. If this situation occurred, please, try to release the port.
When printing a document over the network in SuSE 9.2, the machine does not print.	The CUPS (Common Unix Printing System) version distributed with SuSE Linux 9.2 (cups-1.1.21) has a problem with ipp (Internet Printing Protocol) printing. Use the socket printing instead of ipp or install later version of CUPS (cups-1.1.22 or higher).

Common Macintosh Problems (Phaser 3200MFP/N Only)

Problems in Printer Setup Utility

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

11 Specifications

This chapter includes:

- General Specifications – page 11-2
- Scanner and Copier Specifications – page 11-3
- Printer Specifications – page 11-4
- Facsimile Specifications – page 11-5
- Paper Specifications – page 11-6

General Specifications

Item	Description
Model	Phaser 3200MFP/B, Phaser 3200MFP/N
Automatic document feeder	Up to 30 sheets (20 lb, 75 g/m ²)
ADF document size	Width: 5.6 to 8.5 inches (142 to 216 mm) Length: 5.8 to 14 inches (148 to 356 mm)
Paper input capacity	Paper Tray: 250 multi-pages for plain paper (20 lb, 75 g/m ²) Manual Tray: 1 sheet of paper (16 to 40 lb, 60 to 165 g/m ²)
Paper output capacity	100 sheets
Paper type	Plain paper, Transparencies, Labels, Card stock, Envelopes
Consumables	1-piece print cartridge system
Power requirements	110 - 127 VAC, 50/60 Hz, 5.5 A 220 - 240 VAC, 50/60 Hz, 3 A
Power consumption	Sleep mode: Under 12 W Average: 400 W
Noise ^a	Standby mode: Less than 35 dBA Warm up: Less than 49 dBA Copying: Less than 55 dBA Printing: Less than 53 dBA
Warm-up time	Less than 20 seconds
Operating conditions	Temperature: 50 °F to 89 °F (10 °C to 32 °C) Humidity: 20 % to 80 % RH
LCD	16 characters x 2 lines
Print Cartridge life ^b	2,000/3,000 pages (for starter, 1,500 pages) @ ISO 19752 5 % coverage
SET dimension (W x D x H)	17.2 x 14.7 x 15.2 in. (438 x 374 x 387 mm)
Weight (including consumables)	24.7 lb (11.2Kg)
Package weight	Paper: 2.9 lb (1.3 Kg) Plastic: 1.1 lb (0.5 Kg)
Duty cycle (Monthly)	Print: Up to 10,000 pages

a. Sound Pressure Level, ISO7779

b. The number of pages may be affected by operating environment, printing interval, media type, and media size.

Scanner and Copier Specifications

Item	Description
Compatibility	TWAIN standard / WIA standard
Scanning method	ADF and Flat-bed CIS (Contact Image Sensor) module
Resolution	Optical: 600 x 600 dpi (Mono and color) Enhanced: 4,800 x 4,800 dpi
Effective scanning length	Platen: 11.7 inches (297 mm) ADF: 14 inches (356 mm)
Effective scanning width	Max. 8.2 inches (208 mm)
Color bit depth	24 bit
Mono bit depth	1 bit for Black & White mode 8 bit for Gray mode
Copy speed ^a	Up to 24 ppm in Letter, A4
First copy out time	Standby mode: 10 seconds
Copy resolution	Scan: 600 x 300 (Text, Text/Photo) 600 x 600 (Photo using Platen) 600 x 300 (Photo using ADF) Print: 600 x 600 (Text, Text/Photo, Photo)
Zoom rate	Platen: 25 ~ 400 % ADF: 25 ~ 100 %
Multiple copies	1-99 pages
Gray scale	256 levels

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

Printer Specifications

Item	Description
Printing method	Laser Beam Printing
Printing speed ^a	Up to 24 ppm in Letter, A4
First print out time	Standby mode: 10 seconds
Printer resolution	Up to 1,200 x 1,200 dpi effective output
Emulation	PCL 6, PS 3 (Phaser 3200MFP/N only)
OS Compatibility	Windows 98/Me/2000/XP(32/64bit)/2003(32/64bit)/Vista, Various Linux OS (USB only), Macintosh 10.3 ~ 10.4 (Phaser 3200MFP/N only)
Memory	64 MB (Non-extendable)
Interface	High Speed USB 2.0 Ethernet 10/100 Base TX (Phaser 3200MFP/N only)

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

Facsimile Specifications

Item	Description
Compatibility	ITU-T Group 3
Applicable line ^a	Public Switched Telephone Network (PSTN) or behind PABX
Data coding	MH/MR/MMR (ECM Mode)/JBIG/JPEG/ECM(Error Correction Mode)
Modem speed	33.6 Kbps
Transmission speed	Approx. 3 seconds/page * Transmission time applies to memory transmission of text data with ECM compression using only ITU-T No.1 Chart.
Maximum document length	Platen: 11.7 in. (297 mm) ADF: 14 in. (356 mm)
Paper size	Letter, A4, Legal, Folio, Executive, B5
Resolution	Standard: 203 x 98 dpi Fine: 203 x 196 dpi Super Fine: 300 x 300 dpi Photo: 203 x 196 dpi Color: 200 x 200 dpi
Memory	4 MB
Halftone	256 levels
Auto dialer	Group dialing (up to 200 numbers)

a.DSL, Voice Over IP and Digitac converters (convert digital to analogue) are not supported applications.

Paper Specifications

Overview

Your machine accepts a variety of print materials, such as cut-sheet paper (including up to 100% recycled fiber content paper), envelopes, labels, transparencies and custom-size paper. Properties, such as weight, composition, grain and moisture content, are important factors affecting the machine's performance and the output quality. Paper that does not meet the guidelines outlined in this User Guide can cause the following problems:

- Poor print quality
- Increased paper jams
- Premature wear on the machine.

NOTE:

- Some paper may meet all of the guidelines in this guide and still not produce satisfactory results. This may be the result of improper handling, unacceptable temperature and humidity levels, or other variables over which Xerox has no control.
- Before purchasing large quantities of paper, make sure the paper meets the requirements specified in this User Guide.



CAUTION: Using paper that does not meet these specifications may cause problems, requiring repairs. These repairs are not covered by the Xerox warranty or service agreements.

Supported Sizes of Paper

Paper	Dimensions ^a	Weight	Capacity ^b
Letter	8.5 x 11 inches (216 x 279 mm)	16 to 24 lb (60 to 90 g/m ²) for the tray with multi- pages feeding 16 to 43 lb (60 to 165 g/m ²) for the tray with single page feeding and the manual tray	250 sheets of 20 lb (75 g/m ²) paper for the tray 1 sheet of paper for the tray or manual tray
A4	8.3 x 11.7 in. (210 x 297 mm)		
Executive	7.3 x 10.5 inches (184 x 267 mm)		
Legal	8.5 x 14 inches (216 x 356 mm)		
A5	5.8 x 8.2 inches (148 x 210 mm)		
A6	4.1 x 5.8 inches (105 x 148 mm)		
ISO B5	6.9 x 9.8 inches (176 x 250 mm)		
JIS B5	7.2 x 10.1 inches (182 x 257 mm)		
Folio	8.5 x 13.5 inches (216 x 330 mm)		
Oficio	8.5 x 13 inches (216 x 343 mm)		
Minimum size (custom)	3 x 5 inches (76 x 127 mm)	16 to 43 lb (60 to 165 g/m ²) for the tray with single page feeding and the manual tray	1 sheet for the manual tray
Maximum size (custom)	8.5 x 14 inches (216 x 356 mm)		
Transparency	Same minimum and maximum paper sizes as listed above.	37 to 39 lb (138 to 146 g/m ²)	1 sheet for the manual tray
Labels		32 to 40 lb (120 to 150 g/m ²)	1 sheet for the manual tray
Cards		16 to 43 lb (90 to 165 g/m ²)	1 sheet for the manual tray

Paper	Dimensions ^a	Weight	Capacity ^b
Envelope B5	6.93 x 9.84 inches (176 x 250 mm)	20 to 24 lb (75 to 90 g/m ²)	1 sheet for the manual tray
Envelope Monarch	3.88 x 7.5 inches (98.4 x 190.5 mm)		
Envelope COM-10	4.12 x 9.5 inches (105 x 241 mm)		
Envelope DL	4.33 x 8.66 inches (110 x 220 mm)		
Envelope C5	6.38 x 9.02 inches (162 x 229 mm)		
Envelope C6	4.49 x 6.38 inches (114 x 162 mm)		

a. The machine supports a wide range of media sizes. See *Paper Type, Input Sources, and Capacities* on page 4-2.

b. Capacity may differ depending on media weight, thickness, and environmental conditions.

NOTE: You may experience jams when using print materials with a length of less than 5 inches (127 mm). For optimum performance, ensure that you are storing and handling the paper correctly. Please refer to *Paper Storage Environment* on page 11-10..

Guidelines for Using Paper

For the best result, use conventional 20 lb (75 g/m²) paper. Ensure that the paper is of good quality, and free of cuts, nicks, tears, spots, loose particles, dust, wrinkles, voids, and curled or bent edges.

If you are unsure of what type of paper you are loading, such as bond or recycled paper, check the label on the package.

The following problems may cause print quality deviations, jamming or even damage to the machine:

Symptom	Problem with Paper	Solution
Poor print quality or toner adhesion, problems with feeding	Too moist, too rough, too smooth or embossed; faulty paper lot	Try another kind of paper, between 100 ~ 400 Sheffield, 4 ~ 5 % moisture content.
Dropout, jamming, curl	Stored improperly	Store paper flat in its moisture-proof wrapping.
Increased gray background shading/ printer wear	Too heavy	Use lighter paper.

Symptom	Problem with Paper	Solution
Excessive curl problems with feeding	Too moist, wrong grain direction or short-grain construction	Use long-grain paper.
Jamming, damage to machine	Cutouts or perforations	Do not use paper with cutouts or perforations.
Problems with feeding	Ragged edges	Use good quality paper.

NOTE:

- Do not use letterhead paper printed with low-temperature inks, such as those used in some types of thermography.
- Do not use raised or embossed letterhead.
- The machine uses heat and pressure to fuse toner to the paper. Make sure that any colored paper or preprinted forms use inks that are compatible with this fusing temperature (392 °F or 200 °C for 0.1 second).

Paper Specifications

Category	Specifications
Acid content	5.5 pH or lower
Caliper	3.0 ~ 7.0 mils (0.094 ~ 0.18 mm)
Curl in ream	Flat within 0.02 in. (5 mm)
Cut edge conditions	Cut with sharp blades with no visible fray.
Fusing compatibility	Must not scorch, melt, offset or release hazardous emissions when heated to 392 °F (200 °C) for 0.1 second.
Grain	Long grain
Moisture content	4 % ~ 6 % by weight
Smoothness	100 ~ 400 Sheffield

Paper Output Capacity

Output Location	Capacity
Face-down output tray	100 sheets of 20 lb (75 g/m ² bond) paper

Paper Storage Environment

Paper storage environmental conditions directly affect the feed operation.

Ideally, the machine and paper storage environment should be at or near room temperature, and not too dry or humid. Remember that paper is hygroscopic; it absorbs and loses moisture rapidly.

Heat works with humidity to damage paper. Heat causes the moisture in paper to evaporate, while cold causes it to condense on the sheets. Heating systems and air conditioners remove most of the humidity from a room. As paper is opened and used, it loses moisture, causing streaks and smudging. Humid weather or water coolers can cause the humidity to increase in a room. As paper is opened and used it absorbs any excess moisture, causing light print and dropouts. Also, as paper loses and gains moisture it can become distorted. This can cause paper jams.

Care should be taken not to purchase more paper than can be used in a short time (about 3 months). Paper stored for long periods may experience heat and moisture extremes, which can cause damage. Planning is important to prevent damage to large supplies of paper.

Unopened paper in sealed reams can remain stable for several months before use. Opened packages of paper have more potential for environment damage, especially if they are not wrapped with a moisture-proof barrier.

The paper storage environment should be properly maintained to ensure optimum performance. The required condition is 68 to 75 °F (20 to 24 °C), with a relative humidity of 45 % to 55 %. The following guidelines should be considered when evaluating the paper's storage environment:

- Paper should be stored at or near room temperature.
- The air should not be too dry or too humid.
- The best way to store an opened ream of paper is to rewrap it tightly in its moisture-proof wrapping. If the machine environment is subject to extremes, unwrap only the amount of paper to be used during the day's operation to prevent unwanted moisture changes.

Envelopes

Envelope construction is critical. Envelope fold lines can vary considerably, not only between manufacturers, but also within a box from the same manufacturer. Successful printing on envelopes depends upon the quality of the envelopes. When selecting envelopes, consider the following components:

- **Weight:** The weight of the envelope paper should not exceed 20 lb (75 g/m²) or jamming may occur.
- **Construction:** Prior to printing, envelopes should lie flat with less than 0.25 inches (6 mm) curl, and should not contain air.
- **Condition:** Envelopes should not be wrinkled, nicked or otherwise damaged.
- **Temperature:** You should use envelopes that are compatible with the heat and pressure of the machine.
- **Size:** You should only use envelopes within the following size ranges.

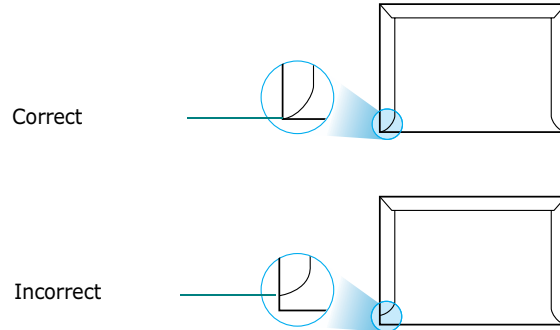
Minimum	Maximum
3 x 5 in. (76 x 127 mm)	8.5 x 14 in. (216 x 356 mm)

NOTE:

- Load only one envelope at a time to print envelopes.
- You may experience some paper jams when using any media with a length less than 5.5 in. (140 mm). This may be caused by paper that has been affected by environmental conditions. For optimum performance, make sure you are storing and handling the paper correctly. Please refer to *Paper Storage Environment* on page 11-10..

Envelopes with Double Side Seams

Double side-seams construction has vertical seams at both ends of the envelope rather than diagonal seams. This style may be more likely to wrinkle. Be sure the seam extends all the way to the corner of the envelope as illustrated below.



Envelopes with Adhesive Strips or Flaps

Envelopes with a peel-off adhesive strip or with more than one flap that folds over to seal must use adhesives compatible with the heat and pressure in the machine. The extra flaps and strips might cause wrinkling, creasing or even jams and may even damage the fuser.

Envelope Margins

The following gives typical address margins for a commercial #10 or DL envelope.

Type of Address	Minimum	Maximum
Return address	0.6 in. (15 mm)	2 in. (51 mm)
Delivery address	2 in. (51 mm)	3.5 in. (90 mm)

NOTE:

- For the best print quality, position margins no closer than 0.6 in. (15 mm) from the edges of the envelope.
- Avoid printing over the area where the envelope's seams meet.

Envelope Storage

Proper storage of envelopes helps contribute to print quality. Envelopes should be stored flat. If air is trapped in an envelope, creating an air bubble, then the envelope may wrinkle during printing.

Labels



CAUTION:

- To avoid damaging the machine, use only labels recommended for laser printers.
- To prevent serious jams, always load one sheet of paper at a time to print labels.
- Never print on the same sheet of labels more than once and never print on a partial sheet of labels.

When selecting labels, consider the quality of each component:

- Adhesives: The adhesive material should be stable at 356°F (180°C), the machine's fusing temperature.
- Arrangement: Only use labels with no exposed backing between them. Labels can peel off sheets with spaces between the labels, causing serious jams.
- Curl: Prior to printing, labels must lie flat with no more than 5 in. (13 mm) of curl in any direction.
- Condition: Do not use labels with wrinkles, bubbles or other indications of separation.

Transparencies

Transparencies used in the machine must be able to withstand 356°F (180°C), the machine's fusing temperature.

NOTE: Load only 1 transparency at a time.



CAUTION: To avoid damaging the machine, use only transparencies recommended for use in laser printers.

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