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# Xerox® C315 Color Multifunction Printer

User Guide

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## Safety

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

## Conventions



Note: A note identifies information that could help you.



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



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

Different types of statements include:



**CAUTION—POTENTIAL INJURY:** Indicates a risk of injury.



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



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



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



**CAUTION—TIPPING HAZARD:** Indicates a crush hazard.



**CAUTION—ROTATING FAN BLADES:** Indicates a risk of laceration from moving fan blades.

## Product Statements



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



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



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



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



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



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



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



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



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



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



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



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



**CAUTION—POTENTIAL INJURY:** If the printer weight is greater than 18kg (40lb), then it may require two or more people to lift it safely.



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

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



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



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



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



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



**CAUTION—ROTATING FAN BLADES:** Indicates a risk of laceration from moving fan blades.



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



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



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

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

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

This product uses a printing process that heats the print media, and the heat may cause the media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions.

This product may produce small amounts of ozone during normal operation, and may be equipped with a filter designed to limit ozone concentrations to levels well below the recommended exposure limits. To avoid high ozone concentration levels during extensive usage, install this product in a well-ventilated area and replace the ozone and exhaust filters if instructed to do so in the product maintenance instructions. If there are no references to filters in the product maintenance instructions, then there are no filters requiring replacement for this product.

**SAVE THESE INSTRUCTIONS.**

## Maintenance Safety

Do not carry out any maintenance on this product that is not described in the customer documentation.



**CAUTION—POTENTIAL INJURY:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

Use supplies and cleaning materials only as directed.

Do not remove the covers or guards that are fastened with screws. Customer service items are not located behind these covers.

In case of a Dry Ink or Toner Spill, use a broom or a wet cloth to wipe off spilled dry ink or toner. Sweep slowly to minimize generation of dust during clean up. Avoid using a vacuum. If a vacuum must be used, the unit should be designed for combustible dusts, having an explosion rated motor and non-conductive hose.



**CAUTION—HOT SURFACE:** The metallic surfaces in the fuser area are hot. Use caution when you remove paper jams from this area and avoid touching any metallic surfaces.



## Consumable Information



**CAUTION—POTENTIAL INJURY:** When handling cartridges such as ink or fuser, avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge. This can increase the risk of skin or eye contact.

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

Keep all consumables away from the reach of children.

Never throw dry ink/toner, print cartridges, or dry ink/toner containers into an open flame.

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



## Learn About the Printer

This chapter contains:

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## Printer configurations

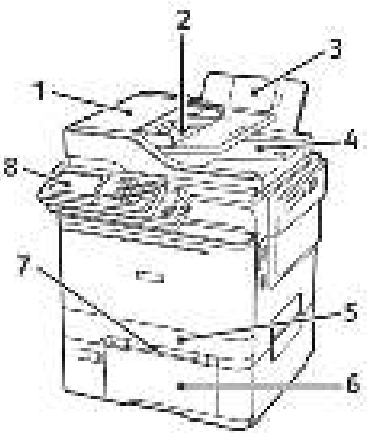


**CAUTION—TIPPING HAZARD:** Installing one or more options on your printer or MFP may require a caster base, furniture, or other feature to prevent instability causing possible injury. For more information on supported configurations, contact the place where you purchased the printer.



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

Depending on your printer model, you can configure your printer by adding an optional 650-sheet duo tray or both the 650-sheet duo tray and 550-sheet tray. For more information, refer to [Installing optional trays](#).



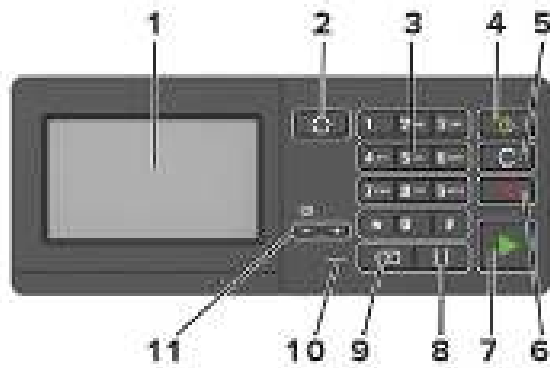
- 1. Automatic document feeder (ADF)
- 2. ADF tray
- 3. Standard bin
- 4. ADF bin

- 5. Standard 250-sheet tray
- 6. Optional 650-sheet duo tray
- 7. Manual feeder
- 8. Control panel

This tray is available only in some printer models.

The appearance may vary depending on your printer model.

## Using the Control Panel



ITEM	NAME	DESCRIPTION
1	Display	<ul style="list-style-type: none"> <li>View the printer messages and supply status.</li> <li>Set up and operate the printer.</li> </ul>
2	Home button	Go to the home screen.
3	Numeric keypad	Enter numbers or symbols in an input field.
4	Power button	<ul style="list-style-type: none"> <li>Turn on or turn off the printer.</li> </ul> <p>To turn off the printer, press and hold the power button for five seconds.</p> <ul style="list-style-type: none"> <li>Set the printer to Sleep or Hibernate mode.</li> <li>Wake the printer from Sleep or Hibernate mode.</li> </ul>
5	Clear All or Reset button	Reset the default settings of a function such as copying, faxing, or scanning.
6	Stop or Cancel button	Stop the current printer task.
7	Start button	Start a job, depending on which mode is selected.
8	Pause button	Place a dial pause in a fax number.
9	Backspace button	Move the cursor backward and delete a character in an input field.
10	Indicator light	Check the printer status.
11	Volume buttons	Adjust the speaker volume.

#### UNDERSTANDING THE STATUS OF THE POWER BUTTON AND THE INDICATOR LIGHT


INDICATOR LIGHT	PRINTER STATUS
Off	The printer is off or in Hibernate mode.
Blue	The printer is ready or processing data.
Red	The printer requires user intervention.

POWER BUTTON LIGHT	PRINTER STATUS
Off	The printer is off, ready, or processing data.
Solid amber	The printer is in Sleep mode.
Blinking amber	The printer is in Hibernate mode.

### Customizing the home screen

1. Open a web browser, then type the printer IP address in the address field.  
View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
2. Click **Settings > Device > Visible Home Screen Icons**.
3. Select the icons that you want to appear on the home screen.
4. Apply the changes.

### USING THE HOME SCREEN

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



TOUCH		TO
1	Copy	Make copies.
2	E-mail	Send e-mails.
3	Settings	Access the printer menus.
4	Fax	Send fax.
5	Address Book	Manage a contact list that other applications on the printer can access.
6	Status/Supplies	<ul style="list-style-type: none"><li>• Show a printer warning or error message whenever the printer requires intervention to continue processing.</li><li>• View more information on the printer warning or message, and on how to clear it.</li></ul> <p>You can also access this setting by touching the top section of the home screen.</p>
7	USB Drive	<ul style="list-style-type: none"><li>• Print photos and documents from a flash drive.</li><li>• Scan photos and documents to a flash drive</li></ul>
8	Job Queue	Show all the current print jobs.

TOUCH		TO
		You can also access this setting by touching the top section of the home screen.
<b>9</b>	Held Jobs	Show the print jobs that are held in the printer memory.
<b>10</b>	Shortcut Center	Organize all shortcuts.
<b>11</b>	App Profiles	Access application profiles.
<b>12</b>	Scan Profiles	Scan and save documents directly to the computer.
<b>13</b>	FTP	Scan and save documents directly to an FTP server.
<b>14</b>	Bookmarks	Organize all bookmarks.
<b>15</b>	Change Language	Change the language on the display.



## Changing the Language of the Keyboard on the Display



Note: You can only change the language of the keyboard in printer tasks that require alphanumeric input such as e-mail or scan.

1. Touch the input field.
2. On the keyboard, touch and hold the language key.
3. Select a language.

## Using Display Customization

Before using the application, make sure to do the following:

- From the Embedded Web Server, click **Apps > Display Customization > Configure**.
- Enable and configure the screen saver, slideshow, and wallpaper settings.

### MANAGING SCREEN SAVER AND SLIDE SHOW IMAGES

1. From the Screen Saver and Slideshow Images section, add, edit, or delete an image.
  - You can add up to 10 images.
  - When enabled, the status icons appear on the screen saver only when there are errors, warnings, or cloud-based notifications.
2. Apply the changes.

### CHANGING THE WALLPAPER IMAGE

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

### RUNNING A SLIDE SHOW FROM A FLASH DRIVE

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

Images appear in alphabetical order.



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

## Selecting Paper

### PAPER GUIDELINES

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

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

### PAPER CHARACTERISTICS

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

#### Weight

The trays can feed paper weights from 60–176 g/m<sup>2</sup> (16–47 lb.) grain long paper. Paper lighter than 60 g/m<sup>2</sup> (16 lb.) may not be stiff enough to feed properly, and may cause jams.

#### Curl

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

#### Smoothness

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

#### Moisture Content

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

Store paper in its original wrapper in the same environment as the printer for 24 to 48 hours before printing. Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.

## Grain Direction

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

For 60–176 g/m<sup>2</sup> (16–47 lb.) paper, grain long paper is recommended.

## Fiber Content

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

## UNACCEPTABLE PAPER

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

- Chemically treated papers used to make copies without carbon paper, also known as carbonless papers, carbonless copy paper (CCP), or no carbon required (NCR) paper
- Preprinted papers with chemicals that may contaminate the printer
- Preprinted papers that can be affected by the temperature in the printer fuser
- Preprinted papers that require a registration (the precise print location on the page) greater than  $\pm 2.3\text{mm}$  ( $\pm 0.9\text{in.}$ ), such as optical character recognition (OCR) forms

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

- Coated papers (erasable bond), synthetic papers, thermal papers
- Rough-edged, rough or heavily textured surface papers, or curled papers
- Recycled papers that fail EN12281:2002 (European)
- Paper weighing less than 60 g/m<sup>2</sup> (16 lb.)
- Multiple-part forms or documents

## SELECTING PREPRINTED FORMS AND LETTERHEAD

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

## STORING PAPER

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

- Store paper in its original wrapper in the same environment as the printer for 24 to 48 hours before printing.
- Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.
- For best results, store paper where the temperature is 21°C (70°F) and the relative humidity is 40 percent.
- Most label manufacturers recommend printing in a temperature range of 18–24°C (65–75°F) with relative humidity between 40 and 60 percent.
- Store paper in cartons, on a pallet or shelf, rather than on the floor.
- Store individual packages on a flat surface.
- Do not store anything on top of individual paper packages.
- Take paper out of the carton or wrapper only when you are ready to load it in the printer. The carton and wrapper help keep the paper clean, dry, and flat.

## SUPPORTED PAPER SIZES



Note: Your printer model may have a 650-sheet duo tray, which consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The 550-sheet tray of the 650-sheet duo tray supports the same paper sizes as the optional 550-sheet tray. The integrated multipurpose feeder supports different paper sizes, types, and weights.

PAPER SIZE AND DIMENSION	STANDARD 250-SHEET TRAY	MANUAL FEEDER	OPTIONAL 650-SHEET DUO TRAY		OPTIONAL 550-SHEET TRAY	TWO-SIDED PRINTING
			550-SHEET TRAY	MULTIPUR- POSE FEEDER		
<b>A4</b> 210x297mm (8.27x11.7in.)	✓	✓	✓	✓	✓	✓
<b>A5<sup>1,2</sup></b> 148x210mm (5.83x8.27in.)	✓	✓	✓	✓	✓	X
<b>A6</b> 105x148mm (4.13x5.83in.)	✓	✓	X	✓	X	X
<b>JIS B5</b> 182x257mm (7.17x10.1in.)	✓	✓	✓	✓	✓	X
<b>Letter</b>	✓	✓	✓	✓	✓	✓

PAPER SIZE AND DIMENSION	STANDARD 250-SHEET TRAY	MANUAL FEEDER	OPTIONAL 650-SHEET DUO TRAY		OPTIONAL 550-SHEET TRAY	TWO-SIDED PRINTING
			550-SHEET TRAY	MULTIPUR- POSE FEEDER		
215.9x279.4- mm (8.5x11in.)						
<b>Legal</b> 215.9x355.6- mm (8.5x14in.)	✓	✓	✓	✓	✓	✓
<b>Executive</b> 184.2x266.7- mm (7.25x10.5in.)	✓	✓	✓	✓	✓	X
<b>Oficio (Mexico)</b> 215.9x340.4- mm (8.5x13.4in.)	✓	✓	✓	✓	✓	✓
<b>Folio</b> 215.9x330.2- mm (8.5x13in.)	✓	✓	✓	✓	✓	✓
<b>Statement</b> 139.7x215.9- mm (5.5x8.5in.)	✓	✓	X	✓	X	X
<b>Hagaki</b> 100x148mm (3.94x5.83in.)	✓	✓	X	✓	X	X
<b>Universal<sup>3,4</sup></b> 98.4x148mm to 215.9x355.6- mm (3.87x5.83in. to 8.5x14in.)	✓	✓	X	✓	X	X

PAPER SIZE AND DIMENSION	STANDARD 250-SHEET TRAY	MANUAL FEEDER	OPTIONAL 650-SHEET DUO TRAY		OPTIONAL 550-SHEET TRAY	TWO-SIDED PRINTING
			550-SHEET TRAY	MULTIPUR- POSE FEEDER		
<b>Universal<sup>3,4</sup></b> 76.2x127mm to 215.9x355.6- mm (3x5in. to 8.5x14in.)	X	✓	X	✓	X	X
<b>Universal<sup>3,4</sup></b> 148x210mm to 215.9x355.6- mm (5.83x8.27in. to 8.5x14in.)	✓	✓	✓	✓	✓	X
<b>Universal<sup>3,4</sup></b> 210x250mm to 215.9x355.6- mm (8.27x9.84in. to 8.5x14in.)	✓	✓	✓	✓	✓	✓
<b>7 3/4 Envelope</b> 98.4x190.5m- m (3.875x7.5in.)	✓	✓	X	✓	X	X
<b>9 Envelope</b> 98.4x225.4m- m (3.875x8.9in.)	✓	✓	X	✓	X	X
<b>10 Envelope</b> 104.8x241.3- mm (4.12x9.5in.)	✓	✓	X	✓	X	X
<b>DL Envelope</b> 110x220mm (4.33x8.66in.)	✓	✓	X	✓	X	X

PAPER SIZE AND DIMENSION	STANDARD 250-SHEET TRAY	MANUAL FEEDER	OPTIONAL 650-SHEET DUO TRAY		OPTIONAL 550-SHEET TRAY	TWO-SIDED PRINTING
			550-SHEET TRAY	MULTIPUR- POSE FEEDER		
<b>C5 Envelope</b> 162x229mm (6.38x9.01in.)	✓	✓	X	✓	X	X
<b>B5 Envelope</b> 176x250mm (6.93x9.84in.)	✓	✓	X	✓	X	X
<b>Monarch</b> 98.425x190.- 5mm (3.875x7.5in.)	✓	✓	X	✓	X	X
<b>Other Envelope<sup>5</sup></b> 98.4x162mm to 176x250mm (3.87x6.38in. to 6.93x9.84in.)	✓	✓	X	✓	X	X
<p><sup>1</sup> Load this paper size into tray 1 and the manual feeder with the long edge entering the printer first.</p> <p><sup>2</sup> Load this paper size into tray 2, tray 3, and the multipurpose feeder with the short edge entering the printer first.</p> <p><sup>3</sup> When Universal is selected, the page is formatted for 215.9 x 355.6 mm (8.5 x 14 in.) unless the size is specified by the software application.</p> <p><sup>4</sup> Load narrow paper with the short edge entering the printer first.</p> <p><sup>5</sup> When Other Envelope is selected, the page is formatted for 215.9 x 355.6 mm (8.5 x 14 in.) unless the size is specified by the software application.</p>						

### SUPPORTED PAPER TYPES

- Your printer model may have a 650-sheet duo tray, which consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The 550-sheet tray of the 650-sheet duo tray supports the same paper type as the 550-sheet tray. The integrated multipurpose feeder supports different paper sizes, types, and weights.
- Labels, envelopes, and card stock always print at 25 pages per minute.
- The ADF supports only plain paper.



PAPER TYPE	STANDARD 250-SHEET TRAY	MANUAL FEEDER	OPTIONAL 650-SHEET DUO TRAY		OPTIONAL 550-SHEET TRAY	TWO-SIDED PRINTING
			550-SHEET TRAY	MULTIPURPOSE FEEDER		
Plain paper	✓	✓	✓	✓	✓	✓
Card stock	✓	✓	✓	✓	✓	X
Envelopes	✓	✓	X	✓	X	X
Paper labels	✓	✓	✓	✓	✓	✓
Vinyl labels	✓	✓	✓	✓	✓	X

### SUPPORTED PAPER WEIGHTS

- Your printer model may have a 650-sheet duo tray, which consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The 550-sheet tray of the 650-sheet duo tray supports the same paper types as the 550-sheet tray. The integrated multipurpose feeder supports different paper sizes, types, and weights.
- Labels, envelopes, and card stock always print at 25 pages per minute.
- The ADF supports 52–120g/m<sup>2</sup> (14–32lb bond) paper.

PAPER TYPE AND WEIGHT	STANDARD 250-SHEET TRAY	MANUAL FEEDER	OPTIONAL 650-SHEET DUO TRAY		OPTIONAL 550-SHEET TRAY	TWO-SIDED PRINTING
			550-SHEET TRAY	MULTIPURPOSE FEEDER		
<b>Light paper</b> <sup>1</sup> 60–74.9g/m <sup>2</sup> grain long (16–19.9-lb bond)	✓	✓	✓	✓	✓	✓
<b>Plain paper</b> 75–90.3g/m <sup>2</sup> grain long (20–24-lb bond)	✓	✓	✓	✓	✓	✓
<b>Heavy paper</b> 90.3–105g/m <sup>2</sup> grain long (24.1–28-lb bond)	✓	✓	✓	✓	✓	✓

PAPER TYPE AND WEIGHT	STANDARD 250-SHEET TRAY	MANUAL FEEDER	OPTIONAL 650-SHEET DUO TRAY		OPTIONAL 550-SHEET TRAY	TWO-SIDED PRINTING
			550-SHEET TRAY	MULTIPUR- POSE FEEDER		
<b>Card stock</b> 105.1–162g/ m <sup>2</sup> grain long (28.1–43-lb bond)	✓	✓	✓	✓	✓	X
<b>Card stock</b> 105.1–200g/ m <sup>2</sup> grain long (28.1–53-lb bond)	✓	✓	X	X	X	X
<b>Paper Labels</b> <sup>2</sup> 131g/m <sup>2</sup> (35- lb bond)	✓	✓	✓	✓	✓	✓ <sup>3</sup>
<b>Vinyl Labels</b> <sup>2</sup> 131g/m <sup>2</sup> (35- lb bond)	✓	✓	✓	✓	✓	X
<b>Envelopes</b> <sup>4,5</sup> 60–105g/m <sup>2</sup> (16–28-lb bond)	✓	✓	X	✓	X	X
<p><sup>1</sup> Paper less than 75 g/m<sup>2</sup> (20 lb) must be printed with Paper Type set to Light Paper. Failure to do so may cause excessive curl which can lead to feeding errors, especially in more humid environments.</p> <p><sup>2</sup> Labels and other specialty media are supported for occasional use and must be tested for acceptability.</p> <p><sup>3</sup> Paper labels up to 105 g/m<sup>2</sup> (28-lb bond) are supported.</p> <p><sup>4</sup> 100% cotton content maximum weight is 24-lb bond.</p> <p><sup>5</sup> 28-lb bond envelopes are limited to 25% cotton content.</p>						

## Set up, Install, and Configure

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## Selecting a location for the printer

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



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

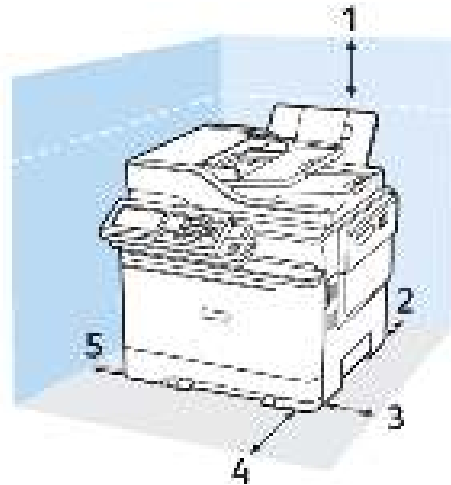


**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not place or use this product near water or wet locations.

- Make sure that airflow in the room meets the latest revision of the ASHRAE 62 standard or the CEN Technical Committee 156 standard.
- Provide a flat, sturdy, and stable surface.
- Keep the printer:
  - Clean, dry, and free of dust
  - Away from stray staples and paper clips
  - Away from the direct airflow of air conditioners, heaters, or ventilators
  - Free from direct sunlight and humidity extremes
- Observe the temperature range.

Operating temperature	10 to 32.2°C (50 to 90°F)
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- Allow the following recommended amount of space around the printer for proper ventilation:



1. Top: 305 mm (12 in.)

2. Rear: 102 mm (4 in.)

3. Right side: 76 mm (3 in.)

4. Front: 508 mm (20 in.)

The minimum space needed in front of the machine is 76 mm (3 in.).

5. Left side: 76 mm (3 in.)

## Attaching Cables



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



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

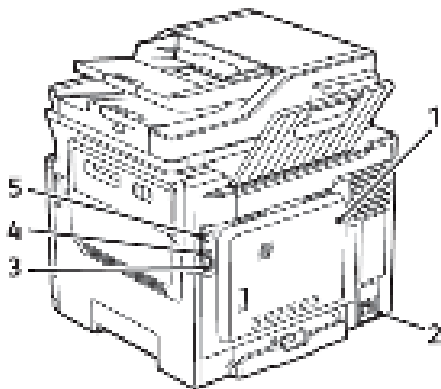


**Warning:** To avoid the risk of fire or electrical shock, use only the power cord provided with this product or the manufacturer's authorized replacement.




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

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



NUMBER	USE THE	TO
1	LINE port	Connect the printer to an active telephone line through a standard wall jack (RJ-11), DSL filter, or VoIP adapter, or any other adapter that allows you to access the telephone line to send and receive faxes.
2	Power cord socket	Connect the printer to a properly grounded electrical outlet.
3	USB port	Attach a keyboard or any compatible option.  This port is available only in some printer models.
4	USB printer port	Connect the printer to a computer.
5	Ethernet port	Connect the printer to a network.

## Installing optional trays

 Note: Depending on your printer model, you may install a 650-sheet duo tray or both the 650-sheet duo tray and 550-sheet tray.

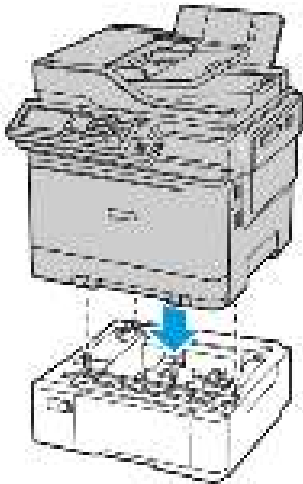


**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, if you are accessing the controller board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you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

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



**CAUTION—POTENTIAL INJURY:** If the printer weight is greater than 18kg (40lb), then it requires two or more trained personnel to lift it safely.



Note: If you are installing both the optional trays, then place the 550-sheet tray below the 650-sheet duo tray.

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



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

6. Turn on the printer.

Add the tray in the print driver to make it available for print jobs. For more information, see [Adding available options in the print driver](#).

## Initial Setup Wizard

The initial setup wizard appears when the printer is powered on for the first time. You can use the initial setup wizard to complete the general settings and register the printer on the network.

The initial setup wizard is a set of screens with instructions that help you to complete the basic printer settings, such as Language, the Date and Time, and other critical information about the printer. If needed, you can use the initial setup wizard to connect the printer to a Wi-Fi network.

## Xerox® Easy Assist App

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

The Xerox Easy Assist App has instructions and video links that helps you to unpack the printer from its shipping box. To install the Xerox Easy Assist app on your smartphone, you need to scan a QR Code. There are two types of QR Codes:

- The first QR Code is for the initial installation of the app. You can find this QR Code on the packaging box or the Installation Guide that comes with the printer. To install the Xerox Easy Assist app for the first time, you are required to scan this QR Code with your smartphone camera.
- The second QR Code is to setup a Wireless network connection between the smartphone and the printer. For example, connection to Wi-Fi Direct. For the printers with touchscreen User Interface or bigger than 2-line display interface, you can find this QR Code at the control panel of the printer. For more information, refer to [Connecting to the Xerox® Easy Assist App for Installed Printers](#). You are required to scan the second QR Code through the Xerox Easy Assist app.

To install and use the Xerox Easy Assist app, do the following:

1. To watch a helpful video to unpack your printer, scan the QR Code from the packaging box or the Installation Guide that came with your printer, with your smartphone camera.

Based on your smartphone, you are prompted to download the app from Apple App Store or Google Play Store. Accept the End-User License Agreement (EULA), then follow the instructions that appear on the app.

2. For initial setup when the printer is powered on for the first time, the initial setup wizard appears. At the printer control panel, do the following:

- a. Select your **Language**, then touch **Next**.

The Xerox Easy Assist Mobile App screen appears.

- b. To use your mobile device to set up and manage your printer, touch **Yes**.

Get the App screen appears to confirm the type of your mobile device. Choose any one option:

- **iOS:** To install the Xerox Easy Assist app for your iPhone, select this option.
  - **Android:** To install the Xerox Easy Assist app for your Android mobile device, select this option.
  - **I have the App:** If you have installed Xerox Easy Assist app on your mobile device already, select this option.
3. If you have selected iOS or Android option, a screen appears to help you download the app. At the control panel, touch **Show QR Code** option.

A screen appears with the QR Code. To install the app, scan the QR Code with your smartphone camera.



4. Download and install the Xerox Easy Assist app on your smartphone:
  - For Android phones: Go to Google Play Store, then search for Xerox Easy Assist app.
  - For iOS or iPhones: Go to Apple App Store, then search for Xerox Easy Assist app.
5. When you install the app for the first time on your smartphone, for End-User License Agreement (EULA), touch **I Agree**.
6. Follow the instructions that appear on the app. To connect your smartphone with the printer, touch **Connect To My Printer**.
7. At the printer control panel, to connect to the app, touch **Show QR Code** option. The second QR Code appears.



Important: For the printers with 2-line display interface, there is no QR Code on the control panel. To connect the printer to your mobile device, follow the instructions that appear on the control panel. When prompted, type the Wi-Fi Direct SSID Name and Password for your printer. The printer and the app are connected through Wi-Fi Direct.

8. Scan the second QR Code through the Xerox Easy Assist app. Follow the instructions that appear on the app.  
When the connection is configured, your smartphone and the printer share the same Wireless network, temporarily.
9. With the support of Xerox Easy Assist app, complete the general settings and register the printer on the network.  
General settings include Admin Password, Connectivity, Measurements, Date and Time, Sound, Power Saver settings, and more.
10. To complete the initial setup in the app, type the necessary information for your printer, then touch **Complete Setup**.



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

The Welcome screen appears.

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

#### Set Up a New Printer

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

#### Printer Status

The status displays the printer information, such as readiness of the printer, toner level, and paper tray status for each tray. You can order parts and supplies through the Xerox Easy Assist app. If the toner level appears to be low, to order a new toner, select the **Toner** icon, then touch **Reorder**.

#### Alerts

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

#### Print

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

#### Device Settings

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

#### Support

You can request support and find solutions for printer related problems through the Xerox Easy Assist app. In the app, select your printer, then touch **Support**. It connects you to Xerox's Support Agent Live Chatbot.

#### Print and Scan Drivers

You can download Print and Scan Drivers for your printer through Xerox Easy Assist app. In the app, select your printer, then touch **Print and Scan Drivers**. In the Email field, type your registered email address, then touch the **+** icon to add your email. To download and install the Print and Scan Drivers, the app sends a Quick Link to your email address.

#### Print Test Page


To confirm that all settings are correct, you can print a test page. In the app, select your printer, then touch **Print Test Page**.

#### Remove a Printer

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

### CONNECTING TO THE XEROX® EASY ASSIST APP FOR INSTALLED PRINTERS

To install and use the Xerox Easy Assist (XEA) app for a printer that does not require initial installation setup, you can find the QR Code from the control panel **Notification Center > Connected to Network > Connect to Xerox Easy Assist App > Show QR Code**. Scan the QR Code, then follow the instructions that appear on the control panel and your mobile device:

- Based on your smartphone, to install the app for the first time, you are prompted to download the app from Apple App Store or Google Play Store.
  - If you have the app installed already, to access Xerox Easy Assist features, connect to the printer with your smartphone.
-  Important: For the printers with 2-line display interface, there is no QR Code on the control panel. To connect the printer to your mobile device, follow the instructions that appear on the control panel. When prompted, type the Wi-Fi Direct SSID Name and Password for your printer. The printer and the app are connected through Wi-Fi Direct.

If your printer is already set up on your network and the Initial Setup Wizard is complete, through the XEA app you can add the printer directly to the list of My Printers. You can see the printer status, get print drivers, and get Chatbot support. To add a printer that is on the network, open the XEA app Home page. On the My Printers screen, touch the + icon. The app looks for nearby printers on the network:

- If the app finds your printer, you can select and add the printer directly.
- If the app is unable to find the printer you are looking for, then you can add the printer by typing its IP address.

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

## Networking

### CONNECTING THE PRINTER TO A WIRED ETHERNET NETWORK

When you connect the printer to a wired Ethernet connection, the Wi-Fi connection is switched off, automatically. When connected, set up an IP address at the printer Control Panel.

Before you begin, make sure that the Active Adapter is set to Auto.

1. From the home screen, touch **Settings > Network/Ports > Network Overview > Active Adapter**.
2. Connect the Ethernet cable to the printer. Make sure that the Ethernet cable has Internet connection.
3. To set up and manage your new Xerox printer, follow the instructions in the Xerox Easy Assist.

### CONNECTING THE PRINTER TO A WI-FI NETWORK

Before you begin, make sure that:

- Active Adapter is set to Auto. From the home screen, touch **Settings > Network/Ports > Network Overview > Active Adapter**.
- The Ethernet cable is not connected to the printer.

#### Using the wireless setup wizard in the printer

Before using the wizard, make sure that the printer firmware is updated. For more information, see [Updating Software](#).

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

#### Using the Settings Menu in the Printer

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



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

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

Before you begin, make sure that:

- The access point (wireless router) is WPS-certified or WPS-compatible. For more information, see the documentation that came with your access point.
- A wireless network adapter is installed in your printer. For more information, see the instructions that came with the adapter.

### Using the Push Button method

1. From the control panel, navigate to:  
**Settings > Network/Ports > Wireless > Wi-Fi Protected Setup > Start Push Button Method**
2. Follow the instructions on the display.

### Using the personal identification number (PIN) method

1. From the control panel, navigate to:  
**Settings > Network/Ports > Wireless > Wi-Fi Protected Setup > Start PIN Method**
2. Copy the eight-digit WPS PIN.
3. Open a Web browser, then type the IP address of your access point in the address field.  
View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
4. Access the WPS settings. For more information, see the documentation that came with your access point.
5. Enter the eight-digit PIN, then save the changes.

## CONFIGURING WI-FI DIRECT

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

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




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

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

## CONNECTING A MOBILE DEVICE TO THE PRINTER

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


## Connecting Using Wi-Fi Direct

 Note: These instructions apply only to Android mobile devices.

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

## Connecting Using Wi-Fi

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

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

3. Enter the Wi-Fi Direct password.

## CONNECTING A COMPUTER TO THE PRINTER

Before connecting your computer, make sure that Wi-Fi Direct has been configured. For more information, see [Configuring Wi-Fi Direct](#).

### For Windows Users

1. Open the printers folder.
2. Select the printer you want to update, and then do either of the following:
  - For Windows 7 or later, select **Printer properties**.
  - For earlier versions, select **Properties**.
3. Navigate to the Configuration tab, and then select **Update Now - Ask Printer**.
4. Apply the changes.

### For Macintosh Users

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

## DEACTIVATING THE WI-FI NETWORK

1. From the printer control panel, navigate to:  
**Settings > Network/Ports > Network Overview > Active Adapter > Standard Networking**
2. Follow the instructions on the display.

## CHECKING THE PRINTER CONNECTIVITY

1. From the home screen, touch **Settings > Reports > Network > Network Setup Page**.

2. Check the first section of the network setup page, and confirm that the status is connected.

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

## CHANGING THE PRINTER PORT SETTINGS AFTER INSTALLING AN INTERNAL SOLUTIONS PORT

- If the printer has a static IP address, then do not change the configuration.
- If the computers are configured to use the network name instead of an IP address, then do not change the configuration.
- If you are adding a wireless internal solution port (ISP) to a printer previously configured for an Ethernet connection, then disconnect the printer from the Ethernet network.

### For Windows users

1. Open the printers folder.
2. From the shortcut menu of the printer with the new ISP, open the printer properties.
3. Configure the port from the list.
4. Update the IP address.
5. Apply the changes.

### For Macintosh users

1. From System Preferences in the Apple menu, navigate to the list of printers, then select **+ >IP**.
2. Type the IP address in the address field.
3. Apply the changes.

## Setting Up and Using the Home Screen Applications



Note: These applications are supported only in some printer models.

### FINDING THE IP ADDRESS OF THE PRINTER

To view the IP address of the printer, open the Home Screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

If you are using a proxy server, temporarily disable it to load the Web page correctly.

### MANAGING BOOKMARKS

#### Creating bookmarks

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

1. Open a web browser, then type the printer IP address in the address field.  
View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
2. Click **Bookmark Setup > Add Bookmark**, then type a unique name for the bookmark.
3. Select an Address protocol type, then do one of the following:
  - For HTTP and HTTPS, type the URL that you want to bookmark.
  - For HTTPS, make sure to use the host name instead of the IP address. For example, type myWebsite.com/sample.pdf instead of typing 123.123.123.123/sample.pdf. Make sure that the host name also matches the Common Name (CN) value in the server certificate. For more information on obtaining the CN value in the server certificate, see the help information for your web browser.
  - For FTP, type the FTP address. For example, myServer/myDirectory. Enter the FTP port. Port 21 is the default port for sending commands.
  - For SMB, type the network folder address. For example, myServer/myShare/myFile.pdf. Type the network domain name.
  - If necessary, select the Authentication type for FTP and SMB.

To limit access to the bookmark, enter a PIN.



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

4. Click **Save**.



Note: To manage bookmarks, click **Bookmark Setup**.

#### Creating folders

1. Open a web browser, then type the printer IP address in the address field.  
View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.



2. Click **Bookmark Setup > Add Folder**, then type a unique name for the folder.



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

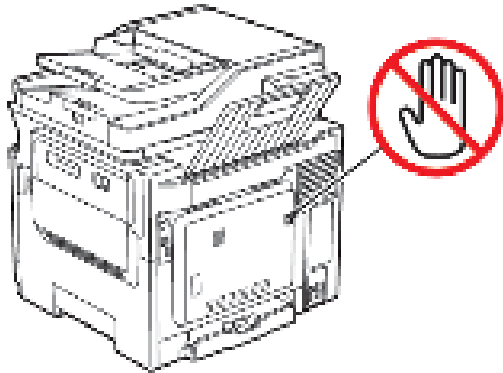
3. Click **Save**.
- You can create folders or bookmarks inside a folder. To create a bookmark, refer to [Creating bookmarks](#).
  - To manage folders, click **Bookmark Setup**.

## Setting up the printer to fax

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



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



### SETTING UP THE FAX FUNCTION

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

### Using the fax setup wizard in the printer

- This wizard appears only when analog fax is not yet set up.
  - This wizard only sets up the analog fax. To setup other fax modes, go to Settings > Fax > Fax Setup.
  - Before using the wizard, make sure that the printer firmware is updated. For more information, see [Updating Software](#).
1. From the home screen, touch **Fax**.
  2. Touch **Set up now**.
  3. Type the fax name, and then touch **Next**.
  4. Enter the fax number and then touch **Done**.

### Using the Settings menu in the printer

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

### Using the Embedded Web Server

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

## SETTING UP FAX USING A STANDARD TELEPHONE LINE



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

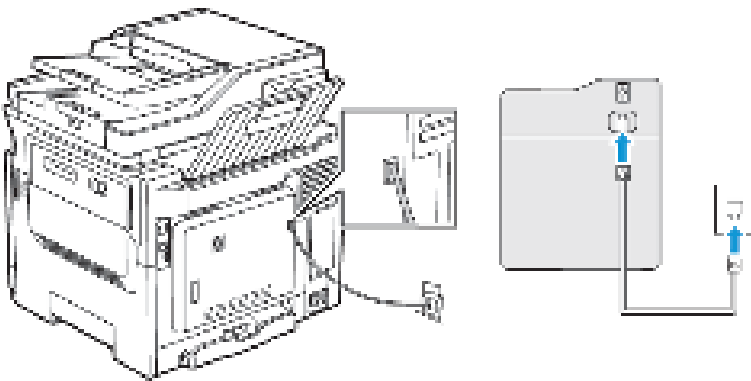


**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not use the fax feature during a lightning storm.




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

### Setup 1: Printer is connected to a dedicated fax line

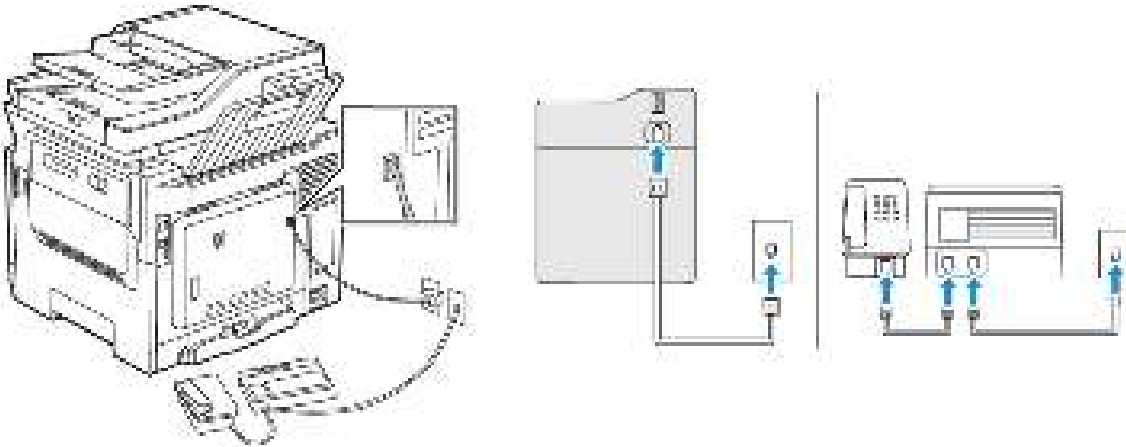


1. Connect one end of the telephone cable to the line port of the printer.
2. Connect the other end of the cable to an active analog wall jack.
  - You can set the printer to receive faxes automatically (Auto Answer On) or manually (Auto Answer Off).
  - If you want to receive faxes automatically, then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

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

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

### Various configurations to connect to different wall jacks



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

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



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



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

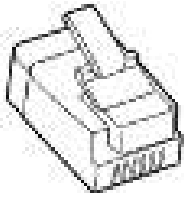


**Warning:** To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.

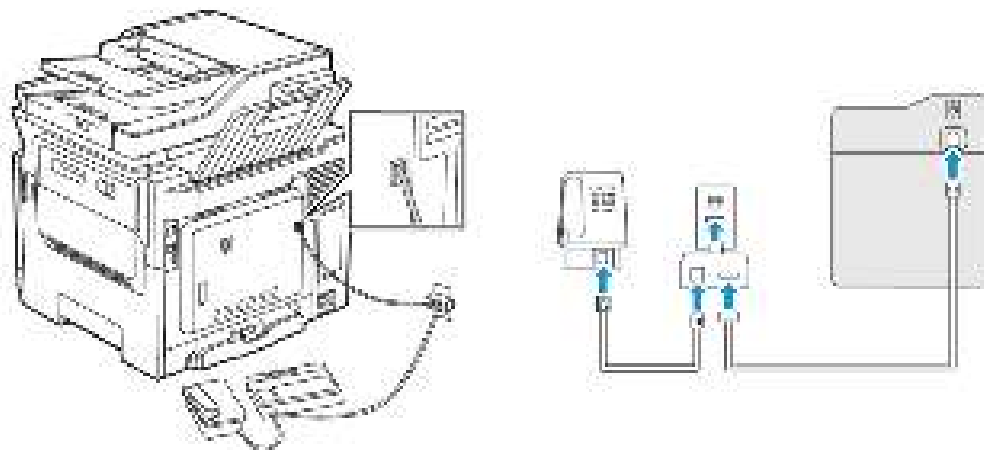
The standard wall jack adopted by most countries or regions is RJ11. If the wall jack or equipment in your facility is not compatible with this type of connection, then use a telephone adapter. An adapter for your country or region may not come with your printer, and you may need to purchase it separately.

There may be an adapter plug installed in the telephone port of the printer. Do not remove the adapter plug from

the telephone port of the printer if you are connecting to a serial or cascaded telephone system.



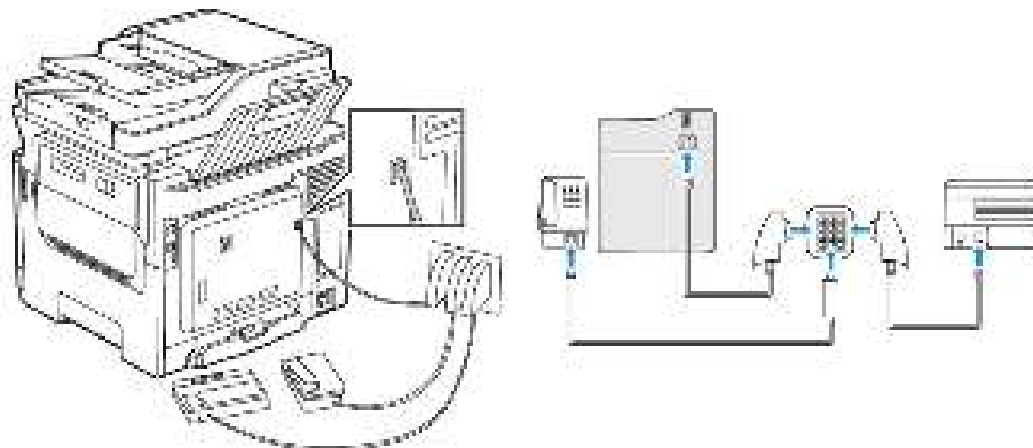
### Connecting the printer to a non-RJ11 wall jack



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

### Connecting the printer to a wall jack in Germany

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



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

### CONNECTING TO A DISTINCTIVE RING SERVICE

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

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

### SETTING THE FAX DATE AND TIME

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

### CONFIGURING DAYLIGHT SAVING TIME

1. From the control panel, navigate to:  
**Settings > Device > Preferences > Date and Time > Configure**  
For non-touch-screen printer models, to navigate through the settings, press **OK**.
2. From the Time Zone menu, select the required time zone.
3. Configure the settings.

### CONFIGURING THE FAX SPEAKER SETTINGS

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

## Configuring the Email SMTP Settings

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

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

### USING THE EMAIL SETUP WIZARD IN THE PRINTER

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

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

### USING THE SETTINGS MENU IN THE PRINTER

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

### USING THE EMBEDDED WEB SERVER

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

## EMAIL SERVICE PROVIDERS

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





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

### Gmail®



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


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

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

### Yahoo!® Mail

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



SETTING	VALUE
SMTP Server Authentication	Login/Plain
Device-Initiated E-mail	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	App password  Note: To create an app password, go to the <a href="#">Yahoo Account Security</a> page, log in to your account, and then click <b>Generate app password</b>


### Outlook Live

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

SETTING	VALUE
Primary SMTP Gateway	smtp.office365.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated E-mail	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Account password or app password <ul style="list-style-type: none"> <li>For accounts with two-step verification disabled, use your account password.</li> <li>For accounts with two-step verification enabled, use an app password. To create an app password, go to the <a href="#">Outlook Live Account Management</a> page, then log in to your account.</li> </ul>

### AOL Mail


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

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

### iCloud Mail



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

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

### Comcast Mail

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

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

**Mail.com**

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

**Zoho Mail**

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


SETTING	VALUE
Device UserID	Your email address
Device Password	<p>Account password or app password</p> <ul style="list-style-type: none"> <li>For accounts with two-step verification disabled, use your account password.</li> <li>For accounts with two-step verification enabled, use an app password. To create an app password, go to the <a href="#">Zoho Mail Account Security</a> page, log in to your account, then from the Application-Specific Passwords section, click <b>Generate New Password</b>.</li> </ul>

## QQ Mail



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

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


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

## NetEase Mail (mail.163.com)



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

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


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

### NetEase Mail (mail.126.com)



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


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

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

**NetEase Mail (mail.yeah.net)**

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

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


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

**Sohu Mail**

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

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


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

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

## Sina Mail

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

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

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

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

## Setting up using accessibility features

### ACTIVATING VOICE GUIDANCE

#### From the control panel

1. Press and hold the **5** key until you hear a voice message.
2. Select **OK**.

#### From the keyboard

1. Press and hold the **5** key until you hear a voice message.
  2. Press **Tab** to navigate the focus cursor to the OK button, then press **Enter**.
- Voice Guidance is also activated when you insert headphones into the headphone jack.
  - To adjust the volume, use the volume buttons at the bottom part of the control panel.

### NAVIGATING THE SCREEN USING GESTURES

- The gestures are applicable only when Voice Guidance is activated.
- Enable Magnification to use the zoom and pan gestures.
- Use a physical keyboard to type characters and adjust certain settings.

GESTURE	FUNCTION
Double-tap	Select an option or item on the screen.
Triple-tap	Zoom in or zoom out text and images.
Swipe right or swipe down	Move to the next item on the screen.
Swipe left or swipe up	Move to the previous item on the screen.
Pan	Access parts of the zoomed image that are beyond the limits of the screen.  This gesture requires the use of two fingers to drag across a zoomed image.
Swipe up then left	Exit an application and return to the home screen.
Swipe down then left	<ul style="list-style-type: none"> <li>• Cancel a job.</li> <li>• Go back to the previous setting.</li> <li>• Exit the screen that appears without changing any setting or value.</li> </ul>
Swipe up then down	Repeat a spoken prompt.



### ENABLING MAGNIFICATION MODE

1. From the control panel, press and hold the **5** key until you hear a voice message.
2. Select **Magnification mode**.
3. Select **OK**.

For more information on navigating a magnified screen, refer to [Navigating the screen using gestures](#).

### ADJUSTING THE VOICE GUIDANCE SPEECH RATE

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

### USING THE KEYBOARD ON THE DISPLAY

Do one or more of the following:

- Drag a finger over the key to announce the character.
- Lift the finger to enter or type the character in the field.
- Select **Backspace** to delete characters.
- To hear the content in the input field, select **Tab**, then select **Shift + Tab**.

### ENABLING SPOKEN PASSWORDS OR PERSONAL IDENTIFICATION NUMBERS

1. From the home screen, select **Settings > Device > Accessibility > Speak Passwords/PINs**.
2. Enable the setting.

## Loading paper and specialty media

### SETTING THE PAPER SIZE AND TYPE

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

### CONFIGURING UNIVERSAL PAPER SETTINGS

1. From the control panel, navigate to:  
**Settings > Paper > Media Configuration > Universal Setup**
2. Configure the settings.

### LOADING TRAYS



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

1. Remove the tray.

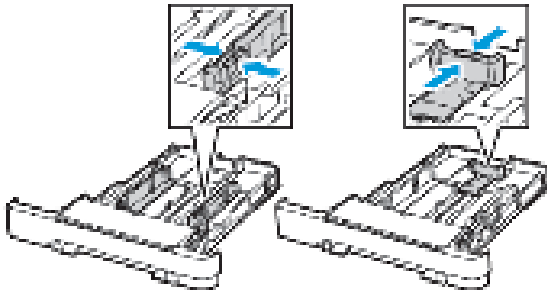


Note: To avoid paper jams, do not remove trays while the printer is busy.

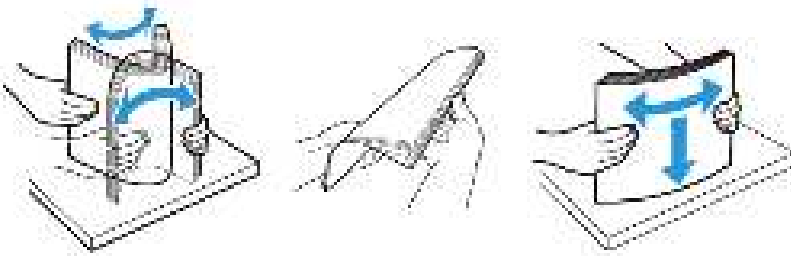


2. Adjust the guides to match the size of the paper that you are loading.

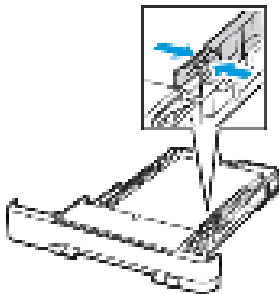
 Note: Use the indicators on the bottom of the tray to position the guides.



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

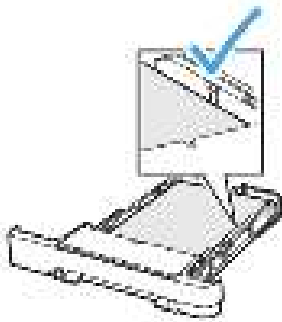


4. Load the paper stack with the printable side faceup, and then make sure that the side guides fit snugly against the paper.



- For one-sided printing, load letterhead faceup with the header toward the front of the tray.
- For two-sided printing, load letterhead facedown with the header toward the back of the tray.
- Do not slide paper into the tray.

- To avoid paper jams, make sure that the stack height is below the maximum paper fill indicator.




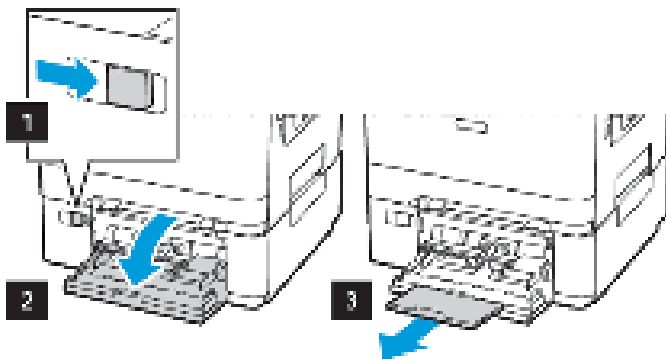
5. Insert the tray.

If necessary, set the paper size and paper type from the control panel to match the paper loaded.

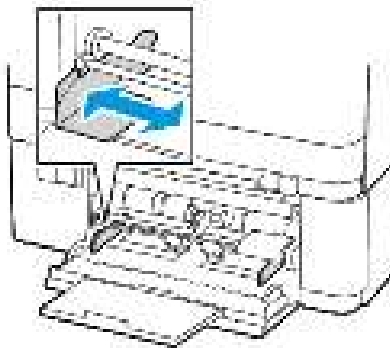
#### LOADING THE MULTIPURPOSE FEEDER

1. Open the multipurpose feeder.

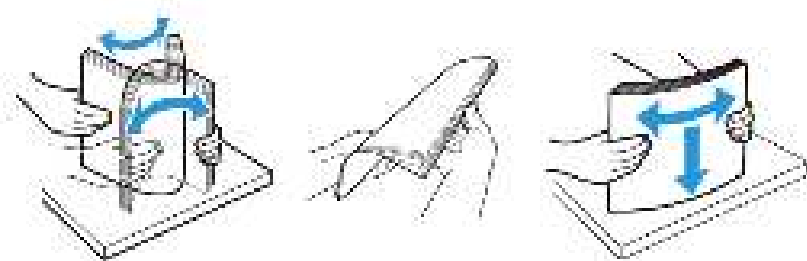
 Note: The multipurpose feeder is available only in some printer models.



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

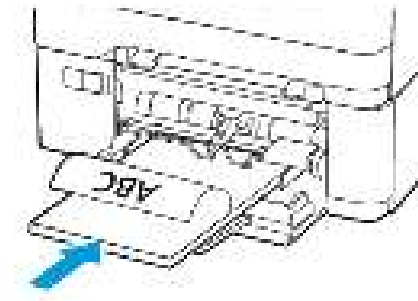


3. Flex, fan, and align the paper edges before loading.

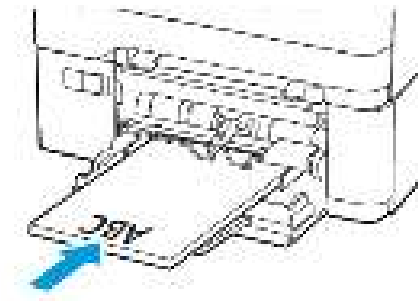


4. Load paper with the printable side facedown.

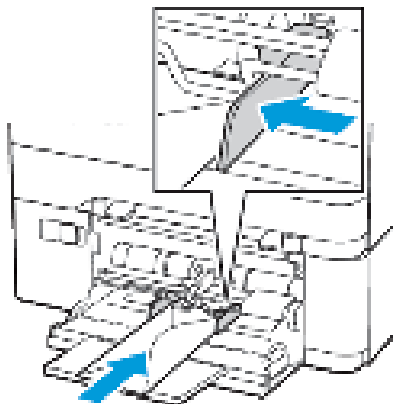
- Load letterhead with the printable side face down and the top edge entering the printer first for one-sided printing



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



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



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

5. From the control panel, set the paper size and paper type to match the paper loaded.

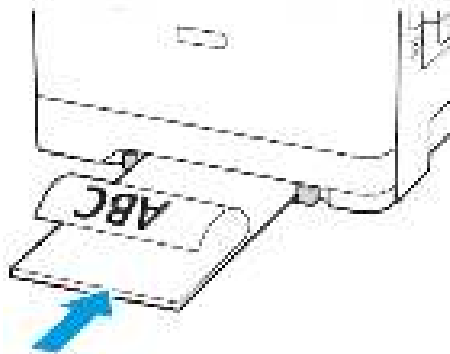
## LOADING THE MANUAL FEEDER

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

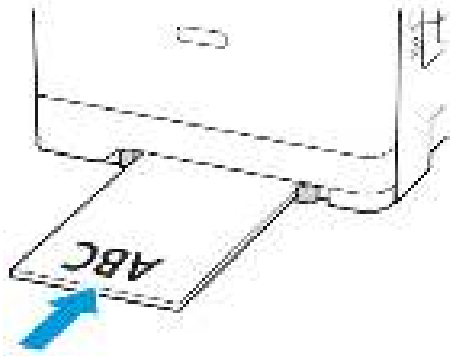


2. Load a sheet of paper with the printable side facedown.

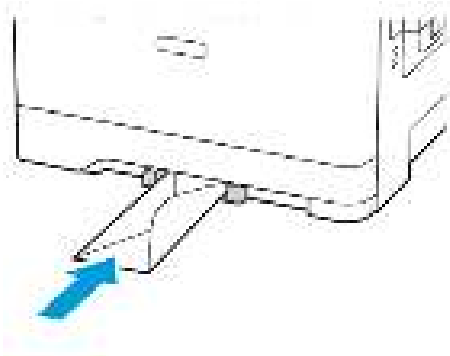
- Load letterhead with the printable side facedown and the top edge entering the printer first for one-sided printing.



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



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



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

**Warning—Potential Damage:** To avoid paper jams, do not force paper into the manual feeder.



## LINKING TRAYS

1. Open a Web browser, then type the printer IP address in the address field.  
You can locate the printer IP address on the home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123
2. Click **Settings > Paper > Tray Configuration**.
3. Set the same paper size and paper type for the trays that you are linking.
4. Save the settings.
5. Click **Settings > Device > Maintenance > Configuration Menu > Tray Configuration**.
6. Set Tray Linking to **Automatic**.
7. Save the settings.

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



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

## Adjusting the speaker volume

### ADJUSTING THE DEFAULT INTERNAL SPEAKER VOLUME



Note: The speaker is available only in some printer models.

1. From the control panel, touch **Settings > Device > Preferences > Device Sounds > Volume**
2. Adjust the volume.
  - If Quiet Mode is enabled, then audible alerts are turned off. This setting also slows the printer performance.
  - The volume resets to the default value after the session is logged out or when the printer wakes from Sleep or Hibernate mode.

### CONFIGURING THE FAX SPEAKER SETTINGS



Note: This feature is available only in some printer models.

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

## Configuring Device Sounds Settings



Note: The Device Sounds icon is available only in some printer models.

1. From the control panel, touch the **Device Sounds** icon.

The Status/Supplies screen appears.

2. At the Status/Supplies screen, touch **Device Sounds: On**.

The Device Sounds screen appears.

3. From the Device Sounds screen, you can enable or disable the following sound settings:

- Mute All Sounds
- Button Feedback
- Access Device Feedback
- Volume
- ADF Loaded Beep
- Alarm Control
- Cartridge Alarm
- Speaker Mode
- Ringer Volume

## Setting up Card Copy

1. Open a web browser, then type the printer IP address in the address field.  
View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
2. Click **Apps > Card Copy > Configure**.
  - Make sure that Display Icon is enabled.
  - Make sure that E-mail Settings and Network Share Settings are configured.
  - When scanning a card, make sure that the scan resolution does not exceed 200 dpi for color and 400 dpi for black and white.
  - When scanning multiple cards, make sure that the scan resolution does not exceed 150 dpi for color and 300 dpi for black and white.
3. Apply the changes.



Note: You need a printer hard disk to scan multiple cards.

## Using Shortcut Center

1. From the home screen, touch **Shortcut Center**, then select a printer function.
2. Touch **Create Shortcut**, then configure the settings.
3. Touch **Save**, then type a unique shortcut name.
4. Apply the changes.

## Setting up Device Quotas

You may need administrative rights to access the application.

1. Open a Web browser, then type the printer IP address in the address field.  
View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
2. Click **Apps > Device Quotas > Configure**.
3. From the User Accounts section, add or edit a user, then set the user quota.
4. Apply the changes.



Note: For information on how to configure the application and its security settings, see the Device Quotas Administrator's Guide.

## Configuring Eco-Settings

1. From the home screen, touch **Eco-Settings**.
2. Configure Eco-Mode or Schedule Power Modes.
3. Apply the changes.

## Using Customer Support

1. From the home screen, touch **Customer Support**.
2. Print or e-mail the information.



Note: For information on configuring the application settings, see the Customer Support Administrator's Guide.



## Managing contacts

### ADDING CONTACTS

1. Open a web browser, then type the printer IP address in the address field.  
View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
2. Click **Address Book**.
3. From the Contacts section, add a contact.



Note: You can assign the contact to one or more groups.

4. If necessary, specify a login method to allow application access.
5. Apply the changes.

### ADDING GROUPS

1. Open a web browser, then type the printer IP address in the address field.  
View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
2. Click **Address Book**.
3. From the Contact Groups section, add a group name.



Note: You can assign one or more contacts to the group.

4. Apply the changes.

### EDITING CONTACTS OR GROUPS

1. Open a web browser, then type the printer IP address in the address field.  
View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
2. Click **Address Book**.
3. Do either of the following:
  - From the Contacts section, click a contact name, then edit the information.
  - From the Contact Groups section, click a group name, then edit the information.
4. Apply the changes.

### DELETING CONTACTS OR GROUPS

1. Open a web browser, then type the printer IP address in the address field.  
View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
2. Click **Address Book**.

3. Do either of the following:

- From the Contacts section, select a contact that you want to delete.
- From the Contact Groups section, select a group name that you want to delete.

## Installing and updating software, drivers, and firmware

### INSTALLING THE PRINTER SOFTWARE

- The print driver is included in the software installer package.
  - For Macintosh computers with macOS version 10.7 or later, you do not need to install the driver to print on an AirPrint-certified printer. If you want custom printing features, then download the print driver.
1. Obtain a copy of the software installer package.
    - From the software CD that came with your printer.
    - Go to [www.xerox.com/drivers](http://www.xerox.com/drivers).
  2. Run the installer, and then follow the instructions on the computer screen.

### ADDING PRINTERS TO A COMPUTER


Before you begin, do one of the following:

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



Note: The USB cable is sold separately.

#### For Windows users

1. From a computer, install the print driver.
  -  Note: For more information, see [Installing the printer software](#).
2. Open **Printers & scanners**, and then click **Add a printer or scanner**.
3. Depending on your printer connection, do one of the following:
  - Select a printer from the list, and then click **Add device**.
  - Click **Show Wi-Fi Direct printers**, select a printer, and then click **Add device**.

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

### For Macintosh users

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

### INSTALLING THE PRINT DRIVER SOFTWARE

Before you install the print driver software, verify that the printer is plugged in, powered on, connected correctly, and has a valid IP address. The IP address usually appears in the upper right corner of the control panel.

To view the IP address of the printer, refer to [Finding the IP Address of the Printer](#).



Note: If the *Software and Documentation disc* is not available, download the latest drivers from [www.xerox.com/drivers](http://www.xerox.com/drivers)

### Operating System Requirements

- Windows 7 SP1, Windows 8, Windows 8.1, Windows 10, Windows 11, Windows Server 2008 R2, Windows Server 2012, Windows Server 2016, Windows Server 2019, and Windows Server 2022.
- MacOS version 10.14 and later.
- UNIX and Linux: Your printer supports connection to various UNIX platforms through the network interface.

### Installing the Print Drivers for a Windows Network Printer

1. Insert the *Software and Documentation disc* into the appropriate drive on your computer. If the installer does not start automatically, navigate to the drive, then double-click the **Setup.exe** installer file.
2. Click **Xerox Smart Start — Driver Installer (Recommended)**.
3. At the License Agreement, click **Agree**.
4. From the list of discovered printers, select your printer.  
When you install print drivers for a network printer, if your printer does not appear in the list, click **Don't See Your Printer?**, then enter the IP address for your printer.

To view the IP address of your printer, refer to [Finding the IP Address of the Printer](#).

5. Click **Quick Install**.  
A message appears that confirms that the installation is successful.
6. To complete the installation and close the Installer window, click **Done**.

### Installing the Windows Print Driver .zip File

You can download print drivers from Xerox.com in a .zip file, then use the Windows Add Printer Wizard to install the print drivers on your computer.

To install the print driver from the .zip file:

1. Download, then extract the required .zip file to a local directory on your computer.
2. At your computer, open the **Control Panel**, then select **Devices and Printers > Add a Printer**.
3. Click **The printer that I want isn't listed**, then click **Add a local printer or network printer with manual settings**.
4. To use a previously established port, select **Use an existing port**, then from the list, select a Standard TCP/IP Port.
5. To create a Standard TCP/IP port:
  - a. Select **Create a New Port**.
  - b. For Type of port, select **Standard TCP/IP Port**, then click **Next**.
  - c. In the Hostname or IP address field, type the printer IP address or host name.
  - d. To disable the feature, clear the check box for **Query the printer and automatically select the driver to use**, then click **Next**.
6. Click **Have Disk**.
7. Click **Browse**. Browse to, then select the driver.inf file for your printer. Click **Open**.
8. Select your printer model, then click **Next**.
9. If a prompt appears because the print driver was installed previously, click **Use the driver that is currently installed (recommended)**.
10. In the Printer name field, type a name for your printer.
11. To install the print driver, click **Next**.

12. If needed, set the printer as the default printer.



Note: Before you select **Share Printer**, contact your system administrator.

13. To send a test page to the printer, click **Print a test page**.
14. Click **Finish**.

### Installing the Print Drivers for a Windows USB Printer

1. Connect the B end of a standard A/B USB 2.0 or USB 3.0 cable to the USB Port on the back of the printer.
2. Connect the A end of the USB cable to the USB port on the computer.
3. If the Windows Found New Hardware Wizard appears, click **cancel**.
4. Insert the *Software and Documentation disc* into the appropriate drive on your computer. If the installer does not start automatically, navigate to the drive, then double-click the **Setup.exe** installer file.
5. Click **Xerox Smart Start — Driver Installer (Recommended)**.
6. At the License Agreement, click **Agree**.
7. From the list of discovered printers, select your printer, then click **Quick Install**.  
A message appears that confirms that the installation is successful.
8. To complete the installation and close the Installer window, click **Done**.

### Installing the Printer as a Web Service on Devices

Web Services on Devices (WSD) allows a client to discover and access a remote device and its associated services across a network. WSD supports device discovery, control, and use.

#### Installing a WSD Printer Using the Add Device Wizard

1. At your computer, click **Start**, then select **Printers and Scanners**.
2. To add the required printer, click **Add a Printer or Scanner**.
3. In the list of available devices, select the device that you want to use, then click **Next**.



Note: If the printer that you want to use does not appear in the list, click **Cancel**. To add the printer manually, use the IP address of the printer. For details, refer to [Installing the Windows Print Driver .zip File](#).

4. Click **Close**.

### Installing the Drivers and Utilities for MacOS

1. Download the latest print driver from <https://www.xerox.com/office/drivers>.
2. Open the Xerox® Print Drivers 5.xx.x.dmg or .pkg as needed for your printer.
3. To run Xerox® Print Drivers 5.xx.x.dmg or .pkg, double-click the appropriate file name.
4. When prompted, click **Continue**.
5. To accept the license agreement, click **I Agree**.

6. To accept the current installation location, click **Install**, or select another location for the installation files, then click **Install**.
7. If prompted, enter your password, then click **OK**.
8. From the list of discovered printers, select your printer, then click **Next**.
9. If your printer does not appear in the list of discovered printers:
  - a. Click the **Network Printer Icon**.
  - b. Type the IP address of your printer, then click **Continue**.
  - c. Select your printer in the list of discovered printers, then click **Continue**.
10. If your printer was not detected, verify that the printer is powered on and that the Ethernet or USB cable is connected properly.
11. To accept the print queue message, click **OK**.
12. Select or clear the **Set Printer as Default** and **Print a Test Page** check boxes.
13. Click **Continue**, then click **Close**.

#### Adding the Printer for MacOS

For networking, set up your printer using Bonjour® (mDNS), or for an LPD, LPR connection, connect using the IP address of your printer. For a non-network printer, create a desktop USB connection.

For more information, go to the Online Support Assistant at: <https://www.xerox.com/support>.

#### Adding the Printer Using Bonjour

To add the printer using Bonjour®:

1. From the computer Applications folder or from the dock, open **System Preferences**.
2. Click **Printers & Scanners**.  
The list of printers appears on the left of the window.
3. For the list of printers, click the Plus icon (+).
4. At the top of the window, click the **Default** icon.
5. Select your printer from the list, then click **Add**.



Note: If your printer is not detected, verify that the printer is powered on and that the Ethernet cable is connected properly.

#### Adding the Printer by Specifying the IP Address

To add the printer by specifying the IP address:

1. From the computer Applications folder or from the dock, open **System Preferences**.
2. Click **Printers & Scanners**.  
The list of printers appears on the left of the window.
3. In the list of printers, click the Plus (+) icon.
4. Click **IP**.

5. From the Protocol list, select the protocol.
6. In the Address field, enter the IP address of the printer.
7. In the Name field, enter a name for the printer.
8. From the Use list, choose **Select a driver to use**.
9. From the printer software list, select the print driver for your printer model.
10. Click **Add**.


### Installing Print Drivers and Utilities for UNIX and Linux

For more information on installing print drivers and utilities for UNIX and Linux, refer to <https://www.xerox.com/office/drivers>.

### UPDATING SOFTWARE

Some applications require a minimum device software level to operate correctly.

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

1. Open a web browser, then type the printer IP address in the address field.
    - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
    - If you are using a proxy server, then temporarily disable it to load the web page correctly.
  2. Click **Settings > Device > Software Update**.
  3. Choose one of the following:
    - Click **Check for updates > I agree, start update**.
    - To upload the software file, perform the following steps:  
To get the latest software, go to [www.xerox.com](http://www.xerox.com), and search for your printer model.
      1. Browse to the software file.
-  Note: Make sure that you have extracted the software.zip file.
2. Click **Upload > Start**.

### EXPORTING OR IMPORTING A CONFIGURATION FILE

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

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



4. If the printer supports applications, then do the following:
  - a. Click **Apps**, select the application, then click **Configure**.
  - b. Click **Export** or **Import**.

## ADDING AVAILABLE OPTIONS IN THE PRINT DRIVER

### For Windows users

1. Open the printers folder.
2. Select the printer you want to update, and then do either of the following:
  - For Windows 7 or later, select **Printer properties**.
  - For earlier versions, select **Properties**.
3. Navigate to the Configuration tab, and then select **Update Now - Ask Printer**.
4. Apply the changes.

### For Macintosh users

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

## Printing the Menu Settings Page

From the home screen, touch **Settings** > **Reports** > **Menu Settings Page**.

## Secure the printer

This chapter contains:

Locating the security slot.....	92
Erasing printer memory.....	93
Erasing printer hard disk memory.....	94
Encrypting the printer hard disk.....	95
Restoring factory default settings.....	96
Statement of Volatility.....	97

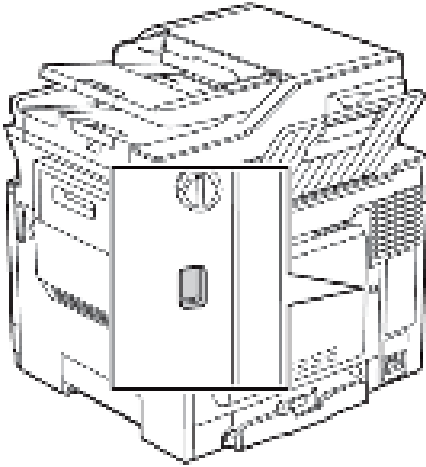


Note: The hard disk is supported only in some printer models.

Secure the printer

## Locating the security slot

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



## Erasing printer memory

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

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

1. From the control panel, navigate to:  
**Settings > Device > Maintenance > Out of Service Erase > Sanitize all information on nonvolatile memory**
2. Depending on your printer model, select **ERASE** or **Continue**.
3. Follow the instructions on the display.

## Erasing printer hard disk memory

1. From the home screen, touch **Settings > Device > Maintenance > Out of Service Erase**.
2. Select the **Sanitize all information on hard disk** check box, then touch **ERASE**.
3. Follow the instructions on the display.



Note: This process can take from several minutes to more than an hour, making the printer unavailable for other tasks.

## Encrypting the printer hard disk

This process erases all contents in the hard disk. If necessary, back up important data from the printer before starting the encryption.

1. From the home screen, touch **Settings > Security > Disk Encryption > Start encryption**.
2. Follow the instructions on the display.
  - To avoid loss of data, do not turn off the printer during the encryption process.
  - This process can take from several minutes to more than an hour, making the printer unavailable for other tasks.
  - After encryption, the printer automatically restarts.

## Restoring factory default settings

1. From the control panel, navigate to:  
**Settings > Device > Restore Factory Defaults**
2. In the Restore Settings menu, select the settings that you want to restore.
3. Select **RESTORE**.
4. Follow the instructions on the display.



## Statement of Volatility

TYPE OF MEMORY	DESCRIPTION
Volatile memory	The printer uses standard random access memory (RAM) to buffer temporarily user data during simple print and copy jobs.
Non-volatile memory	The printer may use two forms of non-volatile memory: EEPROM and NAND (flash memory). Both types are used to store the operating system, printer settings, network information, scanner and bookmark settings, and embedded solutions.
Hard disk memory	Some printers may have a hard disk drive installed. The printer hard disk is designed for printer-specific functionality. The hard disk lets the printer retain buffered user data from complex print jobs, form data, and font data.

Erase the content of any installed printer memory in the following circumstances:

- The printer is decommissioned.
- The printer hard disk is replaced.
- The printer is moved to a different department or location.
- The printer is serviced by someone from outside your organization.
- The printer is removed from your premises for service.
- The printer is sold to another organization.

### DISPOSING OF A PRINTER HARD DISK

- **Degaussing**—Flushes the hard disk with a magnetic field that erases stored data
- **Crushing**—Physically compresses the hard disk to break component parts and render them unreadable
- **Milling**—Physically shreds the hard disk into small metal bits



Note: To guarantee that all data are completely erased, destroy physically each hard disk where data is stored.

Secure the printer

## Print

### Office Products

This chapter contains:

Printing from a computer .....	100
Printing from a mobile device.....	101
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Supported flash drives and file types .....	103
Configuring confidential jobs .....	104
Printing confidential and other held jobs .....	105
Printing a font sample list .....	106

## Printing from a computer



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

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

## Printing from a mobile device



Note: Mobile printing is available only in some printer models.

### PRINTING FROM A MOBILE DEVICE USING MOPRIA PRINT SERVICE

Mopria® Print Service is a mobile printing solution for mobile devices running on Android™ version 4.4 or later. It allows you to print directly to any Mopria-certified printer.



Note: Before printing, make sure that the Mopria Print Service is enabled.

1. From the home screen of your mobile device, launch a compatible application.
2. Tap **Print**, then select the printer.
3. Send the print job.

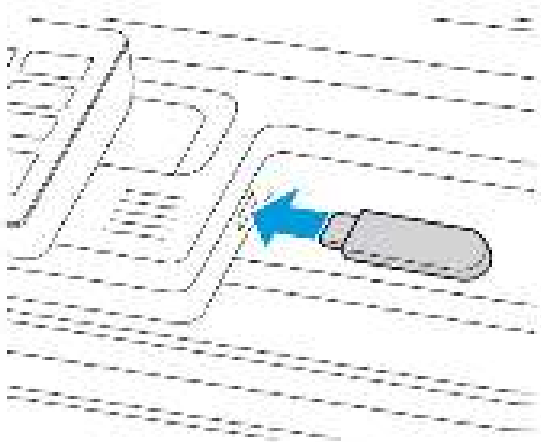
### PRINTING FROM A MOBILE DEVICE USING AIRPRINT

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

- This application is supported only in some Apple devices.
  - This application is supported only in some printer models.
1. From the home screen of your mobile device, launch a compatible application.
  2. Select an item to print, then tap the share icon.
  3. Tap **Print**, then select a printer.
  4. Print the document.

## Printing from a flash drive

1. Insert the flash drive.

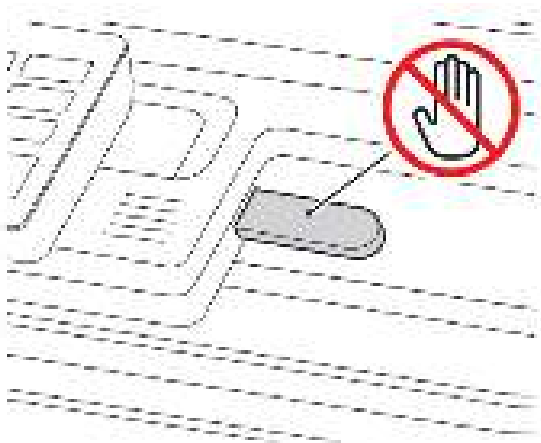


- If you insert the flash drive when an error message appears, then the printer ignores the flash drive.
  - If you insert the flash drive while the printer is processing other print jobs, then Busy appears on the display.
2. Select the document that you want to print.  
If necessary, configure other print settings.
  3. Print the document.

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



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



## Supported flash drives and file types

### FLASH DRIVES

- Lexar JumpDrive S70 (16GB and 32GB)
- SanDisk Cruzer (16GB and 32GB)
- PNY Attache (16GB and 32GB)
  - The printer supports high-speed USB flash drives with full-speed standard.
  - USB flash drives must support the File Allocation Table (FAT) system.

### FILE TYPES

#### Documents

- PDF (version 1.7 or earlier)
- XPS
- Microsoft file formats (.doc, .docx, .xls, .xlsx, .ppt, .pptx) are supported only in some printer models.

#### Images

- .dcx
- .gif
- .JPEG or .jpg
- .bmp
- .pcx
- .TIFF or .tif
- .png

## Configuring confidential jobs

1. From the control panel, navigate to **Settings > Security > Confidential Print Setup**.
2. Configure the settings.

USE	TO
Max Invalid PIN	Set the number of times an invalid PIN can be entered.  When the limit is reached, the print jobs for that user name are deleted.
Confidential Job Expiration	Set the expiration time for confidential print jobs.  Confidential held jobs are stored in the printer until they are released or deleted manually.
Repeat Job Expiration	Set the expiration time for a repeat print job.  Repeat held jobs are stored in the printer memory for reprinting.
Verify Job Expiration	Set the expiration time that the printer prints a copy before printing the remaining copies.  Verify jobs print one copy to check if it is satisfactory before printing the remaining copies.
Reserve Job Expiration	Set the expiration time that the printer stores print jobs.  Reserve held jobs are automatically deleted after printing.
Require All Jobs to be Held	Set the printer to hold all print jobs.



## Printing confidential and other held jobs

### FOR WINDOWS USERS

Using the print driver, do the following:

1. With a document open, click **File > Print**.
2. Select the printer, then click **Printer Properties > Printing Options > Job Type**.
3. Select the print job type (Secure Print, Sample Set, Saved Job).  
If you select **Secure Print**, enter a Passcode, then click **OK**. The **Printing Options** window close.
4. Click **Print**.

### FOR MACINTOSH USERS

Using AirPrint

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

## Printing a font sample list

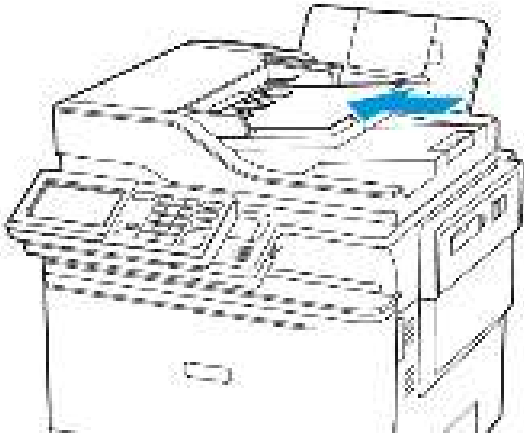

1. From the control panel, navigate to:  
**Settings > Reports > Print > Print Fonts**
2. Select a font sample.

## Copy

This chapter contains:

Using the automatic document feeder and scanner glass.....	108
Making a copy.....	109
Copying photos .....	110
Copying on letterhead .....	111
Copying on both sides of the paper.....	112
Reducing or enlarging copies.....	113
Collating copies .....	114
Placing separator sheets between copies.....	115
Copying multiple pages onto a single sheet .....	116
Creating a copy shortcut .....	117

## Using the automatic document feeder and scanner glass

AUTOMATIC DOCUMENT FEEDER (ADF)	SCANNER GLASS
 <ul style="list-style-type: none"><li>• Use the ADF for multiple-page or two-sided documents.</li><li>• Load an original document face-up. For multiple-page documents, make sure to align the leading edge before loading.</li><li>• Make sure to adjust the ADF guides to match the width of the paper that you are loading.</li></ul>	 <ul style="list-style-type: none"><li>• Use the scanner glass for single-page documents, book pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</li><li>• Place the document facedown in the corner with the arrow.</li></ul>

## Making a copy

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



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

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

If necessary, adjust the other settings.

3. Copy the document.



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

## Copying photos

1. Place a photo on the scanner glass.
2. From the control panel, navigate to:  
**Copy >Content Type > Photo**
3. From the Content Source menu, select the setting that best matches the original photo.
4. Copy the document.

## Copying on letterhead

1. Load an original document into the ADF tray or on the scanner glass.
2. From the control panel, navigate to:  
**Copy > Copy From > select the size of the original document > Copy To > select a paper source**  
If you are loading into the multipurpose feeder, then navigate to:  
**Copy To > Multipurpose Feeder > select a paper size > Letterhead**
3. Copy the document.

## Copying on both sides of the paper

1. Load an original document into the ADF tray or on the scanner glass.
2. From the control panel, navigate to:  
**Copy > Sides**
3. Adjust the settings.
4. Copy the document.



## Reducing or enlarging copies

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



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

3. Copy the document.

## Collating copies

1. Load an original document into the ADF tray or on the scanner glass.
2. From the control panel, navigate to:  
**Copy > Collate > On [1,2,1,2,1,2].**
3. Copy the document.

## Placing separator sheets between copies

1. Load an original document into the ADF tray or on the scanner glass.
2. From the control panel, navigate to:  
**Copy > Settings > Separator Sheets > On**
3. Adjust the settings.
4. Copy the document.

## Copying multiple pages onto a single sheet

1. Load an original document into the ADF tray or on the scanner glass.
2. From the control panel, navigate to:  
**Copy > Pages Per Side**
3. Adjust the settings.
4. Copy the document.

## Creating a copy shortcut

1. From the home screen, touch **Copy**.
2. Configure the settings, then touch the **Star** icon.

The Copy Shortcuts window appears.

3. Touch the Plus **+** icon, then create a shortcut.

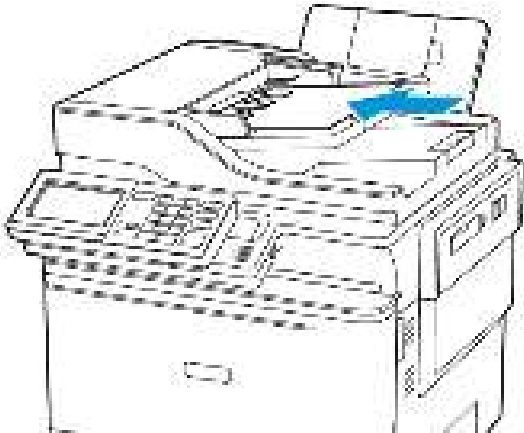

Copy

## Email

This chapter contains:

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Setting up the e-mail function.....	121
Configuring e-mail settings.....	122
Sending an e-mail.....	123
Creating an e-mail shortcut.....	124

## Using the automatic document feeder and scanner glass

AUTOMATIC DOCUMENT FEEDER (ADF)	SCANNER GLASS
 <ul style="list-style-type: none"><li>• Use the ADF for multiple-page or two-sided documents.</li><li>• Load an original document face-up. For multiple-page documents, make sure to align the leading edge before loading.</li><li>• Make sure to adjust the ADF guides to match the width of the paper that you are loading.</li></ul>	 <ul style="list-style-type: none"><li>• Use the scanner glass for single-page documents, book pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</li><li>• Place the document facedown in the corner with the arrow.</li></ul>



## Setting up the e-mail function

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

## Configuring e-mail settings

1. Open a Web browser, then type the printer IP address in the address field.
  - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
  - If you are using a proxy server, then temporarily disable it to load the Web page correctly.
2. Click **Settings > E-mail**.
3. Enter the needed information.
4. Apply the changes.

## Sending an e-mail

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

For non-touch-screen printer models, press **#**, then enter the shortcut number using the keypad.



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

3. If necessary, configure the output file type settings.
4. Send the e-mail.

## Creating an e-mail shortcut



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

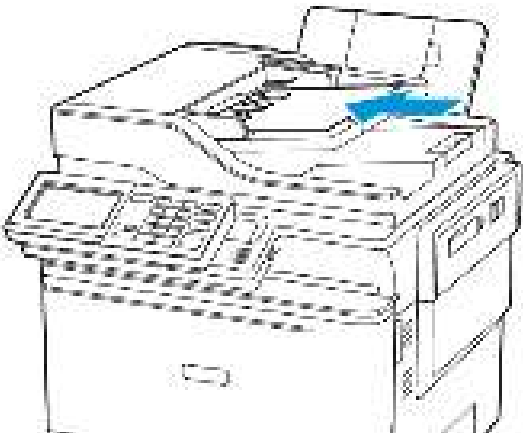
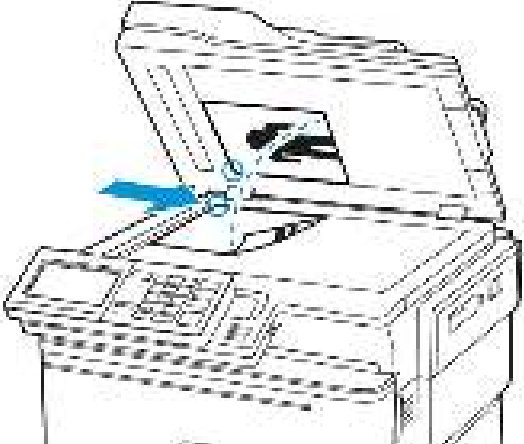
1. Open a web browser, then type the printer IP address in the address field.
  - View the printer IP address on the home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
  - If you are using a proxy server, then temporarily disable it to load the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

## Fax

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Scheduling a fax.....	128
Creating a fax destination shortcut.....	129
Changing the fax resolution.....	130
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Viewing a fax log.....	132
Blocking junk faxes.....	133
Holding faxes.....	134
Forwarding a fax.....	135

## Using the automatic document feeder and scanner glass

AUTOMATIC DOCUMENT FEEDER (ADF)	SCANNER GLASS
 <ul style="list-style-type: none"><li>• Use the ADF for multiple-page or two-sided documents.</li><li>• Load an original document face-up. For multiple-page documents, make sure to align the leading edge before loading.</li><li>• Make sure to adjust the ADF guides to match the width of the paper that you are loading.</li></ul>	 <ul style="list-style-type: none"><li>• Use the scanner glass for single-page documents, book pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</li><li>• Place the document facedown in the corner with the arrow.</li></ul>

## Sending a fax

### USING THE CONTROL PANEL

1. Load the original document into the ADF tray or on the scanner glass.
2. From the control panel, select **Fax**, then enter the needed information.
3. If necessary, configure other fax settings.
4. Fax the document.

## Scheduling a fax

1. Load the original document into the ADF tray or on the scanner glass.
2. From the control panel, navigate to:  
**Fax > To > enter the fax number > Done**
3. Select **Send Time** to configure the date and time, then select **Done**.  
If necessary, configure other fax settings.
4. Send the fax.



## Creating a fax destination shortcut



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

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

## Changing the fax resolution

1. Load an original document into the ADF tray or on the scanner glass.
2. From the control panel, touch **Fax > Settings**, then touch **Resolution**.
3. In the Resolution menu, select a setting.
4. Send the fax job.

## Adjusting the fax darkness

1. Load an original document into the ADF tray or on the scanner glass.
2. From the control panel, touch **Fax > Settings**, then touch **Darkness**.
3. From the Darkness menu, adjust the setting.
4. Fax the document.

## Viewing a fax log



Note: You may need administrative rights to view the fax logs.

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

## Blocking junk faxes

1. From the control panel, navigate to:  
**Settings > Fax > Fax Setup > Fax Receive Settings > Admin Controls**
2. Set Block No Name Fax to **On**.

## Holding faxes

1. From the control panel, navigate to:  
**Settings > Fax > Fax Setup > Fax Receive Settings > Holding Faxes**
2. Select a mode.

## Forwarding a fax

1. From the control panel, navigate to:  
**Settings > Fax > Fax Setup > Fax Receive Settings > Admin Controls**
2. In the Fax Forwarding menu, select **Print and Forward** or **Forward**, then configure the "Forward to" and fax destination settings.



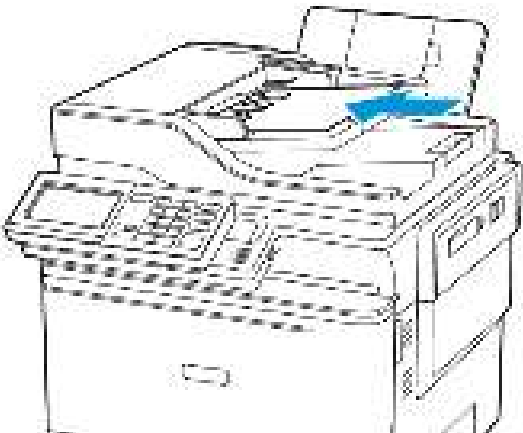
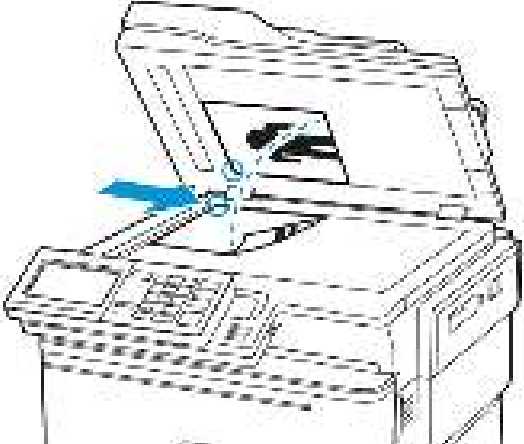


## Scan

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## Using the automatic document feeder and scanner glass

AUTOMATIC DOCUMENT FEEDER (ADF)	SCANNER GLASS
 <ul style="list-style-type: none"><li>• Use the ADF for multiple-page or two-sided documents.</li><li>• Load an original document faceup. For multiple-page documents, make sure to align the leading edge before loading.</li><li>• Make sure to adjust the ADF guides to match the width of the paper that you are loading.</li></ul>	 <ul style="list-style-type: none"><li>• Use the scanner glass for single-page documents, book pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</li><li>• Place the document facedown in the corner with the arrow.</li></ul>

## Scanning to an FTP server

1. Load the original document into the ADF tray or on the scanner glass.
2. From the control panel, select **FTP**, then enter the needed information.  
For non-touch-screen printer models, press **#**, then enter the shortcut number using the keypad.
3. If necessary, configure other FTP settings.
4. Scan the document.

## Creating an FTP shortcut

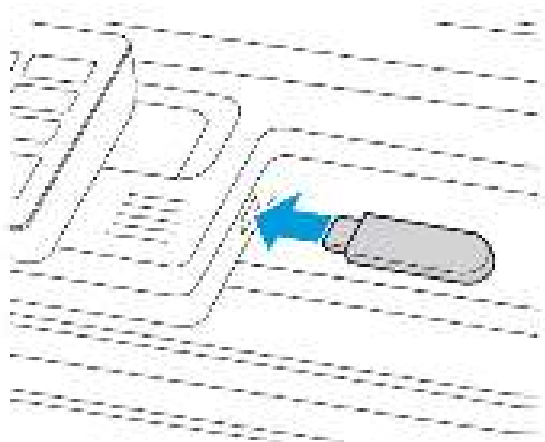


Note: You may need administrative rights to create a shortcut.

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

## Scanning to a flash drive

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



3. Select **Scan to USB** and adjust the settings if necessary.

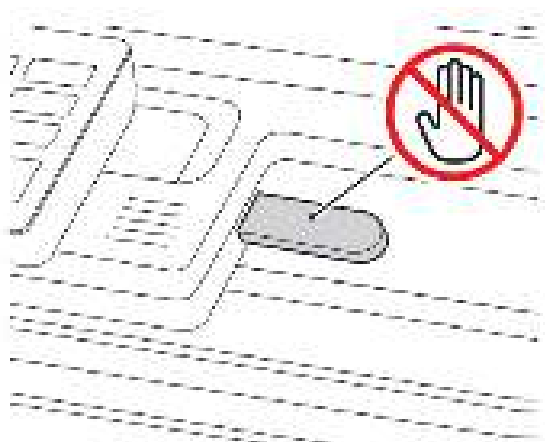


Note: If the USB Drive screen does not appear, then select **USB Drive** on the control panel.

4. Scan the document.



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



## Sending scanned documents to a computer

1. Load an original document into the ADF tray or on the scanner glass.
2. From the control panel, navigate to:  
**Scan Profiles > Scan to Computer**
3. Select the scan profile where you want to save the document.

## Use the Printer Menus

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## Menu map

## Office Products

<b>Device</b>	<ul style="list-style-type: none"> <li>• Preferences</li> <li>• Eco-Mode</li> <li>• Remote Operator Panel</li> <li>• Notifications</li> <li>• Power Management</li> <li>• Accessibility</li> <li>• Restore Factory Defaults</li> <li>• Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Home screen customization</li> <li>• Site Map</li> <li>• Software Update</li> <li>• Remote Services Data Upload</li> <li>• About this Printer</li> </ul>
<b>Print</b>	Layout <ul style="list-style-type: none"> <li>• Setup</li> <li>• Quality</li> <li>• Job Accounting</li> <li>• XPS</li> </ul>	<ul style="list-style-type: none"> <li>• PDF</li> <li>• PostScript</li> <li>• PCL</li> <li>• HTML</li> <li>• Image</li> </ul>
<b>Paper</b>	<ul style="list-style-type: none"> <li>• Tray Configuration</li> </ul>	<ul style="list-style-type: none"> <li>• Media Configuration</li> </ul>
<b>Copy</b>	Copy Defaults	
<b>Fax</b>	<ul style="list-style-type: none"> <li>• Fax Mode</li> </ul>	<ul style="list-style-type: none"> <li>• Fax Setup</li> </ul>
<b>E-mail</b>	<ul style="list-style-type: none"> <li>• E-mail Setup</li> <li>• E-mail Defaults</li> </ul>	<ul style="list-style-type: none"> <li>• Web Link Setup</li> </ul>
<b>FTP</b>	FTP Defaults	
<b>USB Drive</b>	<ul style="list-style-type: none"> <li>• Flash Drive Scan</li> </ul>	<ul style="list-style-type: none"> <li>• Flash Drive Print</li> </ul>
<b>Network/Ports</b>	<ul style="list-style-type: none"> <li>• Network Overview</li> <li>• Wireless</li> <li>• Wi-Fi Direct</li> <li>• AirPrint</li> <li>• Mobile Services Management</li> <li>• Ethernet</li> <li>• TCP/IP</li> <li>• SNMP</li> </ul>	<ul style="list-style-type: none"> <li>• IPSec</li> <li>• 802.1x</li> <li>• LPD Configuration</li> <li>• HTTP/FTP Settings</li> <li>• ThinPrint</li> <li>• USB</li> <li>• Restrict external network access</li> <li>• Universal Print</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>• Login Methods</li> <li>• Certificate Management</li> <li>• Schedule USB Devices</li> <li>• Security Audit Log</li> <li>• Login Restrictions</li> </ul>	<ul style="list-style-type: none"> <li>• Confidential Print Setup</li> <li>• Disk Encryption</li> <li>• Erase Temporary Data Files</li> <li>• Solutions LDAP Settings</li> <li>• Miscellaneous</li> </ul>




<b>Reports</b>	<ul style="list-style-type: none"><li>• <a href="#">Menu Settings Page</a></li><li>• <a href="#">Device</a></li><li>• <a href="#">Shortcuts</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Fax</a></li><li>• <a href="#">Network</a></li></ul>
<b>Supplies Plan</b>	<ul style="list-style-type: none"><li>• <a href="#">Plan Activation</a></li><li>• <a href="#">Plan Conversion</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Subscription Service</a></li></ul>

## Device

## PREFERENCES


MENU ITEM	DESCRIPTION
<b>Display Language</b> [List of languages]	Set the language of the text that appears on the display.
<b>Country/Region</b> [List of countries or regions]	Identify the country or region where the printer is configured to operate.
<b>Run initial setup</b> On Off*	Run the setup wizard.
<b>Keyboard</b> Keyboard Type [List of languages]	Select a language as a keyboard type. <ul style="list-style-type: none"> <li>All the Keyboard Type values may not appear or may require special hardware to appear.</li> <li>This menu item appears only in some printer models.</li> </ul>
<b>Displayed information</b> Display Text 1 [IP Address*] Display Text 2 [Date/Time*] Custom Text 1 Custom Text 2	Specify the information to appear on the home screen.  Custom Text 1 and Custom Text 2 appear only in some printer models.
<b>Date and Time</b> Configure Current Date and Time Manually Set Date and Time Date Format [MM-DD-YYYY*] Time Format [12 hour A.M./P.M.*] Time Zone [GMT*]	Configure the printer date and time.
<b>Date and Time</b> Network Time Protocol Enable NTP [On*] NTP Server Enable Authentication	Configure the settings for Network Time Protocol (NTP). <ul style="list-style-type: none"> <li>Enable Authentication appears only in some printer models.</li> <li>When Enable Authentication is set to MD5 key, Key ID and Password appear.</li> </ul>

MENU ITEM	DESCRIPTION
<b>Paper Sizes</b> U.S.* Metric	Specify the unit of measurement for paper sizes.  The country or region selected in the initial setup wizard determines the initial paper size setting.
<b>Screen Brightness</b> 20–100 % (100*)	Adjust the brightness of the display.  This menu item appears only in some printer models.
<b>Flash Drive Access</b> Enabled* Disabled	Enable access to the flash drive.
<b>Allow Background Removal</b> On* Off	Specify whether background removal is allowed.
<b>One Page Flatbed Scanning</b> On Off*	Set copies from the scanner glass to only one page at a time.
<b>Audio Feedback</b> Button Feedback On* Off	Enable audio feedback for button presses, panel interactions, paper loaded prompts, and error notifications.  This menu item appears only in some printer models.
<b>Audio Feedback</b> Volume 1–10 (5*)	Adjust the volume of the printer speakers. <ul style="list-style-type: none"> <li>Changes to the volume are applied after the current user session ends.</li> <li>This menu item appears only in some printer models.</li> </ul>
<b>Device Sounds</b>	
<b>Mute All Sounds</b> On Off*	Disable and ignore all sound settings.
<b>Button Feedback</b> On* Off	Enable audio feedback for button presses, panel interactions, paper loaded prompts, and error notifications.
<b>Volume</b> 1–10 (5*)	Adjust the sound volume.


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

## ECO-MODE

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

MENU ITEM	DESCRIPTION
Off* 2 pages per side 3 pages per side 4 pages per side 6 pages per side 9 pages per side 12 pages per side 16 pages per side	
<b>Print</b> Toner Darkness Light Normal* Dark	Determine the lightness or darkness of text or images.
<b>Copy</b> Sides 1 sided to 1 sided* 1 sided to 2 sided	Specify whether to print on one side or both sides of the paper.
<b>Copy</b> Pages per Side Off* 2 Portrait pages 4 Portrait pages 2 Landscape pages 4 Landscape pages	Specify the number of page images to print on one side of a sheet of paper.
<b>Copy</b> Darkness 1-9 (5*)	Adjust the darkness of the scanned image.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## REMOTE OPERATOR PANEL

MENU ITEM	DESCRIPTION
<b>External VNC Connection</b> Don't Allow* Allow	Connect an external Virtual Network Computing (VNC) client to the remote control panel.
<b>Authentication Type</b> None* Standard Authentication	Set the authentication type when accessing the VNC client server.  When set to Standard Authentication, VNC Password appears.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## NOTIFICATIONS

MENU ITEM	DESCRIPTION
<b>ADF Loaded Beep</b> Off On*	Enable a sound when loading paper into the ADF.
<b>Alarm Control</b> Off Single* Continuous	Set the number of times that the alarm sounds when the printer requires user intervention.  This menu item appears only in some printer models.
<b>Supplies</b> Show Supply Estimates Show estimates* Do not show estimates	Show the estimated status of the supplies.
<b>Supplies</b> Cartridge Alarm Off Single* Continuous	Set the number of times that the alarm sounds when the toner cartridge is low.  This menu item appears only in some printer models.
<b>E-mail Alerts Setup</b> E-mail Setup Primary SMTP Gateway	Type the IP address or host name of the primary SMTP server for sending e-mail.  This menu item appears only in some printer models.


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

MENU ITEM	DESCRIPTION
Require Trusted Certificate Off On*	This menu item appears only in some printer models.
<b>E-mail Alerts Setup</b> E-mail Setup SMTP Server Authentication No authentication required* Login / Plain NTLM CRAM-MD5 Digest-MD5 Kerberos 5	Set the authentication type for the SMTP server. This menu item appears only in some printer models.
<b>E-mail Alerts Setup</b> E-mail Setup Device-Initiated E-mail None* Use Device SMTP Credentials	Set whether credentials are required for device-initiated e-mails. This menu item appears only in some printer models.
<b>E-mail Alerts Setup</b> E-mail Setup User-Initiated E-mail None Use Device SMTP Credentials Use Session User ID and Password Use Session E-mail address and Password* Prompt user	Set whether credentials are required for user-initiated e-mails. This menu item appears only in some printer models.
<b>E-mail Alerts Setup</b> E-mail Setup Use Active Directory Device Credentials Off On*	Enable user credentials and group designations to connect to the SMTP server. This menu item appears only in some printer models.
<b>E-mail Alerts Setup</b>	Specify the user ID to connect to the SMTP server.




MENU ITEM	DESCRIPTION
E-mail Setup Device Userid	This menu item appears only in some printer models.
<b>E-mail Alerts Setup</b> E-mail Setup Device Password	Specify the password to connect to the SMTP server.  This menu item appears only in some printer models.
<b>E-mail Alerts Setup</b> E-mail Setup Kerberos 5 REALM	Specify the realm for the Kerberos 5 authentication protocol.  This menu item appears only in some printer models.
<b>E-mail Alerts Setup</b> E-mail Setup NTLM Domain	Specify the domain name for the NTLM security protocol.  This menu item appears only in some printer models.
<b>E-mail Alerts Setup</b> E-mail Setup Disable "SMTP server not set up" error Off* On	Disable an SMTP setup error message to appear on the display.  This menu item appears only in some printer models.
<b>Error Prevention</b> Jam Assist Off On*	Set the printer to flush blank pages or pages with partial prints automatically after a jammed page has been cleared.
<b>Error Prevention</b> Auto Continue Off On* (5 seconds) Range: 5–255 seconds	Let the printer continue processing or printing a job automatically after clearing certain printer conditions that require user intervention.
<b>Error Prevention</b> Auto Reboot Auto Reboot Reboot when idle Reboot always* Reboot never	Set the printer to restart when an error occurs.

MENU ITEM	DESCRIPTION
<b>Error Prevention</b> Auto Reboot Max Auto Reboots 1–20 (2*)	Set the number of automatic reboots that the printer can perform.
<b>Error Prevention</b> Auto Reboot Auto Reboot Window 1–525600 (720*)	Set the number of seconds before the printer performs an automatic reboot.
<b>Error Prevention</b> Auto Reboot Auto Reboot Counter	Show a read-only information of the reboot counter.
<b>Error Prevention</b> Auto Reboot Reset Auto Reboot Counter Cancel Continue	Reset Auto Reboot Counter. This menu item appears only in some printer models.
<b>Error Prevention</b> Display Short Paper Error On Auto-clear*	Set the printer to show a message when a short paper error occurs. Short paper refers to the size of the paper loaded.
<b>Error Prevention</b> Page Protect Off* On	Set the printer to process the entire page into the memory before printing it.
<b>Jam Content Recovery</b> Jam Recovery Off On Auto*	Set the printer to reprint jammed pages.


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

## POWER MANAGEMENT


MENU ITEM	DESCRIPTION
<b>Sleep Mode Profile</b> Print with Display Off Display on when printing Allow printing with display off*	Allow printing with the display turned off.
<b>Timeouts</b> Sleep Mode 1–120 minutes (15*)	Set the idle time before the printer begins operating in Sleep mode.
<b>Timeouts</b> Hibernate Timeout Disabled 1 hour 2 hours 3 hours 6 hours 1 day 2 days 3 days* 1 week 2 weeks 1 month	Set the time before the printer enters Hibernate mode.

MENU ITEM	DESCRIPTION
<b>Timeouts</b> Hibernate Timeout on Connection Hibernate Do Not Hibernate*	Set the printer to Hibernate mode even when an active Ethernet connection exists.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## ACCESSIBILITY

 Note: This menu appears only in some printer models.

MENU ITEM	DESCRIPTION
<b>Duplicate Key Strike Interval</b> 0–5 (0*)	Set the interval in seconds during which the printer ignores duplicate key presses on an attached keyboard.
<b>Key Repeat Initial Delay</b> 0.25–5 (1*)	Set the initial length of delay in seconds before a repeating key starts repeating.  This menu item appears only when a keyboard is attached to the printer.
<b>Key Repeat Rate</b> 0.5–30 (30*)	Set the number of presses per second for a repeating key.  This menu item appears only when a keyboard is attached to the printer.
<b>Prolong Screen Timeout</b> Off* On	Let the user remain in the same location and reset the Screen Timeout timer when it expires instead of returning to the home screen.
<b>Speak Passwords/PINs</b> Off* On	Set the printer to read out loud passwords or personal identification numbers.  This menu item appears only when a headphone or a speaker is attached to the printer.

MENU ITEM	DESCRIPTION
<b>Speech Rate</b>	Set the Voice Guidance speech rate.
Very Slow	This menu item appears only when a headphone or a speaker is attached to the printer.
Slow	
Normal*	
Fast	
Faster	
Very Fast	
Rapid	
Very Rapid	
Fastest	
 Note: An asterisk (*) next to a value indicates the factory default setting.	


## RESTORE FACTORY DEFAULTS

MENU ITEM	DESCRIPTION
<b>Restore Settings</b>	Restore the printer factory default settings.
Restore all settings	Restore app settings appears only in some printer models.
Restore printer settings	
Restore network settings	
Restore app settings	
Restore fax settings	

## MAINTENANCE

### Configuration Menu

MENU ITEM	DESCRIPTION
<b>USB Configuration</b>	Change the USB driver mode of the printer to improve its compatibility with a personal computer.
USB PnP	This menu item appears only in some printer models.
1*	
2	
<b>USB Scan to Local</b>	Set whether the USB device driver enumerates as a USB Simple device (single interface) or as a USB

MENU ITEM	DESCRIPTION
On* Off	Composite device (multiple interfaces).
<b>USB Configuration</b> USB Speed Full Auto*	Set the USB port to run at full speed and disable its high-speed capabilities.  This menu item appears only in some printer models.
<b>Tray Configuration</b> Tray Linking Automatic* Off	Set the printer to link the trays that have the same paper type and paper size settings.
<b>Tray Configuration</b> Show Tray Insert Message Off* On	 Note: Show the Tray Insert message.
<b>Tray Configuration</b> Paper Prompts Auto* Multipurpose Feeder Manual Paper Envelope Prompts Auto* Multipurpose Feeder Manual Paper	Set the paper source that the user fills when a prompt to load paper or envelope appears. <ul style="list-style-type: none"> <li>The multipurpose feeder is available only in some printer models.</li> <li>For Multipurpose Feeder to appear, set Configure MP to Cassette from the Paper menu.</li> </ul>
<b>Tray Configuration</b> Action for Prompts Prompt user* Continue Use current	Set the printer to resolve paper- or envelope-related change prompts.
<b>Reports</b> Menu Settings Page Event Log	Print reports about printer menu settings, status, and event logs.


MENU ITEM	DESCRIPTION
Event Log Summary	
<b>Supply Usage and Counters</b> Clear Supply Usage History	Reset the supply usage history, such as number of pages and days remaining, to the factory shipped level.
<b>Supply Usage and Counters</b> ITM Reset	Reset the counter after installing a new supply.
<b>Supply Usage and Counters</b> Tiered Coverage Ranges	Adjust the range for the amount of color coverage on the printed page.
<b>Printer Emulations</b> PPDS Emulation Off* On	Set the printer to recognize and use the PPDS data stream.
<b>Printer Emulations</b> PS Emulation Off On*	Set the printer to recognize and use the PS data stream.
<b>Printer Emulations</b> Emulator Security Page Timeout 0–60 (60*)	Set the page timeout during emulation.
<b>Printer Emulations</b> Emulator Security Reset Emulator After Job (Off*)	Reset the emulator after a print job.
<b>Printer Emulations</b> Emulator Security Disable Printer Message Access (On*)	Disable access to the printer message during emulation.
<b>Fax Configuration</b> Fax Low Power Support Disable Sleep Permit Sleep Auto*	Set fax to enter Sleep mode whenever the printer determines that it should.

MENU ITEM	DESCRIPTION
<b>Fax Configuration</b> Fax Storage Location Disk Nand*	Set the storage location for all faxes.
<b>Print Configuration</b> Black Only Mode Off* On	Print color content in grayscale.
<b>Print Configuration</b> Color Trapping Off 1 2* 3 4 5	Enhance the printed output to compensate for misregistration in the printer.
<b>Print Configuration</b> Font Sharpening 0–150 (24*)	Set a text point-size value below which the high-frequency screens are used when printing font data.  For example, if the value is 24, then all fonts sized 24 points or less use the high-frequency screens.
<b>Device Operations</b> Quiet Mode Off* On	Set the printer to operate in Quiet Mode.  Enabling this setting slows down the printer performance.
<b>Device Operations</b> Panel Menus Off On*	Enable access to the control panel menus.
<b>Device Operations</b> Safe Mode Off* On	Set the printer to operate in a special mode, in which it attempts to continue offering as much functionality as possible, despite known issues.  For example, when set to On, and the duplex motor is nonfunctional, the printer performs one-sided printing



MENU ITEM	DESCRIPTION
	of the documents even if the job is two-sided printing.
<b>Device Operations</b> Minimum Copy Memory 80 MB* 100 MB	Set the minimum memory allocation for storing copy jobs.
<b>Device Operations</b> Clear Custom Status	Erase user-defined strings for the Default or Alternate custom messages.
<b>Device Operations</b> Clear all remotely-installed messages	Erase messages that were remotely installed.
<b>Device Operations</b> Automatically Display Error Screens Off On*	Show existing error messages on the display after the printer remains inactive on the home screen for a length of time equal to the Screen Timeout setting.
<b>Device Operations</b> Honor orientation on fast path copy On Off*	Enable the printer to use the orientation setting under the Copy menu when sending quick copy jobs.
<b>Device Operations</b> Enable Optional Parallel Port Off* On	Enable an optional parallel port. When set to On, the printer restarts.
<b>Toner patch sensor setup</b> Calibration frequency preference Disabled Fewest color adjustment Fewer color adjustment Normal* Better color accuracy Best color accuracy	Set the printer to put down the correct amount of toner to maintain color consistency.
<b>Toner patch sensor setup</b> Full calibration	Run the full color calibration.


MENU ITEM	DESCRIPTION
<b>Toner patch sensor setup</b> Print TPS information page	Print a diagnostic page that contains information on toner patch sensor calibration.
<b>App Configuration</b> LES Applications Off On*	Enable the Xerox Embedded Solutions (LES) applications. <ul style="list-style-type: none"> <li>This menu item is available only in some printer models.</li> <li>When set to On, this setting does not affect built-in applications.</li> </ul>
<b>Scanner Configuration</b> Scanner Manual Registration Print Quick Test	Print a Quick Test target page.  Make sure that the margin spacing on the target page is uniform all the way around the target. If it is not, then the printer margins may need to be reset.
<b>Scanner Configuration</b> Scanner Manual Registration Front ADF Registration Rear ADF Registration Flatbed Registration	Manually register the flatbed and ADF after replacing the ADF, scanner glass, or controller board.
<b>Scanner Configuration</b> Edge Erase Flatbed Edge Erase 0–6 (3*) ADF Edge Erase 0–6 (3*)	Set the size, in millimeters, of the no-print area around an ADF or flatbed scan job.
<b>Scanner Configuration</b> ADF Deskew ADF Mechanical Deskew Off On Auto*	Set the printer to perform ADF mechanical skew adjustment.
<b>Scanner Configuration</b> Disabled Scanner Enabled* Disabled	Disable the scanner when it is not working properly.

MENU ITEM	DESCRIPTION
ADF Disabled	
<b>Scanner Configuration</b> Tiff Byte Order CPU Endianness* Little Endian Big Endian	Set the byte order of a TIFF-formatted scan output.
<b>Scanner Configuration</b> Exact Tiff Rows Per Strip On* Off	Set the RowsPerStrip tag value of a TIFF-formatted scan output.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

### Out of Service Erase

MENU ITEM	DESCRIPTION
<b>Out of Service Erase</b> Memory Last Sanitized Hard Disk Last Sanitized	Show information on when the printer memory or hard disk was last sanitized.  Hard Disk Last Sanitized appears only in printers with a hard disk installed.
<b>Out of Service Erase</b> Sanitize all information on nonvolatile memory Sanitize all information on hard disk Erase all printer and network settings	Clear all settings and applications that are stored in the printer memory or hard disk.  Sanitize all information on hard disk appears only in printers with a hard disk installed.

### VISIBLE HOME SCREEN ICONS

 Note: This menu appears only in some printer models.

MENU	DESCRIPTION
Copy	Specify which icons to show on the home screen.
E-mail	
Fax	
Status/Supplies	
Job Queue	
Change Language	
Shortcut Center	
Address Book	
Bookmarks	
Held Jobs	
USB	
FTP	
Scan Profiles	
App Profiles	
Forms and Favorites	
Scan Center	
Card Copy	

## HOME SCREEN CUSTOMIZATION

Home Screen Customization menu provides drag and drop option to reorder or move icons between pages in home screen. Page 1 of the home screen can only have up to ['] icons.

## SITE MAP

MENU ITEM	DESCRIPTION
Helpful Links <ul style="list-style-type: none"> <li>• Home Page</li> <li>• Order Supplies</li> <li>• Technical Support</li> <li>• Registration</li> <li>• Utilities and Drivers</li> <li>• Printer Manuals</li> </ul>	The Helpful Links page provides direct links to Web pages on <a href="http://www.xerox.com">www.xerox.com</a> . These links provide you with helpful information for your printer.
Site Index	The site index provides links to all of the pages in the Embedded Web Server.

## SOFTWARE UPDATE

MENU ITEM	DESCRIPTION
<b>Status</b>  Current Version: Click <b>Check Now</b> to verify the current version of the software.	
<b>Remote Services Policies</b>  Allow device to receive updates <ul style="list-style-type: none"> <li>• Yes (check box is selected)</li> <li>• No (check box is cleared)</li> <li>• Daily Check Time               <ul style="list-style-type: none"> <li>– Hour</li> <li>– Minute</li> </ul> </li> <li>• Installation Schedule               <ul style="list-style-type: none"> <li>– Automatic</li> <li>– Daily</li> <li>– Weekly</li> </ul> </li> <li>• Time               <ul style="list-style-type: none"> <li>– Hour</li> <li>– Minute</li> </ul> </li> </ul>	
<b>Upload a Software File</b>  To locate the software file to upload, click <b>Browse</b> then navigate to the folder where the software file is located. Click <b>Upload</b> or <b>Reset</b> .	

## REMOTE SERVICES DATA UPLOAD

MENU ITEM	DESCRIPTION
<b>Status</b> <ul style="list-style-type: none"> <li>Last Upload</li> <li>Next Upload</li> </ul> <p>Current Version: Click <b>Check Now</b> to verify the current version of the software.</p>	<p>Last Upload indicates the date and time that the last upload occurred.</p> <p>Next Upload indicates date and time for the next scheduled upload.</p> <p>To download the information from the last upload, click <b>Download Data</b>.</p> <p>To upload a scheduled file immediately, click <b>Upload Now</b>.</p>
<b>Remote Services Settings</b> <p>Allow Data Upload</p> <ul style="list-style-type: none"> <li>Allow Data Upload                             <ul style="list-style-type: none"> <li>Yes (check box is selected)</li> <li>No (check box is cleared)</li> </ul> </li> <li>Test Connection</li> </ul>	


## ABOUT THIS PRINTER

MENU ITEM	DESCRIPTION
<b>Xerox Asset Tag</b>	The maximum length is 32 characters.
Customer Asset Tag	Describe the printer. The maximum length is 32 characters.
<b>Printer Location</b>	Identify the printer location. The maximum length is 63 characters.
<b>Contact</b>	Personalize the printer name. The maximum length is 63 characters.
<b>Export Configuration File to USB*</b>	Export configuration files to a flash drive.
<b>Export Compressed Logs to USB*</b>	Export compressed log files to a flash drive.
* This menu item appears only in some printer models.	

## Print

### LAYOUT


MENU ITEM	DESCRIPTION
<b>Sides</b> 1-sided* 2-sided	Specify whether to print on one side or two sides of the paper.
<b>Flip Style</b> Long Edge* Short Edge	Determine which side of the paper (long edge or short edge) is bound when performing two-sided printing.  Depending on the option selected, the printer automatically offsets each printed information of the page to bind the job correctly.
<b>Blank Pages</b> Print Do Not Print*	Print blank pages that are included in a print job.
<b>Collate</b> Off [1,1,1,2,2,2]* On [1,2,1,2,1,2]	Keep the pages of a print job stacked in sequence, particularly when printing multiple copies of the job.
<b>Separator Sheets</b> None* Between Copies Between Jobs Between Pages	Insert blank separator sheets when printing.
<b>Separator Sheet Source</b> Tray [x] (1*) Multipurpose Feeder	Specify the paper source for the separator sheet.  The multipurpose feeder is available only in some printer models.
<b>Pages per Side</b> Off* 2 pages per side 3 pages per side 4 pages per side 6 pages per side 9 pages per side	Print multiple page images on one side of a sheet of paper.

MENU ITEM	DESCRIPTION
12 pages per side 16 pages per side	
<b>Pages per Side Ordering</b> Horizontal* Reverse Horizontal Vertical Reverse Vertical	Specify the positioning of multiple page images when using Pages per Side.  The positioning depends on the number of page images and their page orientation.
<b>Pages per Side Orientation</b> Auto* Landscape Portrait	Specify the orientation of a multiple-page document when using Pages per Side.
<b>Pages per Side Border</b> None* Solid	Print a border around each page image when using Pages per Side.
<b>Copies</b> 1–9999 (1*)	Specify the number of copies for each print job.
<b>Print Area</b> Normal* Fit to page Whole Page	Set the printable area on a sheet of paper.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## SETUP


MENU ITEM	DESCRIPTION
<b>Printer Language</b> PCL Emulation PS Emulation*	Set the printer language.  Setting a printer language default does not prevent a software program from sending print jobs that use another printer language.
<b>Job Waiting</b> Off*	Preserve print jobs requiring supplies so that jobs not requiring the missing supplies can print.  This menu item appears only when a printer hard disk



MENU ITEM	DESCRIPTION
On	is installed.
<b>Job Hold Timeout</b> 0–255 (30*)	<p>Set the time in seconds that the printer waits for user intervention before it holds jobs that require unavailable resources and continues to print other jobs in the print queue.</p> <p>This menu item appears only when a printer hard disk is installed.</p>
<b>Printer Usage</b> Max Speed Max Yield*	<p>Determine how the color imaging kit operates during printing.</p> <ul style="list-style-type: none"> <li>When set to Max Yield, the color imaging kit slows or stops while printing groups of black-only pages.</li> <li>When set to Max Speed, the color imaging kit always runs while printing, whether color or black pages are being printed.</li> </ul>
<b>Download Target</b> RAM* Disk	<p>Specify where to save all permanent resources, such as fonts and macros, that have been downloaded to the printer.</p> <p>This menu item appears only when a printer hard disk is installed.</p>
<b>Resource Save</b> Off* On	<p>Determine what the printer does with downloaded resources, such as fonts and macros, when it receives a job that requires more than the available memory.</p> <ul style="list-style-type: none"> <li>When set to Off, the printer retains downloaded resources only until memory is needed. Resources associated with the inactive printer language are deleted.</li> <li>When set to On, the printer preserves all the permanent downloaded resources across all language switches. When necessary, the printer shows memory full messages instead of deleting permanent resources.</li> </ul>
<b>Print All Order</b> Alphabetical* Newest First Oldest First	<p>Specify the order when you choose to print all held and confidential jobs.</p> <p>This menu item appears only when a printer hard disk is installed.</p>
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## QUALITY

MENU ITEM	DESCRIPTION
<b>Print Mode</b> Black and White Color*	Set the print mode.
<b>Print Resolution</b> 4800 CQ* 1200 dpi	Set the resolution for the printed output. 4800 CQ provides high-quality output at maximum speed.
<b>Toner Darkness</b> 1 to 5 (4*)	Determine the lightness or darkness of text images.
<b>Halftone</b> Normal* Detail	Enhance the printed output to have smoother lines with sharper edges.
<b>Color Saver</b> Off* On	Reduce the amount of toner used to print graphics and images.
<b>RGB Brightness</b> -6 to 6 (0*)	Adjust the brightness, contrast, and saturation for color output. This setting does not affect files where CMYK color specifications are used.
<b>RGB Contrast</b> 0 to 5 (0*)	
<b>RGB Saturation</b> 0 to 5 (0*)	
<b>Advanced Imaging</b>	
<b>Color Balance</b> Cyan -5 to 5 (0*) Magenta -5 to 5 (0*) Yellow -5 to 5 (0*) Black -5 to 5 (0*)	Adjust the amount of toner that is used for each color.

MENU ITEM	DESCRIPTION
Reset Defaults	
<b>Color Correction</b> Off Auto* Manual <b>Color Correction Content</b>	Modify the color settings used to print documents. <ul style="list-style-type: none"> <li>Off sets the printer to receive the color correction from the software.</li> <li>Auto sets the printer to apply different color profiles to each object on the printed page.</li> <li>Manual allows the customization of the RGB or CMYK color conversions applied to each object on the printed page.</li> <li>Color Correction Content is available only when Color Correction is set to Manual.</li> </ul>
<b>Color Samples</b> Print Color Samples	Print sample pages for each of the RGB and CMYK color conversion tables used in the printer.
<b>Color Adjust</b>	Calibrate the printer to adjust color variations in the printed output.
<b>Spot Color Replacement</b> Set Custom CMYK	Assign specific CMYK values to twenty named spot colors
<b>Spot Color Replacement</b> Set Custom CMYK	Assign specific CMYK values to twenty named spot colors.
<b>RGB Replacement</b>	Match the colors of the output with that of the original document. <ul style="list-style-type: none"> <li>This menu item requires that you select the Display-True-Black color table.</li> <li>This menu item appears only in the Embedded Web Server.</li> </ul>
 Note: An asterisk (*) next to a value indicates the factory default setting.	


## JOB ACCOUNTING




Note: This menu appears only when a printer hard disk is installed.

MENU ITEM	DESCRIPTION
<b>Job Accounting</b> Off* On	Set the printer to create a log of the print jobs that it receives.
<b>Accounting Log Frequency</b>	Specify how often the printer creates a log file.


MENU ITEM	DESCRIPTION
Daily Weekly Monthly*	
<b>Log Action at End of Frequency</b> None* E-mail Current Log E-mail & Delete Current Log Post Current Log Post & Delete Current Log	Specify how the printer responds when the frequency threshold expires.  The value defined in Accounting Log Frequency determines when this action is triggered.
<b>Log Near Full Level</b> Off* On	Specify the maximum size of the log file before the printer executes the Log Action at Near Full.
<b>Log Action at Near Full</b> None* E-mail Current Log E-mail & Delete Current Log E-mail & Delete Oldest Log Post Current Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log Delete Oldest Log Delete All But Current Delete All Logs	Specify how the printer responds when the hard disk is nearly full.  The value defined in Log Near Full Level determines when this action is triggered.
<b>Log Action at Full</b> None* E-mail & Delete Current Log E-mail & Delete Oldest Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log	Specify how the printer responds when disk usage reaches the maximum limit (100MB).

MENU ITEM	DESCRIPTION
Delete Oldest Log Delete All But Current Delete All Logs	
<b>URL to Post Log</b>	Specify where the printer posts job accounting logs.
<b>E-mail Address to Send Logs</b>	Specify the e-mail address to which the printer sends job accounting logs.
<b>Log File Prefix</b>	Specify the prefix for the log file name.  The current host name defined in the TCP/IP menu is used as the default log file prefix.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## XPS


MENU ITEM	DESCRIPTION
<b>Print Error Pages</b> Off* On	Print a test page that contains information on errors, including XML markup errors.
<b>Minimum Line Width</b> 1–30 (2*)	Set the minimum stroke width. <ul style="list-style-type: none"> <li>Jobs printed in 1200 dpi use the value directly.</li> <li>Jobs printed in 4800 CQ use half the value.</li> </ul>
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## PDF

MENU ITEM	DESCRIPTION
<b>Scale to Fit</b> Off* On	Scale the page content to fit the selected paper size.
<b>Annotations</b> Print Do Not Print*	Specify whether to print annotations in the PDF.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## POSTSCRIPT

MENU ITEM	DESCRIPTION
<b>Print PS Error</b> Off* On	Print a page that describes the PostScript® error.  When an error occurs, processing of the job stops, the printer prints an error message, and the rest of the print job is flushed.
<b>Minimum Line Width</b> 1–30 (2*)	Set the minimum stroke width. <ul style="list-style-type: none"> <li>Jobs printed in 1200 dpi use the value directly.</li> <li>Jobs printed in 4800 CQ use half the value.</li> </ul>
<b>Lock PS Startup Mode</b> Off* On	Disable the SysStart file.
<b>Image Smoothing</b> Off* On	Enhance the contrast and sharpness of low-resolution images.  This setting has no effect on images with a resolution of 300 dpi or higher.
<b>Font Priority</b> Resident* Flash/Disk	Establish the font search order. <ul style="list-style-type: none"> <li>Resident sets the printer to search its memory for the requested font before searching the flash memory or printer hard disk.</li> <li>Flash/Disk sets the printer to search the flash memory or printer hard disk for the requested font before searching the printer memory.</li> <li>This menu item appears only when a flash memory or printer hard disk is installed.</li> </ul>


MENU ITEM	DESCRIPTION
<b>Wait Timeout</b> Off On* (40 seconds)	Set the printer to wait for more data before canceling a print job.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## PCL


MENU ITEM	DESCRIPTION
<b>Font Source</b> Resident* Disk Flash All	Choose the source which contains the default font selection. <ul style="list-style-type: none"> <li>Flash and Disk appear only in some printer models.</li> <li>For Flash and Disk to appear, make sure that they are not read- or write-protected.</li> </ul>
<b>Font Name</b> [List of available fonts] (Courier*)	Select a font from the specified font source.
<b>Symbol Set</b> [List of available symbol set] (10U PC-8*)	Specify the symbol set for each font name.  A symbol set is a set of alphabetic and numeric characters, punctuation, and special symbols. Symbol sets support the different languages or specific programs such as math symbols for scientific text.
<b>Pitch</b> 0.08–100 (10*)	Specify the pitch for fixed or monospaced fonts.  Pitch refers to the number of fixed-space characters in a horizontal inch of type.
<b>Orientation</b> Portrait* Landscape	Specify the orientation of text and graphics on the page.
<b>Lines per Page</b> 1–255	Specify the number of lines of text for each page printed through the PCL® datastream. <ul style="list-style-type: none"> <li>This menu item activates vertical escapement that causes the selected number of requested lines to print between the default margins of the page.</li> <li>60 is the U.S. factory default setting. 64 is the international factory default setting.</li> </ul>
<b>PCL5 Minimum Line Width</b>	Set the initial minimum stroke width.

MENU ITEM	DESCRIPTION
1–30 (2*)	<ul style="list-style-type: none"> <li>Jobs printed in 1200 dpi use the value directly.</li> <li>Jobs printed in 4800CQ use half the value.</li> </ul>
<b>PCLXL Minimum Line Width</b> 1–30 (2*)	
<b>A4 Width</b> 198mm* 203mm	<p>Set the width of the logical page on A4-size paper.</p> <p>Logical page is the space on the physical page where data is printed.</p>
<b>Auto CR after LF</b> Off* On	<p>Set the printer to perform a carriage return after a line feed control command.</p> <p>Carriage return is a mechanism that commands the printer to move the position of the cursor to the first position on the same line.</p>
<b>Auto LF after CR</b> Off* On	Set the printer to perform a line feed after a carriage return control command.
<b>Tray Renumber</b> Assign MP Feeder Assign Tray [x] Assign Manual Paper Assign Manual Envelope	<p>Configure the printer to work with a different print driver or custom application that uses a different set of source assignments to request a given paper source.</p> <p>Choose from the following options:</p> <p>Off*—The printer uses the factory default paper source assignments.</p> <p>None—The paper source ignores the Select Paper Feed command.</p> <p>0–199—Select a numeric value to assign a custom value to a paper source.</p> <p>The multipurpose feeder is available only in some printer models.</p>
<b>Tray Renumber</b> View Factory Defaults	Show the factory default value assigned for each paper source.
<b>Tray Renumber</b> Restore Defaults	Restore the tray renumber values to their factory defaults.




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

## HTML

MENU ITEM	DESCRIPTION
<b>Font Name</b> [List of fonts] (Times*)	Set the font to use for HTML documents.
<b>Font Size</b> 1–255 (12*)	Set the font size to use for HTML documents.
<b>Scale</b> 1–400 % (100*)	Scale HTML documents.
<b>Orientation</b> Portrait* Landscape	Set the page orientation for HTML documents.
<b>Margin Size</b> 8–255mm (19*)	Set the page margin for HTML documents.
<b>Backgrounds</b> Do Not Print Print*	Print background information or graphics for HTML documents.
 Note: An asterisk (*) next to a value indicates the factory default setting.	


## IMAGE

MENU ITEM	DESCRIPTION
<b>Auto Fit</b> On Off*	Select the best available paper size and orientation setting for an image.  When set to On, this menu item overrides the scaling and orientation settings for the image.
<b>Invert</b>	Invert bitonal monochrome images.

MENU ITEM	DESCRIPTION
Off* On	This menu item does not apply to GIF or JPEG image formats.
<b>Scaling</b> Anchor Top Left Best Fit* Anchor Center Fit Height/Width Fit Height Fit Width	Adjust the image to fit the printable area.  When Auto Fit is set to On, Scaling is automatically set to Best Fit.
<b>Orientation</b> Portrait* Landscape Reverse Portrait Reverse Landscape	Specify the orientation of text and graphics on the page.
 Note: An asterisk (*) next to a value indicates the factory default setting.	


## Paper

### TRAY CONFIGURATION

MENU ITEM	DESCRIPTION
<b>Default Source</b> Tray [x] (1*) Multipurpose Feeder Manual Paper Manual Envelope	Set the paper source for all print jobs.  Multipurpose Feeder only appears when Configure MP is set to Cassette.
<b>Paper Size/Type</b> Tray [x] Multipurpose Feeder Manual Paper Manual Envelope	Specify the paper size or paper type loaded in each paper source.
<b>Substitute Size</b> Off Statement/A5 Letter/A4 All Listed*	Set the printer to substitute a specified paper size if the requested size is not loaded in any paper source. <ul style="list-style-type: none"> <li>• Off prompts the user to load the required paper size.</li> <li>• Statement/A5 prints an A5-size document on statement when loading statement, and statement-size jobs on A5 paper size when loading A5.</li> <li>• Letter/A4 prints an A4-size document on letter when loading letter, and letter-size jobs on A4 paper size when loading A4.</li> <li>• All Listed Substitutes Letter/A4.</li> </ul>
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## MEDIA CONFIGURATION

### Universal Setup

MENU ITEM	DESCRIPTION
<b>Units of Measure</b> Inches Millimeters	Specify the unit of measurement for the universal paper.  Inches is the U.S. factory default setting. Millimeters is the international factory default setting.
<b>Portrait Width</b> 3–14.17inches (8.50*) 76–359.91mm (216*)	Set the portrait width of the universal paper.
<b>Portrait Height</b> 3–14.17inches (14*) 76–359.91mm (356*)	Set the portrait height of the universal paper.
<b>Feed Direction</b> Short Edge* Long Edge	Set the printer to pick paper from the short edge or long edge direction.  Long Edge appears only when the longest edge is shorter than the maximum width supported.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

**Custom Scan Sizes**

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

## Media Types

MENU ITEM	DESCRIPTION
Plain	Specify the texture and weight of the paper loaded.
Card Stock	
Recycled	
Glossy	
Labels	
Vinyl Labels	
Bond	
Envelope	
Letterhead	
Preprinted	
Colored Paper	
Light	
Heavy	
Rough/Cotton	
Custom Type [x]	

## Copy

### COPY DEFAULTS


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

MENU ITEM	DESCRIPTION
Off On* Auto	
<b>Pages per Side</b> Off* 2 Portrait pages 4 Portrait pages 2 Landscape pages 4 Landscape pages	Specify the number of page images to print on one side of a sheet of paper.
<b>Print Page Borders</b> Off* On	Place a border around each image when printing multiple pages on a single page.
<b>Collate</b> Off [1,1,1,2,2,2] On [1,2,1,2,1,2]*	Print multiple copies in sequence.
<b>“Copy from” Size</b> [List of paper sizes]	Set the paper size of the original document. <ul style="list-style-type: none"> <li>Letter is the U.S. factory default setting. A4 is the international factory default setting.</li> <li>This menu item may vary depending on your printer model.</li> </ul>
<b>“Copy to” Source</b> Tray [x] (1*) Multipurpose Feeder Auto Size Match	Specify the paper source for the copy job.
<b>Temperature</b> -4 to 4 (0*)	Specify whether to generate a cooler or warmer output.
<b>Darkness</b> -4 to 4 (0*)	Adjust the darkness of the scanned image.
<b>Number of Copies</b> 1–9999 (1*)	Specify the number of copies.
<b>Header/Footer</b> Top left	Apply a header or footer on the printed output.



MENU ITEM	DESCRIPTION
Top middle Top right Bottom left Bottom middle Bottom right	
<b>Overlay</b> Confidential Copy Draft Urgent Custom Off*	Specify the overlay text printed on each page of the copy job.
<b>Custom overlay</b>	Type a custom overlay text.
<b>Advanced Imaging</b>	
<b>Color Balance</b> -4 to 4 (0*)	Adjust the amount of toner being used in each color.
<b>Color Dropout</b> None* Red Green Blue <b>Default Red Threshold</b> 0–255 (128*) <b>Default Green Threshold</b> 0–255 (128*) <b>Default Blue Threshold</b> 0–255 (128*)	Specify which color to drop during scanning, and adjust the dropout setting for that color.
<b>Auto Color Detect</b> Color Sensitivity 1–9 (5*)	Set the amount of color that the printer detects from the original document.

MENU ITEM	DESCRIPTION
Area Sensitivity 1–9 (5*)	
<b>Contrast</b> Best for Content* 0 1 2 3 4 5	Specify the contrast of the output.
<b>Background Removal</b> Background Detection Content-based* Fixed Level -4 to 4 (0*)	Adjust the amount of background visible on a scanned image.  If you want to remove the background color from the original document, then set Background Detection to Content-based. If you want to remove image noise from a photo, then set Background Detection to Fixed.
<b>Auto Center</b> Off* On	Align the content at the center of the page.
<b>Mirror Image</b> Off* On	Create a mirror image of the original document.
<b>Negative Image</b> Off* On	Create a negative image of the original document.
<b>Shadow Detail</b> -4 to 4 (0*)	Adjust the amount of shadow detail visible on a scanned image.
<b>Scan Edge to Edge</b> Off* On	Allow edge-to-edge scanning of the original document.
<b>Sharpness</b>	Adjust the sharpness of a scanned image.

MENU ITEM	DESCRIPTION
1–5 (3*)	
<b>Admin Controls</b>	
Menu item	Description
<b>Allow Color Copies</b> Off On*	Print copies in color.
<b>Allow Priority Copies</b> Off On*	Interrupt a print job to copy a page or document.
<b>Custom Job Scanning</b> Off* On	Turn on scanning of custom jobs by default.
<b>Allow Save as Shortcut</b> Off On*	Save custom copy settings as shortcuts.
<b>Sample Copy</b>	Print a sample copy.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## Fax


## FAX MODE

MENU ITEM	DESCRIPTION
<b>Fax Mode</b>	Select a fax mode.
Fax Server	
Disabled	
* Indicates the default value.	

## FAX SETUP

## General Fax Settings

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

MENU ITEM	DESCRIPTION
Off* From Left From Right	number.
<b>Digits to Mask</b> 0–58 (0*)	Specify the number of digits to mask in an outgoing fax number.
<b>Enable Line Connected Detection</b> Off On*	Determine whether a telephone line is connected to the printer. <ul style="list-style-type: none"> <li>Detection takes place when turning on the printer and before each call.</li> <li>This menu item does not appear if Fax Transport is set to T.38.</li> </ul>
<b>Optimize Fax Compatibility</b>	Configure the printer fax functionality for optimal compatibility with other fax machines.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

### Fax Send Settings


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

MENU ITEM	DESCRIPTION
<b>Content Type</b> Text* Text/Photo Photo Graphics	Improve the output result based on the content of the original document.
<b>Content Source</b> Black and White Laser* Color Laser Inkjet Photo/Film Magazine Newspaper Press Other	Improve the output result based on the source of the original document.
<b>Darkness</b> 1 to 9 (5*)	Adjust the darkness of the scanned image.
<b>Behind a PABX</b> Off* On	Set the printer to dial a fax number without waiting to recognize the dial tone.  Private Automated Branch Exchange (PABX) is a telephone network that allows a single access number to offer multiple lines to outside callers.
<b>Dial Mode</b> Tone* Pulse	Specify the dial mode for incoming or outgoing faxes.
<b>Advanced Imaging</b>	
<b>Color Balance</b> 1 to 9 (5*)	Adjust the amount of toner used for each color.
<b>Color Dropout</b> None* Red Green Blue	Specify which color to drop during scanning, and adjust the dropout setting for that color.

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

MENU ITEM	DESCRIPTION
0–9 (5*)	activity levels of recipient fax machines.
<b>Redial Frequency</b> 1–200 minutes (3*)	Increase the time between redial attempts to increase the chance of sending fax successfully.
<b>Enable ECM</b> Off On*	Activate Error Correction Mode (ECM) for fax jobs. ECM detects and corrects errors in the fax transmission process that are caused by telephone line noise and poor signal strength.
<b>Enable Fax Scans</b> Off On*	Fax documents that are scanned at the printer.
<b>Driver to Fax</b> Off On*	Allow the print driver to send fax.
<b>Allow Save as Shortcut</b> Off On*	Save fax numbers as shortcuts in the printer.
<b>Max Speed</b> 33600* 14400 9600 4800 2400	Set the maximum speed for sending fax.
<b>Custom Job Scanning</b> Off* On	Turn on scanning of custom jobs by default. This menu item appears only when a hard disk is installed.
<b>Scan Preview</b> Off* On	Show a preview of the scan on the display. This menu item appears only when a hard disk is installed.
<b>Enable Color Fax Scans</b> Off by default* On by default	Enable color scans for fax.




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

### Fax Receive Settings

MENU ITEM	DESCRIPTION
<b>Rings to Answer</b> 1–25 (3*)	Set the number of rings for incoming fax.
<b>Auto Reduction</b> Off On*	Scale incoming fax to fit on the page.
<b>Paper Source</b> Tray [x] Multipurpose Feeder Auto*	Set the paper source for printing incoming fax.
<b>Sides</b> Off* On	Print on both sides of the paper.
<b>Separator Sheets</b> None* Before Job	Specify whether to insert blank separator sheets when printing.


MENU ITEM	DESCRIPTION
After Job	
<b>Separator Sheet Source</b> Tray[x] (1*) Multipurpose Feeder	Specify the paper source for the separator sheet.
<b>Output Bin</b> Standard Bin	Specify the output bin for received faxes.
<b>Fax Footer</b> On Off*	Print the transmission information at the bottom of each page from a received fax.
<b>Fax Footer Time Stamp</b> Receive* Print	Print the time stamp at the bottom of each page from a received fax.
<b>Holding Faxes</b> Held Fax Mode Off* Always On Manual Scheduled	Hold received faxes from printing until they are released.
<b>Admin Controls</b>	
<b>Enable Fax Receive</b> Off On*	Set the printer to receive fax.
<b>Enable Color Fax Receive</b> Off On*	Set the printer to receive fax in color.
<b>Enable Caller ID</b> Off On*	Show the number that is sending the incoming fax.
<b>Block No Name Fax</b> Off* On	Block incoming faxes sent from devices with no Private Caller ID or fax ID specified.

MENU ITEM	DESCRIPTION
<b>Banned Fax List</b> Add Banned Fax	Specify the phone numbers that you want to block.
<b>Answer On</b> All Rings* Single Ring Only Double Ring Only Triple Ring Only Single or Double Rings Only Single or Triple Rings Only Double or Triple Rings Only	Set a distinctive ring pattern for incoming fax.
<b>Auto Answer</b> Off On*	Set the printer to receive fax automatically.
<b>Manual Answer Code</b> 0–9 (9*)	Manually enter a code on the telephone number pad to begin receiving fax. <ul style="list-style-type: none"> <li>• This menu item appears only when the printer shares a line with a telephone.</li> <li>• This menu item appears only when you set the printer to receive fax manually.</li> </ul>
<b>Fax Forwarding</b> Print* Print and Forward Forward	Specify how to forward received fax.
<b>Forward to</b> Destination [x] Type Shortcut Number	Specify where to forward received fax. This field becomes active when Forward or Print and Forward are selected for Fax Forwarding.
<b>Confirmation E-mail</b>	Send a confirmation e-mail when fax forwarding is successful.  The e-mail is sent only when forwarding to FTP or Network Share destinations.

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


### Fax Cover Page

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


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

### Fax Log Settings

MENU ITEM	DESCRIPTION
<b>Transmission Log Frequency</b> Always Never Only For Error	The frequency for printing logs.
<b>Transmission Log Action</b> Print <ul style="list-style-type: none"> <li>• Off</li> <li>• On</li> </ul> E-mail <ul style="list-style-type: none"> <li>• Off</li> <li>• On</li> </ul>	
<b>Receive Error Log</b> Print Never* Print on Error	Print a log for fax-receive failures.
<b>Auto Print Logs</b> On* Off	Print all fax activity.
<b>Log Paper Source</b> Tray [x] (1*) Multipurpose Feeder	Specify the paper source for printing logs.
<b>Logs Display</b> Remote Fax Name* Dialed Number	Identify the sender by remote fax name or fax number.

MENU ITEM	DESCRIPTION
<b>Enable Job Log</b> On* Off	View a summary of all fax jobs.
<b>Enable Call Log</b> On* Off	View a summary of fax dialing history.
<b>Log Output Bin</b> Standard Bin* Bin [x]	Specify the output bin for printed logs.
 Note: An asterisk (*) next to a value indicates the factory default setting.	


### Speaker Settings

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

## E-mail

## E-MAIL SETUP

MENU ITEM	DESCRIPTION
<b>Primary SMTP Gateway</b>	Type the IP address or host name of the primary SMTP server for sending e-mail.
<b>Primary SMTP Gateway Port</b> 1–65535 (25*)	Enter the port number of the primary SMTP server.
<b>Secondary SMTP Gateway</b>	Type the server IP address or host name of your secondary or backup SMTP server.
<b>Secondary SMTP Gateway Port</b> 1–65535 (25*)	Enter the server port number of your secondary or backup SMTP server.
<b>SMTP Timeout</b> 5–30 seconds (30*)	Set the time before the printer times out if the SMTP server does not respond.
<b>Reply Address</b>	Specify a reply address in the e-mail.
<b>Always use SMTP default Reply Address</b> On* Off	Always use the default reply address in the SMTP server.
<b>Use SSL/TLS</b> Disabled* Negotiate Required	Specify whether to send e-mail using an encrypted link.
<b>Require Trusted Certificate</b> Off On*	Require a trusted certificate when accessing the SMTP server.
<b>SMTP Server Authentication</b> No authentication required* Login / Plain NTLM CRAM-MD5 Digest-MD5 Kerberos 5	Set the authentication type for the SMTP server.

MENU ITEM	DESCRIPTION
<b>Device-Initiated E-mail</b> None* Use Device SMTP Credentials	Specify whether credentials are required for device-initiated e-mail.
<b>User-Initiated E-mail</b> None* Use Device SMTP Credentials Use Session User ID and Password Use Session E-mail address and Password Prompt user	Specify whether credentials are required for user-initiated e-mail.
<b>Use Active Directory Device Credentials</b> Off On*	Enable user credentials and group designations to connect to the SMTP server.
<b>Device Userid</b> <b>Device Password</b>	Specify the user ID and password to connect to the SMTP server.
<b>Kerberos 5 REALM</b>	Specify the realm for the Kerberos 5 authentication protocol.
<b>NTLM Domain</b>	Specify the domain name for the NTLM security protocol.
<b>Disable "SMTP server not set up" error</b> Off* On	Hide the "SMTP server not set up" error message.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## E-MAIL DEFAULTS

MENU ITEM	DESCRIPTION
<b>Subject</b>	Specify the e-mail subject and message.
<b>Message</b>	
<b>File Name</b>	Specify the file name for the scanned image.
<b>Format</b> PDF (.pdf)* TIFF (.tif)	Specify the file format for the scanned image.




MENU ITEM	DESCRIPTION
JPEG (.jpg) XPS (.xps)	
<b>PDF Settings</b> <b>PDF Version</b> 1.3 1.4 1.5* 1.6 1.7 <b>Archival Version</b> A-1a* A-1b <b>Secure</b> Off* On <b>Archival (PDF/A)</b> Off* On	Set the PDF format of the scanned image.
<b>Content Type</b> Text Text/Photo* Photo Graphics	Improve the output result based on the content of the original document.
<b>Content Source</b> Black and White Laser* Color Laser Inkjet Photo/Film Magazine Newspaper Press	Improve the output result based on the original document.

MENU ITEM	DESCRIPTION
Other	
<b>Color</b> Black and White Gray Color* Auto	Specify the color when scanning an image.
<b>Resolution</b> 75 dpi 150 dpi* 200 dpi 300 dpi 400 dpi 600 dpi	Set the resolution of the scanned image.
<b>Darkness</b> 1 to 9 (5*)	Adjust the darkness of the scanned image.
<b>Orientation</b> Portrait* Landscape	Specify the orientation of text and graphics on the page.
<b>Original Size</b> [List of paper sizes]	Set the paper size of the original document. Mixed Sizes is the factory default setting.
<b>Sides</b> Off* Long Edge Short Edge	Specify the page orientation of text and graphics when scanning a two-sided document.
<b>Advanced Imaging</b>	
<b>Color Balance</b> Cyan to Red 1 to 9 (5*) Magenta to Green 1 to 9 (5*)	Adjust the color intensity during scanning.

MENU ITEM	DESCRIPTION
Yellow to Blue 1 to 9 (5*)	
<b>Color Dropout</b> Color Dropout None* Red Green Blue Default Red Threshold 0–255 (128*) Default Green Threshold 0–255 (128*) Default Blue Threshold 0–255 (128*)	Specify which color to drop during scanning, and adjust the dropout setting for that color.
<b>Auto Color Detect</b> Color Sensitivity 1–9 (5*) Area Sensitivity 1–9 (5*) E-mail Bit Depth 1bit* 8bit	Set the amount of color that the printer detects from the original document.  This menu item appears only when Color is set to Auto.
Minimum Scan Resolution <ul style="list-style-type: none"> <li>• 75 dpi</li> <li>• 150 dpi</li> <li>• 200 dpi</li> <li>• 300 dpi</li> </ul>	
<b>JPEG Quality</b> Best for content* 5–95	Set the quality of a JPEG-format scanned image. <ul style="list-style-type: none"> <li>• 5 reduces the file size, but lessens the image quality.</li> <li>• 95 provides the best image quality, but produces a large file size.</li> </ul>
<b>Contrast</b>	Specify the contrast of the output.

MENU ITEM	DESCRIPTION
Best for content* 0 1 2 3 4 5	
<b>Background Removal</b> Background Detection Content-based* Fixed Level -4 to 4 (0*)	Adjust the amount of background visible on a scanned image.  If you want to remove the background color from the original document, then set Background Detection to Content-based. If you want to remove image noise from a photo, then set Background Detection to Fixed.
<b>Mirror Image</b> Off* On	Create a mirror image of the original document.
<b>Negative Image</b> Off* On	Create a negative image of the original document.
<b>Shadow Detail</b> -4 to 4 (0*)	Adjust the amount of shadow detail visible on a scanned image.
<b>Scan Edge to Edge</b> Off* On	Allow edge-to-edge scanning of the original document.
<b>Sharpness</b> 1–5 (3*)	Adjust the sharpness of a scanned image.
<b>Temperature</b> 1 to 9 (5*)	Specify whether to generate a cooler or warmer output.
<b>Blank Pages</b> Blank Page Removal Blank Page Sensitivity	Specify whether to include blank pages.

MENU ITEM	DESCRIPTION
<b>Admin Controls</b>	
<b>Max E-mail Size</b> 0–65535 (0*)	Set the allowable file size for each e-mail.
<b>Size Error Message</b>	Specify an error message that the printer sends when an e-mail exceeds its allowable file size.  You can type up to 1024 characters.
<b>Limit Destinations</b>	Limit sending of e-mail only to the specified list of domain names.  Use a comma to separate each domain.
<b>Send Me a Copy</b>  Never appears*  On by Default  Off by Default  Always On	Send a copy of the e-mail to yourself.
Allow self-e-mails only  Off*  On	
<b>Use cc:/bcc:</b>  Off*  On	Enable carbon copy and blind carbon copy in e-mail.
<b>Use Multi-Page TIFF</b>  On*  Off	Choose between single- and multiple-page TIFF files.
<b>TIFF Compression</b>  LZW*  JPEG	Set a compression option for TIFF files.
<b>Text Default</b> 5–95 (75*)	Set the quality of text on a scanned image.
<b>Text/Photo Default</b> 5–95 (75*)	Set the quality of text or photo on a scanned image.
<b>Photo Default</b> 5–95 (50*)	Set the quality of a photo on a scanned image.

MENU ITEM	DESCRIPTION
<b>Transmission Log</b> Print log* Do Not Print Log Print Only for Error	Print a log for successful e-mail transmission.
<b>Log Paper Source</b> Tray [x] (1*) Multipurpose Feeder	Specify the paper source for printing logs.
<b>Allow Save as Shortcut</b> Off On*	Save e-mail addresses as shortcuts.  When set to Off, the Save As Shortcut button does not appear on the e-mail Destination screen.
<b>E-mail Images Sent As</b> Attachment* Web Link	Specify how to send the images in e-mail.
<b>Reset E-mail Information After Sending</b> Off On*	Restore the default e-mail information after sending an e-mail.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## WEB LINK SETUP

MENU ITEM	DESCRIPTION
<b>Server</b>	Set the printer to send e-mail as a web link.
<b>Login</b>	
<b>Password</b>	
<b>Path</b>	
<b>File Name</b>	
<b>Web Link</b>	


## FTP

## FTP DEFAULTS

MENU ITEM	DESCRIPTION
<b>Format</b> PDF (.pdf)* TIFF (.tif) JPEG (.jpg) XPS (.xps) TXT (.txt) RTF (.rtf) DOCX (.docx)	Specify the file format for the scanned image.  The menu items may vary depending on your printer model.
<b>Global OCR Settings</b> Recognized Languages Auto Rotate Despeckle Auto Contrast Enhance	Configure the settings for optical character recognition (OCR).  This menu appears only if you have purchased and installed an OCR solution.
<b>PDF Settings</b> PDF Version 1.3 1.4 1.5* 1.6 1.7 Archival Version A-1a* A-1b Secure Off* On Archival (PDF/A) Off*	Set the PDF format for the scanned image.

MENU ITEM	DESCRIPTION
On	
<b>Content Type</b> Text Text/Photo* Graphics Photo	Improve the output result based on the content of the original document.
<b>Content Source</b> Black and White Laser Color Laser* Inkjet Photo/Film Magazine Newspaper Press Other	Improve the output result based on the source of the original document.
<b>Color</b> Black and White Gray Color* Auto	Specify the color when scanning an image.
<b>Resolution</b> 75 dpi 150 dpi* 200 dpi 300 dpi 400 dpi 600 dpi	Set the resolution of the scanned image.
<b>Darkness</b> -4 to 4 (0*)	Adjust the darkness of the scanned image.
<b>Orientation</b> Portrait*	Specify the orientation of text and graphics on the page.




MENU ITEM	DESCRIPTION
Landscape	
<b>Original Size</b> [List of paper sizes]	Set the paper size of the original document. <ul style="list-style-type: none"> <li>Letter is the U.S. factory default setting. A4 is the international factory default setting.</li> <li>The menu items may vary depending on your printer model.</li> </ul>
<b>Sides</b> Off* Long Edge Short Edge	Specify the page orientation of text and graphics when scanning a two-sided document.
<b>File Name</b>	Specify the file name of the scanned image.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

### Advanced Imaging


MENU ITEM	DESCRIPTION
<b>Color Balance</b> -4 to 4 (0*)	Adjust the amount of toner used for each color in scan output.
<b>Color Dropout</b> Color Dropout None* Red Green Blue Default Red Threshold 0–255 (128*) Default Green Threshold 0–255 (128*) Default Blue Threshold 0–255 (128*)	Specify which color to drop during scanning, and adjust the dropout setting for that color.
<b>Auto Color Detect</b> Color Sensitivity	Set the amount of color that the printer detects from the original document.

MENU ITEM	DESCRIPTION
1–9 (5*) Area Sensitivity 1–9 (5*)	This menu item appears only when Color is set to Auto.
<b>JPEG Quality</b> Best for content* 5–95	Set the quality of a JPEG-format image. <ul style="list-style-type: none"> <li>5 reduces the file size, but lessens the image quality.</li> <li>90 provides the best image quality, but produces a large file size.</li> </ul>
<b>Contrast</b> Best for content* 0 1 2 3 4 5	Specify the contrast of the output.
<b>Background Removal</b> Background Detection Content-based* Fixed Level -4 to 4 (0*)	Adjust the amount of background visible on a scanned image.  If you want to remove the background color from the original document, then set Background Detection to Content-based. If you want to remove image noise from a photo, then set Background Detection to Fixed.
<b>Mirror Image</b> Off* On	Create a mirror image of the original document.
<b>Negative Image</b> Off* On	Create a negative image of the original document.
<b>Shadow Detail</b> -4 to 4 (0*)	Adjust the amount of shadow detail visible on a scanned image.
<b>Scan Edge to Edge</b> Off*	Allow edge-to-edge scanning of the original document.

MENU ITEM	DESCRIPTION
On	
<b>Sharpness</b> 1–5 (3*)	Adjust the sharpness of a scanned image.
<b>Temperature</b> -4 to 4 (0*)	Specify whether to generate a cooler or warmer output.
<b>Blank Pages</b> Blank Page Removal Blank Page Sensitivity	Specify whether to include blank pages.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

### Admin Controls

MENU ITEM	DESCRIPTION
<b>Text Default</b> 5–95 (75*)	Set the quality of text on a scanned image.
<b>Text/Photo Default</b> 5–95 (75*)	Set the quality of text or photo image on a scanned image.
<b>Photo Default</b> 5–95 (50*)	Set the quality of a photo image on a scanned image.
<b>Use Multi-Page TIFF</b> On* Off	Choose between single- and multiple-page TIFF files.
<b>TIFF Compression</b> LZW* JPEG	Set a compression option for TIFF files.
<b>Transmission Log</b> Print Log* Do Not Print Log Print Only for Error	Print a log for successful FTP scan transmission.
<b>Log Paper Source</b> Tray [x] (1*)	Specify the paper source for printing FTP logs.


MENU ITEM	DESCRIPTION
Multipurpose Feeder	
<b>FTP Bit Depth</b> 1 bit 8 bit*	Enable the Text/Photo mode to have smaller file sizes by using 1-bit image.  This menu item appears only when Color is set to Gray.
<b>Custom Job Scanning</b> Off* On	Turn on scanning of custom jobs by default.  This menu item appears only when a hard disk is installed.
<b>Scan Preview</b> Off On*	Show a preview of the scan on the display.  This menu item appears only when a hard disk is installed.
<b>Allow Save as Shortcut</b> Off On*	Save custom FTP settings as shortcuts.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## USB Drive

### FLASH DRIVE SCAN

MENU ITEM	DESCRIPTION
<b>Format</b> PDF (.pdf)* TIFF (.tif) JPEG (.jpg) XPS (.xps)	Specify the file format for the scanned image.  The settings may vary depending on your printer model.
<b>Global OCR Settings</b> Recognized Languages Auto Rotate Despeckle Auto Contrast Enhance	Configure the settings for optical character recognition (OCR).  This menu appears only if you have purchased and installed an OCR solution.
<b>PDF Settings</b> PDF Version 1.3 1.4 1.5* 1.6 1.7 Archival Version A-1a* A-1b Secure Off* On Archival (PDF/A) Off* On	Set the PDF format for the scanned image.
<b>Content Type</b> Text	Improve the output result based on the content of the original document.

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


MENU ITEM	DESCRIPTION
	<ul style="list-style-type: none"> <li>Letter is the U.S. factory default setting. A4 is the international factory default setting.</li> <li>This menu item may vary depending on your printer model.</li> </ul>
<b>Sides</b> Off* Long edge Short edge	Specify the page orientation of text and graphics when scanning a two-sided document.
<b>File Name</b>	Specify the file name of the scanned image.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

### Advanced Imaging

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

MENU ITEM	DESCRIPTION
<b>JPEG Quality</b> Best for content* 5–95	Set the quality of a JPEG-format image. <ul style="list-style-type: none"> <li>• 5 reduces the file size, but lessens the image quality.</li> <li>• 90 provides the best image quality, but produces a large file size.</li> </ul>
<b>Contrast</b> Best for content* 0 1 2 3 4 5	Specify the contrast of the output.
<b>Background Removal</b> Background Detection Content-based* Fixed Level -4 to 4 (0*)	Adjust the amount of background visible on a scanned image.  If you want to remove the background color from the original document, then set Background Detection to Content-based. If you want to remove image noise from a photo, then set Background Detection to Fixed.
<b>Mirror Image</b> Off* On	Create a mirror image of the original document.
<b>Negative Image</b> Off* On	Create a negative image of the original document.
<b>Shadow Detail</b> -4 to 4 (0*)	Adjust the amount of shadow detail visible on a scanned image.
<b>Scan Edge to Edge</b> Off* On	Allow edge-to-edge scanning of the original document.
<b>Sharpness</b> 1–5 (3*)	Adjust the sharpness of a scanned image.




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

### Admin Controls

MENU ITEM	DESCRIPTION
<b>Text Default</b> 5–95 (75*)	Set the quality of text on a scanned image.
<b>Text/Photo Default</b> 5–95 (75*)	Set the quality of text or photo on a scanned image.
<b>Photo Default</b> 5–95 (75*)	Set the quality of a photo on a scanned image.
<b>Use Multi-Page TIFF</b> On* Off	Choose between single- and multiple-page TIFF files.
<b>TIFF Compression</b> LZW* JPEG	Set the compression for TIFF files.
<b>Scan Bit Depth</b> 1 bit 8 bit*	Enable the Text/Photo mode to have smaller file sizes by using 1-bit image. This menu item appears only when Color is set to Gray.
<b>Custom Job Scanning</b> Off* On	Turn on scanning of custom jobs by default. This menu item appears only when a hard disk is installed.

MENU ITEM	DESCRIPTION
<b>Scan Preview</b>	Show a preview of the scan on the display.
Off	This menu item appears only when a hard disk is installed.
On*	


 Note: An asterisk (\*) next to a value indicates the factory default setting.

## CUSTOMIZE SCAN SETTINGS LIST

### FLASH DRIVE PRINT

MENU ITEM	DESCRIPTION
<b>Number of Copies</b>	Set the number of copies.
1–9999 (1*)	
<b>Paper Source</b>	Set the paper source for the print job.
Tray [x] (1*)	The multipurpose feeder is available only in some printer models.
Multipurpose Feeder	
Manual Paper	
Manual Envelope	
<b>Color</b>	Print the output in color.
Off	
On*	
<b>Collate</b>	Print multiple copies in sequence.
(1,1,1) (2,2,2)	
(1,2,3) (1,2,3)*	
<b>Sides</b>	Specify whether to print on one side or two sides of the paper.
1-Sided*	
2-Sided	
<b>Flip Style</b>	Determine which side of the paper (long edge or short edge) is bound when performing two-sided printing.
Long Edge*	Depending on the option selected, the printer automatically offsets each printed information of the page to bind the job correctly.
Short Edge	
<b>Pages per Side</b>	Print multiple page images on one side of a sheet of paper.


MENU ITEM	DESCRIPTION
Off* 2 pages per side 3 pages per side 4 pages per side 6 pages per side 9 pages per side 12 pages per side 16 pages per side	
<b>Pages per Side Ordering</b> Horizontal* Reverse Horizontal Reverse Vertical Vertical	Specify the positioning of multiple page images when using Pages per Side.  The positioning depends on the number of page images and their page orientation.
<b>Pages per Side Orientation</b> Auto* Landscape Portrait	Specify the orientation of a multiple-page document when using Pages per Side.
<b>Pages per Side Border</b> None* Solid	Print a border around each page image when using Pages per Side.
<b>Separator Sheets</b> Off* Between Copies Between Jobs Between Pages	Specify whether to insert blank separator sheets when printing.
<b>Separator Sheet Source</b> Tray [x] (1*) Multipurpose Feeder	Specify the paper source for the separator sheet.  The multipurpose feeder is available only in some printer models.

MENU ITEM	DESCRIPTION
<b>Blank Pages</b>	Specify whether to print blank pages in a print job.
Do Not Print*	
Print	
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## CUSTOMIZE PRINT SETTINGS LIST

## Network/Ports


## NETWORK OVERVIEW

MENU ITEM	DESCRIPTION
<b>Active Adapter</b> Auto* Standard Network Wireless	Specify how a network is connected.  Wireless appears only when a wireless network adapter is installed.
<b>Network Status</b>	Show the connection status of the printer network.
<b>Display Network Status on Printer</b> On* Off	Show the network status on the display.
<b>Speed, Duplex</b>	Show the speed of the currently active network card.
<b>IPv4</b>	Show the IPv4 address.
<b>All IPv6 Addresses</b>	Show all IPv6 addresses.
<b>Reset Print Server</b>	Reset all active network connections to the printer.  This setting removes all network configuration settings.
<b>Network Job Timeout</b> Off On* (90 seconds)	Set the time before the printer cancels a network print job.
<b>Banner Page</b> Off* On	Print a banner page.
<b>Scan to PC Port Range</b> 9751:12000*	Specify a valid port range for printers that are behind a port blocking firewall.
<b>Enable Network Connections</b> <ul style="list-style-type: none"> <li>On</li> <li>Off</li> </ul>	
<b>Enable LLDP</b> <ul style="list-style-type: none"> <li>On</li> <li>Off</li> </ul>	
 Note: An asterisk (*) next to a value indicates the factory default setting.	


## WIRELESS



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

MENU ITEM	DESCRIPTION
<b>Setup On Printer Panel</b> <ul style="list-style-type: none"> <li>• Choose Network</li> <li>• Add Wi-Fi Network <ul style="list-style-type: none"> <li>– Network Name</li> <li>– Network Mode <ul style="list-style-type: none"> <li>– Infrastructure</li> <li>– Wireless Security Mode <ul style="list-style-type: none"> <li>– Disabled</li> <li>– WPA2/WPA - Personal</li> <li>– WPA2 - Personal</li> <li>– WPA2/WPA3 - Personal</li> <li>– WPA3 - Personal</li> <li>– 802.1x - RADIUS</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p>Determine the wireless network that the printer connects to.</p> <p>Select <b>Choose Network</b> to pick from a list of discovered wireless networks.</p> <p>Select <b>Add Wi-Fi Network</b> to manually add a non-advertised network.</p> <p>When set to 802.1x-RADIUS, make sure to configure the 802.1x authentication settings to avoid network disconnection.</p> <p> Note: This menu item appears as <i>Wireless Connection Setup</i> in the Embedded Web Server.</p>
<b>Wi-Fi Protected Setup</b> <ul style="list-style-type: none"> <li>• Start Push Button Method</li> <li>• Start PIN Method</li> </ul>	<p>An alternate method to join a wireless network is through Wi-Fi Protected Setup.</p> <ul style="list-style-type: none"> <li>• Start Push Button Method connects the printer to a wireless network when buttons on both the printer and the access point (wireless router) are pressed within a given time.</li> <li>• Start PIN Method connects the printer to a wireless network when a PIN on the printer is entered into the wireless settings of the access point.</li> </ul>
<b>Compatibility</b> 802.11b/g/n (2.4GHz)*	Specify the wireless standard for the wireless network.
<b>Wireless Security Mode</b> <ul style="list-style-type: none"> <li>• Disabled*</li> <li>• WPA2/WPA-Personal <ul style="list-style-type: none"> <li>– WPA2/WPA-PSK Encryption Mode <ul style="list-style-type: none"> <li>– AES</li> </ul> </li> <li>– Set Pre-Shared Key</li> </ul> </li> <li>• WPA2-Personal</li> </ul>	<p>Set the type of security for connecting the printer to wireless devices.</p> <p>Enable wireless security through Wi-Fi Protected Access (WPA) or through 802.1x standard.</p> <p>When set to WPA security mode, for the Pre-Shared Key, enter the password for the secure wireless connection.</p> <p>When set to 802.1x-RADIUS, make sure to configure the 802.1x authentication settings to avoid network disconnection.</p>

MENU ITEM	DESCRIPTION
<ul style="list-style-type: none"> <li>– WPA2-PSK Encryption Mode <ul style="list-style-type: none"> <li>– AES</li> </ul> </li> <li>– Set Pre-Shared Key</li> <li>• WPA2/WPA3 - Personal <ul style="list-style-type: none"> <li>– WPA2/WPA3 - PSK Encryption Mode</li> <li>– Set Pre-Shared Key</li> </ul> </li> <li>• WPA3 - Personal <ul style="list-style-type: none"> <li>– WPA3 - PSK Encryption Mode</li> <li>– Set Pre-Shared Key</li> </ul> </li> <li>• 802.1x - RADIUS <ul style="list-style-type: none"> <li>– 802.1x Encryption Mode <ul style="list-style-type: none"> <li>– WPA +</li> <li>– WPA2*</li> <li>– WPA2 + PMF</li> </ul> </li> </ul> </li> </ul>	<p>PMF is Protected Management Frames.</p>
<p><b>IPv4</b></p> <ul style="list-style-type: none"> <li>• Enable DHCP <ul style="list-style-type: none"> <li>– On*</li> <li>– Off</li> </ul> </li> <li>• Set Static IP Address <ul style="list-style-type: none"> <li>– IP Address</li> <li>– Netmask</li> <li>– Gateway</li> </ul> </li> </ul>	<p>Enable Dynamic Host Configuration Protocol (DHCP) and configure static IP address.</p> <p>DHCP is a standard protocol that allows a server to distribute IP addressing and configuration information dynamically to clients.</p>
<p><b>IPv6</b></p> <ul style="list-style-type: none"> <li>• Enable IPv6 <ul style="list-style-type: none"> <li>– On*</li> <li>– Off</li> </ul> </li> <li>• Enable DHCPv6 <ul style="list-style-type: none"> <li>– On</li> <li>– Off*</li> </ul> </li> <li>• Stateless Address Auto configuration <ul style="list-style-type: none"> <li>– On*</li> <li>– Off</li> </ul> </li> <li>• DNS Server Address</li> </ul>	<p>Enable and configure IPv6 settings in the printer.</p>

MENU ITEM	DESCRIPTION
<ul style="list-style-type: none"> <li>Manually Assigned IPv6 Address</li> <li>Manually Assigned IPv6 Router</li> <li>Address Prefix 0–128 (64*)</li> <li>All IPv6 Addresses</li> <li>All IPv6 Router Addresses</li> </ul>	
<b>Network Address</b> <ul style="list-style-type: none"> <li>UAA</li> <li>LAA</li> </ul>	View the network addresses.
<b>PCL SmartSwitch</b> <ul style="list-style-type: none"> <li>On*</li> <li>Off</li> </ul>	<p>Set the printer to switch automatically to PCL emulation when a print job requires it, regardless of the default printer language.</p> <p>If PCL SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.</p>
<b>PS SmartSwitch</b> <ul style="list-style-type: none"> <li>On*</li> <li>Off</li> </ul>	<p>Set the printer to switch automatically to PS emulation when a print job requires it, regardless of the default printer language.</p> <p>If PS SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.</p>
<b>Mac Binary PS</b> <ul style="list-style-type: none"> <li>Auto*</li> <li>On</li> <li>Off</li> </ul>	<p>Set the printer to process Macintosh binary PostScript print jobs.</p> <ul style="list-style-type: none"> <li>On processes raw binary PostScript print jobs.</li> <li>Off filters print jobs using the standard protocol.</li> </ul>
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## WI-FI DIRECT



Note: This menu appears only when a direct Wi-Fi network is the active network.

MENU ITEM	DESCRIPTION
<b>Enable Wi-Fi Direct</b> <ul style="list-style-type: none"> <li>On</li> <li>Off</li> </ul>	Specify the service set identifier (SSID) of the Wi-Fi network.
<b>Wi-Fi Direct Name</b>	.
<b>Wi-Fi Direct Password</b>	Password must be at least 8 characters in length.




MENU ITEM	DESCRIPTION
<b>Show Password on Setup Page</b> <ul style="list-style-type: none"> <li>On</li> <li>Off</li> </ul>	Specify the IP address of the group owner.
<b>Preferred Channel Number</b> <ul style="list-style-type: none"> <li>Auto</li> <li>1 through 11</li> </ul>	
<b>Group Owner IP Address</b>	
<b>Auto-Accept Push Button Requests</b>	Accept requests to connect to the network automatically.  Accepting clients automatically is insecure.


## AIRPRINT

MENU ITEM	DESCRIPTION
<b>AirPrint</b> <ul style="list-style-type: none"> <li>Enabled</li> <li>Disabled</li> </ul>	
<b>Bonjour Name</b>	The name to use to identify the printer on Airprint.
<b>Organization Name</b>	
<b>Organizational Unit</b>	
<b>Printer Location</b>	
<b>Printer's Latitude</b>	GPS latitude of the printer. The range is –90 to 90.
<b>Printer's Longitude</b>	GPS longitude of the printer. The range is –180 to 180.
<b>Printer's Altitude</b>	GPS altitude of the printer. The range is –100000 to 100000.
<b>More Options</b>	From the Embedded Web Server, navigate to <b>Settings &gt; Network/Ports &gt; AirPrint &gt; More Options</b> for the following options.
<b>Supplies</b> Black Cartridge Cyan Cartridge Magenta Cartridge Yellow Cartridge Imaging Kit	This menu lists the supplies status/notifications.

MENU ITEM	DESCRIPTION
Waste Toner Bottle Imaging Kit Waste Toner Bottle	
<b>Printer</b> Device Type Device Speed Firmware Level Multipurpose Feeder Tray 1 Tray 2 Standard Bin	This menu lists the printer specifications and input/output tray status/notifications.
<b>Login Methods</b>	For more information, refer to <a href="#">Login Methods</a> .
<b>Certificate Management</b>	For more information, refer to <a href="#">Certificate Management</a> .
<b>Confidential Print Setup</b>	For more information, refer to <a href="#">Confidential Print Setup</a> .


#### MOBILE SERVICES MANAGEMENT

MENU ITEM	DESCRIPTION
<b>Enable IPP Print</b> <ul style="list-style-type: none"> <li>On*</li> <li>Off</li> </ul>	Enable IPP Print setting in the Printer.
<b>Enable IPP Fax</b> <ul style="list-style-type: none"> <li>On*</li> <li>Off</li> </ul>	Enable IPP Fax setting in the Printer.
<b>Enable IPP Over USB</b> <ul style="list-style-type: none"> <li>On*</li> <li>Off</li> </ul>	Enable IPP Over USB setting in the Printer.   Note: After changing this setting, user needs to restart the Printer.
<b>Enable Scan</b> <ul style="list-style-type: none"> <li>On*</li> <li>Off</li> </ul>	Enable Mobile Scan setting in the Printer.

MENU ITEM	DESCRIPTION
<b>Enable Mopria Print Discovery</b> <ul style="list-style-type: none"> <li>On*</li> <li>Off</li> </ul>	Enable Mopria Print Discovery setting in the Printer.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## ETHERNET

MENU ITEM	DESCRIPTION
<b>Network Speed</b>	Show the speed of an active network adapter.
<b>IPv4</b> Enable DHCP On* Off	Enable Dynamic Host Configuration Protocol (DHCP).  DHCP is a standard protocol that allows a server to dynamically distribute IP addressing and configuration information to clients.
<b>IPv4</b> Set Static IP Address IP Address Netmask Gateway	Set the static IP address of your printer.
<b>Network Address</b> UAA LAA	Show the printer Media Access Control (MAC) addresses: Locally Administered Address (LAA) and Universally Administered Address (UAA).  You can change the printer LAA manually.
<b>PCL SmartSwitch</b> Off On*	Set the printer to switch automatically to PCL emulation when a print job requires it, regardless of the default printer language.  If PCL SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
<b>PS SmartSwitch</b> Off On*	Set the printer to switch automatically to PS emulation when a print job requires it, regardless of the default printer language.  If PS SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
<b>Job Buffering</b>	Temporarily store jobs on the printer hard disk before



MENU ITEM	DESCRIPTION
Off On*	printing. <ul style="list-style-type: none"> <li>This menu item appears only when a hard disk is installed.</li> <li>This menu item appears only in some printer models.</li> </ul>
<b>Mac Binary PS</b> Auto* On Off	Set the printer to process Macintosh binary PostScript print jobs. <ul style="list-style-type: none"> <li>On processes raw binary PostScript print jobs.</li> <li>Off filters print jobs using the standard protocol.</li> </ul>
<b>Energy Efficient Ethernet</b> Off On*	Reduce power consumption when the printer does not receive data from the Ethernet network.
 Note: An asterisk (*) next to a value indicates the factory default setting.	


**TCP/IP**

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

MENU ITEM	DESCRIPTION
<b>Set Hostname</b>	Set the current TCP/IP host name.
<b>Domain Name</b>	Set the domain name.  This menu item appears only in some printer models.
<b>Allow DHCP/BOOTP to update NTP server</b> Off On*	Allow the DHCP and BOOTP clients to update the NTP settings of the printer.
<b>Zero Configuration Name</b>	Specify a service name for the zero configuration network.  This menu item appears only in some printer models.
<b>Enable Auto IP</b> Off On*	Assign an IP address automatically.
<b>DNS Server Address</b>	Specify the current Domain Name System (DNS) server address.
<b>Backup DNS Server Address</b>	Specify the backup DNS server addresses.

MENU ITEM	DESCRIPTION
<b>Backup DNS Server Address 2</b>	
<b>Backup DNS Server Address 3</b>	
<b>Domain Search Order</b>	Specify a list of domain names to locate the printer and its resources that reside in different domains on the network.  This menu item appears only in some printer models.
<b>Enable DDNS</b> Off* On	Update the Dynamic DNS settings.
<b>DDNS TTL</b>	Specify the current DDNS settings.
<b>Default TTL</b>	
<b>DDNS Refresh Time</b>	
<b>Enable mDNS</b> Off On*	Update multicast DNS settings.
<b>WINS Server Address</b>	Specify a server address for Windows Internet Name Service (WINS).
<b>Enable BOOTP</b> Off* On	Allow the BOOTP to assign a printer IP address.
<b>Restricted Server List</b>	Specify an IP address for the TCP connections. <ul style="list-style-type: none"> <li>• Use a comma to separate each IP address.</li> <li>• You can add up to 50 IP addresses.</li> </ul>
<b>Restricted Server List Options</b> Block All Ports* Block Printing Only Block Printing and HTTP Only	Specify how the IP addresses in the list can access the printer functionality.
<b>MTU</b>	Specify a maximum transmission unit (MTU) parameter for the TCP connections.
<b>Raw Print Port</b> 1–65535 (9100*)	Specify a raw port number for printers connected on a network.
<b>Outbound Traffic Maximum Speed</b> Off*	Enable the printer maximum transfer rate.

MENU ITEM	DESCRIPTION
On	
Kilobits/second	If you select <b>On</b> for <b>Outbound Traffic Maximum Speed</b> , the Kilobits/second field appears. Select a Range between 100–1000000.
TLS Support	<p>From the Embedded Web Server, go to <b>Settings &gt; Network/Ports &gt; TCP/IP</b>.</p> <p>Enhance printer privacy and data integrity.</p> <p> Note: The TLS settings pertain to the Embedded Web Server only. They do not pertain to clients using TLS. For more information, refer to the <i>Embedded Web Server Administrator Guide</i>.</p> <p> Note: TLSv1.3 is supported by default, and cannot be disabled. Deselecting the other TLS settings will force the EWS to use TLSv1.3 only.</p>
<b>Enable TLSv1.0</b> <ul style="list-style-type: none"> <li>On</li> <li>Off*</li> </ul>	Enable the TLSv1.0 protocol settings.
<b>Enable TLSv1.1</b> <ul style="list-style-type: none"> <li>On</li> <li>Off*</li> </ul>	Enable the TLSv1.1 protocol settings.
<b>Enable TLSv1.2</b> <ul style="list-style-type: none"> <li>On*</li> <li>Off</li> </ul>	Enable the TLSv1.2 protocol settings.
SSL Cipher List	DHE-RSA-AES256-GCM-SHA384:DHE-RSA-AES128-GCM-SHA256:ECDHE-RSA-AES256-GCM-SHA384:ECDHE-RSA-AES128-GCM-SHA256:DHE-RSA-AES256-SHA256:DHE-RSA-AES128-SHA256:ECDHE-RSA-AES256-SHA384:ECDHE-RSA-AES128-SHA256:ECDHE-RSA-AES256-SHA:ECDHE-RSA-AES128-SHA:DHE-RSA-AES256-SHA:DHE-RSA-AES128-SHA
TLSv1.3 SSL Cipher List	TLS_AES_256_GCM_SHA384:TLS_AES_128_GCM_SHA256

MENU ITEM	DESCRIPTION
TCP /IP Port Access [Port Names x] <ul style="list-style-type: none"> <li>On</li> <li>Off</li> </ul>	Lists all of the Ports available and their status.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## SNMP




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

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

MENU ITEM	DESCRIPTION
MD5 SHA1* <b>Minimum Authentication Level</b> No Authentication, No Privacy Authentication, No Privacy Authentication, Privacy* <b>Privacy Algorithm</b> DES AES-128*	
<b>Set SNMP Traps</b> <ul style="list-style-type: none"> <li>• Trap Destination: 1–20</li> <li>• Output Hopper Full <ul style="list-style-type: none"> <li>– On</li> <li>– Off*</li> </ul> </li> <li>• Load Paper <ul style="list-style-type: none"> <li>– On</li> <li>– Off*</li> </ul> </li> <li>• Paper Jam <ul style="list-style-type: none"> <li>– On</li> <li>– Off*</li> </ul> </li> <li>• Toner Low <ul style="list-style-type: none"> <li>– On</li> <li>– Off*</li> </ul> </li> <li>• Service Required <ul style="list-style-type: none"> <li>– On</li> <li>– Off*</li> </ul> </li> <li>• Cover Opened <ul style="list-style-type: none"> <li>– On</li> <li>– Off*</li> </ul> </li> <li>• Page Complexity Error <ul style="list-style-type: none"> <li>– On</li> <li>– Off*</li> </ul> </li> </ul>	Configure SNMP Traps on certain conditions.




MENU ITEM	DESCRIPTION
<ul style="list-style-type: none"> <li>• Offline <ul style="list-style-type: none"> <li>– On</li> <li>– Off*</li> </ul> </li> <li>• Printer MIB (RFC 1759) <ul style="list-style-type: none"> <li>– On</li> <li>– Off*</li> </ul> </li> <li>• MPS MIB <ul style="list-style-type: none"> <li>– On</li> <li>– Off*</li> </ul> </li> </ul>	
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## IPSEC



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


MENU ITEM	DESCRIPTION
<b>Enable IPsec</b> Off* On	Enable Internet Protocol Security (IPSec).
<b>Base Configuration</b> Default* Compatibility Secure	Set the IPSec base configuration. This menu item appears only when Enable IPSec is set to On.
<b>IPSec Device Certificate</b>	Specify an IPSec certificate. This menu item appears only when Base Configuration is set to Compatibility.

MENU ITEM	DESCRIPTION
<b>Pre-Shared Key Authenticated Connections</b>  Host [x]  Address  Key	Configure the authenticated connections of the printer.  These menu items appear only when Enable IPSec is set to On.
<b>Certificate Authenticated Connections</b>  Host [x] Address[/subnet]  Address[/subnet]	
 Note: An asterisk (*) next to a value indicates the factory default setting.	

**802.1X**

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


MENU ITEM	DESCRIPTION
<b>Active</b> Off* On	Let the printer join networks that require authentication before allowing access.  To configure the settings of this menu item, access the Embedded Web Server.
<b>802.1x Authentication</b> <ul style="list-style-type: none"> <li>• Device Login Name</li> <li>• Device Login Password</li> <li>• Validate Server Certificate</li> <li>• Enable Event Logging</li> <li>• 802.1x Device Certificate</li> </ul>	Device Login Name is used to log into the authentication server.  The Device Login Password must be at least 8 characters long.  Server Certificate validation is a security feature integral to TLS, PEAP, and TTLS.  To reduce FLASH part wear, turn on Enable Event Logging only when necessary.

MENU ITEM	DESCRIPTION
<b>Allowable Authentication Mechanisms</b> <ul style="list-style-type: none"> <li>• EAP-MD5 <ul style="list-style-type: none"> <li>– On</li> <li>– Off</li> </ul> </li> <li>• EAP-MSCHAPv2 <ul style="list-style-type: none"> <li>– On</li> <li>– Off</li> </ul> </li> <li>• LEAP <ul style="list-style-type: none"> <li>– On</li> <li>– Off</li> </ul> </li> <li>• PEAP <ul style="list-style-type: none"> <li>– On</li> <li>– Off</li> </ul> </li> <li>• EAP-TLS <ul style="list-style-type: none"> <li>– On</li> <li>– Off</li> </ul> </li> <li>• EAP-TTLS <ul style="list-style-type: none"> <li>– On</li> <li>– Off</li> </ul> </li> <li>• TLS Authentication Method <ul style="list-style-type: none"> <li>– CHAP</li> <li>– MSCHAP</li> <li>– MSCHAPv2</li> <li>– PAP</li> </ul> </li> </ul>	
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## LPD CONFIGURATION




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

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


## HTTP/FTP SETTINGS

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


MENU ITEM	DESCRIPTION
<b>Enable HTTP Server</b> Off On*	Access the Embedded Web Server to monitor and manage the printer.
<b>Enable HTTPS</b> Off On*	Configure the Hypertext Transfer Protocol Secure (HTTPS) settings.
<b>Enable FTP/TFTP</b> Off On*	Send files using FTP.
<b>Local Domains</b>	Specify domain names for HTTP and FTP servers.  This menu item appears only in some printer models.
<b>HTTP Proxy IP Address</b>	Configure the HTTP and FTP server settings.
<b>FTP Proxy IP Address</b>	These menu items appear only in some printer models.

MENU ITEM	DESCRIPTION
<b>HTTP Default IP Port</b> 1–65535 (80*)	
<b>HTTPS Device Certificate</b>	
<b>FTP Default IP Port</b> 1–65535 (21*)	
<b>Timeout for HTTP/FTP Requests</b> 1–299 (30*)	Specify the amount of time before the server connection stops.
<b>Retries for HTTP/FTP Requests</b> 1–299 (3*)	Set the number of retries to connect to the HTTP/FTP server.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## THINPRINT

MENU ITEM	DESCRIPTION
<b>Enable ThinPrint</b> Off On*	Print using ThinPrint.
<b>Port Number</b> 4000–4999 (4000*)	Set the port number for the ThinPrint server.
<b>Bandwidth (bits/sec)</b> 100–1000000 (0*)	Set the speed to transmit data in a ThinPrint environment.
<b>Packet Size (kbytes)</b> 0–64000 (0*)	Set the packet size for data transmission.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## USB

MENU ITEM	DESCRIPTION
<b>PCL SmartSwitch</b> Off On*	Set the printer to switch to PCL emulation when a print job received through a USB port requires it, regardless of the default printer language.  If PCL SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
<b>PS SmartSwitch</b> Off On*	Set the printer to switch to PS emulation when a print job received through a USB port requires it, regardless of the default printer language.  If PS SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
<b>Job Buffering</b> Off* On	Temporarily store jobs on the printer hard disk before printing.  This menu item appears only when a hard disk installed.
<b>Mac Binary PS</b> On Auto* Off	Set the printer to process Macintosh binary PostScript print jobs. <ul style="list-style-type: none"> <li>When set to On, the printer processes raw binary PostScript print jobs from computers using the Macintosh operating system.</li> <li>When set to Auto, the printer processes print jobs from computers using either Windows or Macintosh operating systems</li> <li>When set to Off, the printer filters PostScript print jobs using the standard protocol.</li> </ul>
<b>Enable USB Port</b> Off On*	Enable the standard USB port.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

**RESTRICT EXTERNAL NETWORK ACCESS**

MENU ITEM	DESCRIPTION
<b>Restrict external network access</b> <ul style="list-style-type: none"> <li>On</li> <li>Off</li> </ul>	If enabled, the printer monitors for restricted external network connections. If detected, the printer disables the network connection and sends an e-mail notification.
<b>External network address</b>	The external network address detected.
<b>E-mail address for notification</b>	The e-mail address to notify in the event an external network address is detected.
<b>Ping frequency</b> 1–300	The frequency with which the printer pings for an external network address.
<b>Subject</b>	Free form field that can contain up to 255 characters to fill for the notification subject of the e-mail.
<b>Message</b>	Free form field that can contain up to 255 characters to fill for the message of the notification e-mail.

**UNIVERSAL PRINT**




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

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

**Prerequisites**

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

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

MENU ITEM	DESCRIPTION
<b>Register</b>	<p>To register, do the following steps:</p> <ol style="list-style-type: none"> <li>1 Go to <b>Settings &gt; Network/Ports &gt; Universal Print</b>, then click <b>Register</b>. The Registration process authenticates the device with Microsoft® Azure® Active Directory.</li> <li>2 The Register Device window appears. To copy the registration code, click <b>Copy</b>, then click the link <a href="https://microsoft.com/devicelogin">https://microsoft.com/devicelogin</a>.</li> </ol> <p> Note: The registration code expires after 15 minutes. The registration process needs to be completed before the code expires.</p> <ol style="list-style-type: none"> <li>3 A Microsoft-managed webpage opens. Do the following steps: <ol style="list-style-type: none"> <li>a Paste the registration code into the code field in the Enter code window, then click <b>Next</b>.</li> <li>b Select the appropriate Microsoft® account in the Pick an account window.</li> </ol> </li> </ol> <p> Note: For registration, select an available Microsoft® account. The selected account is used solely to establish a trusted connection for the device with the Universal Print service. After registration, Universal Print does not use the account again.</p> <ol style="list-style-type: none"> <li>4 A Xerox Universal Print window appears. Click <b>Continue</b> and close the window.</li> </ol>
<p> Note: For more information, refer to the <i>Embedded Web Server Administrator Guide</i>.</p>	

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

### Additional information for Universal Print

#### To add a Printer from Windows Server

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





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

## Security

### LOGIN METHODS

#### Manage Permissions

MENU ITEM	DESCRIPTION
<b>Function Access</b>	Control access to the printer functions.
Access Address Book in Apps	
Modify Address Book	
Manage Shortcuts	
Create Profiles	
Manage Bookmarks	
Flash Drive Print	
Flash Drive Color Printing	
Flash Drive Scan	
Copy Function	
Copy Color Printing	
Color Dropout	
E-mail Function	
Fax Function	
FTP Function	
Release Held Faxes	
Held Jobs Access	
User Profiles	
Cancel Jobs at the Device	
Change Language	
Internet Printing Protocol (IPP)	
Initiate Scans Remotely	
B/W Print	
Color Print	
Network Folder — Scan	
<b>Administrative Menus</b>	Control access to the printer menu settings.

MENU ITEM	DESCRIPTION
Security Menu Network/Ports Menu Paper Menu Reports Menu Function Configuration Menus Supplies Menu Option Card Menu SE Menu Device Menu Supplies Plan Menu	
<b>Device Management</b> Remote Management Firmware Updates Apps Configuration Embedded Web Server Access Import/Export All Settings Out of Service Erase	Control access to the printer management options.

MENU ITEM	DESCRIPTION
<b>Apps</b> New Apps Slideshow Change Wallpaper Screen Saver Card Copy Scan Center Scan Center Custom 1 Scan Center Custom 2 Scan Center Custom 3 Scan Center Custom 4 Scan Center Custom 5 Scan Center Custom 6 Scan Center Custom 7 Scan Center Custom 8 Scan Center Custom 9 Scan Center Custom 10	Control access to printer applications.

**Local Accounts**

MENU ITEM	DESCRIPTION
<b>Add User</b> <ul style="list-style-type: none"> <li>• User Name/Password               <ul style="list-style-type: none"> <li>– Name</li> <li>– User Name</li> <li>– E-mail</li> <li>– Password</li> <li>– Confirm Password</li> <li>– PIN</li> </ul> </li> <li>• Permission Groups               <ul style="list-style-type: none"> <li>– All Users</li> <li>– Admin</li> <li>– Add New Group                   <ul style="list-style-type: none"> <li>– Group Name</li> </ul> </li> <li>– Access Controls: Function Access                   <ul style="list-style-type: none"> <li>– Modify Address Book</li> <li>– Manage Bookmarks</li> <li>– Flash Drive Print</li> <li>– Flash Drive Color Printing</li> <li>– Held Jobs Access</li> <li>– Cancel Jobs at the Device</li> <li>– Change Language</li> <li>– Internet Printing Protocol (IPP)</li> <li>– B/W Print</li> <li>– Color Print</li> </ul> </li> </ul> </li> </ul>	Create local accounts to manage access to the printer functions.

MENU ITEM	DESCRIPTION
<ul style="list-style-type: none"> <li>– Network Folder — Scan</li> <li>– Access Controls: Administrative Menus               <ul style="list-style-type: none"> <li>– Security Menu</li> <li>– Network/Ports Menu</li> <li>– Paper Menu</li> <li>– Reports Menu</li> <li>– Function Configuration Menus</li> <li>– Supplies Menu</li> <li>– Option Card Menu</li> <li>– SE Menu</li> <li>– Device Menu</li> <li>– Supplies Plan Menu</li> </ul> </li> <li>– Access Controls: Device Management               <ul style="list-style-type: none"> <li>– Remote Management</li> <li>– Firmware Updates</li> <li>– Import/Export All Settings</li> <li>– Out of Service Erase</li> <li>– Embedded Web Server Access</li> </ul> </li> </ul>	
<p><b>New Group/Edit Group</b></p> <p>Import Access Controls</p> <ul style="list-style-type: none"> <li>• All Users</li> <li>• Admin</li> </ul> <p>Access Controls</p> <ul style="list-style-type: none"> <li>• Function Access               <ul style="list-style-type: none"> <li>– Modify Address Book</li> <li>– Manage Bookmarks</li> <li>– Flash Drive Print</li> <li>– Flash Drive Color Printing</li> <li>– Held Jobs Access</li> <li>– Cancel Jobs at the Device</li> <li>– Change Language</li> <li>– Internet Printing Protocol (IPP)</li> <li>– B/W Print</li> </ul> </li> </ul>	<p>Control group or user access to printer functions, applications, and security settings.</p>

MENU ITEM	DESCRIPTION
<ul style="list-style-type: none"> <li>– Color Print</li> <li>– Network Folder Scan</li> <li>• Administrative Menus               <ul style="list-style-type: none"> <li>– Security Menu</li> <li>– Network/Ports Menu</li> <li>– Paper Menu</li> <li>– Reports Menu</li> <li>– Function Configuration Menus</li> <li>– Supplies Menu</li> <li>– Option Card Menu</li> <li>– SE Menu</li> <li>– Device Menu</li> <li>– Supplies Plan Menu</li> </ul> </li> <li>• Device Management               <ul style="list-style-type: none"> <li>– Remote Management</li> <li>– Firmware Updates</li> <li>– Import/Export All Settings</li> <li>– Out of Service Erase</li> <li>– Embedded Web Server Access</li> </ul> </li> </ul>	

## Network Accounts

MENU ITEM	DESCRIPTION
<b>Add Login Method</b> Active Directory Status is Joined or Not Joined. Join an Active Directory Domain: <ul style="list-style-type: none"> <li>• Domain</li> <li>• User Name</li> <li>• Password</li> <li>• Organization Unit</li> </ul>	Create local accounts to manage access to the printer functions.
<b>Add Login Method</b> LDAP — LDAP Setup Authentication Type <ul style="list-style-type: none"> <li>• LDAP</li> <li>• LDAP + GSSAPI</li> </ul> General Information <ul style="list-style-type: none"> <li>• Setup Name</li> <li>• Server Address</li> <li>• Server Port</li> <li>• Required User Input                             <ul style="list-style-type: none"> <li>– User Name and Password</li> </ul> </li> </ul>	Control group or user access to printer functions, applications, and security settings.



MENU ITEM	DESCRIPTION
<ul style="list-style-type: none"> <li>– User Name</li> </ul> <p>Device Credentials</p> <ul style="list-style-type: none"> <li>• Anonymous LDAP Bind</li> <li>• Device Username</li> <li>• Device Password</li> </ul> <p>Advanced Options</p> <ul style="list-style-type: none"> <li>• Use SSL/TLS</li> <li>• Require Certificate</li> <li>• User ID Attribute</li> <li>• Mail Attribute</li> <li>• Fax Number Attribute</li> <li>• Full Name Attribute</li> <li>• Home Directory Attribute</li> <li>• Group Membership Attribute</li> <li>• Search Base</li> <li>• Search Timeout</li> <li>• Follow LDAP Referrals</li> </ul> <p>Search Specific Object Classes</p> <ul style="list-style-type: none"> <li>• person</li> <li>• Custom Object Class 1</li> <li>• Custom Object Class 2</li> <li>• Custom Object Class 3</li> </ul> <p>Address Book Setup</p> <ul style="list-style-type: none"> <li>• Displayed Name</li> <li>• Max Search Results</li> <li>• Use user credentials</li> <li>• <b>Search Attributes</b> <ul style="list-style-type: none"> <li>– cn</li> <li>– sn</li> <li>– givenName</li> <li>– samaccountname</li> <li>– uid</li> <li>– [mail attribute]</li> <li>– [fax attribute]</li> <li>– Custom Attribute 1</li> <li>– Custom Attribute 2</li> <li>– Custom Attribute 3</li> </ul> </li> </ul>	

MENU ITEM	DESCRIPTION
– Custom Filter	
<b>Add Login Method</b> Kerberos — Kerberos Setup <ul style="list-style-type: none"> <li>• KDC Address</li> <li>• KDC Port</li> <li>• KDC Realm</li> </ul> Import Kerberos File Miscellaneous Settings <ul style="list-style-type: none"> <li>• Character Encoding</li> <li>• Disable Revers IP Lookups               <ul style="list-style-type: none"> <li>– Yes</li> <li>– No</li> </ul> </li> </ul>	

## CERTIFICATE MANAGEMENT

MENU ITEM	DESCRIPTION
<b>Configure Certificate Auto Update</b> <ul style="list-style-type: none"> <li>• On</li> <li>• Off</li> </ul>	To configure certificate auto update, the printer must be joined to an Active Directory Domain.
<b>Configure Certificate Defaults</b> <ul style="list-style-type: none"> <li>• Common Name</li> <li>• Organization Name</li> <li>• Unit Name</li> <li>• Country/Region</li> <li>• Province Name</li> <li>• City Name</li> <li>• Subject Alternative Name</li> </ul>	<p>The settings defined on the Set Certificate Defaults window are used as the defaults for all generated certificates.</p> <p>Common Name: Leave this field blank to default the Common Name to the hostname.</p> <p>Organization Name: Leave this field blank to use the manufacturer name as the Organization Name.</p> <p>Country/Region: The country Name (C) must conform to ISO 3166 (2 characters only) or the certificate will not be generated.</p> <p>Subject Alternate Name: The Alternative Name (AN) and prefix must conform to RFC 2459 or the certificate will not be generated. If you want the Subject Alternate Name.</p>

MENU ITEM	DESCRIPTION
<b>Device Certificates</b> <ul style="list-style-type: none"> <li>• Generate</li> <li>• Import</li> <li>• Delete</li> </ul>	The Device Certificates that are installed on the printer appear in the table below. Details include their Friendly Name, Common Name, Issuer Common Name, dates of validity, and an indication if they are signed or unsigned.
<b>Manage CA Certificates</b> <ul style="list-style-type: none"> <li>• Upload CA</li> <li>• Delete</li> </ul>	<p>The Manage CA Certificates area shows any certificate authority certificates that are uploaded to the printer.</p> <p>If a CA certificate is uploaded, the table shows the CA Common Name and the dates of validity.</p>

## SCHEDULE USB DEVICES


MENU ITEM	DESCRIPTION
<b>Schedules</b> Add New Schedule	Schedule access to the USB ports.

## SECURITY AUDIT LOG


MENU ITEM	DESCRIPTION
<b>Enable Audit</b> Off* On	Record the events in the secure audit log and remote syslog.
<b>Enable Remote Syslog</b> Off* On	Send audit logs to a remote server.
<b>Remote Syslog Server</b>	Specify the remote syslog server.
<b>Remote Syslog Port</b> 1–65535 (514*)	Specify the remote syslog port.
<b>Remote Syslog Method</b> Normal UDP* Stunnel	Specify a syslog method to transmit logged events to a remote server.
<b>Remote Syslog Facility</b> 0 - Kernel Messages 1 - User-Level Messages 2 - Mail System	Specify a facility code that the printer uses when sending log events to a remote server.

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

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


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

### LOGIN RESTRICTIONS

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

### CONFIDENTIAL PRINT SETUP

MENU ITEM	DESCRIPTION
<b>Max Invalid PIN</b> 2–10	Set the number of times an invalid PIN can be entered. <ul style="list-style-type: none"> <li>• A value of zero turns off this setting.</li> <li>• When the limit is reached, the print jobs for that user name and PIN are deleted.</li> <li>• This menu item appears only when a hard disk is installed.</li> </ul>
<b>Confidential Job Expiration</b> Off* 1 Hour 4 Hours	Set the expiration time for confidential print jobs. <ul style="list-style-type: none"> <li>• If this menu item is changed while confidential print jobs reside in the printer memory or hard disk, then the expiration time for those print jobs does not change to the new default value.</li> </ul>

MENU ITEM	DESCRIPTION
24 Hours 1 Week	<ul style="list-style-type: none"> <li>If the printer is turned off, then all confidential jobs held in the printer memory are deleted.</li> </ul>
<b>Repeat Job Expiration</b> Off* 1 Hour 4 Hours 24 Hours 1 Week	Set the expiration time for a print job that you want to repeat.
<b>Verify Job Expiration</b> Off* 1 Hour 4 Hours 24 Hours 1 Week	Set the expiration time that the printer prints a copy for the user to examine its quality, before printing the remaining copies.
<b>Reserve Job Expiration</b> Off* 1 Hour 4 Hours 24 Hours 1 Week	Set the expiration time that the printer stores print jobs for printing later.
<b>Require All Jobs to be Held</b> Off* On	Set the printer to hold all print jobs.
<b>Keep duplicate documents</b> Off* On	Set the printer to print other documents with the same file name without overwriting any of the print jobs.
 Note: An asterisk (*) next to a value indicates the factory default setting.	


## DISK ENCRYPTION




Note: This menu appears only when a printer hard disk is installed.

MENU ITEM	DESCRIPTION
<b>Status</b> Enabled Disabled	Determine whether Disk Encryption is enabled.
<b>Start encryption</b>	Prevent the loss of sensitive data in case the printer or its hard disk is stolen.  Enabling disk encryption erases all contents in the hard disk. If necessary, back up important data from the printer before starting the encryption.

#### ERASE TEMPORARY DATA FILES


MENU ITEM	DESCRIPTION
<b>Stored in onboard memory</b> Off* On	Delete all files stored on the printer memory.
<b>Stored on hard disk</b> 1 Pass Erase* 3 Pass Erase 7 Pass Erase	Delete all files stored on the printer hard disk.
 Note: An asterisk (*) next to a value indicates the factory default setting.	

#### SOLUTIONS LDAP SETTINGS

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



## MISCELLANEOUS

MENU ITEM	DESCRIPTION
<b>Protected Features</b> Show* Hide	Show all the features that Function Access Control (FAC) protects regardless of the security permission that the user has.  FAC manages access to specific menus and functions or disables them entirely.
<b>Print Permission</b> Off* On	Let the user log in before printing.
<b>Default Print Permission Login</b>	Set the default login for Print Permission.
<b>Security Reset Jumper</b> Enable "Guest" access* No Effect	Specify the effect of using the security reset jumper. <ul style="list-style-type: none"> <li>• The jumper is located beside a lock icon on the controller board.</li> <li>• Enable "Guest" access provides full access control to users who are not logged in.</li> <li>• No Effect means that the reset has no effect on the printer security configuration.</li> </ul>
<b>Minimum Password Length</b> 0–32 (0*)	Specify the minimum characters that are allowed for a password.
<b>Enable Password/PIN Reveal</b> <ul style="list-style-type: none"> <li>• Off</li> <li>• On</li> </ul>	
 Note: An asterisk (*) next to a value indicates the factory default setting.	

## Reports

### MENU SETTINGS PAGE

MENU ITEM	DESCRIPTION
Menu Settings Page	Print a report that contains the printer preferences, settings, and configurations.

### DEVICE

MENU ITEM	DESCRIPTION
Device Information	Print a report that contains information about the printer.
Device Statistics	Print a report about printer usage and supply status.
Profile List	Print a list of profiles that are stored in the printer.

### SHORTCUTS

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

### FAX

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

**NETWORK**

MENU ITEM	DESCRIPTION
<b>Network Setup Page</b>	<p>Print a page that shows the configured network and wireless settings on the printer.</p> <p>This menu item appears only in network printers or printers connected to print servers.</p>
<b>Wi-Fi Direct Connected Clients</b>	<p>View or print a page that shows the Wi-Fi Direct Connected Clients. The MAC Address and Hostname of the Wi-Fi Direct Connected Clients appears.</p>

## Supplies Plan

### PLAN ACTIVATION

MENU ITEM	DESCRIPTION
<ul style="list-style-type: none"> <li>Sequence Number</li> <li>Device Serial Number</li> <li>Activation Code</li> </ul>	<p>It describes the details of the activation process for the purchased Supplies plan. Contact your Xerox representative to get a Supplies Activation Code.</p> <p>Subscription Service plans are not offered in all geographic locations</p> <p>For more information about Xerox®supplies and service plans, contact your Xerox representative.</p>

### PLAN CONVERSION

MENU ITEM	DESCRIPTION
<ul style="list-style-type: none"> <li>Current Plan</li> <li>Device Serial Number</li> <li>Total Impressions</li> <li>Conversion Code</li> </ul>	<p>It describes the details of the conversion process for the existing Supplies plan. Contact your Xerox representative to get a Supplies Conversion Code.</p> <p>Subscription Service plans are not offered in all geographic locations</p> <p>For more information about Xerox®supplies and service plans, contact your Xerox representative.</p>

### SUBSCRIPTION SERVICE

MENU ITEM	DESCRIPTION
<ul style="list-style-type: none"> <li>Status</li> </ul>	It indicates the subscription status.
<ul style="list-style-type: none"> <li>Check Subscription</li> </ul>	<p>To activate a Subscription Service Plan, do the following:</p> <ol style="list-style-type: none"> <li>1 Go to <b>Settings &gt; Supplies Plan &gt; Subscription Service</b>.</li> <li>2 For Subscription Service, click <b>Check Subscription</b>, then follow the directions provided by your Xerox representative.</li> </ol>

## Address Book

### CONTACTS

MENU ITEM	DESCRIPTION
<b>Add Contact</b> — Edit Contact <ul style="list-style-type: none"> <li>• Contact Information               <ul style="list-style-type: none"> <li>– First Name</li> <li>– Last Name</li> <li>– Company</li> <li>– E-mail Address</li> <li>– Fax</li> </ul> </li> <li>• Contact Group Membership</li> <li>• Authentication/Permissions               <p>Login Method</p> <ul style="list-style-type: none"> <li>• None</li> <li>• User Name/Password                   <ul style="list-style-type: none"> <li>– User Name</li> <li>– Password</li> <li>– Confirm Password</li> </ul> </li> <li>• User Name                   <ul style="list-style-type: none"> <li>– User Name</li> </ul> </li> <li>• Password                   <ul style="list-style-type: none"> <li>– Password</li> <li>– Confirm Password</li> </ul> </li> <li>• PIN                   <ul style="list-style-type: none"> <li>– Enter PIN</li> <li>– Confirm PIN</li> </ul> </li> </ul> </li> <li>• Permission Groups               <ul style="list-style-type: none"> <li>– <b>Add New Group</b> <ul style="list-style-type: none"> <li>– Group Name</li> <li>– Import Access Controls</li> </ul> </li> </ul> </li> <li>• <b>Add to Group</b> <ul style="list-style-type: none"> <li>– New Group</li> <li>– &lt;Group Name&gt; Group</li> </ul> </li> </ul>	<p>Use the <b>Add Contact</b> link to create contacts to add to the address book.</p> <p>If you select options for Authentication/Permissions other than <b>None</b>, the Permission Groups menu appears.</p> <p>To create new groups, click <b>Add New Group</b>. You can import access controls or specify individual access controls for the new group on the New Group page.</p> <p>If you have already created groups, the <b>Add to Group</b> button becomes active. When you click <b>Add to Group</b>, you can select New Group to create a group, or you can select a group that is already created.</p>

## CONTACT GROUPS

MENU ITEM	DESCRIPTION
<p><b>Add Group</b> — Edit Contact Group</p> <ul style="list-style-type: none"> <li>• Group Name</li> <li>• Group Members</li> <li>• Permission Groups                             <ul style="list-style-type: none"> <li>– <b>Add Group</b> <ul style="list-style-type: none"> <li>– Group Name</li> <li>– Members: Indicates the number of contacts in the group.</li> </ul> </li> </ul> </li> </ul>	<p>Use the <b>Add Contact</b> link to create contacts to add to the address book.</p> <p>If you select options for Authentication/Permissions other than <b>None</b>, the Permission Groups menu appears.</p> <p>To create new groups, click <b>Add New Group</b>. You can import access controls or specify individual access controls for the new group on the New Group page.</p> <p>To delete a group, select an option in the Contact Groups list, then click Delete.</p>

## Bookmarks

MENU ITEM	DESCRIPTION
<p><b>Add Bookmark</b> — Edit Contact Group</p> <ul style="list-style-type: none"> <li>• Bookmark Overview           <ul style="list-style-type: none"> <li>– Bookmark Name</li> <li>– Address: Click the down arrow to select an option:               <ul style="list-style-type: none"> <li>– http://</li> <li>– https://</li> <li>– ftp://</li> <li>– smb://</li> </ul> <p>Enter the address in the second field.</p> </li> <li>– PIN</li> <li>– Parent folder</li> </ul> </li> <li>• Print Options           <ul style="list-style-type: none"> <li>– Copies: Enter a range between 1–9999.</li> <li>– Sides               <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul> </li> <li>– Flip Style               <ul style="list-style-type: none"> <li>– Long Edge</li> <li>– Short Edge</li> </ul> </li> <li>– Collate               <ul style="list-style-type: none"> <li>– Off [1,1,1,2,2,2]</li> <li>– On [1,2,1,2,1,2]</li> </ul> </li> <li>– Pages per Side Ordering               <ul style="list-style-type: none"> <li>– Horizontal</li> <li>– Reverse Horizontal</li> <li>– Vertical</li> <li>– Reverse Vertical</li> </ul> </li> <li>– Pages per Side Border               <ul style="list-style-type: none"> <li>– None</li> <li>– Solid</li> </ul> </li> </ul> </li> </ul>	<p>You can specify bookmarks to save in the embedded Web server. You can set up folders to organize bookmarks.</p>

MENU ITEM	DESCRIPTION
<ul style="list-style-type: none"> <li>– Pages per Side <ul style="list-style-type: none"> <li>– Off</li> <li>– 2 pages per side</li> <li>– 3 pages per side</li> <li>– 4 pages per side</li> <li>– 6 pages per side</li> <li>– 9 pages per side</li> <li>– 12 pages per side</li> <li>– 16 pages per side</li> </ul> </li> <li>• Paper Handling <ul style="list-style-type: none"> <li>– Paper Source <ul style="list-style-type: none"> <li>– Tray 1</li> <li>– Manual Paper</li> <li>– Manual Envelope</li> </ul> </li> <li>– Pages per Side Orientation <ul style="list-style-type: none"> <li>– Auto</li> <li>– Landscape</li> <li>– Portrait</li> </ul> </li> <li>– Output Bin</li> </ul> </li> </ul>	
<b>Add Folder</b> <ul style="list-style-type: none"> <li>• Folder Name</li> <li>• PIN</li> <li>• Parent Folder</li> </ul>	Enter a <b>Folder Name</b> using letters or numbers. Do not use special characters, including /, \, ?, ;, >, <,  , ".  <b>PIN</b> is optional. If you enter a PIN, it must be 4 digits in length and only use numeric values 0–9.
<b>Delete</b>	If bookmarks are present, to delete a bookmark, select it from the list then click <b>Delete</b> .



## Apps

MENU ITEM	DESCRIPTION
<p>Installed Apps</p> <p><b>Install and app</b></p> <ul style="list-style-type: none"> <li>App file to install: To locate the app you want to install, click <b>Browse</b>.</li> <li>To install the selected app, click <b>Install</b>.</li> <li>To cancel the action, click <b>Cancel</b>.</li> </ul>	<p>The name, description, and state of any installed app appears on this screen.</p> <p>To install a new app, click <b>Install an app</b>.</p>
<p>App Framework Configuration</p> <ul style="list-style-type: none"> <li>Framework Version Information</li> <li>Framework Resource Information</li> <li>Framework Configuration <ul style="list-style-type: none"> <li>Allow Remote Flashing</li> <li>Use printer's proxy settings</li> </ul> </li> <li>HTTP <ul style="list-style-type: none"> <li>Proxy Server</li> <li>Proxy Port</li> </ul> </li> <li>HTTPS <ul style="list-style-type: none"> <li>Proxy Server</li> <li>Proxy Port</li> </ul> </li> <li>Proxy Credentials <ul style="list-style-type: none"> <li>Proxy Username</li> <li>Proxy Password</li> <li>DNS TTL</li> <li>Accept Cookies</li> </ul> </li> <li>Remove All Cookies</li> </ul>	
WebView Configuration	
<p>Card Copy</p> <ul style="list-style-type: none"> <li>Stop</li> <li>Configure</li> <li>View Log</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Description: Card Copy allows the user to scan each side of an ID card and print both sides on one side of a sheet of paper. This scan can be sent to an email address or a network share.</li> <li>Version</li> <li>License Status</li> </ul>
<p>Display Customization</p> <ul style="list-style-type: none"> <li>Stop</li> <li>Configure</li> </ul>	<ul style="list-style-type: none"> <li>Description: Customize an MFP screen with custom images that can be displayed as a slide show, displayed as wallpaper or used as a screensaver.</li> <li>Version</li> </ul>

MENU ITEM	DESCRIPTION
<ul style="list-style-type: none"> <li>• View Log</li> </ul>	<ul style="list-style-type: none"> <li>• License Status</li> </ul>
Scan Center <ul style="list-style-type: none"> <li>• Stop</li> <li>• Configure</li> <li>• View Log</li> </ul>	<ul style="list-style-type: none"> <li>• Description: Scan a document once and automatically route the image to one or more selectable destinations.</li> <li>• Version</li> <li>• License Status</li> </ul>
Scan Center — E-mail <ul style="list-style-type: none"> <li>• Stop</li> <li>• Configure</li> <li>• View Log</li> </ul>	<ul style="list-style-type: none"> <li>• Plug-in for Scan Center that allows scanned images to be sent as e-mail.</li> <li>• Version</li> <li>• License Status</li> </ul>
Scan Center — Fax <ul style="list-style-type: none"> <li>• Stop</li> <li>• Configure</li> <li>• View Log</li> </ul>	<ul style="list-style-type: none"> <li>• Description: Plug-in for Scan Center that allows scanned images to be sent as faxes.</li> <li>• Version</li> <li>• License Status</li> </ul>
Scan Center — Network Folders <ul style="list-style-type: none"> <li>• Stop</li> <li>• Configure</li> <li>• View Log</li> </ul>	<ul style="list-style-type: none"> <li>• Description: Plug-in for Scan Center that allows scanned images to be saved to network folders.</li> <li>• Version</li> <li>• License Status</li> </ul>
Scan Center — Printer <ul style="list-style-type: none"> <li>• Stop</li> <li>• Configure</li> <li>• View Log</li> </ul>	<ul style="list-style-type: none"> <li>• Description: Plug-in for Scan Center that enables scanning and printing of documents.</li> <li>• Version</li> <li>• License Status</li> </ul>
Shortcut Center <ul style="list-style-type: none"> <li>• Stop</li> <li>• Configure</li> <li>• View Log</li> </ul>	<ul style="list-style-type: none"> <li>• Description: Create personalized copy, fax and e-mail shortcuts on the touch screen to simplify common tasks.</li> <li>• Version</li> <li>• License Status</li> </ul>

## Maintain the Printer

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**Warning:** Failure to maintain optimum printer performance, or to replace parts and supplies, may cause damage to your printer.

## Checking the Status of Supplies

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



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

## Configuring supply notifications

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

The Custom Supply Notification screen appears. This screen shows all of the supply notification options that you can configure.

4. To configure each supply notification, click the name of the supply to expand its pane, then select the notifications that you want.
5. When you are finished, click **Save**.

## Setting up e-mail alerts

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

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



Note: For more information on SMTP settings, contact your e-mail provider.

3. Click **Setup E-mail Lists and Alerts**, and then configure the settings.
4. Apply the changes.

## Viewing reports

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

## Ordering supplies

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



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



**Warning:** Failure to maintain optimum printer performance, or to replace parts and supplies, may cause damage to your printer.

### USING GENUINE XEROX SUPPLIES

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

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



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



## Replacing supplies

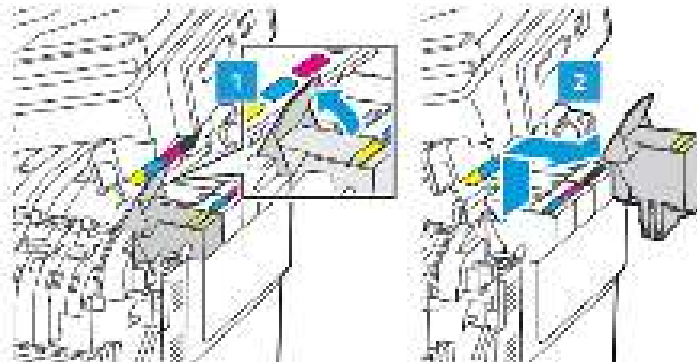
### REPLACING A TONER CARTRIDGE

1. Open door B until it *clicks* into place.

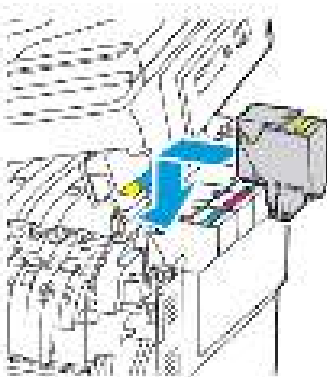
**Warning—Potential Damage:** To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



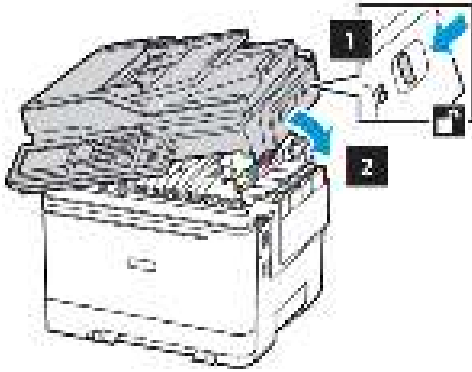
2. Remove the used toner cartridge.



3. Unpack the new toner cartridge.
4. Insert the new toner cartridge.



5. Close door B.



## REPLACING THE WASTE TONER BOTTLE

1. Open door B until it *clicks* into place.



**Warning:** To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



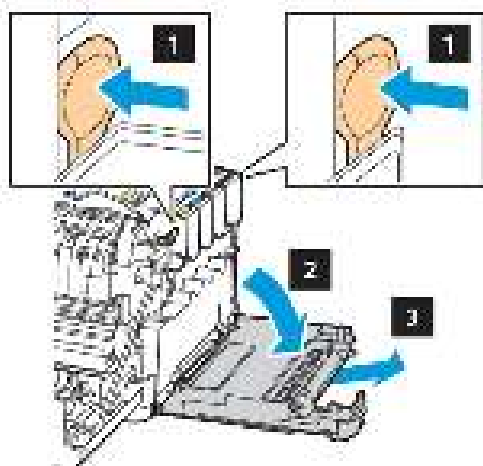
2. Open door A.



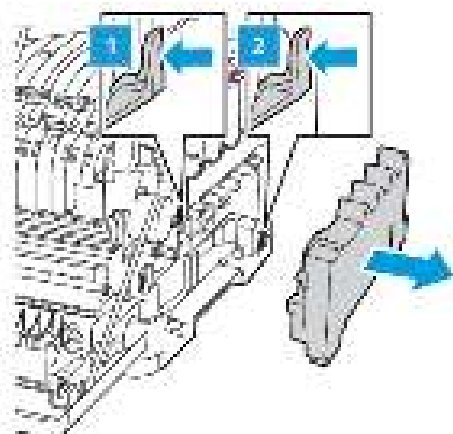
**CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.




3. Remove the right side cover.

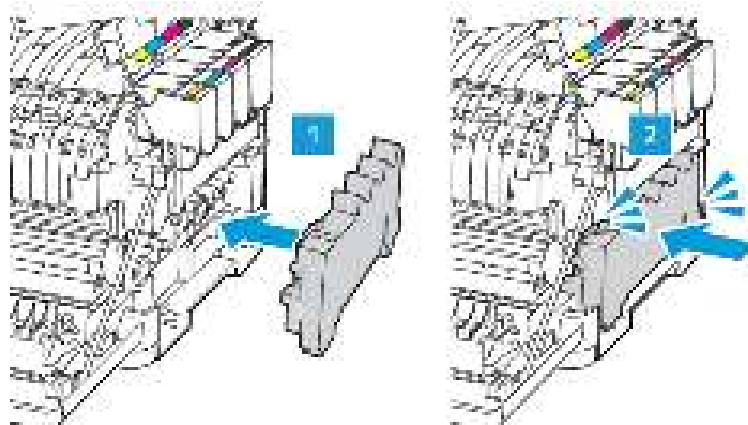


4. Remove the used waste toner bottle.

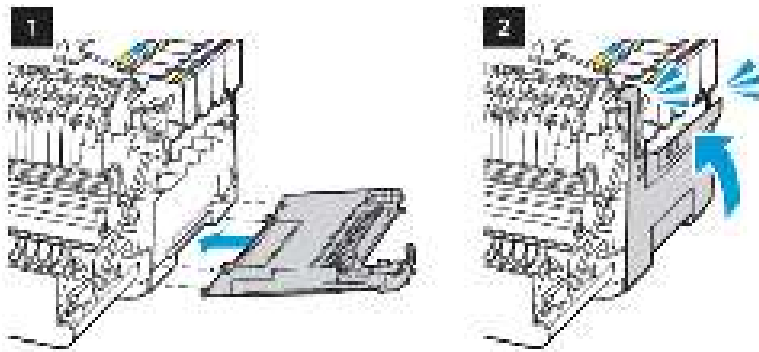


 Note: To avoid spilling the toner, place the bottle in an upright position.

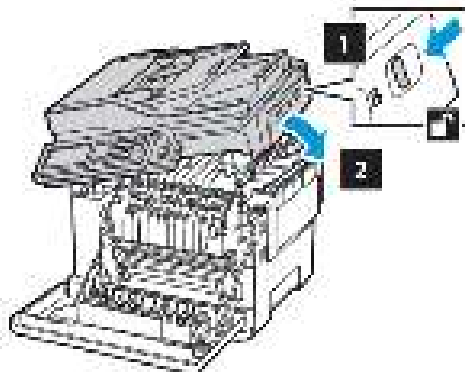
5. Unpack the new waste toner bottle.
6. Insert the new waste toner bottle.



7. Insert the right side cover.




8. Close door B.



9. Close door A.


## REPLACING AN IMAGING KIT

1. Open door B until it *clicks* into place.

 **Warning:** To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.

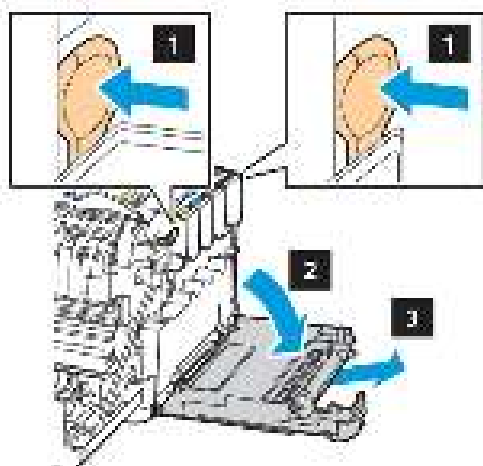


2. Open door A.

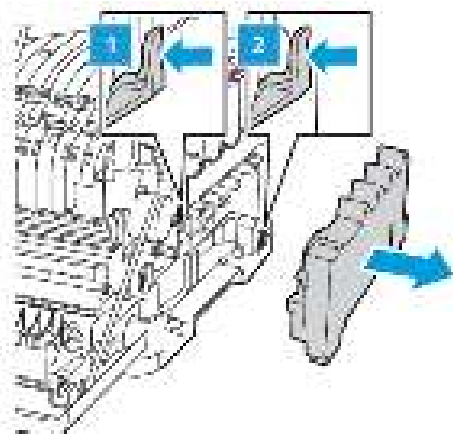
 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



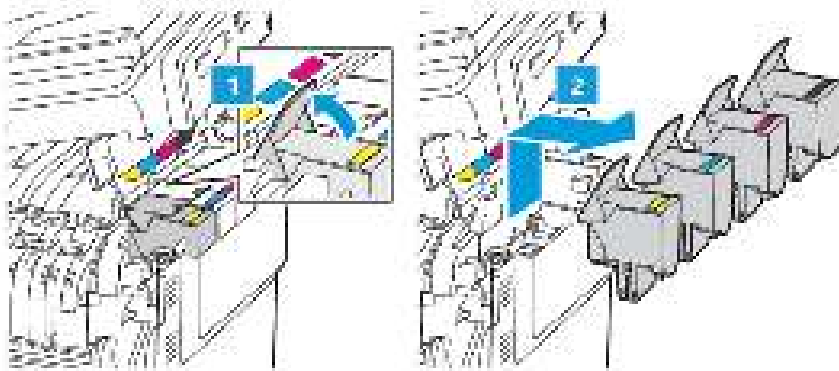
3. Remove the right side cover.



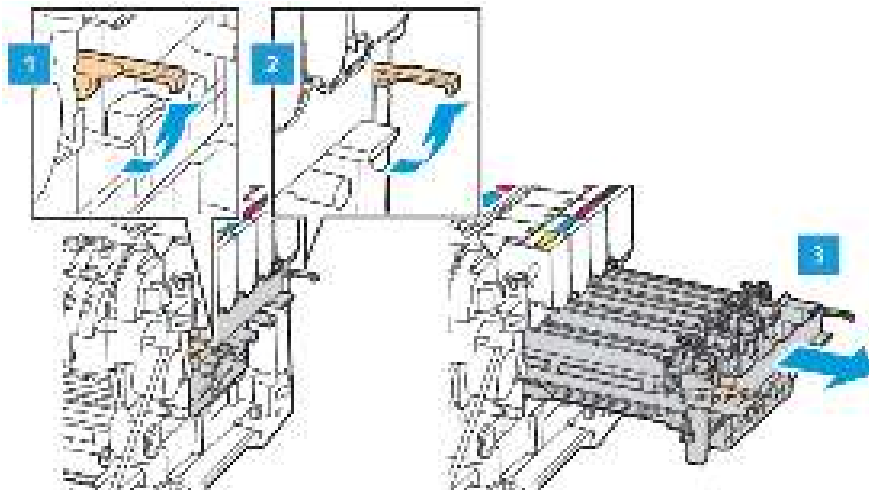
4. Remove the waste toner bottle.



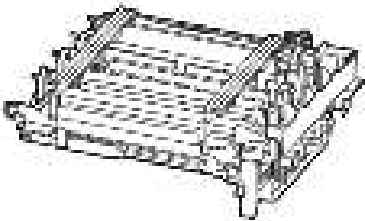
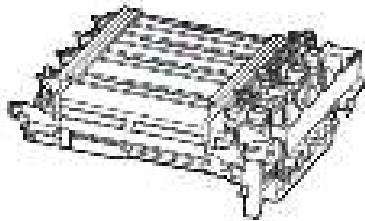
5. Remove the toner cartridges.



6. Remove the used imaging kit.



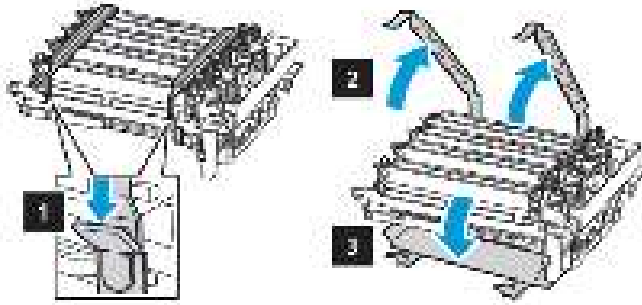
7. Unpack the new imaging kit.


BLACK IMAGING KIT	BLACK AND COLOR IMAGING KIT
	


- The black imaging kit includes the black imaging unit and the imaging unit tray.
- The black and color imaging kit includes the black, cyan, magenta, and yellow imaging units and the imaging unit tray.


- When replacing the black imaging kit, save the cyan, magenta, and yellow imaging units from the used imaging unit tray.

8. Remove the packing material.



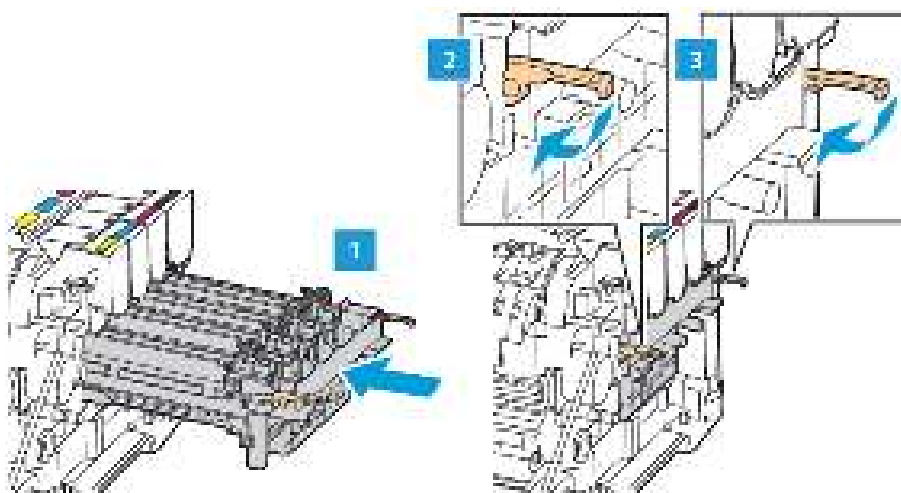
 **Note:** If you are replacing the black imaging kit, insert the magenta, cyan, and yellow imaging units into the new imaging unit tray.

 **Warning:** Do not expose the imaging kit to direct light. Extended exposure to light may cause print quality problems.

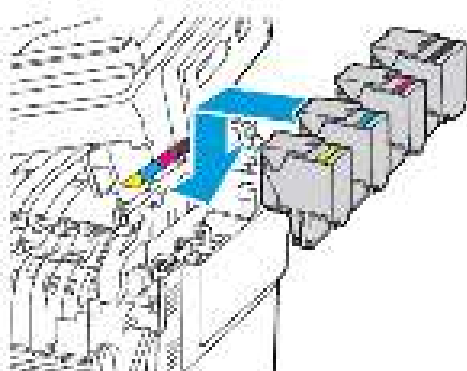
 **Warning:** Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.



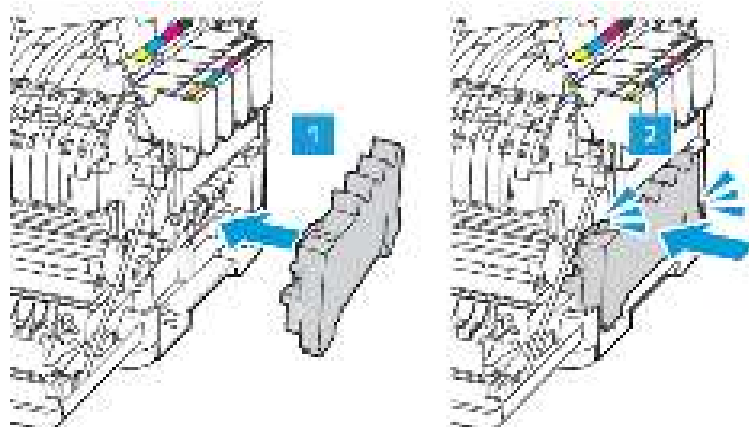
9. Insert the imaging unit tray until it is fully seated.



10. Insert the toner cartridges.

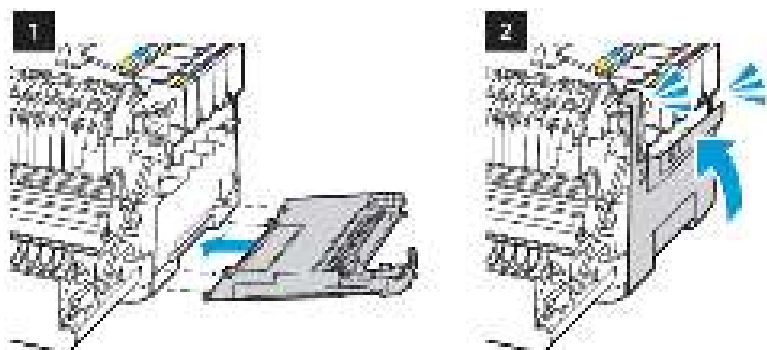


11. Insert the waste toner bottle.

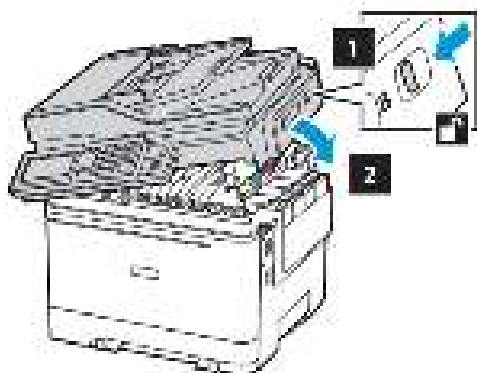




12. Insert the right side cover.



13. Close door B.



14. Close door A.

## Cleaning printer parts

### CLEANING THE PRINTER



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

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



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

### CLEANING THE TOUCH SCREEN



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

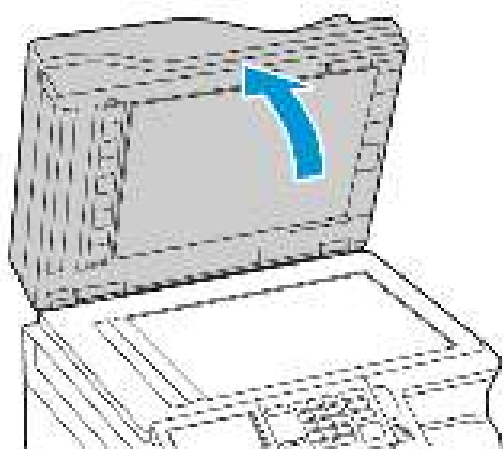
1. Turn off the printer, and then unplug the power cord from the electrical outlet.
2. Using a damp, soft, lint-free cloth, wipe the touch screen.
  - Do not use household cleaners or detergents, as they may damage the touch screen.
  - Make sure that the touch screen is dry after cleaning.
3. Connect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



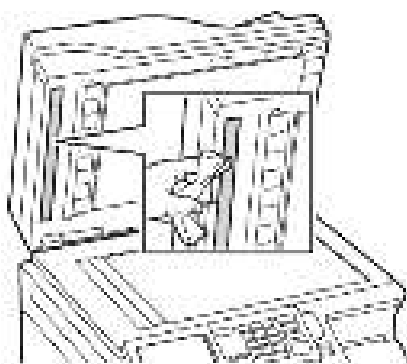
**CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

## CLEANING THE SCANNER

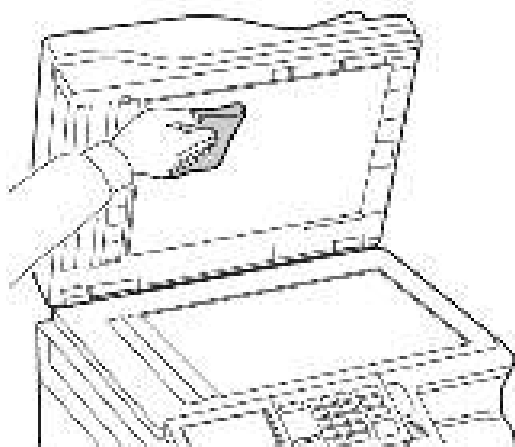
1. Open the scanner cover.



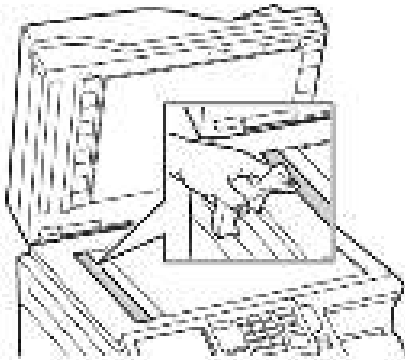
2. Using a damp, soft, lint-free cloth, wipe the following areas:
  - a. ADF glass pad



- b. Scanner glass pad



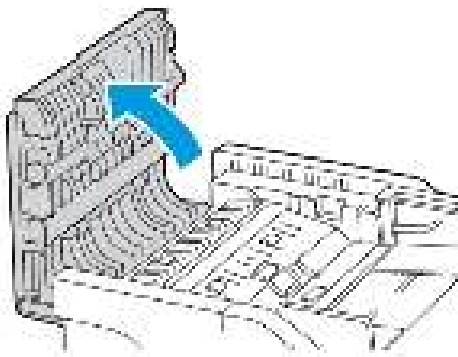
- c. ADF glass



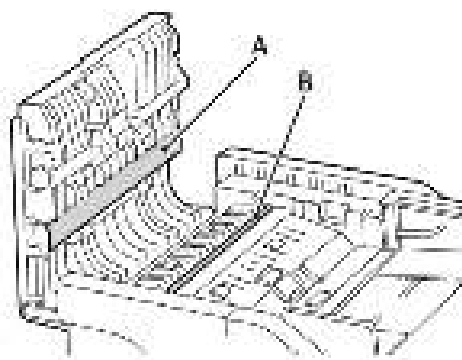
- d. Scanner glass



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



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



6. Close the door.

## Saving energy and paper

### CONFIGURING THE POWER SAVE MODE SETTINGS

#### Sleep Mode

1. From the control panel, navigate to: **Settings > Device > Power Management > Timeouts > Sleep Mode**
2. Enter the amount of time that the printer stays idle before it enters Sleep mode.

#### Hibernate mode

1. From the control panel, navigate to: **Settings > Device > Power Management > Timeouts > Hibernate Mode**
2. Select the amount of time before the printer enters Hibernate mode.
  - Make sure to wake the printer from Hibernate mode before sending a print job.
  - To wake the printer from Hibernate mode, press the power button.
  - The Embedded Web Server is disabled when the printer is in Hibernate mode.

### ADJUSTING THE BRIGHTNESS OF THE DISPLAY



Note: This setting is available only in some printer models.

1. From the control panel, navigate to:  
**Settings > Device > Preferences**
2. In the Screen Brightness menu, adjust the setting.

### CONSERVING SUPPLIES

- Print on both sides of the paper.



Note: Two-sided printing is the default setting in the print driver.

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

## Moving the printer

### MOVING THE PRINTER TO ANOTHER LOCATION



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



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



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

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



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





## Troubleshooting

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# Network connection problems

## CANNOT OPEN EMBEDDED WEB SERVER

ACTION	YES	NO
<b>Step 1</b> Check if the printer is on. Is the printer on?	Go to step 2.	Turn on the printer.
<b>Step 2</b> Make sure that the printer IP address is correct. View the printer IP address: <ul style="list-style-type: none"> <li>• From the home screen</li> <li>• From the TCP/IP section in the Network/Ports menu</li> <li>• By printing a network setup page or menu settings page, then finding the TCP/IP section</li> </ul> An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123. Is the printer IP address correct?	Go to step 3.	Type the correct printer IP address in the address field.
<b>Step 3</b> Check if you are using a supported browser: <ul style="list-style-type: none"> <li>• Internet Explorer® version 11 or later</li> <li>• Microsoft Edge™</li> <li>• Safari version 6 or later</li> <li>• Google Chrome™ version 32 or later</li> <li>• Mozilla Firefox version 24 or later</li> </ul> Is your browser supported?	Go to step 4.	Install a supported browser.
<b>Step 4</b> Check if the network connection is working. Is the network connection working?	Go to step 5.	Contact your administrator.

ACTION	YES	NO
<b>Step 5</b> Make sure that the cable connections to the printer and print server is secure. For more information, see the documentation that came with the printer. Are the cable connections secure?	Go to step 6.	Secure the cable connections.
<b>Step 6</b> Check if the web proxy servers are disabled. Are the web proxy servers disabled?	Go to step 7.	Contact your administrator.
<b>Step 7</b> Access the Embedded Web Server. Did the Embedded Web Server open?	The problem is solved.	Contact <b>Customer Support</b> .

#### UNABLE TO READ FLASH DRIVE

ACTION	YES	NO
<b>Step 1</b> Check if the printer is not busy processing another print, copy, scan, or fax job. Is the printer ready?	Go to step 2.	Wait for the printer to finish processing the other job.
<b>Step 2</b> Check if the flash drive is inserted into the front USB port. The flash drive does not work when it is inserted into the rear USB port. Is the flash drive inserted into the correct port?	Go to step 3.	Insert the flash drive into the correct port.

ACTION	YES	NO
<p><b>Step 3</b></p> <p>Check if the flash drive is supported. For more information, refer to <a href="#">Supported flash drives and file types</a>.</p> <p>Is the flash drive supported?</p>	<p>Go to step 4.</p>	<p>Insert a supported flash drive.</p>
<p><b>Step 4</b></p> <ol style="list-style-type: none"> <li>1 Check if the USB port is enabled. For more information, refer to <a href="#">Enabling the USB port</a>.</li> <li>2 Remove, then insert the flash drive.</li> </ol> <p>Does the printer recognize the flash drive?</p>	<p>The problem is solved.</p>	<p>Contact <a href="#">Customer Support</a>.</p>

### ENABLING THE USB PORT

From the control panel, navigate to:

**Settings > Network/Ports > USB > Enable USB Port**

### CHECKING THE PRINTER CONNECTIVITY

1. Print the Network Setup Page.

From the control panel, navigate to:

**Settings > Reports > Network > Network Setup Page**

2. Check the first section of the page and confirm that the status is connected.

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

## Hardware options problems

## CANNOT DETECT INTERNAL OPTION

ACTION	YES	NO
<b>Step 1</b> Turn off the printer, wait for about 10 seconds, then turn on the printer. Does the internal option operate correctly?	The problem is solved.	Go to step 2.
<b>Step 2</b> Print the Menu Settings Page, then check if the internal option appears in the Installed Features list. Is the internal option listed in the menu settings page?	Go to step 4.	Go to step 3.

ACTION	YES	NO
<p><b>Step 3</b></p> <p>Check if the internal option is installed properly into the controller board.</p> <ol style="list-style-type: none"> <li>1 Turn off the printer, then unplug the power cord from the electrical outlet.</li> <li>2 Make sure that the internal option is installed in the appropriate connector in the controller board.</li> <li>3 Connect the power cord to the electrical outlet, then turn on the printer.</li> </ol> <p>To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.</p> <p>Does the internal option operate correctly?</p>	<p>The problem is solved.</p>	<p>Go to step 4.</p>
<p><b>Step 4</b></p> <ol style="list-style-type: none"> <li>1 Check if the internal option is available in the print driver.</li> </ol> <p>If necessary, manually add the internal option in the print driver to make it available for print jobs. For more information, refer to <a href="#">Adding available options in the print driver</a>.</p> <ol style="list-style-type: none"> <li>2 Resend the print job.</li> </ol> <p>Does the internal option operate correctly?</p>	<p>The problem is solved.</p>	<p>Contact <a href="#">Customer Support</a>.</p>

#### DEFECTIVE FLASH DETECTED

Try one or more of the following:

- Replace the defective flash memory.
- From the printer control panel, select **Continue** to ignore the message and continue printing.

- Cancel the current print job.

#### NOT ENOUGH FREE SPACE IN FLASH MEMORY FOR RESOURCES

Try one or more of the following:

- From the printer control panel, select **Continue** to clear the message and continue printing.
- Delete fonts, macros, and other data stored in the flash memory.
- Install flash memory with larger capacity.



Note: Downloaded fonts and macros that are not previously stored in the flash memory are deleted.

#### UNFORMATTED FLASH DETECTED

Try one or more of the following:

- From the control panel, select **Continue** to stop the defragmentation and continue printing.
- Format the flash memory.

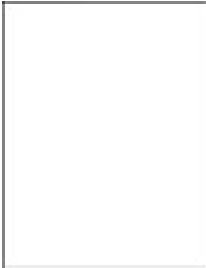


Note: If the error message remains, then the flash memory may be defective and needs to be replaced.

Printing problems

PRINT QUALITY IS POOR

Blank or white pages



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

ACTION	YES	NO
<div>1 Remove, then insert the imaging kit.</div> <div>Do not expose the imaging kit to direct light. Extended exposure to light may cause print quality problems.</div> <div>Do not touch the photoconductor drum under the imaging kit. Doing so may affect the quality of future print jobs.</div> <div>2 Print the document.</div> <div>Is the printer printing blank or white pages?</div>	Contact <b>Customer Support</b> .	The problem is solved.

Dark print





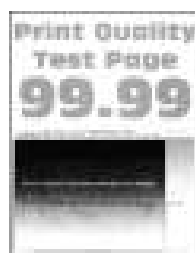


Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
<b>Step 1</b> 1 Perform Color Adjust.  From the control panel, navigate to:  <b>Settings &gt; Print &gt; Quality &gt; Advanced Imaging &gt; Color Adjust</b>  2 Print the document.  Is the print too dark?	Go to step 2.	The problem is solved.
<b>Step 2</b> 1 Depending on your operating system, reduce toner darkness from the Printing Preferences or Print dialog.  You can also change the setting on the printer control panel. Navigate to:  <b>Settings &gt; Print &gt; Quality &gt; Toner Darkness</b>  2 Print the document.  Is the print too dark?	Go to step 3.	The problem is solved.
<b>Step 3</b> 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. <ul style="list-style-type: none"> <li>Make sure that the setting matches the paper loaded.</li> <li>You can also change the setting on the printer control panel. Navigate to:   <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b> </li> </ul> 2 Print the document.  Is the print too dark?	Go to step 4.	The problem is solved.

ACTION	YES	NO
<p><b>Step 4</b></p> <p>Check if the paper has texture or rough finishes.</p> <p>Are you printing on textured or rough paper?</p>	Go to step 5.	Go to step 6.
<p><b>Step 5</b></p> <ol style="list-style-type: none"> <li>1 Replace textured or rough paper with plain paper.</li> <li>2 Print the document.</li> </ol> <p>Is the print too dark?</p>	Go to step 6.	The problem is solved.
<p><b>Step 6</b></p> <ol style="list-style-type: none"> <li>1 Load paper from a fresh package.</li> </ol> <p>Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.</p> <ol style="list-style-type: none"> <li>2 Print the document.</li> </ol> <p>Is the print too dark?</p>	Contact <a href="#">Customer Support</a> .	The problem is solved.

## Ghost images



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

ACTION	YES	NO
<p><b>Step 1</b></p> <ol style="list-style-type: none"> <li>1 Load the tray with the correct paper type.</li> <li>2 Print the document.</li> </ol> <p>Do ghost images appear on prints?</p>	Go to step 2.	The problem is solved.
<p><b>Step 2</b></p> <ol style="list-style-type: none"> <li>1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded.</li> <li>• You can also change the setting on the printer control panel. Navigate to: <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b></li> </ul> </li> <li>2 Print the document.</li> </ol> <p>Do ghost images appear on prints?</p>	Go to step 3.	The problem is solved.

ACTION	YES	NO
<p><b>Step 3</b></p> <p>1 Perform Color Adjust.</p> <p>From the control panel, navigate to:</p> <p><b>Settings &gt; Print &gt; Quality &gt; Advanced Imaging &gt; Color Adjust</b></p> <p>2 Print the document.</p> <p>Do ghost images appear on prints?</p>	<p>Go to step 4.</p>	<p>The problem is solved.</p>
<p><b>Step 4</b></p> <p>1 Remove, then insert the imaging kit.</p> <p>Do not expose the imaging kit to direct light. Extended exposure to light may cause print quality problems.</p> <p>Do not touch the photoconductor drum under the imaging kit. Doing so may affect the quality of future print jobs.</p> <p>2 Print the document.</p> <p>Do ghost images appear on prints?</p>	<p>Contact <a href="#">Customer Support</a>.</p>	<p>The problem is solved.</p>

### Gray or colored background



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

ACTION	YES	NO
<p><b>Step 1</b></p> <p>1 Perform Color Adjust.</p> <p>From the control panel, navigate to:</p> <p><b>Settings &gt; Print &gt; Quality &gt; Advanced Imaging &gt; Color Adjust</b></p> <p>2 Print the document.</p> <p>Does gray or colored background appear on prints?</p>	Go to step 2.	The problem is solved.
<p><b>Step 2</b></p> <p>1 Remove, then insert the imaging kit.</p> <p>Do not expose the imaging kit to direct light. Extended exposure to light may cause print quality problems.</p> <p>Do not touch the photoconductor drum under the imaging kit. Doing so may affect the quality of future print jobs.</p> <p>2 Print the document.</p> <p>Does gray or colored background appear on prints?</p>	Contact <a href="#">Customer Support</a> .	The problem is solved.

### Incorrect margins



ACTION	YES	NO
<b>Step 1</b> 1 Adjust the paper guides to the correct position for the paper loaded. 2 Print the document. Are the margins correct?	The problem is solved.	Go to step 2.
<b>Step 2</b> 1 Set the paper size from the control panel. Navigate to: <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b> 2 Print the document. Are the margins correct?	The problem is solved.	Go to step 3.
<b>Step 3</b> 1 Depending on your operating system, specify the paper size from the Printing Preferences or Print dialog. Make sure that the setting matches the paper loaded. 2 Print the document. Are the margins correct?	The problem is solved.	Contact <a href="#">Customer Support</a> .

### Light print



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

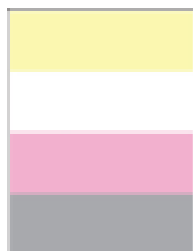
ACTION	YES	NO
<p><b>Step 1</b></p> <p>1 Perform Color Adjust.</p> <p>From the control panel, navigate to:</p> <p><b>Settings &gt; Print &gt; Quality &gt; Advanced Imaging &gt; Color Adjust</b></p> <p>2 Print the document.</p> <p>Is the print light?</p>	Go to step 2.	The problem is solved.
<p><b>Step 2</b></p> <p>1 Depending on your operating system, increase toner darkness from the Printing Preferences or Print dialog.</p> <p>You can also change the setting on the printer control panel. Navigate to:</p> <p><b>Settings &gt; Print &gt; Quality &gt; Toner Darkness</b></p> <p>2 Print the document.</p> <p>Is the print light?</p>	Go to step 3.	The problem is solved.
<p><b>Step 3</b></p> <p>1 Turn off Color Saver.</p> <p>From the control panel, navigate to:</p> <p><b>Settings &gt; Print &gt; Quality &gt; Color Saver</b></p> <p>2 Print the document.</p> <p>Is the print light?</p>	Go to step 4.	The problem is solved.
<p><b>Step 4</b></p> <p>1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <ul style="list-style-type: none"> <li>Make sure that the setting matches the paper loaded.</li> </ul>	Go to step 5.	The problem is solved.

ACTION	YES	NO
<ul style="list-style-type: none"> <li>You can also change the setting on the printer control panel. Navigate to: <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b></li> </ul> <p>2 Print the document.</p> <p>Is the print light?</p>		
<p><b>Step 5</b></p> <p>Check if paper has texture or rough finishes.</p> <p>Are you printing on textured or rough paper?</p>	Go to step 6.	Go to step 7.
<p><b>Step 6</b></p> <p>1 Replace textured or rough paper with plain paper.</p> <p>2 Print the document.</p> <p>Is the print light?</p>	Go to step 7.	The problem is solved.



ACTION	YES	NO
<p><b>Step 7</b></p> <p>1 Load paper from a fresh package.</p> <p>Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.</p> <p>2 Print the document.</p> <p>Is the print light?</p>	Go to step 8.	The problem is solved.
<p><b>Step 8</b></p> <p>1 Remove, then insert the imaging kit.</p> <p>Do not expose the imaging kit to direct light. Extended exposure to light may cause print quality problems.</p> <p>Do not touch the photoconductor drum under the imaging kit. Doing so may affect the quality of future print jobs.</p> <p>2 Print the document.</p> <p>Is the print light?</p>	Contact <b>Customer Support</b> .	The problem is solved.

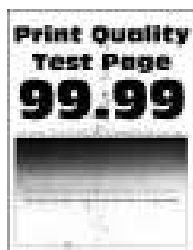
### Missing colors



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

ACTION	YES	NO
<ol style="list-style-type: none"> <li>1 Remove the toner cartridge of the missing color.</li> <li>2 Remove the imaging kit.  Do not expose the imaging kit to direct light. Extended exposure to light may cause print quality problems.  Do not touch the photoconductor drum under the imaging kit. Doing so may affect the quality of future print jobs.</li> <li>3 Remove, then insert the developer unit of the missing color.</li> <li>4 Insert the imaging kit.</li> <li>5 Insert the toner cartridge.</li> <li>6 Print the document.</li> </ol> <p>Are some colors missing on prints?</p>	Contact <b>Customer Support</b> .	The problem is solved.

### Mottled print and dots



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

ACTION	YES	NO
<p><b>Step 1</b></p> <p>Check the printer for leaked toner contamination.</p> <p>Is the printer free of leaked toner?</p>	Go to step 2.	Contact <b>Customer Support</b> .
<p><b>Step 2</b></p> <p>1 From the control panel, navigate to:</p>	Go to step 4.	Go to step 3.

ACTION	YES	NO
<p><b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b></p> <p>2 Check if the paper size and paper type settings match the paper loaded.</p> <p>Make sure that paper does not have texture or rough finishes.</p> <p>Do the settings match?</p>		
<p><b>Step 3</b></p> <p>1 Depending on your operating system, specify the paper size and paper type from the Printing Preferences or Print dialog.</p> <p>Make sure that the settings match the paper loaded.</p> <p>2 Print the document.</p> <p>Is the print mottled?</p>	Go to step 4.	The problem is solved.

ACTION	YES	NO
<p><b>Step 4</b></p> <p>1 Load paper from a fresh package.</p> <p>Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.</p> <p>2 Print the document.</p> <p>Is the print mottled?</p>	<p>Go to step 5.</p>	<p>The problem is solved.</p>
<p><b>Step 5</b></p> <p>1 Remove, then insert the imaging kit.</p> <p>Do not expose the imaging kit to direct light. Extended exposure to light may cause print quality problems.</p> <p>Do not touch the photoconductor drum under the imaging kit. Doing so may affect the quality of future print jobs.</p> <p>2 Print the document.</p> <p>Is the print mottled?</p>	<p>Contact <a href="#">Customer Support</a>.</p>	<p>The problem is solved.</p>

## Paper curl



ACTION	YES	NO
<b>Step 1</b> 1 Adjust the guides in the tray to the correct position for the paper loaded. 2 Print the document. Is the paper curled?	Go to step 2.	The problem is solved.
<b>Step 2</b> 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded.</li> <li>• You can also change the setting on the printer control panel. Navigate to:  <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b> </li> </ul> 2 Print the document. Is the paper curled?	Go to step 3.	The problem is solved.
<b>Step 3</b> Print on the other side of the paper. 1 Remove paper, flip it over, then reload paper. 2 Print the document. Is the paper curled?	Go to step 4.	The problem is solved.
<b>Step 4</b> 1 Load paper from a fresh package. Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Is the paper curled?	Contact <a href="#">Customer Support</a> .	The problem is solved.

## Print crooked or skewed



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

ACTION	YES	NO
<b>Step 1</b> 1 Adjust the paper guides in the tray to the correct position for the paper loaded. 2 Print the document. Is the print crooked or skewed?	Go to step 2.	The problem is solved.
<b>Step 2</b> 1 Load paper from a fresh package.  Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Is the print crooked or skewed?	Go to step 3.	The problem is solved.
<b>Step 3</b> 1 Check if the paper loaded is supported.  If paper is not supported, then load a supported paper. 2 Print the document. Is the print crooked or skewed?	Contact <a href="#">Customer Support</a> .	The problem is solved.

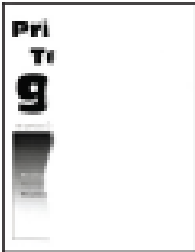
Solid color or black images



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

ACTION	YES	NO
<div>1 Remove, then reinstall the imaging kit.</div> <div>Do not expose the imaging kit to direct light. Extended exposure to light may cause print quality problems.</div> <div>Do not touch the photoconductor drum under the imaging kit. Doing so may affect the quality of future print jobs.</div> <div>2 Print the document.</div> <div>Is the printer printing solid color or black images?</div>	Contact <a href="#">Customer Support</a> .	The problem is solved.

Text or images cut off



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

ACTION	YES	NO
<p><b>Step 1</b></p> <ol style="list-style-type: none"> <li>1 Adjust the paper guides in the tray to the correct position for the paper loaded.</li> <li>2 Print the document.</li> </ol> <p>Are text or images cut off?</p>	<p>Go to step 2.</p>	<p>The problem is solved.</p>
<p><b>Step 2</b></p> <ol style="list-style-type: none"> <li>1 Depending on your operating system, specify the paper size from the Printing Preferences or Print dialog. <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded.</li> <li>• You can also change the setting on the printer control panel. Navigate to:</li> </ul> <p><b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b></p> </li> <li>2 Print the document.</li> </ol> <p>Are text or images cut off?</p>	<p>Go to step 3.</p>	<p>The problem is solved.</p>
<p><b>Step 3</b></p> <ol style="list-style-type: none"> <li>1 Remove, then insert the imaging kit. <p>Do not expose the imaging kit to direct light. Extended exposure to light may cause print quality problems.</p> <p>Do not touch the photoconductor drum under the imaging kit. Doing so may affect the quality of future print jobs.</p> </li> <li>2 Print the document.</li> </ol> <p>Are text or images cut off?</p>	<p>Contact <a href="#">Customer Support</a>.</p>	<p>The problem is solved.</p>




**Toner easily rubs off**

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

ACTION	YES	NO
<p><b>Step 1</b></p> <p>1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded.</li> <li>• You can also change the setting on the printer control panel. Navigate to:</li> </ul> <p><b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b></p> <p>2 Print the document.</p> <p>Does toner easily rub off?</p>	<p>Go to step 2.</p>	<p>The problem is solved.</p>
<p><b>Step 2</b></p> <p>1 Check if the paper weight is supported.</p> <p>If paper weight is not supported, then load a supported one.</p> <p>2 Print the document.</p> <p>Does toner easily rub off?</p>	<p>Go to step 3.</p>	<p>The problem is solved.</p>
<p><b>Step 3</b></p> <p>1 Load paper from a fresh package.</p> <p>Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.</p> <p>2 Print the document.</p> <p>Does toner easily rub off?</p>	<p>Contact <a href="#">Customer Support</a>.</p>	<p>The problem is solved.</p>

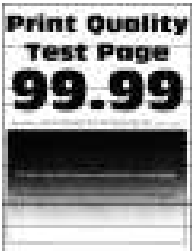
Uneven print density




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

ACTION	YES	NO
<div>1 Remove, then insert the imaging kit.</div> <div>Do not expose the imaging kit to direct light. Extended exposure to light may cause print quality problems.</div> <div>Do not touch the photoconductor drum under the imaging kit. Doing so may affect the quality of future print jobs.</div> <div>2 Print the document.</div> <div>Is the print density uneven?</div>	Contact <a href="#">Customer Support</a> .	The problem is solved.

Horizontal dark lines




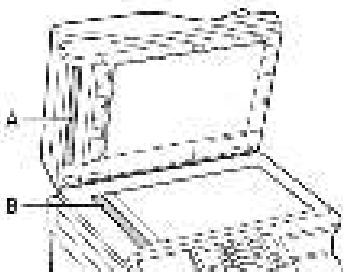
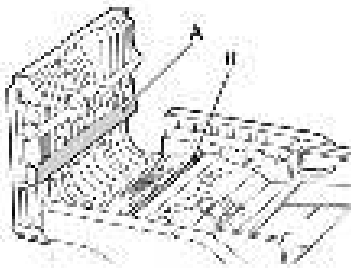
 Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
<p><b>Step 1</b></p> <p>1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded.</li> <li>• You can also change the setting on the printer control panel. Navigate to:</li> </ul> <p><b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b></p> <p>2 Print the document.</p> <p>Do dark lines appear on prints?</p>	<p>Go to step 2.</p>	<p>The problem is solved.</p>
<p><b>Step 2</b></p> <p>1 Load paper from a fresh package.</p> <p>Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it.</p> <p>2 Print the document.</p> <p>Do dark lines appear on prints?</p>	<p>Go to step 3.</p>	<p>The problem is solved.</p>
<p><b>Step 3</b></p> <p>1 Remove, then insert the imaging kit.</p> <p>Do not expose the imaging kit to direct light. Extended exposure to light may cause print quality problems.</p> <p>Do not touch the photoconductor drum under the imaging kit. Doing so may affect the quality of future print jobs.</p> <p>2 Print the document.</p> <p>Do dark lines appear on prints?</p>	<p>Contact <a href="#">Contact Support</a>.</p>	<p>The problem is solved.</p>

Vertical dark lines



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

ACTION	YES	NO
<p><b>Step 1</b></p> <p>Using a blank sheet of paper, make a two-sided copy using the ADF.</p> <p>Do vertical dark lines or streaks appear on prints?</p>	Go to step 2.	Go to step 3.
<p><b>Step 2</b></p> <p>Using a damp, soft, lint-free cloth, wipe the following areas:</p> <ul style="list-style-type: none"><li>• ADF glass pad (A) and ADF glass (B)</li></ul>  <ul style="list-style-type: none"><li>• ADF glass pad (A) and ADF glass (B) in door C</li></ul>  <p>Do vertical dark lines or streaks</p>	Go to step 3.	The problem is solved.

ACTION	YES	NO
appear on prints?		
<p><b>Step 3</b></p> <p>1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded.</li> <li>• You can also change the setting on the printer control panel. Navigate to:</li> </ul> <p><b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b></p> <p>2 Print the document.</p> <p>Do vertical dark lines or streaks appear on prints?</p>	Go to step 4.	The problem is solved.

ACTION	YES	NO
<p><b>Step 4</b></p> <p>1 Load paper from a fresh package.</p> <p>Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it.</p> <p>2 Print the document.</p> <p>Do vertical dark lines or streaks appear on prints?</p>	Go to step 5.	The problem is solved.
<p><b>Step 5</b></p> <p>1 Remove, then insert the imaging kit.</p> <p>Do not expose the imaging kit to direct light. Extended exposure to light can cause print quality problems.</p> <p>Do not touch the photoconductor drum under the imaging kit. Doing so may affect the quality of future print jobs.</p> <p>2 Print the document.</p> <p>Do vertical dark lines or streaks appear on prints?</p>	Contact <a href="#">Customer Support</a> .	The problem is solved.

### Horizontal white lines



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

- If horizontal white lines keep appearing on your prints, refer to [Repeating defects](#) topic.

ACTION	YES	NO
<p><b>Step 1</b></p> <p>1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded.</li> <li>• You can also change the setting on the printer control panel. Navigate to:</li> </ul> <p><b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b></p> <p>2 Print the document.</p> <p>Do horizontal white lines appear on prints?</p>	<p>Go to step 2.</p>	<p>The problem is solved.</p>
<p><b>Step 2</b></p> <p>1 Remove, then insert the imaging kit.</p> <p>Do not expose the imaging kit to direct light. Extended exposure to light can cause print quality problems.</p> <p>Do not touch the photoconductor drum under the imaging kit. Doing so may affect the quality of future print jobs.</p> <p>2 Print the document.</p> <p>Do horizontal white lines appear on prints?</p>	<p>Contact <a href="#">Customer Support</a>.</p>	<p>The problem is solved.</p>

### Vertical white lines







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

ACTION	YES	NO
<p><b>Step 1</b></p> <p>1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded.</li> <li>• You can also change the setting on the printer control panel. Navigate to:</li> </ul> <p><b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b></p> <p>2 Print the document.</p> <p>Do vertical white lines appear on prints?</p>	<p>Go to step 2.</p>	<p>The problem is solved.</p>
<p><b>Step 2</b></p> <p>Check if you are using the recommended paper type.</p> <p>1 Load the paper source with the recommended paper type.</p> <p>2 Print the document.</p> <p>Do vertical white lines appear on prints?</p>	<p>Go to step 3.</p>	<p>The problem is solved.</p>
<p><b>Step 3</b></p> <p>1 Remove, then insert the imaging kit.</p> <p>Do not expose the imaging kit to direct light. Extended exposure to light may cause print quality problems.</p> <p>Do not touch the photoconductor drum under the imaging kit. Doing so may affect the quality of future print jobs.</p> <p>2 Print the document.</p> <p>Do vertical white lines appear on prints?</p>	<p>Contact <a href="#">Customer Service</a>.</p>	<p>The problem is solved.</p>

## Repeating defects



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

ACTION	YES	NO
<ol style="list-style-type: none"> <li>1 Using the Print Quality Test Pages, measure the distance between the repeating defects on the affected color page.</li> <li>2 Check if the repeating defects match any of the following measurements: <b>Imaging kit</b> <ul style="list-style-type: none"> <li>• 94.20mm (3.71in.)</li> <li>• 29.80mm (1.17in.)</li> <li>• 23.20mm (0.91in.)</li> </ul> <b>Developer unit</b> <ul style="list-style-type: none"> <li>• 43.90mm (1.73in.)</li> <li>• 45.50mm (1.79in.)</li> </ul> <b>Transfer module</b> <ul style="list-style-type: none"> <li>• 37.70mm (1.48in.)</li> <li>• 78.50mm (3.09in.)</li> <li>• 55mm (2.17in.)</li> </ul> <b>Fuser</b> <ul style="list-style-type: none"> <li>• 79.80mm (3.14in.)</li> <li>• 94.30mm (3.71in.)</li> </ul> </li> </ol> <p>Do the repeating defects match any of the measurements?</p>	<p>Take note of the distance, then contact <b>Customer Support</b>.</p>	<p>Take note of the distance, then contact <b>Customer Support</b>.</p>

# CONFIDENTIAL AND OTHER HELD DOCUMENTS DO NOT PRINT

ACTION	YES	NO
<p><b>Step 1</b></p> <p>1 From the control panel, check if the documents appear in the Held Jobs list.</p> <p>If the documents are not listed, then print the documents using the Print and Hold options.</p> <p>2 Print the documents.</p> <p>Are the documents printed?</p>	<p>The problem is solved.</p>	<p>Go to step 2.</p>
<p><b>Step 2</b></p> <p>The print job may contain a formatting error or invalid data.</p> <ul style="list-style-type: none"> <li>• Delete the print job, then send it again.</li> <li>• For PDF files, generate a new file, then print the documents.</li> </ul> <p>Are the documents printed?</p>	<p>The problem is solved.</p>	<p>Go to step 3.</p>
<p><b>Step 3</b></p> <p>If you are printing from the Internet, then the printer may be reading the multiple job titles as duplicates.</p> <p><b>For Windows users</b></p> <ol style="list-style-type: none"> <li>1 Open the Printing Preferences dialog.</li> <li>2 From the Print and Hold section, select <b>Keep duplicate documents</b>.</li> <li>3 Enter a PIN.</li> <li>4 Resend the print job.</li> </ol> <p><b>For Macintosh users</b></p> <ol style="list-style-type: none"> <li>1 Save and name each job differently.</li> <li>2 Send the job individually.</li> </ol> <p>Are the documents printed?</p>	<p>The problem is solved.</p>	<p>Go to step 4.</p>

ACTION	YES	NO
<b>Step 4</b> 1 Delete some held jobs to free up printer memory. 2 Resend the print job. Are the documents printed?	The problem is solved.	Go to step 5.
<b>Step 5</b> 1 Add printer memory. 2 Resend the print job. Are the documents printed?	The problem is solved.	Contact <a href="#">Customer Support</a> .

## SLOW PRINTING

ACTION	YES	NO
<b>Step 1</b> Make sure that the printer cable is securely connected to the printer and to the computer, print server, option, or other network device. Is the printer printing slow?	Go to step 2.	The problem is solved.
<b>Step 2</b> 1 Make sure that the printer is not in Eco-Mode or Quiet Mode. <ul style="list-style-type: none"> <li>From the control panel, navigate to:  <b>Settings &gt; Device &gt; Eco-Mode</b> </li> <li>From the control panel, navigate to:  <b>Settings &gt; Device &gt; Maintenance &gt; Configuration Menu &gt; Device Operations &gt; Quiet Mode</b> </li> </ul> 2 Print the document. Is the printer printing slow?	Go to step 3.	The problem is solved.
<b>Step 3</b> 1 Depending on your operating system, specify the print	Go to step 4.	The problem is solved.

ACTION	YES	NO
<p>resolution from the Printing Preferences or Print dialog.</p> <p>2 Set the resolution to 4800 CQ.</p> <p>3 Print the document.</p> <p>Is the printer printing slow?</p>		
<p><b>Step 4</b></p> <p>1 From the control panel, navigate to:</p> <p><b>Settings &gt; Print &gt; Quality &gt; Print Resolution</b></p> <p>2 Set the resolution to 4800 CQ.</p> <p>3 Print the document.</p> <p>Is the printer printing slow?</p>	Go to step 5.	The problem is solved.
<p><b>Step 5</b></p> <p>1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded.</li> <li>• Heavier paper prints more slowly.</li> <li>• Paper narrower than letter, A4, and legal may print more slowly.</li> </ul> <p>2 Print the document.</p> <p>Is the printer printing slow?</p>	Go to step 6.	The problem is solved.
<p><b>Step 6</b></p> <p>1 Make sure that the printer settings for Texture and Weight match the paper being loaded.</p> <p>From the control panel, navigate to:</p> <p><b>Settings &gt; Paper &gt; Media Configuration &gt; Media Types</b></p> <p>Rough paper textures and heavy paper weights may print more slowly.</p> <p>2 Print the document.</p>	Go to step 7.	The problem is solved.

ACTION	YES	NO
Is the printer printing slow?		
<b>Step 7</b> Remove held jobs. Is the printer printing slow?	Go to step 8.	The problem is solved.
<b>Step 8</b> 1 Make sure that the printer is not overheating. <ul style="list-style-type: none"> <li>Allow the printer to cool down after a long print job.</li> <li>Observe the recommended ambient temperature for the printer. For more information, refer to <a href="#">Selecting a location for the printer</a>.</li> </ul> 2 Print the document. Is the printer printing slow?	Go to step 9.	The problem is solved.
<b>Step 9</b> 1 Add more printer memory. 2 Print the document. Is the printer printing slow?	Contact <a href="#">Customer Support</a> .	The problem is solved.

#### PRINT JOBS DO NOT PRINT

ACTION	YES	NO
<b>Step 1</b> 1 From the document you are trying to print, open the Print dialog, then check if you have selected the correct printer. 2 Print the document. Is the document printed?	The problem is solved.	Go to step 2.
<b>Step 2</b> 1 Check if the printer is on. 2 Resolve any error messages that appear on the display. 3 Print the document. Is the document printed?	The problem is solved.	Go to step 3.

ACTION	YES	NO
<b>Step 3</b> 1 Check if the ports are working and if the cables are securely connected to the computer and the printer.  For more information, see the setup documentation that came with the printer.  2 Print the document.  Is the document printed?	The problem is solved.	Go to step 4.
<b>Step 4</b> 1 Turn off the printer, wait for about 10 seconds, then turn on the printer. 2 Print the document.  Is the document printed?	The problem is solved.	Go to step 5.
<b>Step 5</b> 1 Remove, then reinstall the print driver. 2 Print the document.  Is the document printed?	The problem is solved.	Contact <a href="#">Customer Support</a> .

#### THE PRINTER IS NOT RESPONDING

ACTION	YES	NO
<b>Step 1</b>  Check if the power cord is connected to the electrical outlet.  To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.  Is the printer responding?	The problem is solved.	Go to step 2.
<b>Step 2</b>  Check if the electrical outlet is turned off by a switch or breaker.	Turn on the switch or reset the breaker.	Go to step 3.



ACTION	YES	NO
Is the electrical outlet turned off by a switch or breaker?		
<b>Step 3</b> Check if the printer is on. Is the printer on?	Go to step 4.	Turn on the printer.
<b>Step 4</b> Check if the printer is in Sleep or Hibernate mode. Is the printer in Sleep or Hibernate mode?	Press the power button to wake the printer.	Go to step 5.
<b>Step 5</b> Check if the cables connecting the printer and the computer are inserted to the correct ports. Are the cables inserted to the correct ports?	Go to step 6.	Insert the cables to the correct ports.
<b>Step 6</b> Turn off the printer, install the hardware options, then turn on the printer. For more information, see the documentation that came with the option. Is the printer responding?	The problem is solved.	Go to step 7.
<b>Step 7</b> Install the correct print driver. Is the printer responding?	The problem is solved.	Go to step 8.
<b>Step 8</b> Turn off the printer, wait for about 10 seconds, then turn on the printer. Is the printer responding?	The problem is solved.	Contact <a href="#">Customer Support</a> .

# JOB PRINTS FROM THE WRONG TRAY OR ON THE WRONG PAPER

ACTION	YES	NO
<p><b>Step 1</b></p> <ol style="list-style-type: none"> <li>1 Check if you are printing on the correct paper.</li> <li>2 Print the document.</li> </ol> <p>Is the document printed on the correct paper?</p>	<p>Go to step 2.</p>	<p>Load the correct paper size and paper type.</p>
<p><b>Step 2</b></p> <ol style="list-style-type: none"> <li>1 Depending on your operating system, specify the paper size and paper type from the Printing Preferences or Print dialog.</li> </ol> <p>You can also change the settings on the printer control panel. Navigate to:</p> <p><b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b></p> <ol style="list-style-type: none"> <li>2 Make sure that the settings match the paper loaded.</li> <li>3 Print the document.</li> </ol> <p>Is the document printed on the correct paper?</p>	<p>The problem is solved.</p>	<p>Go to step 3.</p>
<p><b>Step 3</b></p> <ol style="list-style-type: none"> <li>1 Check if the trays are linked.</li> </ol> <p>For more information, refer to <a href="#">Linking trays</a>.</p> <ol style="list-style-type: none"> <li>2 Print the document.</li> </ol> <p>Is the document printed from the correct tray?</p>	<p>The problem is solved.</p>	<p>Contact <a href="#">Customer Support</a>.</p>

## Issues with supplies

### REPLACE CARTRIDGE, PRINTER REGION MISMATCH

To correct this problem, purchase a cartridge with the correct region that matches the printer region, or purchase a worldwide cartridge.

- The first number in the message after 42 indicates the region of the printer.
- The second number in the message after 42 indicates the region of the cartridge.

**Table 12.1 Printer and toner cartridge regions**

REGION	NUMERIC CODE
Worldwide or Undefined region	0
North America (United States, Canada)	1
European Economic Area, Western Europe, Nordic countries, Switzerland	2
Asia Pacific	3
Latin America	4
Rest of Europe, Middle East, Africa	5
Australia, New Zealand	6
Invalid region	9



Note: To find the region settings of the printer and toner cartridge, print the print quality test pages. From the control panel, navigate to: **Settings > Troubleshooting > Print Quality Test Pages**.

## NON-XEROX SUPPLIES

The printer has detected a non-Xerox supply installed in the printer.

Your Xerox printer is designed to function best with genuine Xerox supplies. Use of third-party supplies can affect the performance, reliability, or life of the printer and its imaging components.

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

To accept any and all of these risks and to proceed with the use of non-genuine supplies or parts in your printer, from the control panel, press and hold **X** and **#** simultaneously for 15 seconds.



**Warning:** Use of third-party supplies or parts can affect warranty coverage. Damage caused by the use of third-party supplies or parts may not be covered by the warranty.

To accept any and all of these risks and to proceed with the use of non-genuine supplies in your printer, press and hold **X** and **OK** simultaneously for 15 seconds.

If you do not want to accept these risks, then remove the third-party supply or part from your printer and install a genuine Xerox supply or part. For more information, refer to [Using Genuine Xerox Supplies](#).

## SCANNER MAINTENANCE REQUIRED, USE ADF KIT

The printer is scheduled for maintenance. For more information, go to or contact your service representative, then report the message.

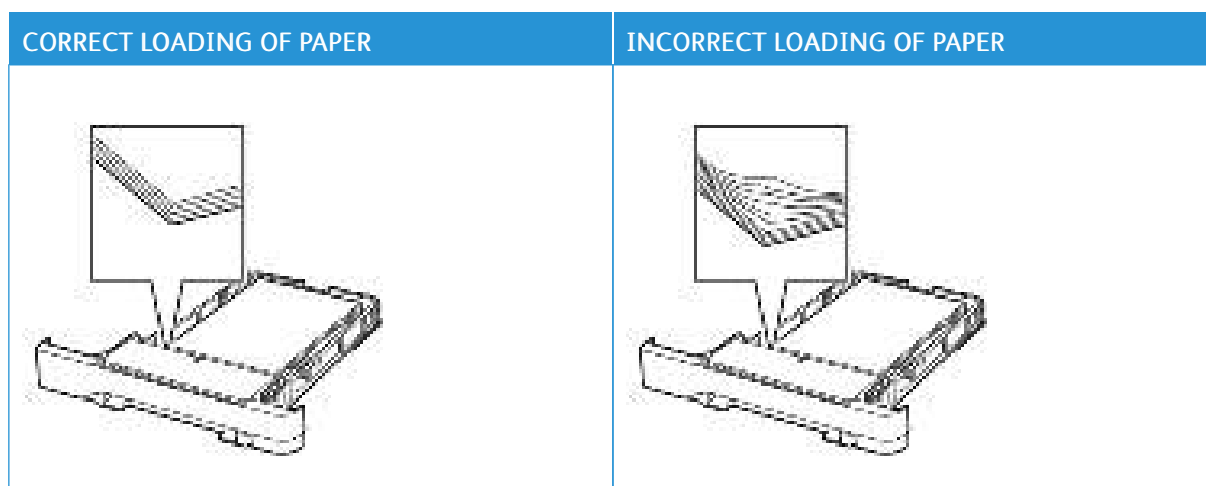
# Paper feed problems

## PAPER JAMS

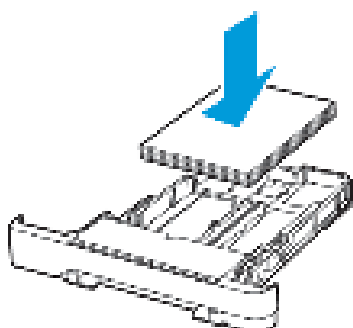
### Avoiding jams

#### Load paper properly

- Make sure that the paper lies flat in the tray.



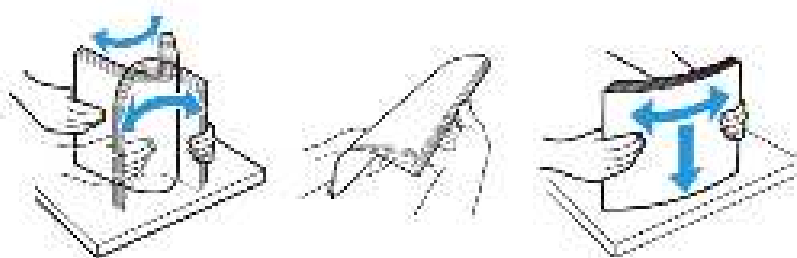
- Do not load or remove a tray while the printer is printing.
- Do not load too much paper. Make sure that the stack height is below the maximum paper fill indicator.
- Do not slide paper into the tray. Load paper as shown in the illustration.



- Make sure that the paper guides are positioned correctly and are not pressing tightly against the paper or envelopes.
- Push the tray firmly into the printer after loading paper.

### Use recommended paper

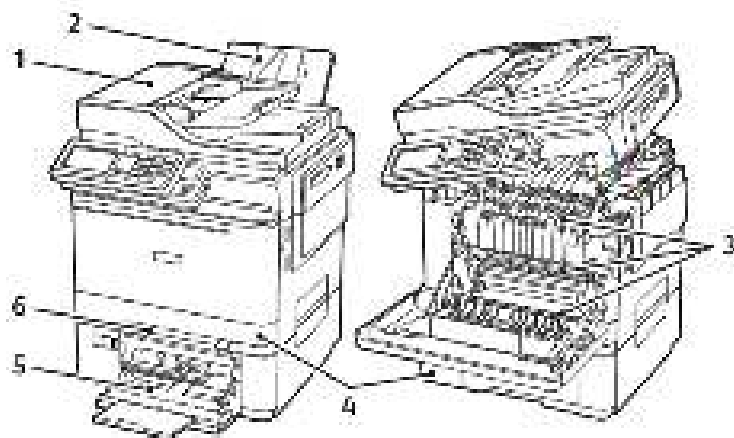
- Use only recommended paper or specialty media.
- Do not load paper that is wrinkled, creased, damp, bent, or curled.
- Flex, fan, and align the paper edges before loading.



- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

### Identifying Jam Locations

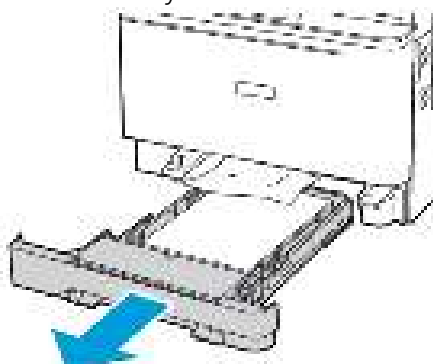
- When Jam Assist is set to On, the printer flushes blank pages or pages with partial prints after a jammed page has been cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages.




- |                                    |                        |
|------------------------------------|------------------------|
| 1. Automatic Document Feeder (ADF) | 4. Trays               |
| 2. Standard Output Tray            | 5. Multipurpose Feeder |
| 3. Door A                          | 6. Manual Feeder       |

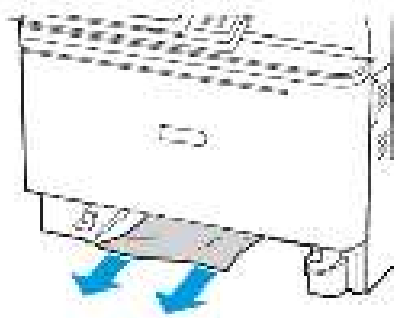
### Paper Jam in Tray 1

1. Remove the tray.



2. Remove the jammed paper.

 Note: Make sure that all paper fragments are removed.



3. Insert the tray.

### Paper Jam in Door A

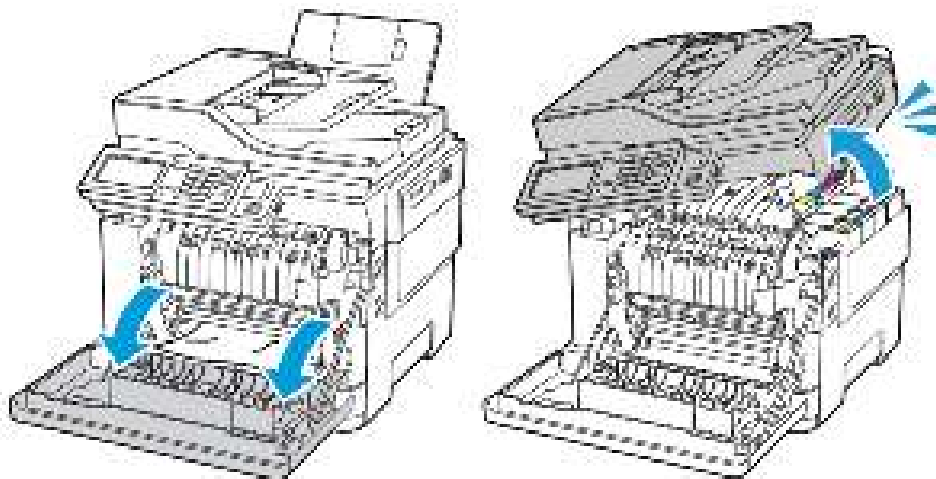
#### Paper Jam Below the Fuser

1. Open door A, and then open door B until it *clicks* into place.




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

**Warning—Potential Damage:** To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.





2. Remove the jammed paper.

 Note: Make sure that all paper fragments are removed.



3. Close doors B and A.

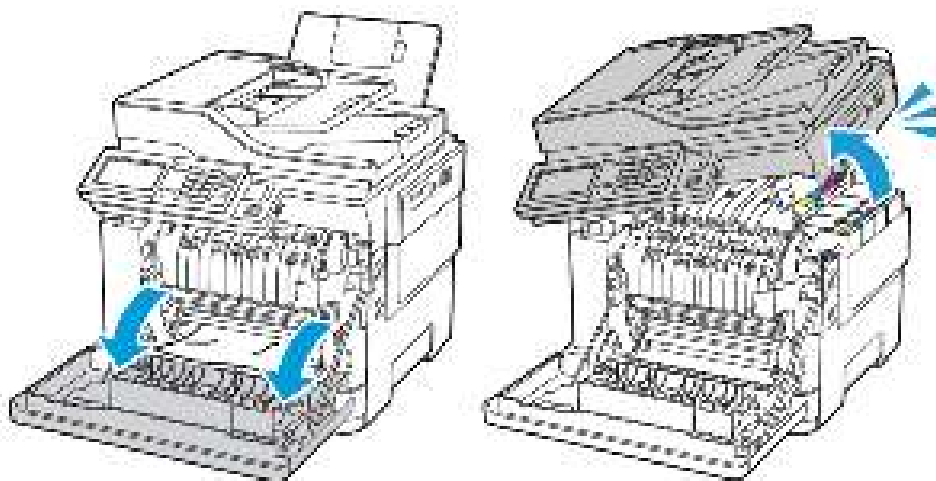
#### Paper Jam in the Fuser

1. Open doors A and B.




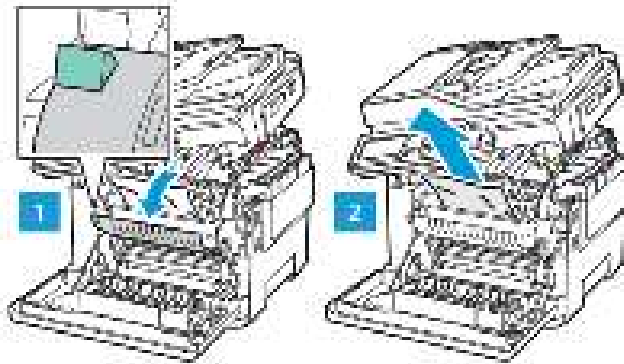
**CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

**Warning—Potential Damage:** To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



2. Open the fuser access door, and then remove the jammed paper.

 Note: Make sure that all paper fragments are removed.



3. Close doors B and A.

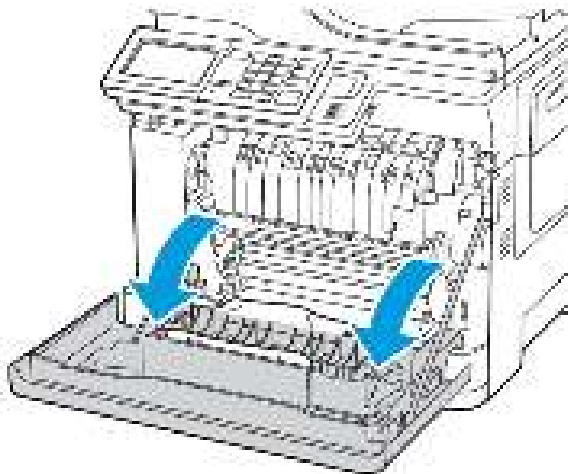
#### Paper Jam in the Duplex Unit

1. Open door A.




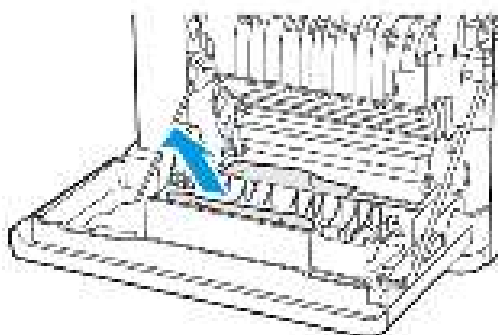
**CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

**Warning—Potential Damage:** To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



2. Remove the jammed paper.

 Note: Make sure that all paper fragments are removed.




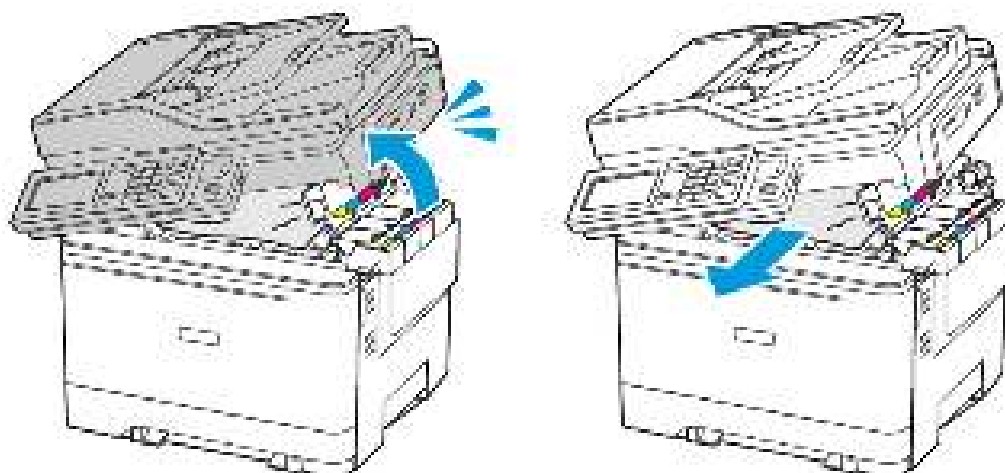
3. Close door A.

### Paper Jam in the Standard Output Tray

1. Open door B until it *clicks* into place, and then remove the jammed paper.

**Warning—Potential Damage:** To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.

 Note: Make sure that all paper fragments are removed.



2. Open door A.



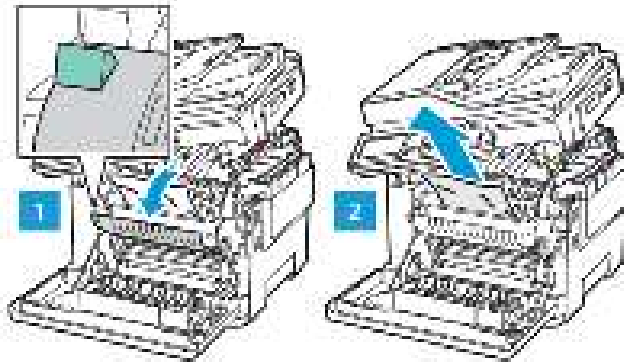
**CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



3. Open the fuser access door, and then remove the jammed paper.



Note: Make sure that all paper fragments are removed.



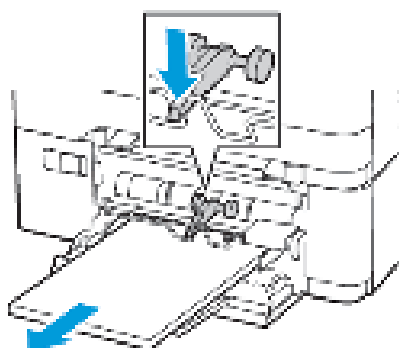
4. Close doors A and B.

### Paper Jam in the Multipurpose Feeder




Note: The multipurpose feeder is available only in some printer models.

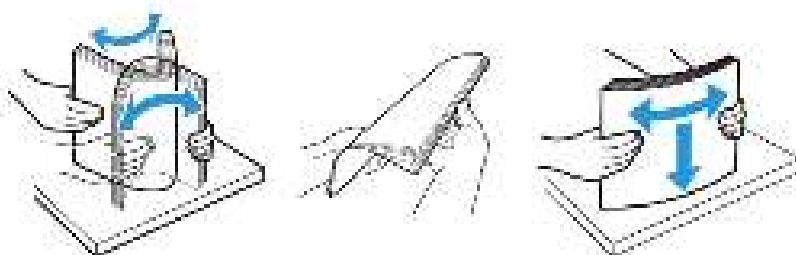
1. Remove paper from the multipurpose feeder.



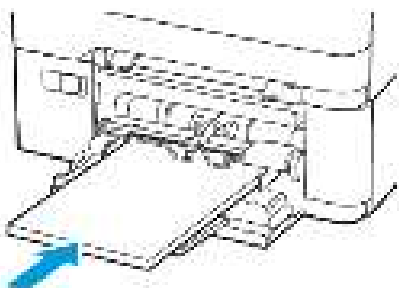
2. Remove the jammed paper.

 Note: Make sure that all paper fragments are removed.

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

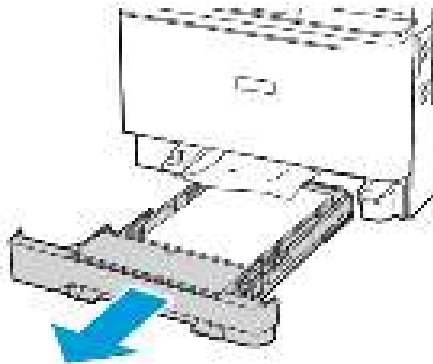


4. Reload paper.




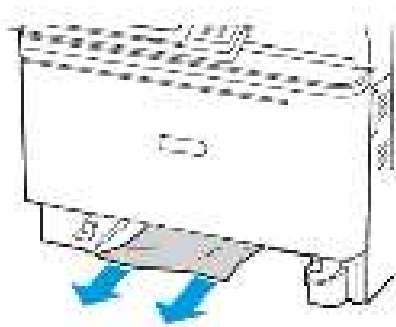
### Paper Jam in the Manual Feeder

1. Remove the tray.



2. Remove the jammed paper.

 Note: Make sure that all paper fragments are removed.



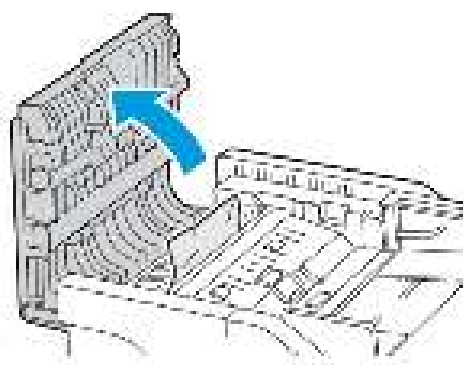
3. Insert the tray.

### Paper Jam in Door C


1. Remove all original documents from the ADF tray.

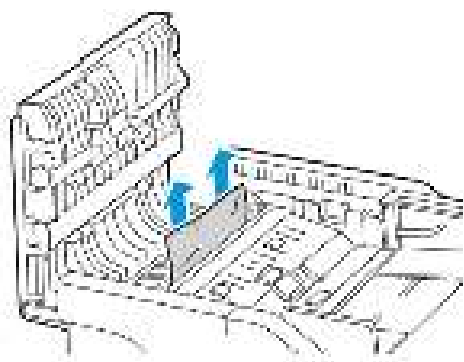
2. Open door C.

**Warning—Potential Damage:** To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



3. Remove the jammed paper.

 Note: Make sure that all paper fragments are removed.



4. Close door C.

### Paper frequently jams

ACTION	YES	NO
<p><b>Step 1</b></p> <ol style="list-style-type: none"> <li>1 Remove the tray.</li> <li>2 Check if paper is loaded correctly. <ul style="list-style-type: none"> <li>• Make sure that the paper guides are positioned correctly.</li> <li>• Make sure that the stack height is below the maximum paper fill indicator.</li> <li>• Make sure to print on recommended paper size and type.</li> </ul> </li> <li>3 Insert the tray.</li> <li>4 Print the document.</li> </ol> <p>Do paper jams occur frequently?</p>	<p>Go to step 2.</p>	<p>The problem is solved.</p>
<p><b>Step 2</b></p> <ol style="list-style-type: none"> <li>1 From the control panel, navigate to: <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b></li> <li>2 Set the correct paper size and type.</li> <li>3 Print the document.</li> </ol> <p>Do paper jams occur frequently?</p>	<p>Go to step 3.</p>	<p>The problem is solved.</p>
<p><b>Step 3</b></p> <ol style="list-style-type: none"> <li>1 Load paper from a fresh package.  Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.</li> <li>2 Print the document.</li> </ol> <p>Do paper jams occur frequently?</p>	<p>Contact <b>Customer Support</b>.</p>	<p>The problem is solved.</p>



**Jammed pages are not reprinted**

ACTION	YES	NO
<p>1 From the control panel, navigate to:</p> <p><b>Settings &gt; Device &gt; Notifications &gt; Jam Content Recovery</b></p> <p>2 Select <b>On</b> or <b>Auto</b>, then apply the changes.</p> <p>3 Print the document.</p> <p>Are the jammed pages reprinted?</p>	The problem is solved.	Contact <a href="#">Customer Support</a> .

**ENVELOPE SEALS WHEN PRINTING**

ACTION	YES	NO
<p><b>Step 1</b></p> <p>1 Use an envelope that has been stored in a dry environment.</p> <p>Printing on envelopes with high moisture content can seal the flaps.</p> <p>2 Send the print job.</p> <p>Does the envelope seal when printing?</p>	Go to step 2.	The problem is solved.
<p><b>Step 2</b></p> <p>1 Make sure that paper type is set to Envelope.</p> <p>From the control panel, navigate to:</p> <p><b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b></p> <p>2 Send the print job.</p> <p>Does the envelope seal when printing?</p>	Contact <a href="#">Customer Support</a> .	The problem is solved.

## COLLATED PRINTING DOES NOT WORK

ACTION	YES	NO
<b>Step 1</b> 1 From the printer control panel, navigate to: <b>Settings &gt; Print &gt; Layout &gt; Collate</b> 2 Set Collate to <b>On</b> . 3 Print the document. Are the pages collated correctly?	The problem is solved.	Go to step 2.
<b>Step 2</b> 1 From the document that you are trying to print, open the Print dialog, select <b>Collate</b> . 2 Print the document. Are the pages collated correctly?	The problem is solved.	Go to step 3.
<b>Step 3</b> 1 Reduce the number of pages to print. 2 Print the document. Are the pages collated correctly?	The problem is solved.	Contact <b>Customer Support</b> .

## TRAY LINKING DOES NOT WORK

ACTION	YES	NO
<b>Step 1</b> 1 Check if the trays contain the same paper size and paper type. 2 Check if the paper guides are positioned correctly. 3 Print the document. Do the trays link correctly?	The problem is solved.	Go to step 2.
<b>Step 2</b> 1 From the control panel, navigate to: <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b> 2 Set the paper size and paper type to match the paper loaded in the linked trays. 3 Print the document. Do the trays link correctly?	The problem is solved.	Go to step 3.
<b>Step 3</b> 1 Make sure that Tray Linking is set to Automatic. For more information, refer to <a href="#">Linking trays</a> . 2 Print the document. Do the trays link correctly?	The problem is solved.	Contact <a href="#">Customer Support</a> .

## Color quality problems

### ADJUSTING TONER DARKNESS

1. From the control panel, navigate to:  
**Settings > Print > Quality > Toner Darkness**
2. Adjust the setting.
3. Apply the changes.

### MODIFYING THE COLORS IN PRINTED OUTPUT

1. From the control panel, navigate to:  
**Settings > Print > Quality > Advanced Imaging > Color Correction**
2. From the Color Correction menu, select **Manual > Color Correction Content**.
3. Choose the appropriate color conversion setting.

OBJECT TYPE	COLOR CONVERSION TABLES
RGB Image RGB Text RGB Graphics	<ul style="list-style-type: none"> <li>• Vivid—Produces brighter, more saturated colors and may be applied to all incoming color formats.</li> <li>• sRGB Display—Produces an output that approximates the colors displayed on a computer monitor. Black toner usage is optimized for printing photographs.</li> <li>• Display-True Black—Produces an output that approximates the colors displayed on a computer monitor. This setting uses only black toner to create all levels of neutral gray.</li> <li>• sRGB Vivid—Provides an increased color saturation for the sRGB Display color correction. Black toner usage is optimized for printing business graphics.</li> <li>• Off</li> </ul>
CMYK Image CMYK Text CMYK Graphics	<ul style="list-style-type: none"> <li>• US CMYK—Applies color correction to approximate the Specifications for Web Offset Publishing (SWOP) color output.</li> <li>• Euro CMYK—Applies color correction to approximate Euroscale color output.</li> <li>• Vivid CMYK—Increases the color saturation of the US CMYK color correction setting.</li> <li>• Off</li> </ul>

## FAQ ABOUT COLOR PRINTING

### What is RGB color?

RGB color is a method of describing colors by indicating the amount of red, green, or blue used to produce a certain color. Red, green, and blue light can be added in various amounts to produce a large range of colors observed in nature. Computer screens, scanners, and digital cameras use this method to display colors.

### What is CMYK color?

CMYK color is a method of describing colors by indicating the amount of cyan, magenta, yellow, and black used to reproduce a particular color. Cyan, magenta, yellow, and black inks or toners can be printed in various amounts to produce a large range of colors observed in nature. Printing presses, inkjet printers, and color laser printers create colors in this manner.

### How is color specified in a document to be printed?

Software programs are used to specify and modify the document color using RGB or CMYK color combinations. For more information, see the software program Help topics.

### How does the printer know what color to print?

When printing a document, information describing the type and color of each object is sent to the printer and is passed through color conversion tables. Color is translated into the appropriate amounts of cyan, magenta, yellow, and black toner used to produce the color you want. The object information determines the application of color conversion tables. For example, it is possible to apply one type of color conversion table to text while applying a different color conversion table to photographic images.

### What is manual color correction?

When manual color correction is enabled, the printer employs user-selected color conversion tables to process objects. Manual color correction settings are specific to the type of object being printed (text, graphics, or images). It is also specific to how the color of the object is specified in the software program (RGB or CMYK combinations). To apply a different color conversion table manually, refer to [Modifying the colors in printed output](#).

If the software program does not specify colors with RGB or CMYK combinations, then manual color correction is not useful. It is also not effective if the software program or the computer operating system controls the adjustment of colors. In most situations, setting the Color Correction to Auto generates preferred colors for the documents.

### How can I match a particular color (such as a corporate logo)?

From the printer Quality menu, nine types of Color Samples sets are available. These sets are also available from the Color Samples page of the Embedded Web Server. Selecting any sample set generates multiple-page prints consisting of hundreds of colored boxes. Each box contains a CMYK or RGB combination, depending on the table selected. The observed color of each box is obtained by passing the CMYK or RGB combination labeled on the box through the selected color conversion table.

By examining Color Samples sets, you can identify the box with color closest to the color being matched. The color combination labeled on the box can then be used for modifying the color of the object in a software program. For more information, see the software program Help topics. Manual color correction may be necessary to use the selected color conversion table for the particular object.

Selecting which Color Samples set to use for a particular color-matching problem depends on:

- The Color Correction setting being used (Auto, Off, or Manual)
- The type of object being printed (text, graphics, or images)
- How the color of the object is specified in the software program (RGB or CMYK combinations)

If the software program does not specify colors with RGB or CMYK combinations, then the Color Samples pages are not useful. Additionally, some software programs adjust the RGB or CMYK combinations specified in the program through color management. In these situations, the printed color may not be an exact match of the Color Samples pages.

#### THE PRINT APPEARS TINTED

ACTION	YES	NO
<b>Step 1</b> Perform Color Adjust.  1 From the control panel, navigate to: <b>Settings &gt; Print &gt; Quality &gt; Advanced Imaging &gt; Color Adjust</b>  2 Print the document.  Does the print appear tinted?	Go to step 2.	The problem is solved.
<b>Step 2</b> 1 From the control panel, navigate to: <b>Settings &gt; Print &gt; Quality &gt; Advanced Imaging &gt; Color Balance</b>  2 Adjust the settings. 3 Print the document.  Does the print appear tinted?	Contact <a href="#">Customer Support</a> .	The problem is solved.

## Faxing problems

### CANNOT SEND OR RECEIVE FAXES

ACTION	YES	NO
<b>Step 1</b> Resolve any error messages that appear on the display. Can you send or receive a fax?	The problem is solved.	Go to step 2.
<b>Step 2</b> Make sure that the cable connections for the following equipment are secure: <ul style="list-style-type: none"> <li>• Telephone</li> <li>• Handset</li> <li>• Answering machine</li> </ul> Can you send or receive a fax?	The problem is solved.	Go to step 3.
<b>Step 3</b> Check for a dial tone. <ul style="list-style-type: none"> <li>• Call the fax number to check if it is working properly.</li> <li>• If you are using the On Hook Dial feature, then turn up the volume to check if you hear a dial tone.</li> </ul> Can you hear a dial tone?	Go to step 5.	Go to step 4.
<b>Step 4</b> Check the telephone wall jack. <ol style="list-style-type: none"> <li>1 Connect the analog telephone directly to the wall jack.</li> <li>2 Listen for a dial tone.</li> <li>3 If you do not hear a dial tone, then use a different telephone cable.</li> <li>4 If you still do not hear a dial tone, then connect the analog telephone to a different wall jack.</li> </ol>	The problem is solved.	Go to step 5.

ACTION	YES	NO
<p>5 If you hear a dial tone, then connect the printer to that wall jack.</p> <p>Can you send or receive a fax?</p>		
<p><b>Step 5</b></p> <p>Check if the printer is connected to an analog phone service or to the correct digital connector.</p> <ul style="list-style-type: none"> <li>• If you are using an Integrated Services for Digital Network (ISDN) telephone service, then connect to an analog telephone port of an ISDN terminal adapter. For more information, contact your ISDN provider.</li> <li>• If you are using DSL, then connect to a DSL filter or router that supports analog use. For more information, contact your DSL provider.</li> <li>• If you are using a private branch exchange (PBX) telephone service, then make sure that you are connecting to an analog connection on the PBX. If none exists, then consider installing an analog telephone line for the fax machine.</li> </ul> <p>Can you send or receive a fax?</p>	<p>The problem is solved.</p>	<p>Go to step 6.</p>



ACTION	YES	NO
<p><b>Step 6</b></p> <p>Temporarily disconnect other equipment and disable other telephone services.</p> <ol style="list-style-type: none"> <li>1 Disconnect other equipment (such as answering machines, computers, modems, or telephone line splitters) between the printer and the telephone line.</li> <li>2 Disable call waiting and voice mail. For more information, contact your telephone company.</li> </ol> <p>Can you send or receive a fax?</p>	<p>The problem is solved.</p>	<p>Go to step 7.</p>
<p><b>Step 7</b></p> <p>Scan the original document one page at a time.</p> <ol style="list-style-type: none"> <li>1 Dial the fax number.</li> <li>2 Scan the document.</li> </ol> <p>Can you send or receive a fax?</p>	<p>The problem is solved.</p>	<p>Contact <b>Customer Support</b>.</p>

### CAN RECEIVE BUT NOT SEND FAXES

ACTION	YES	NO
<b>Step 1</b> Load the original document properly into the ADF tray or on the scanner glass. Can you send faxes?	The problem is solved.	Go to step 2.
<b>Step 2</b> Set up the shortcut number properly. <ul style="list-style-type: none"> <li>• Check if the shortcut number is set for the telephone number that you want to dial.</li> <li>• Dial the telephone number manually.</li> </ul> Can you send faxes?	The problem is solved.	Contact <a href="#">Customer Support</a> .

### CAN SEND BUT NOT RECEIVE FAXES

ACTION	YES	NO
<b>Step 1</b> Make sure that the paper source is not empty. Can you receive faxes?	The problem is solved.	Go to step 2.
<b>Step 2</b> Check the ring count delay settings. From the control panel, navigate to: <b>Settings &gt; Fax &gt; Fax Setup &gt; Fax Receive Settings &gt; Rings to Answer</b> Can you receive faxes?	The problem is solved.	Go to step 3.
<b>Step 3</b> If the printer is printing blank pages, then refer to <a href="#">Blank or white pages</a> . Can you receive faxes?	The problem is solved.	Contact <a href="#">Customer Support</a> .

## POOR FAX PRINT QUALITY

ACTION	YES	NO
<p><b>Step 1</b></p> <p>Make sure that there are no print quality defects.</p> <ol style="list-style-type: none"> <li>1 From the control panel, navigate to <b>Settings &gt; Troubleshooting &gt; Print Quality Test Pages</b>.</li> <li>2 Correct any print quality defects. For more information, refer to <b>Print quality is poor</b>.</li> </ol> <p>Is the fax print quality satisfactory?</p>	<p>The problem is solved.</p>	<p>Go to step 2.</p>
<p><b>Step 2</b></p> <p>Decrease the incoming fax transmission speed.</p> <ol style="list-style-type: none"> <li>1 From the control panel, navigate to: <b>Settings &gt; Fax &gt; Fax Setup &gt; Fax Receive Settings &gt; Admin Controls</b></li> <li>2 From the Max Speed menu, select a lower transmission speed.</li> </ol> <p>Is the fax print quality satisfactory?</p>	<p>The problem is solved.</p>	<p>Contact <b>Customer Support</b>.</p>

## Scanning problems

### CANNOT SCAN FROM A COMPUTER

ACTION	YES	NO
<b>Step 1</b> 1 Turn off the printer, wait for about 10 seconds, then turn it back on. 2 Resend the scan job. Can you send the scan job?	The problem is solved.	Go to step 2.
<b>Step 2</b> 1 Make sure that the cables between the printer and the print server are secure. For more information, see the setup documentation that came with the printer. 2 Resend the scan job. Can you send the scan job?	The problem is solved.	Contact <a href="#">Customer Support</a> .

### PARTIAL COPIES OF DOCUMENT OR PHOTO

ACTION	YES	NO
<b>Step 1</b> 1 Make sure that the document or photo is loaded facedown on the upper left corner of the scanner glass. 2 Copy the document or photo. Is the document or photo copied correctly?	The problem is solved.	Go to step 2.
<b>Step 2</b> 1 Match the paper size setting and the paper loaded in the tray. 2 Copy the document or photo. Is the document or photo copied correctly?	The problem is solved.	Contact <a href="#">Customer Support</a> .

## POOR COPY QUALITY

ACTION	YES	NO
<p><b>Step 1</b></p> <ol style="list-style-type: none"> <li>1 Clean the scanner glass and the ADF glass with a damp, soft, lint-free cloth. If your printer has a second ADF glass inside the ADF, then also clean that glass.</li> <li>For more information, refer to <a href="#">Cleaning the Scanner</a>.</li> <li>2 Make sure that the document or photo is loaded facedown on the upper left corner of the scanner glass.</li> <li>3 Copy the document or photo.</li> </ol> <p>Is the copy quality satisfactory?</p>	The problem is solved.	Go to step 2.
<p><b>Step 2</b></p> <ol style="list-style-type: none"> <li>1 Check the quality of the original document or photo.</li> <li>2 Adjust the scan quality settings.</li> <li>3 Copy the document or photo.</li> </ol> <p>Is the copy quality satisfactory?</p>	The problem is solved.	Contact <a href="#">Customer Support</a> .

# SCAN JOB WAS NOT SUCCESSFUL

ACTION	YES	NO
<p><b>Step 1</b></p> <p>Check the cable connections.</p> <ol style="list-style-type: none"> <li>1 Make sure that the Ethernet or USB cable is securely connected to the computer and the printer.</li> <li>2 Resend the scan job.</li> </ol> <p>Is the scan job successful?</p>	<p>The problem is solved.</p>	<p>Go to step 2.</p>
<p><b>Step 2</b></p> <p>Check the file you want to scan.</p> <ol style="list-style-type: none"> <li>1 Make sure that the file name is not already used in the destination folder.</li> <li>2 Make sure that the document or photo you want to scan is not open in another application.</li> <li>3 Resend the scan job.</li> </ol> <p>Is the scan job successful?</p>	<p>The problem is solved.</p>	<p>Go to step 3.</p>
<p><b>Step 3</b></p> <ol style="list-style-type: none"> <li>1 Make sure that the <b>Append time stamp</b> or the <b>Overwrite existing file</b> check box is selected in the destination configuration settings.</li> <li>2 Resend the scan job.</li> </ol> <p>Is the scan job successful?</p>	<p>The problem is solved.</p>	<p>Contact <b>Customer Support</b>.</p>

# SCANNER DOES NOT CLOSE

ACTION	YES	NO
<p>Remove obstructions that keep the scanner unit open.</p> <p>Did the scanner unit close correctly?</p>	<p>The problem is solved.</p>	<p>Contact <b>Customer Support</b>.</p>

**SCANNING TAKES TOO LONG OR FREEZES THE COMPUTER**

ACTION	YES	NO
<p>Close all applications that are interfering with the scan.</p> <p>Does scanning take too long or freeze the computer?</p>	Contact <b>Customer Support</b> .	The problem is solved.

**SCANNER DOES NOT RESPOND**

ACTION	YES	NO
<p><b>Step 1</b></p> <p>1 Check if the power cord is connected properly to the printer and the electrical outlet.</p> <p>To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.</p> <p>2 Copy or scan the document.</p> <p>Is the scanner responding?</p>	The problem is solved.	Go to step 2.
<p><b>Step 2</b></p> <p>1 Check if the printer is turned on.</p> <p>2 Resolve any error messages that appear on the display.</p> <p>3 Copy or scan the document.</p> <p>Is the scanner responding?</p>	The problem is solved.	Go to step 3.
<p><b>Step 3</b></p> <p>1 Turn off the printer, wait for about 10 seconds, then turn the printer on.</p> <p>2 Copy or scan the document.</p> <p>Is the scanner responding?</p>	The problem is solved.	Contact <b>Customer Support</b> .

**ADJUSTING SCANNER REGISTRATION**

- From the control panel, navigate to:  
**Settings > Device > Maintenance > Configuration Menu > Scanner Configuration > Scanner Manual Registration**

2. From the Print Quick Test menu, select **Start**.
3. Place the Print Quick Test page on the scanner glass, then select **Flatbed Registration**.
4. From the Copy Quick Test menu, select **Start**.
5. Compare the Copy Quick Test page with the original document.



Note: If the margins of the test page are different from the original document, then adjust Left Margin and Top Margin.

6. Repeat and until the margins of the Copy Quick Test page closely match the original document.

#### ADJUSTING ADF REGISTRATION

1. From the control panel, navigate to:  
**Settings > Device > Maintenance > Configuration Menu > Scanner Configuration > Scanner Manual Registration**
2. From the Print Quick Test menu, select **Start**.
3. Place the Print Quick Test page on the ADF tray.
4. Select **Front ADF Registration** or **Rear ADF Registration**.
  - To align Front ADF Registration, place the test page faceup, short edge first into the ADF.
  - To align Rear ADF Registration, place the test page facedown, short edge first into the ADF.
5. From the Copy Quick Test menu, select **Start**.
6. Compare the Copy Quick Test page with the original document.



Note: If the margins of the test page are different from the original document, then adjust Horizontal Adjust and Top Margin.

7. Repeat and until the margins of the Copy Quick Test page closely match the original document.



## Contacting customer support

Before contacting customer support, make sure to have the following information:

- Printer problem
- Error message
- Printer model type and serial number

Go to e-mail or chat support, or browse through the library of manuals, support documentation, drivers, and other downloads.

Go to <https://support.xerox.com>.



# Regulatory Information

This appendix contains:

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Copy Regulations ..... 374

Material Safety Data Sheets ..... 377

## Basic Regulations

### NOISE EMISSION LEVELS

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.



Note: Some modes may not apply to your product.

1-METER AVERAGE SOUND PRESSURE, DBA	
Printing	<ul style="list-style-type: none"> <li>One-sided: 52</li> <li>Two-sided: 53</li> </ul>
Scanning	49
Copying	49
Ready	16

### EUROPEAN UNION LOT 19 ECODESIGN DIRECTIVE

Per European Commission Ecodesign Directive, the light source contained within this product or its components is intended to be used for Image Capture or Image Projection only, and is not intended for use in other applications.

### STATIC SENSITIVITY NOTICE



This symbol identifies static-sensitive parts. Do not touch the areas near these symbols without first touching a metal surface in an area away from the symbol.

To prevent damage from electrostatic discharge when performing maintenance tasks, such as clearing paper jams or replacing supplies, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer, even if the symbol is not present.

### ENERGY STAR



Any Xerox product bearing the ENERGY STAR emblem on the product or on a start-up screen is certified to comply with Environmental Protection Agency (EPA) ENERGY STAR requirements as of the date of manufacture.

**TEMPERATURE INFORMATION**

Operating temperature and relative humidity	10 to 32.2°C (50 to 90°F) and 15 to 80% RH
Printer, cartridge, or imaging unit long-term storage <sup>1</sup>	15.3 to 32.2°C (60 to 90°F) and 8 to 80% RH Maximum wet bulb temperature <sup>2</sup> : 22.8°C (73°F) Non-condensing environment
Printer, cartridge, or imaging unit short-term shipping	-40 to 43.3°C (-40 to 110°F)
<sup>1</sup> Supplies shelf life is approximately 2 years. This is based on storage in a standard office environment at 22°C (72°F) and 45% humidity. <sup>2</sup> Wet-bulb temperature is determined by the air temperature and the relative humidity.	

**INFORMACIÓN DE LA ENERGÍA DE MÉXICO**

- Consumo de energía en operación: 530 Wh
- Consumo de energía en modo de espera: 0.2 Wh
- Cantidad de producto por unidad de energía consumida: 3.96 páginas/Wh

**LASER NOTICE**

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, Chapter I, Subchapter J for Class I (1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 60825-1: 2014.

Class I laser products are not considered to be hazardous. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service conditions. The printer has a non-serviceable printhead assembly that contains a laser with the following specifications:

- Class: IIIb (3b) AlGaInP
- Nominal output power (milliwatts): 15
- Wavelength (nanometers): 650–670

**POWER****Product Power Consumption**

The following table documents the power consumption characteristics of the product.



Note: Some modes may not apply to your product.

MODE	DESCRIPTION	POWER CONSUMPTION (WATTS)
Printing	The product is generating hard-copy output from electronic inputs.	One-sided: 530 Two-sided: 360
Copy	The product is generating hard-copy output from hard-copy original documents.	485
Scan	The product is scanning hard-copy documents.	28.5
Ready	The product is waiting for a print job.	26.5
Sleep Mode	The product is in a high-level energy-saving mode.	1.9
Hibernate	The product is in a low-level energy-saving mode.	0.2
Off	The product is plugged into an electrical outlet, but the power switch is turned off.	0.2

The power consumption levels listed in the previous table represent time-averaged measurements. Instantaneous power draws may be substantially higher than the average.

### Sleep Mode

This product is designed with an energy-saving mode called Sleep Mode. The Sleep Mode saves energy by lowering power consumption during extended periods of inactivity. The Sleep Mode is automatically engaged after this product is not used for a specified period of time, called the Sleep Mode Timeout.



Note: Factory default Sleep Mode Timeout for this product is 15 minutes.

By using the configuration menus, the Sleep Mode Timeout can be modified between 1 minute and 120 minutes. If the print speed is less than or equal to 30 pages per minute, then you can set the timeout only up to 60 minutes. Setting the Sleep Mode Timeout to a low value reduces energy consumption, but may increase the response time of the product. Setting the Sleep Mode Timeout to a high value maintains a fast response, but uses more energy.

### Hibernate Mode

This product is designed with an ultra-low power operating mode called Hibernate mode. When operating in Hibernate Mode, all other systems and devices are powered down safely.

The Hibernate mode can be entered in any of the following methods:

- Using the Hibernate Timeout
- Using the Schedule Power modes



Note: Factory default Hibernate Timeout for this product in all countries or regions is 3 days.

The amount of time the printer waits after a job is printed before it enters Hibernate mode can be modified between one hour and one month.

## Off Mode

If this product has an off mode which still consumes a small amount of power, then to completely stop product power consumption, disconnect the power supply cord from the electrical outlet.

## Total Energy Usage

It is sometimes helpful to estimate the total product energy usage. Since power consumption claims are provided in power units of Watts, the power consumption should be multiplied by the time the product spends in each mode in order to calculate energy usage. The total product energy usage is the sum of each mode's energy usage.

## TELECOMMUNICATION REGULATORY NOTICES

### Regulatory Notices for Telecommunication Terminal Equipment

This section contains regulatory information pertaining to products that contain the analog facsimile card.

### FCC Requirements Notice to Users of the US Telephone Network

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

This equipment uses the RJ-11C Universal Service Order Code (USOC) jack.

A plug and jack used to connect this equipment to the premises' wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. Use a compliant telephone cord (RJ-11) that is 26 AWG or larger when connecting this product to the public switched telephone network. See your setup documentation for more information.

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

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. You will also be advised of your right to file a complaint with the FCC.

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

If you experience trouble with this equipment, for repair or warranty information, contact your point of purchase. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment contains no user serviceable parts. For repair and warranty information, contact your point of purchase.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

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

Refer to your user documentation in order to program this information into your fax machine.

### **Notice to Users of the Canadian Telephone Network**

This product meets the applicable Innovation, Science and Economic Development Canada technical specifications.

The Ringer Equivalence Number (REN) indicates the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five. The REN is located on the product label.

This equipment uses CA11A telephone jacks.

### **Avis Réservé aux Utilisateurs du Réseau Téléphonique du Canada**

Ce produit est conforme aux spécifications techniques d'Innovation, Sciences et Développement économique Canada.

Le numéro REN (ringer equivalence number: numéro d'équivalence de sonnerie) indique le nombre maximum d'appareils pouvant être connectés à l'interface téléphonique. En bout de ligne, le nombre d'appareils qui peuvent être connectés n'est pas directement limité, mais la somme des REN de ces appareils ne doit pas dépasser cinq. Le numéro REN est indiqué sur l'étiquette produit.

Cet équipement utilise des prises de téléphone CA11A.

### **Notice to Users of the New Zealand Telephone Network**

The following are special conditions for the Facsimile User Instructions. The grant of a telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom "111" Emergency Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.



This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.

The decadic (or pulse) dialing on this device is unsuitable for use on the Telecom network in New Zealand.

For correct operation, the total of all the Ringer Equivalence Numbers (RENs) of all parallel devices connected to the same telephone line may not exceed 5. The REN of this device is located on the label.

This device uses an RJ-11C modular connector. Contact your point of purchase if a BT adapter is required.

Some parameters required for compliance with Telecom's telepermit requirements are dependent on the equipment associated with this device. The associated equipment shall be set to operate within the following limits for compliance to Telecom's specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.
- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.

### **Verwendung dieses Produkts in Deutschland**

Für dieses Produkt muss ein deutscher Billing Tone Filter zur Zählzeichenübertragung für jede Leitung installiert werden, über die in Deutschland Zeitsteuertakte übertragen werden. Zeitsteuertakte sind in analogen Leitungen in Deutschland möglicherweise nicht vorhanden. Der Teilnehmer kann die Bereitstellung von Zeitsteuertakten veranlassen oder beim deutschen Netzanbieter telefonisch deren Deaktivierung beantragen. Im Regelfall werden Zeitsteuertakte nur dann bereitgestellt, wenn dies vom Teilnehmer bei der Installation ausdrücklich erwünscht wird.

### **Using this Product in Switzerland**

This product requires a Swiss billing tone filter to be installed on any line which receives metering pulses in Switzerland.

### **Utilisation de ce produit en Suisse**

Cet appareil nécessite l'utilisation d'un filtre de tonalité de facturation suisse devant être installé sur toute ligne recevant des impulsions de comptage en Suisse.

### **Verwendung dieses Produkts in der Schweiz**

Für dieses Produkt muss ein schweizerischer Billing Tone Filter zur Zählzeichenübertragung für jede Leitung installiert werden, über die in der Schweiz Zeitsteuertakte übertragen werden.

### **Uso del prodotto in Svizzera**

Questo prodotto richiede un filtro toni Billing svizzero, da installare su tutte le linee che ricevono impulsi remoti in Svizzera.

## REGULATORY NOTICES FOR WIRELESS PRODUCTS

This section contains regulatory information that applies only to wireless models.

If in doubt as to whether your model is a wireless model, go to <http://support.xerox.com>.

### Modular Component Notice

Wireless models contain modular components. To determine which modular components are installed in your particular product, refer to the labeling on your actual product.

### Exposure to Radio Frequency Radiation

The radiated output power of this device is far below the radio frequency exposure limits of the FCC and other regulatory agencies. A minimum separation of 20 cm (8 inches) must be maintained between the antenna and any persons for this device to satisfy the RF exposure requirements of the FCC and other regulatory agencies.

### Innovation, Science and Economic Development Canada

This device complies with Innovation, Science and Economic Development Canada license-exempt RSS standards. Operation is subject to the following two conditions:

1. This device may not cause interference, and
2. This device must accept any interference, including interference that may cause undesired operation of the device.

### Innovation, Sciences et Développement économique Canada

Cet appareil est conforme aux normes RSS exemptes de licence d'Innovation, Sciences et Développement économique Canada. Son fonctionnement est soumis aux deux conditions suivantes:

1. Cet appareil ne doit pas causer d'interférences et
2. Il doit accepter toutes les interférences, y compris les celles qui peuvent entraîner un fonctionnement indésirable.

### European Union and European Economic Area Compliance



The CE mark applied to this product indicates compliance to applicable EU Directives. The full text of the EU Declaration of Conformity is located at <https://www.xerox.com/en-us/about/ehs>.

### Restrictions

This radio equipment is restricted to indoor use only. Outdoor use is prohibited. This restriction applies to all the countries listed in the table below:



AT	BE	BG	CH	CY	CZ
DE	DK	EE	EL	ES	FI
FR	HR	HU	IE	IS	IT
LI	LT	LU	LV	MT	
NL	NO	PL	PT	RO	
SE	SI	SK	TR	UK	

### EU and Other Countries Statement of Radio Transmitter Operational Frequency Bands and Maximum RF Power

This radio product transmits in either the 2.4GHz (2.412–2.472 GHz in the EU) or 5GHz (5.15–5.35, 5.47–5.725 in the EU) bands. The maximum transmitter EIRP power output, including antenna gain, is  $\leq 20\text{dBm}$  for both bands.

### FEDERAL COMMUNICATIONS COMMISSION (FCC) COMPLIANCE INFORMATION STATEMENT

This product has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your point of purchase or service representative for additional suggestions.

The manufacturer is not responsible for radio or television interference caused by using other than recommended cables or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate this equipment.



Note: To assure compliance with FCC regulations on electromagnetic interference for a Class B computing device, use a properly shielded and grounded cable. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

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

**Web address:** <https://www.xerox.com/en-us/about/ehs>

**Call (US and Canada only):** 1–800–ASK-XEROX (1–800–275–9376)

**Email:** EHS-Europe@xerox.com

#### INNOVATION, SCIENCE AND ECONOMIC DEVELOPMENT CANADA COMPLIANCE STATEMENT

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Standard ICES-003.

#### Avis de conformité aux normes de l’Innovation, Sciences et Développement économique Canada

Cet appareil numérique de classe B est conforme aux exigences de la norme canadienne relative aux équipements pouvant causer des interférences NMB-003.

#### GERMANY

##### Germany - Blue Angel



RAL, the German Institute for Quality Assurance and Labeling, has awarded the following configuration of this device the Blue Angel Environmental Label:

Network printer with automatic 2-sided printing and USB or network connectivity.

This label distinguishes it as a device that satisfies Blue Angel criteria for environmental acceptability in terms of device design, manufacture, and operation. For more information, go to [www.blauer-engel.de](http://www.blauer-engel.de).

#### Blendschutz

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

#### Importeur

Xerox GmbH

Hellersbergstraße 2-4

41460 Neuss

Deutschland

#### TURKEY ROHS REGULATION

In compliance with Article 7 (d), we hereby certify “it is in compliance with the EEE regulation.”

“EEE yönetmeliğine uygundur.”

**UKRAINE ROHS COMPLIANCE**

Обладнання відповідає вимогам Технічного регламенту щодо обмеження використання деяких небезпечних речовин в електричному та електронному обладнанні, затвердженого постановою Кабінету Міністрів України від 3 грудня 2008 № 1057.

(The equipment complies with requirements of the Technical Regulation, approved by the Resolution of Cabinet of Ministry of Ukraine as of December 3, 2008, in terms of restrictions for the use of certain dangerous substances in electrical and electronic equipment.)

## Copy Regulations

### UNITED STATES

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

1. Obligations or Securities of the United States Government, such as:
  - Certificates of Indebtedness.
  - National Bank Currency.
  - Coupons from Bonds.
  - Federal Reserve Bank Notes.
  - Silver Certificates.
  - Gold Certificates.
  - United States Bonds.
  - Treasury Notes.
  - Federal Reserve Notes.
  - Fractional Notes.
  - Certificates of Deposit.
  - Paper Money.
  - Bonds and Obligations of certain agencies of the government, such as FHA and so on.
  - Bonds. United States Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.
  - Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.
  - Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.
  - Postal Money Orders.
  - Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.
  - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
  - Adjusted Compensation Certificates for Veterans of the World Wars.
2. Obligations or Securities of any Foreign Government, Bank, or Corporation.
3. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

4. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
5. Passports. Foreign Passports may be photographed.
6. Immigration papers.
7. Draft Registration Cards.
8. Selective Service Induction papers that bear any of the following Registrant's information:
  - Earnings or Income.
  - Court Record.
  - Physical or mental condition.
  - Dependency Status.
  - Previous military service.
  - Exception: United States military discharge certificates may be photographed.
9. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, and so on (unless photograph is ordered by the head of such department or bureau).

Reproducing the following is also prohibited in certain states:

- Automobile Licenses.
- Drivers' Licenses.
- Automobile Certificates of Title.

The preceding list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

For more information about these provisions contact the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

## CANADA

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

- Current bank notes or current paper money
- Obligations or securities of a government or bank
- Exchequer bill paper or revenue paper
- The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law
- Proclamations, orders, regulations, or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province)
- Marks, brands, seals, wrappers, or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission, or agency established by the Government of Canada or of a province or of a government of a state other than Canada

- Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada
- Documents, registers, or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof
- Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner

This list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

## OTHER COUNTRIES

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes
- Bank notes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.



## Material Safety Data Sheets

For Material Safety Data information regarding your printer, go to:

- Web Address: <https://safetysheets.business.xerox.com/en-us/>
- United States and Canada: 1-800-ASK-XEROX (1-800-275-9376)
- Other markets, send an email request to [EHS-Europe@xerox.com](mailto:EHS-Europe@xerox.com)



# Recycling and Disposal

This appendix contains:

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- North America..... 381
- Xerox Green World Alliance ..... 382
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## Product Disposal and Recycling

Do not dispose of the printer or supplies in the same manner as normal household waste. Consult your local authorities for disposal and recycling options.

## North America

Xerox operates an equipment take-back and reuse and recycle program. Contact your Xerox representative (1-800-ASK-XEROX) to determine if this Xerox product is part of the program. For more information about Xerox environmental programs, go to <https://www.xerox.com/en-us/about/ehs>.

## Xerox Green World Alliance

The Xerox Green World Alliance Program allows you to return qualified supplies to Xerox for reuse or recycling. One hundred percent of the empty cartridges returned to Xerox are either reused or de-manufactured for recycling. The boxes used to return the cartridges are also recycled.

To return Xerox cartridges for reuse or recycling, do the following:

1. Go to <https://www.xerox.com/office/recycle>.
2. Click **Recycling**.
3. Select an option for return.

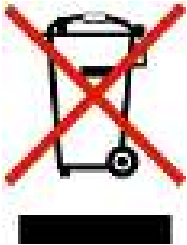
## Waste from Electrical and Electronic Equipment (WEEE) Directive



The WEEE logo signifies specific recycling programs and procedures for electronic products in countries of the European Union. We encourage the recycling of our products.

If you have further questions about recycling options, contact your local sales office.

### INDIA E-WASTE NOTICE



This product including components, consumables, parts and spares complies with the “India E-Waste Rules” and prohibits use of lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1 % by weight and 0.01 % by weight for cadmium, except for the exemption set in the Rule.







