Xerox® B305/B315 Multifunction Printer

User Guide

xerox™

Contents

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Safety information

This chapter contains:

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 20kg (44lb), 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—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.

Xerox® B305/B315 Multifunction Printer User Guide

Learn about the printer

This chapter contains:

Finding Information About the Printer

WHAT ARE YOU LOOKING FOR?	FIND IT HERE
Initial setup instructions: • Connecting the printer • Installing the printer software	See the setup documentation that came with the printer or go to www.xerox.com.
More setup and instructions for using the printer: • Selecting and storing paper and specialty media • Loading paper • Configuring printer settings • Viewing and printing documents and photos • Setting up and using the printer software • Configuring the printer on a network • Caring for and maintaining the printer • Troubleshooting and solving problems	Go to www.xerox.com.
Help using the printer software	Help for Microsoft Windows or Macintosh operating systems—Open a printer software program or application, and then click **Help**. To view context-sensitive information, click the Help button. • Help is automatically installed with the printer software. • Depending on the operating system, the printer software is located in the printer program folder or on the desktop.

WHAT ARE YOU LOOKING FOR?	FIND IT HERE
The latest supplemental information, updates, and customer support: • Documentation • Driver downloads • Live chat support • E-mail support • Voice support	Go to www.xerox.com. Select your country or region, and then select your product to view the appropriate support site. Support contact information for your country or region can be found on the website or on the printed warranty that came with the printer. Have the following information ready when you contact customer support: • Place and date of purchase • Machine type and serial number
• Safety information • Regulatory information • Warranty information • Environmental information	Warranty information varies by country or region: • **In the U.S.**—See the Statement of Limited Warranty included with the printer, or go to www.xerox.com. • **In other countries and regions**—See the printed warranty that came with the printer.

Printer configuration
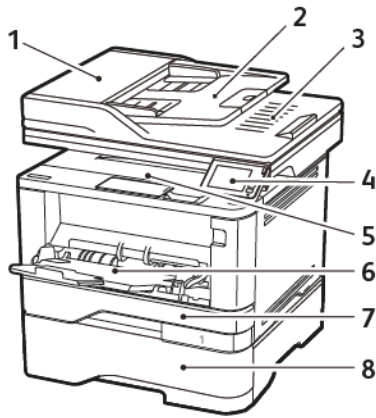
1.	Automatic document feeder (ADF)	5.	Standard bin
2.	ADF tray	6.	Multipurpose feeder
3.	ADF bin	7.	Standard 250-sheet tray
4.	Control panel	8.	Optional 550-sheet tray

Using the control panel
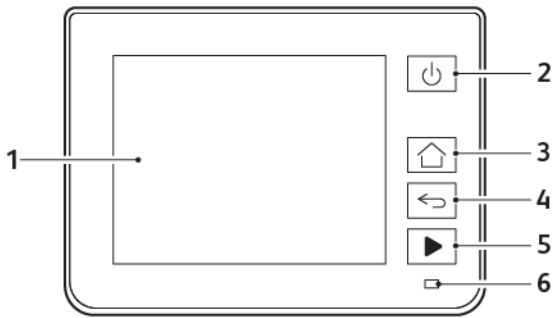
	CONTROL PANEL PART	FUNCTION
1	Display	• View printer messages and supply status. • Set up and operate the printer.
2	Power button	Turn on or turn off the printer. ✎ Note: To turn off the printer, press and hold the power button for five seconds.
3	Home button	Go to the home screen.
4	Back button	Return to the previous screen.
5	Start button	Start a job, depending on which mode is selected.
6	Indicator light	Check the status of the printer.

Customizing the home screen

1. From the control panel, touch **Settings** > **Device** > **Visible Home Screen Icons**.

2. Select the icons that you want to appear on the home screen.

3. Apply the changes.

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.

Understanding the status of the indicator light

INDICATOR LIGHT	PRINTER STATUS
Off	The printer is off or in Hibernate mode.
Blue	The printer is ready or processing data.
Blinking red	The printer requires user intervention.
Solid amber	The printer is in Sleep mode.

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 standard tray can feed paper weights from 60 to 120g/m² (16 to 32 lb) grain long paper. Paper lighter than 60g/m² (16lb) 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 60–120g/m² (16–32-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 ±2.3mm (±0.9in.), 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 60g/m² (16lb)
- 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

PAPER SIZE	STANDARD 250-SHEET TRAY	OPTIONAL 550-SHEET TRAY	MULTIPUR-POSE FEEDER	TWO-SIDED PRINTING	SCANNER	ADF
A4 210x297mm (8.27x11.7in.)	✓	✓	✓	✓	✓	✓
A5 Portrait (SEF) 148x210mm (5.83x8.27in.)	✓	✓	✓	X	✓	✓
A5 Landscape (LEF)[1] 210x148mm (8.27x5.83in.)	✓	✓	✓	X	✓	✓
A6 105x148mm (4.13x5.83in.)	✓	✓	✓	X	✓	✓
JIS B5 182x257mm	✓	✓	✓	X	✓	✓

PAPER SIZE	STANDARD 250-SHEET TRAY	OPTIONAL 550-SHEET TRAY	MULTIPUR-POSE FEEDER	TWO-SIDED PRINTING	SCANNER	ADF
(7.17x10.1in.)						
Oficio (Mexico) 215.9x340.4-mm (8.5x13.4in.)	✓	✓	✓	✓	X	✓
Hagaki 100x148mm (3.94x5.83in.)	✓	X	✓	X	✓	X
Statement 139.7x215.9-mm (5.5x8.5in.)	✓	✓	✓	X	✓	✓
Executive 184.2x266.7-mm (7.25x10.5in.)	✓	✓	✓	X	✓	✓
Letter 215.9x279.4-mm (8.5x11in.)	✓	✓	✓	✓	✓	✓
Legal 215.9x355.6-mm (8.5x14in.)	✓	✓	✓	✓	X	✓
Folio 215.9x330.2-mm (8.5x13in.)	✓	✓	✓	✓	X	✓
Universal[3] 99x148mm	✓	✓	✓	✓ ₂	X	✓

PAPER SIZE	STANDARD 250-SHEET TRAY	OPTIONAL 550-SHEET TRAY	MULTIPUR-POSE FEEDER	TWO-SIDED PRINTING	SCANNER	ADF
to 215.9x359.9-2mm (3.9x5.83in. to 8.5x14.17in.)						
73/4 Envelope 98.4x190.5m-m (3.875x7.5in.)	X	X	✓	X	✓	X
9Envelope 98.4x225.4m-m (3.875x8.9in.)	X	X	✓	X	✓	X
10Envelope 104.8x241.3-mm (4.12x9.5in.)	X	X	✓	X	✓	X
DLEnvelope 110x220mm (4.33x8.66in.)	X	X	✓	X	✓	X
C5Envelope 162x229mm (6.38x9.01in.)	X	X	✓	X	✓	X
B5Envelope 176x250mm (6.93x9.84in.)	X	X	✓	X	✓	X

PAPER SIZE	STANDARD 250-SHEET TRAY	OPTIONAL 550-SHEET TRAY	MULTIPUR-POSE FEEDER	TWO-SIDED PRINTING	SCANNER	ADF
OtherEnve-lope 98.4x162mm to 176x250mm (3.87x6.38in. to 6.93x9.84in.)	X	X	✓	X	✓	X

[1] The default support is long-edge feed.

[2] Paper must at least be 210 mm (8.27 in.) wide and 279.4 mm (11 in.) long for two-sided printing.

[3] When Universal is selected, the page is formatted for 215.90 x 355.60 mm (8.5 x 14 in.) unless specified by the application.

SUPPORTED PAPER TYPES

PAPER TYPE	STANDARD 250-SHEET TRAY	OPTIONAL 550-SHEET TRAY	MULTIPUR-POSE FEEDER	TWO-SIDED PRINTING	AUTOMATIC DOCUMENT FEEDER
Plain paper	✓	✓	✓	✓	✓
Card stock	X	X	✓	X	X
Recycled	✓	✓	✓	✓	X
Paper labels*	✓	✓	✓	X	X
Bond	✓	✓	✓	✓	X
Letterhead	✓	✓	✓	✓	X
Preprinted	✓	✓	✓	✓	X
Colored Paper	✓	✓	✓	✓	X
Light Paper	✓	✓	✓	✓	X
Heavy Paper	✓	✓	✓	✓	X
Rough/Cotton	✓	✓	✓	✓	X

PAPER TYPE	STANDARD 250-SHEET TRAY	OPTIONAL 550-SHEET TRAY	MULTIPUR-POSE FEEDER	TWO-SIDED PRINTING	AUTOMATIC DOCUMENT FEEDER
Envelope	X	X	✓	X	X
Rough envelope	X	X	✓	X	X

* One-sided paper labels are supported for occasional use of less than 20 pages per month. Vinyl, pharmacy, or two-sided labels are not supported.

SUPPORTED PAPER WEIGHTS

	STANDARD 250-SHEET TRAY	OPTIONAL 550-SHEET TRAY	MULTIPUR-POSE FEEDER	TWO-SIDED PRINTING	AUTOMATIC DOCUMENT FEEDER
Paper weight	60–120g/m² (16–32lb)	60–120g/m² (16–32lb)	60–217g/m² (16–58lb)	60–90g/m² (16–24lb)	60–90g/m² (16–24lb)

Xerox® B305/B315 Multifunction Printer User Guide

Set up, Install, and Configure

This chapter contains:

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 recommended temperatures and avoid fluctuations.

Ambient temperature	10 to 32.2°C (50 to 90°F)
Storage temperature	-40 to 40°C (-40 to 104°F)

- Allow the following recommended amount of space around the printer for proper ventilation:
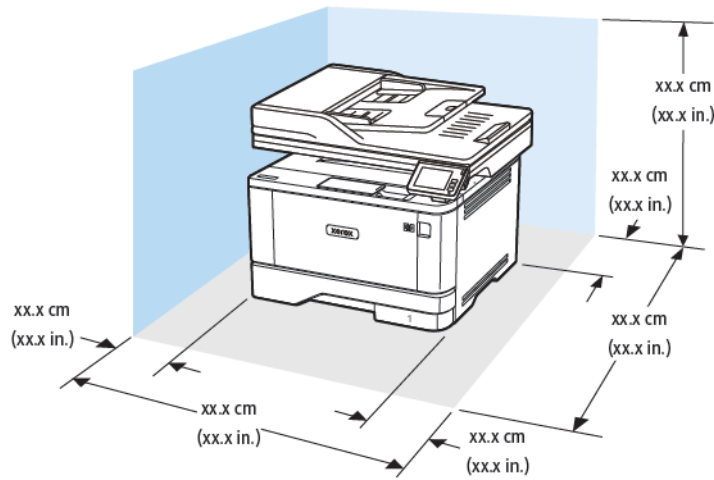
1. Top: 305 mm (12 in.)

2. Rear: 100 mm (3.94 in.)

3. Right side: 76.2 mm (3 in.)

4. Front: 305 mm (12 in.)

   Note: The minimum space needed in front of the printer is 76 mm (3 in.).

5. Left side: 110 mm (4.33 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.

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

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

> ⚠️ **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.

> ⚠️ **Warning:** 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.
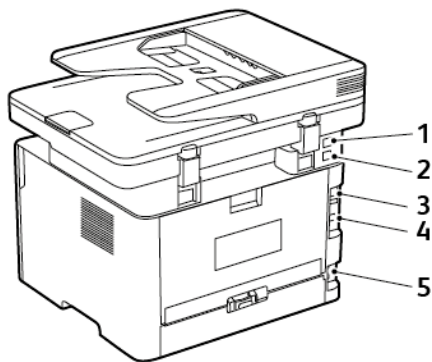
NUMBER	PRINTER PORT	FUNCTION
1	EXT port	Connect more devices (telephone or answering machine) to the printer and the telephone line. Use this port if you do not have a dedicated fax line for the printer and if this connection method is supported in your country or region.
2	LINE port	Connect the printer 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.

NUMBER	PRINTER PORT	FUNCTION
3	Ethernet port	Connect the printer to a network.
4	USB printer port	Connect the printer to a computer.
5	Power cord socket	Connect the printer to a properly grounded electrical outlet.

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.

Installing optional trays

> ⚠ **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 20kg (44lb), then it may require two or more people to lift it safely.
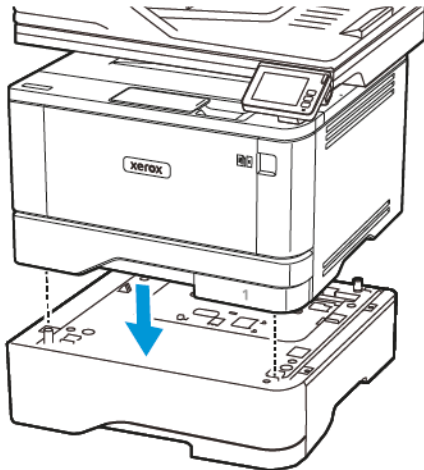
5. Connect the power cord to the printer, and then to the electrical outlet.

> ⚠ **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.

   > 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.

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

    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 **Wi-Fi** icon, then 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, and 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.

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

Using the Push Button method

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

2. Follow the instructions on the display.

Using the personal identification number (PIN) method

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

2. Copy the eight-digit WPS PIN.

3. Open a web browser, and then type the IP address of your access point in the address field.

   - To know the IP address, see the documentation that came with your access point.

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

4. Access the WPS settings. For more information, see the documentation that came with your access point.

5. Enter the eight-digit PIN, and 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 Page**.

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 **Printers & scanners**, and then click **Add a printer or scanner**.

2. Click **Show Wi-Fi Direct printers**, and then select the printer Wi-Fi Direct name.

3. From the printer display, take note of the eight-digit PIN of the printer.

4. Enter the PIN on the computer.

🖉 Note: If the print driver is not already installed, then Windows downloads the appropriate driver.

For Macintosh users

1. Click the wireless icon, 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.

2. Type the Wi-Fi Direct password.

> 🖉 Note: Switch your computer back to its previous network after disconnecting from the Wi-Fi Direct network.

DEACTIVATING THE WI-FI NETWORK

1. From the home screen, touch **Settings > Network/Ports > Network Overview > Active Adapter > Standard Network**.

2. Follow the instructions on the display.

CHECKING THE PRINTER CONNECTIVITY

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

2. Check the first section of the 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.

Setting up the printer to fax

SETTING UP THE FAX FUNCTION

- Some connection methods are applicable only in some countries or regions.

- If the fax function is enabled and not fully set up, then the indicator light may blink red.

- If you do not have a TCP/IP environment, then use the control panel to set up fax.

> ⚠ **Warning:** To avoid loss of data or printer malfunction, do not touch cables or the printer in the area shown while actively sending or receiving a fax.
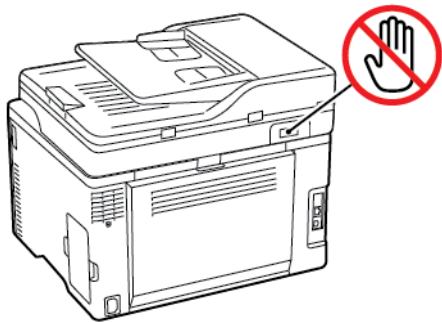
Using the fax setup wizard in the printer

- 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, and 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 > 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
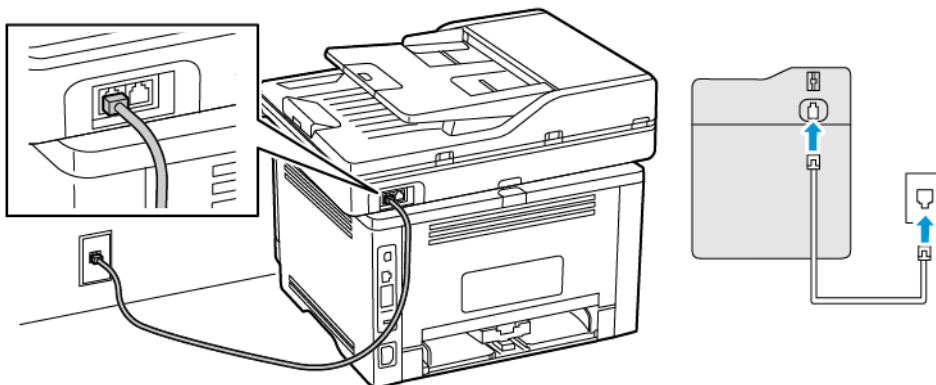
Setup 1: Printer is connected to a dedicated fax line

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 (set Auto Answer to **On**) or manually (set Auto Answer to **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.

Connected to different wall jacks
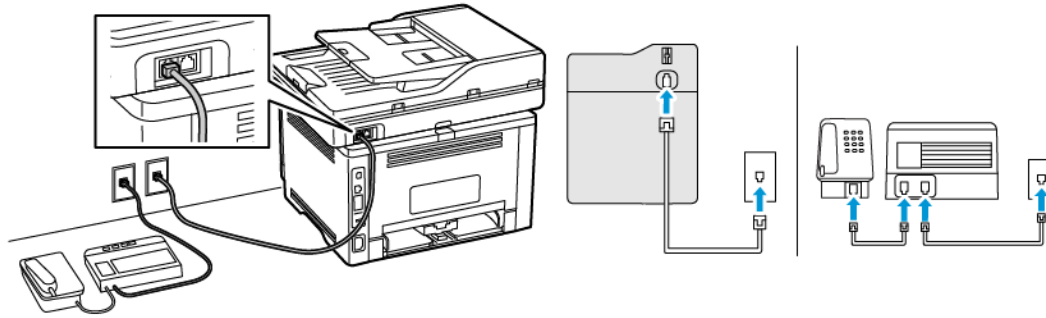
1. Connect one end of the telephone cable to the line port of the printer.

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 **6**.

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.
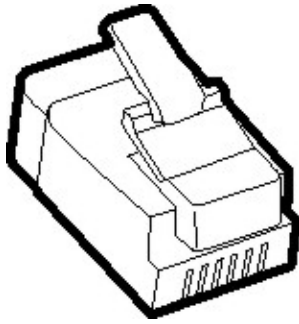
Connecting the printer to a non-RJ11 wall jack
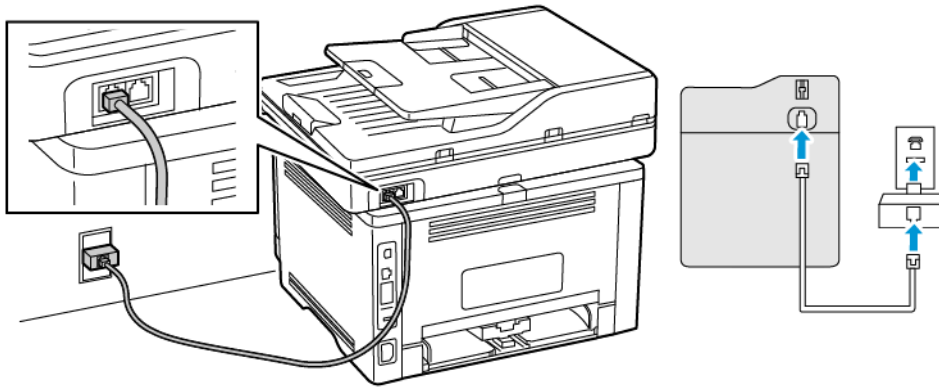
1. Connect one end of the telephone cable to the line port of the printer.

2. Connect the other end of the cable to the RJ11 adapter, and 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.
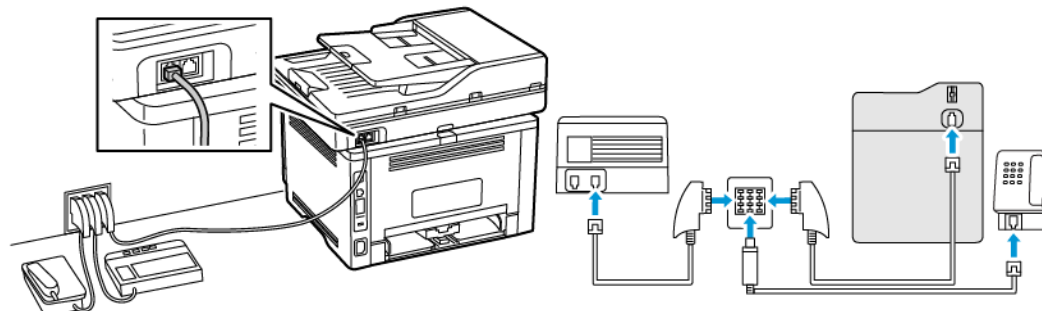
1. Connect one end of the telephone cable to the line port of the printer.

2. Connect the other end of the cable to the RJ11 adapter, and 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 home screen, touch **Settings > Fax > Fax Setup > Fax Receive Settings > Admin Controls > Answer On**.

2. Select a ring pattern.

SETTING THE FAX DATE AND TIME

1. From the home screen, touch **Settings > Device > Preferences > Date and Time > Configure**.

2. Configure the settings.

CONFIGURING DAYLIGHT SAVING TIME

1. From the home screen, touch **Settings > Device > Preferences > Date and Time > Configure**.

2. In the Time Zone menu, touch **(UTC+user) Custom**.

3. In the Configure menu, touch **UTC Offset**.

4. 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 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

Configuring the e-mail SMTP settings

Configure the Simple Mail Transfer Protocol (SMTP) settings to send a scanned document through e-mail. The settings vary with each e-mail 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 e-mail setup wizard in the printer

🖉 Note: Before using the wizard, make sure that the printer firmware is updated. For more information, see Updating Software.

1. From the home screen, touch **E-mail**.

2. Touch **Set up now**, and then 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, see the list of Email Service Providers, and then look for Device Password.

   • If your provider is not listed, then 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, see the list of Email Service Providers.

    - For e-mail 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 > E-mail**.

3. From the E-mail Setup section, configure the settings.

    *   For more information on the password, see the list of Email Service Providers.

    *   For e-mail service providers that are not on the list, contact your provider and ask for the settings.

4. Click **Save**.

Use the following table to determine the SMTP settings of your e-mail service provider.

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

SETTING	VALUE
Device UserID	Your email address
Device Password	App password ✏ Note: To create an app password, go to the Google Account Security page, log in to your account, and from the Signing in to Google section, click **App passwords**.

Yahoo!® Mail

SETTING	VALUE
Primary SMTP Gateway	smtp.mail.yahoo.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
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 Yahoo Account Security page, log in to your account, and then click **Generate app password**

Outlook Live

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

SETTING	VALUE
Primary SMTP Gateway	smtp.office365.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated E-mail	Use Device SMTP Credentials

SETTING	VALUE
Device UserID	Your email address
Device Password	Account password or app password • For accounts with two-step verification disabled, use your account password. • For accounts with two-step verification enabled, use an app password. To create an app password, go to the Outlook Live Account Managment page, then log in to your account.

AOL Mail

SETTING	VALUE
Primary SMTP Gateway	smtp.aol.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
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 AOL Account Security page, log in to your account, then click **Generate app password**.

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

SETTING	VALUE
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 iCloud Account Management page, log in to your account, then from the Security section, click **Generate Password**.

Comcast Mail

SETTING	VALUE
Primary SMTP Gateway	smtp.comcast.net
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
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
Device UserID	Your email address
Device Password	Account password or app password • For accounts with two-step verification disabled, use your account password. • For accounts with two-step verification enabled, use an app password. To create an app password, go to the Zoho Mail Account Security page, log in to your account, then from the Application-Specific Passwords section, click **Generate New Password**.

QQ Mail

🖉 Note: 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

SETTING	VALUE
Device UserID	Your email address
Device Password	Authorization code ✎ Note: To generate an authorization code, from the QQ Mail home page, click **Settings > Account**, then from the POP3/IMAP/SMTP/Exchange/CardDAV/CalDAV Service section, click **Generate authorization code**

NetEase Mail (mail.163.com)

✎ Note: 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

SETTING	VALUE
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
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 **Settings > More settings > User-end POP/IMAP/SMTP**, and then enable **Authorization code status**.

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

Loading paper and specialty media

SETTING THE PAPER SIZE AND TYPE

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

2. Configure the settings.

LOADING TRAYS

1. Remove the tray.

   ✎ Note: To avoid paper jams, do not remove the tray while the printer is busy.
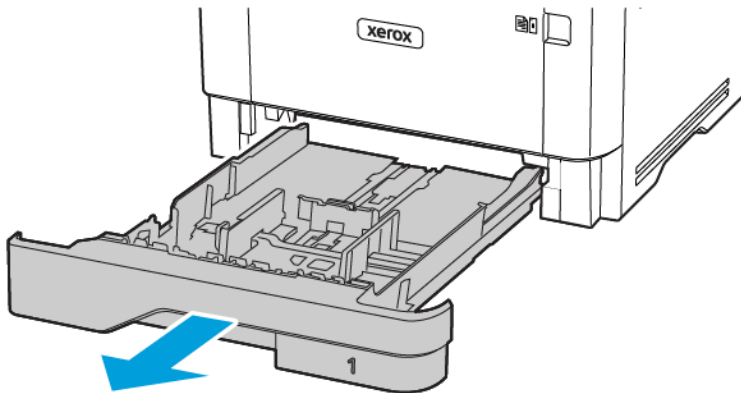
2. Adjust the guides to match the size of the paper that you are loading.
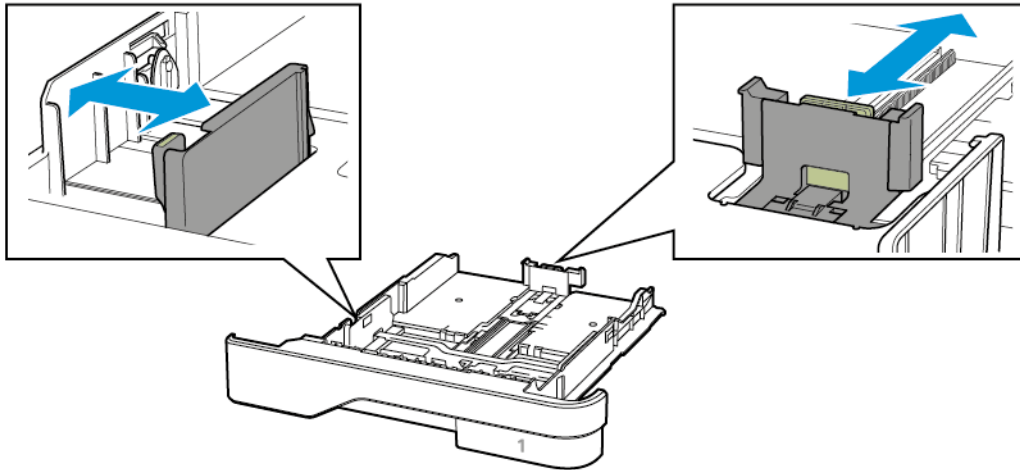
3. Flex, fan, and align the paper edges before loading.

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

   • Load letterhead facedown with the header toward the front of the tray for one-sided printing.

   • Load letterhead faceup with the header toward the back of the tray for two-sided printing.

   • Do not slide paper into the tray.

   • To avoid paper jams, make sure that the stack height is below the maximum paper fill indicator.
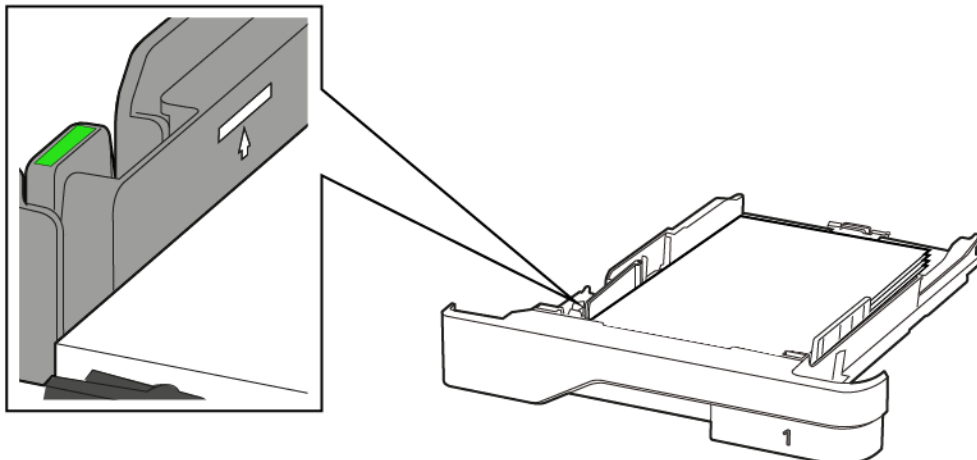
5. Insert the tray.

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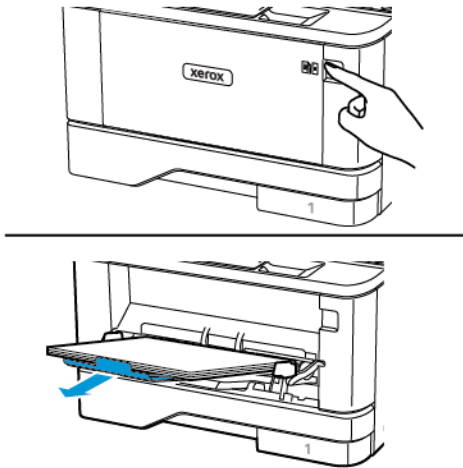
2. Flex, fan, and align the paper edges before loading.

3. Load paper with the printable side faceup.

   - Load letterhead faceup with the header toward the rear of the printer for one-sided printing.

   - Load letterhead facedown with the header toward the front of the printer for two-sided printing.

   - Load envelopes with the flap facedown on the left side.

   > **Warning—Potential Damage:** Do not use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives.

4. Adjust the guide to match the size of the paper that you are loading.
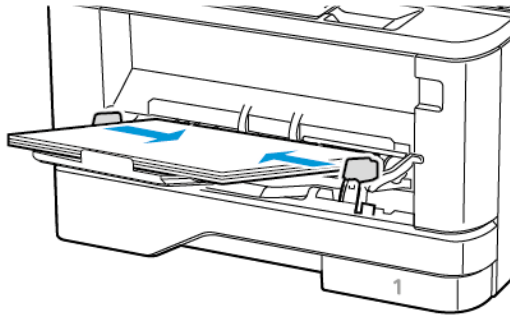
5. From the control panel, set the paper size and paper type to match the paper loaded.

LINKING TRAYS

1. From the home screen, touch **Settings > Paper > Tray Configuration >** select a paper source.

2. Set the same paper size and paper type for the trays that you are linking.

3. From the home screen, touch **Settings > Device > Maintenance > Config Menu > Tray Configuration > Tray Linking**.

4. Touch **Automatic**.

To unlink trays, 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.

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.

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 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

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, 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

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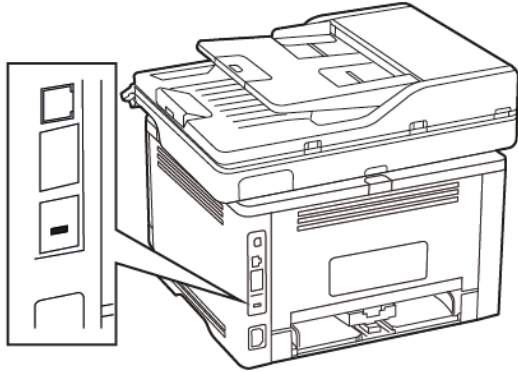
Erasing printer memory

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

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

1. From the home screen, touch **Settings > Device > Maintenance**.

2. From Erase Printer Memory, select the **Sanitize all information on nonvolatile memory** check box, then touch **OK**.

3. Select either **Start initial setup wizard** or **Leave printer offline**, then touch **OK**.

Restoring factory default settings

1. From the home screen, touch **Settings > Device > Restore Factory Defaults**.

2. In the Restore Settings menu, select the settings that you want to restore.

3. Touch **RESTORE**.

4. Follow the instructions on the display.

Statement of Volatility

Your printer contains various types of memory that can store device and network settings, and user data.

TYPE OF MEMORY	DESCRIPTION
Volatile memory	Your printer uses standard *random access memory* (RAM) to temporarily buffer user data during simple print jobs.
Non-volatile memory	Your printer may use two forms of non-volatile memory: EEPROM and NAND (flash memory). Both types are used to store operating system, device settings, and network information.

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

• The printer is being decommissioned.

• The printer is being moved to a different department or location.

• The printer is being serviced by someone from outside your organization.

• The printer is being removed from your premises for service.

• The printer is being sold to another organization.

Secure the printer

Print

This chapter contains:

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

PRINTING FROM A MOBILE DEVICE USING MOPRIA PRINT SERVICE

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

✎ Note: Make sure that you download the Mopria Print Service application from the Google Play™ store and enable it in the mobile device.

1. From your Android mobile device, launch a compatible application or select a document from your file manager.

2. Tap **More Options > Print**.

3. Select a printer, and then adjust the settings, if necessary.

4. Tap **Print**.

PRINTING FROM A MOBILE DEVICE USING AIRPRINT

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

• Make sure that the Apple device and the printer are connected to the same network. If the network has multiple wireless hubs, then make sure that both devices are connected to the same subnet.

• This application is supported only in some Apple devices.

1. From your mobile device, select a document from your file manager or launch a compatible application.

2. Tap **Share/Upload > Print**.

3. Select a printer, and then adjust the settings, if necessary.

4. Print the document.

PRINTING FROM A MOBILE DEVICE USING WI-FI DIRECT®

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

✎ Note: Make sure that the mobile device is connected to the printer wireless network. For more information, see Connecting a mobile device to the printer.

1. From your mobile device, launch a compatible application or select a document from your file manager.

2. Depending on your mobile device, do one of the following:

    • Tap **More options > Print**.

    • Tap **Share > Print**.

    • Tap **More options > Print**.

3. Select a printer, and then adjust the settings, if necessary.

4. Print the document.

Printing from a flash drive

1. Insert the flash drive.
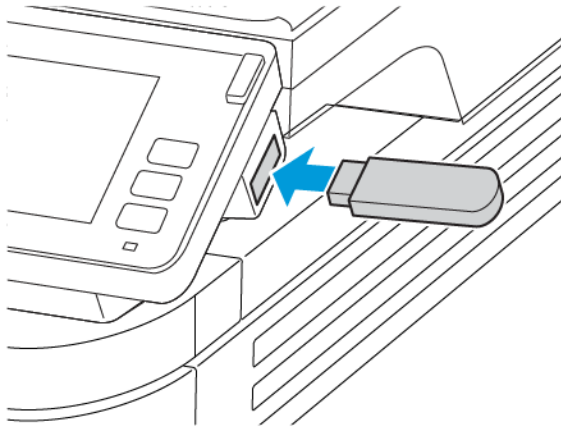
- If you insert the flash drive when an error message appears, then the printer ignores the flash drive.

- If you insert the flash drive while the printer is processing other print jobs, then Busy appears on the display.

2. From the display, touch the document that you want to print.

   If necessary, configure other print settings.

3. Send the print job.

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

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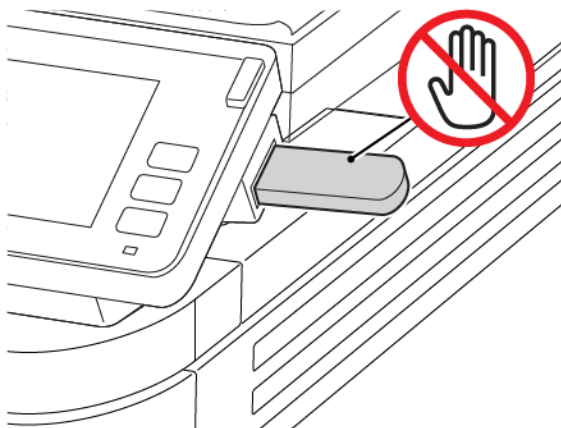
Supported flash drives and file types

FLASH DRIVES

- Lexar JumpDrive S70 (16GB and 32GB)

- SanDisk Cruzer (16GB and 32GB)

- PNY Attache (16GB and 32GB)

  🖉 Note:

  - 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)

Images

.JPEG or .jpg

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.
Keep duplicate documents	Set the printer to print all documents with the same file name.

Printing confidential and other held jobs

FOR WINDOWS USERS

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 pin entry window disappears.

4. To close Printing Options window, click **OK**.

5. Click **Print**.

FOR MACINTOSH USERS

Using AirPrint

1. With a document open, click **File > Print**.

2. Select a printer, and then from the drop-down menu following the Orientation menu, choose **PIN Printing**.

3. Enable **Print with PIN**, and then enter a four-digit PIN.

4. Click **Print**.

5. From the printer home screen, release the print job. Touch **Held jobs > select your computer name > Confidential > enter the PIN > select the print job > Print**.

Using the print driver

1. With a document open, click **File > Print**.

2. Select a printer, and then from the drop-down menu following the Orientation menu, choose **Print and Hold**.

3. Choose **Confidential Print**, and 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 > select the print job > enter the PIN > Print**.

Printing a font sample list

1. From the home screen, touch **Settings** > **Reports** > **Print** > **Print Fonts**.

2. Touch **PCL Fonts** or **PostScript Fonts**.

Placing separator sheets between copies

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

2. Print the document.

Canceling a print job

FROM THE PRINTER CONTROL PANEL

1. From the home screen, touch **Cancel a job**.

2. Select a job to cancel.

FROM THE COMPUTER

1. Depending on the operating system, do either of the following:

   - Open the printers folder, and then select your printer.

   - From the System Preferences in the Apple menu, navigate to your printer.

2. Select a job to cancel.

Adjusting toner darkness

1. From the home screen, touch **Settings > Print > Quality > Toner Darkness**.

2. Select a setting.

Print

Xerox® B305/B315 Multifunction Printer User Guide

Copy

This chapter contains:

Using the automatic document feeder and scanner glass

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

Making copies

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

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

2. From the home screen, touch **Copy**, and then specify the number of copies.

    If necessary, adjust the copy settings.

3. Copy the document.

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

Copying photos

1. Place a photo on the scanner glass.

2. From the home screen, touch **Copy > Content Type > Photo**.

3. Copy the document.

Copying on letterhead

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

2. From the home screen, touch **Copy > Copy From > select the size of the original document**.

3. Touch **Copy To**, and then select the paper source that contains the letterhead.

   If you loaded the letterhead into the multipurpose feeder, then navigate to:

   Copy To > Multipurpose Feeder > select a paper size > Letterhead

4. Copy the document.

Copying on both sides of the paper

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

2. From the home screen, touch **Copy > 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 home screen, 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.

Copying multiple pages onto a single sheet

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

2. From the home screen, touch **Copy > Pages per Side**.

3. Adjust the settings.

4. Copy the document.

Collating copies

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

2. From the home screen, touch **Copy > Collate > On [1,2,1,2,1,2]**.

3. Copy the document.

Copying cards

1. Load a card on the scanner glass.
2. From the control panel, navigate to:

   Copy > ID Copy
3. If necessary, 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

Xerox® B305/B315 Multifunction Printer User Guide

E-mail

This chapter contains:

Using the automatic document feeder and scanner glass

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

Sending an e-mail

Before you begin, make sure that the SMTP settings are configured. For more information, see Configuring the e-mail SMTP settings.

USING THE CONTROL PANEL

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

2. From the home screen, touch **E-mail**, and then enter the needed information.

3. If necessary, configure the output file type settings.

4. Send the e-mail.

USING A SHORTCUT NUMBER

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

2. From the home screen, touch **Shortcuts > E-mail**.

3. Select the shortcut number.

4. Send the e-mail.

Creating an e-mail shortcut
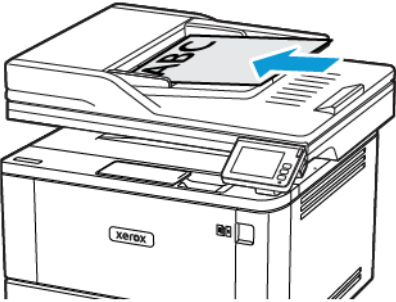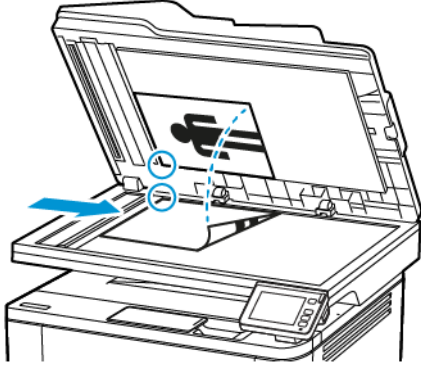
1. From the home screen, touch **E-mail**.

2. Configure the settings, and then touch **Favorite**.

3. Create a shortcut.

Fax

This chapter contains:

Using the automatic document feeder and scanner glass

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

Sending a fax

USING THE CONTROL PANEL

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

2. From the home screen, touch **Fax**, and then enter the needed information.

   If necessary, adjust the settings.

3. Fax the document.

Scheduling a fax

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

2. From the home screen, touch **Fax > To**.

3. Enter the recipient number, then touch **Add > Done**.

4. Touch **Send Time**, configure the date and time, then touch **OK**.

5. Send the fax.

Creating a fax destination shortcut

1. From the home screen, touch **Fax > To**.

2. Enter the recipient number, then touch **Add > Done**.

3. Touch the **Star** icon.

   The Fax Shortcuts window appears.

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

Changing the fax resolution

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

2. From the home screen, touch **Fax**, and then enter the needed information.

3. Touch **Resolution**, and then adjust the setting.

4. Send the fax.

Adjusting the fax darkness

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

2. From the home screen, touch **Fax**, and then enter the needed information.

3. Touch **Darkness**, and then adjust the setting.

4. Send the fax.

Printing a fax log

1. From the home screen, touch **Settings > Reports > Fax**.

2. Touch **Fax Job Log** or **Fax Call Log**.

Blocking junk faxes

1. From the home screen, touch **Settings > Fax > Fax Setup > Fax Receive Settings > Admin Controls**.

2. Set Block No Name Fax to **On**.

Holding a fax

1. Open a web browser, 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 > Fax > Fax Setup > Fax Receive Settings > Holding Faxes**.

3. Select a mode.

4. Apply the changes.

Forwarding a fax

1. Create a fax destination shortcut.

    a. From the home screen, touch **Fax > To**.

    b. Enter the recipient number, then touch **Add > Done**.

    c. Touch the **Star** icon.

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

2. From the home screen, touch **Settings > Fax > Fax Setup > Fax Receive Settings > Admin Controls**.

3. Touch **Fax Forwarding > Forward**.

4. Configure the Forward to settings.

Fax

Xerox® B305/B315 Multifunction Printer User Guide

Scan

This chapter contains:

Using the automatic document feeder and scanner glass

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

Scanning to a computer

Before you begin, make sure that:

- The printer firmware is updated. For more information, see Updating Software.

- The computer and the printer are connected to the same network.

FOR WINDOWS USERS

Using Windows Fax and Scan

✎ Note: Make sure that the printer is added to the computer. For more information, see Adding printers to a computer.

1. Load an original document into the automatic document feeder or on the scanner glass.

2. From the computer, open **Windows Fax and Scan**.

3. From the Source menu, select a scanner source.

4. If necessary, change the scan settings.

5. Scan the document.

FOR MACINTOSH USERS

✎ Note: Make sure that the printer is added to the computer. For more information, see Adding printers to a computer.

1. Load an original document into the automatic document feeder or on the scanner glass.

2. From the computer, do either of the following:

   - Open **Image Capture**.

   - Open **Printers & Scanners**, and then select a printer. Click **Scan > Open Scanner**.

3. From the Scanner window, do one or more of the following:

   - Select where you want to save the scanned document.

   - Select the size of the original document.

   - To scan from the ADF, select **Document Feeder** from the Scan Menu or enable **Use Document Feeder**.

   - If necessary, configure the scan settings.

4. Click **Scan**.

Scanning to an FTP server using a shortcut

1. Create an FTP shortcut.

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

   📝 Note:

   - View the printer IP address on the home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

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

   b. Click **Shortcuts > Add Shortcut**.

   c. From the Shortcut Type menu, select **FTP**, and then configure the settings.

   d. Apply the changes.

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

3. From the home screen, touch **Shortcuts > FTP**

4. Select the shortcut.

Scanning to a network folder using a shortcut

1. Create a network folder shortcut.

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

    - View the printer IP address on the home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

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

    b. Click **Shortcuts > Add Shortcut**.

    c. From the Shortcut Type menu, select **Network Folder**, and then configure the settings.

    d. Apply the changes.

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

3. From the home screen, touch **Shortcuts > Scan to Network**.

4. Select the shortcut.

Scanning to a flash drive

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

2. Insert the flash drive.
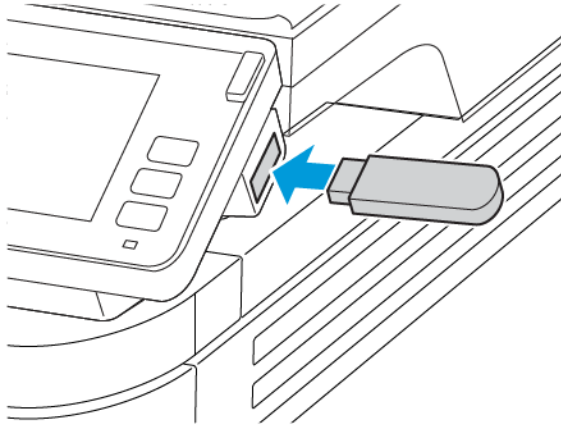
3. Touch **Scan to USB** and adjust the settings if necessary.

   - To save the scanned document to a folder, touch **Scan to**, select a folder, and then touch **Scan Here**.

   - If the USB Drive screen does not appear, then touch **USB Drive** on the control panel.

4. Scan the document.

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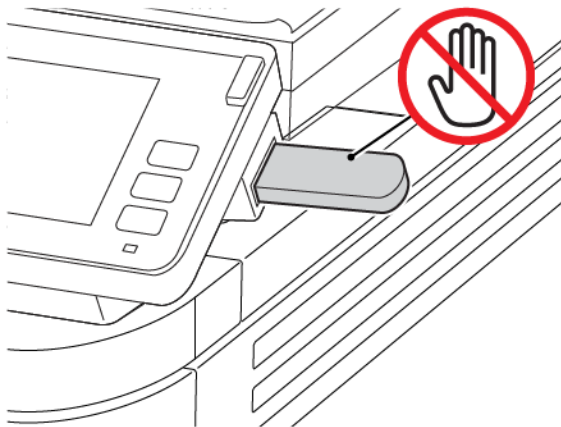
Use printer menus

This chapter contains:

Menu map

Device	• Preferences • Eco-Mode • Remote Operator Panel • Notifications • Power Management	• Restore Factory Defaults • Maintenance • Visible Home Screen Icons • About this Printer
Print	• Layout • Setup • Quality • PDF	• PostScript • PCL • Image
Paper	• Tray Configuration	• Media Configuration
Copy	Copy Defaults	
Fax	Fax Defaults	
E-mail	• E-mail Setup	• E-mail Defaults
FTP	FTP Defaults	
USB Drive	• Flash Drive Scan	• Flash Drive Print
Network/Ports	• Network Overview • Wireless • Wi-Fi Direct • AirPrint • Mobile Services Management • Ethernet • TCP/IP • SNMP	• IPSec • 802.1x • LPD Configuration • HTTP/FTP Settings • USB • Restrict external network access • Universal Print
Security	• Login Methods* • Certificate Management* • Login Restrictions	• Confidential Print Setup • Erase Temporary Data Files • Solutions LDAP Settings • Miscellaneous
Reports	• Menu Settings Page • Device • Print	• Shortcuts • Fax • Network
Supplies Plan	• Plan Activation • Plan Conversion	• Subscription Service

Troubleshooting	Print Quality Test Pages	Cleaning the Scanner
*Appears only in the Embedded Web Server.		

Device

PREFERENCES

MENU ITEM	DESCRIPTION
Display Language	Set the language of the text that appears on the display.
Country/Region	Identify the country or region that the printer is configured to operate.
Run Initial Setup Yes No*	Run the setup wizard.
Keyboard Keyboard Type [List of languages]	Select a language as a keyboard type. 📝 Note: All the Keyboard Type values may not appear or may require special hardware to appear.
Displayed information Display Text 1 Display Text 2	Specify the information to appear on the home screen.
Date and Time Configure Current Date and Time Manually Set Date and Time Date Format (MM-DD-YYYY*) Time Format (12 hour A.M./P.M.*) Time Zone (GMT*) Network Time Protocol Enable NTP NTP Server Enable Authentication (None*)	Configure the printer date and time.
Paper Sizes U.S.* Metric	Specify the unit of measurement for paper sizes. The country or region selected in the initial setup wizard determines the initial paper size setting.
Screen Brightness	Adjust the brightness of the display.

MENU ITEM	DESCRIPTION
20–100 % (100*)	
Flash Drive Access Disabled Enabled*	Enable access to the flash drive.
One Page Flatbed Scanning On Off*	Set copies from the scanner glass to only one page at a time.
Device Sounds	
Mute All Sounds On Off*	Disable and ignore all sound settings.
Access Device Feedback On* Off	Enable the access device feedback.
ADF Loaded Beep On* Off	Enable a sound when loading paper into the ADF.
Alarm Control Off Single* Continuous	Set the number of times that the alarm sounds when the printer requires user intervention.
Cartridge Alarm Off* Single Continuous	Disable the cartridge alarm.
Speaker Mode Always Off* Always On On until Connected	Disable the speaker mode.
Ringer Volume Off*	Disable the ringer volume.

MENU ITEM	DESCRIPTION
On	
Screen Timeout 5–300 (60*)	Set the idle time in seconds before the display shows the home screen, or before the printer logs out a user account automatically.

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

ECO-MODE

MENU ITEM	DESCRIPTION
Print Sides 1-Sided* 2-Sided	Specify whether to print on one side or two sides of the paper.
Print Pages per Side Off* 2 pages per side 3 pages per side 4 pages per side 6 pages per side 9 pages per side 12 pages per side 16 pages per side	Print multiple page images on one side of a sheet of paper.
Print Toner Darkness Light Normal* Dark	Determine the lightness or darkness of text or images.
Copy Sides 1 sided to 1 sided* 1 sided to 2 sided	Specify whether to print on one side or both sides of the paper.

MENU ITEM	DESCRIPTION
Copy Pages per Side Off* 2 Portrait pages 4 Portrait pages 2 Landscape pages 4 Landscape pages	Specify the number of page images to print on one side of a sheet of paper.
Copy Darkness 1-9 (5*)	Adjust the darkness of the scanned image.

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

REMOTE OPERATOR PANEL

MENU ITEM	DESCRIPTION
External VNC Connection Don't Allow* Allow	Connect an external Virtual Network Computing (VNC) client to the remote control panel.
Authentication Type None* Standard Authentication	Set the authentication type when accessing the VNC client server.
VNC Password	Specify the password to connect to the VNC client server. This menu item appears only if Authentication Type is set to Standard Authentication.

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

NOTIFICATIONS

MENU ITEM	DESCRIPTION
ADF Loaded Beep Off On*	Enable a sound when loading paper into the ADF.
Alarm Control Off Single* Continuous	Set the number of times that the alarm sounds when the printer requires user intervention.
Supplies Show Supply Estimates Show estimates* Do not show estimates	Show the estimated status of the supplies.
Supplies Cartridge Alarm Off* Single Continuous	Set the number of times that the alarm sounds when the cartridge is low.
Supplies Custom Supply Notifications	Configure notification settings when the printer requires user intervention. 🖉 Note: This menu item appears only in the Embedded Web Server.
E-mail Alerts Setup E-mail Setup Primary SMTP Gateway Primary SMTP Gateway Port (25*) Secondary SMTP Gateway Secondary SMTP Gateway Port (25*) SMTP Timeout (30 seconds*) Reply Address Always use SMTP default Reply Address (Off*) Use SSL/TLS (Disabled*) Require Trusted Certificate (On*)	Configure the e-mail settings of the printer.

MENU ITEM	DESCRIPTION
SMTP Server Authentication (No authentication required*) Device-Initiated E-mail (None*) Device Userid Device Password NTLM Domain Disable "SMTP server not set up" error (Off*)	
Error Prevention Jam Assist Off On*	Set the printer to check for jammed paper automatically.
Error Prevention Auto Continue Disabled Enabled* (5 seconds) Auto Continue Time	Let the printer continue processing or printing a job automatically after clearing certain attendance conditions.
Error Prevention Auto Reboot Auto Reboot (Reboot always*)	Set the printer to restart when an error occurs.
Error Prevention Auto Reboot Max Auto Reboots (2*)	Set the number of automatic reboots that the printer can perform.
Error Prevention Auto Reboot Auto Reboot Window (720*)	Set the number of seconds before the printer performs an automatic reboot.
Error Prevention Auto Reboot Auto Reboot Counter	Show a read-only information of the reboot counter.
Error Prevention Display Short Paper Error On	Set the printer to show a message when a short paper error occurs. Short paper refers to the size of the paper loaded.

MENU ITEM	DESCRIPTION
Auto-clear*	
Error Prevention Page Protect Off* On	Set the printer to process the entire page into the memory before printing it.
Jam Content Recovery Jam Recovery Off On Auto*	Set the printer to reprint jammed pages.
Jam Content Recovery Scanner Jam Recovery Job level Page level*	Specify how to restart a scan job after resolving a paper jam.

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

POWER MANAGEMENT

MENU ITEM	DESCRIPTION
Sleep Mode Profile Print from Sleep Mode Stay awake after printing Enter Sleep Mode after printing*	Set the printer to stay in Ready mode or return to Sleep mode after printing.
Timeouts Sleep Mode 1–120 minutes (15*)	Set the idle time before the printer begins operating in Sleep mode.
Timeouts Hibernate Timeout Disabled 1 hour 2 hours	Set the time before the printer turns off.

MENU ITEM	DESCRIPTION
3 hours 6 hours 1 day 2 days 3 days* 1 week 2 weeks 1 month	
Timeouts Hibernate Timeout on Connection Hibernate Do Not Hibernate*	Set Hibernate Timeout to turn off the printer while an active Ethernet connection exists.

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

RESTORE FACTORY DEFAULTS

MENU ITEM	DESCRIPTION
Restore Settings Restore all settings Restore printer settings Restore network settings Restore fax settings	Restore the printer factory default settings.

MAINTENANCE

Config Menu

MENU ITEM	DESCRIPTION
USB Configuration USB PnP 1* 2	Change the USB driver mode of the printer to improve its compatibility with a personal computer.
USB Configuration USB Scan to Local On* Off	Set whether the USB device driver enumerates as a USB Simple device (single interface) or as a USB Composite device (multiple interfaces).
USB Configuration USB Speed Full Auto*	Set the USB port to run at full speed and disable its high-speed capabilities.
Tray Configuration Tray Linking Automatic* Off	Set the printer to link the trays that have the same paper type and paper size settings.
Tray Configuration Show Tray Insert Message Off Only for unknown sizes* Always	Display a message to select paper size and type after inserting the tray.
Tray Configuration A5 Loading Short Edge Long Edge*	Specify the page orientation when loading A5 paper size.
Tray Configuration Paper Prompts Auto*	Set the paper source that the user fills when a prompt to load paper appears.

MENU ITEM	DESCRIPTION
MP Feeder Manual Paper	
Tray Configuration Envelope Prompts Auto* MP Feeder Manual Envelope	Set the paper source that the user fills when a prompt to load envelope appears.
Tray Configuration Action for Prompts Prompt user* Continue Use current	Set the printer to resolve paper- or envelope-related change prompts.
Reports Menu Settings Page Event Log Event Log Summary	Print reports about printer menu settings, status, and event logs.
Supply Usage And Counters Clear Supply Usage History Reset Black Cartridge Counter Reset Black Imaging Unit Counter Reset Maintenance Counter	Reset the supply page counter or view the total printed pages.
Printer Emulations PS Emulation Off On*	Set the printer to recognize and use the PS data stream.
Printer Emulations Emulator Security Page Timeout 0–60 (60*)	Set the page timeout during emulation.
Printer Emulations Emulator Security	Reset the emulator after a print job.

MENU ITEM	DESCRIPTION
Reset Emulator After Job (Off*)	
Printer Emulations Emulator Security Disable Printer Message Access (On*)	Disable access to the printer message during emulation.
Fax Configuration Fax Low Power Support Disable Sleep Permit Sleep Auto*	Set fax to enter Sleep mode whenever the printer determines that it must.
Print Configuration Font Sharpening 0–150 (24*)	Set a text point-size value below which the high-frequency screens are used when printing font data.
Print Configuration Print Density Disabled 1–5 (3*) Copy Density Disabled 1–5 (3*)	Adjust the toner density when printing or copying documents.
Device Operations Quiet Mode On Off*	Set the printer to reduce the amount of noise that it makes when printing. Enabling this setting slows down the overall performance of the printer.
Device Operations Panel Menus Enable* Disable	Set the printer to show the control panel menus. This menu item appears only in the Embedded Web Server.
Device Operations Safe Mode Off* On	Set the printer to operate in a special mode, in which it attempts to continue offering as much functionality as possible, despite known issues. For example, when set to On, and the duplex motor is nonfunctional, the printer performs one-sided printing

MENU ITEM	DESCRIPTION
	of the documents even if the job is two-sided printing. This setting cannot be used when the tray is not fully inserted or the tray sensor is damaged.
Device Operations Clear Custom Status	Erase all custom messages.
Device Operations Clear all remotely-installed messages	Erase all remotely-installed messages.
Device Operations Automatically Display Error Screens On* Off	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.
Scanner Configuration 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 must be reset.
Scanner Configuration Scanner Manual Registration Front ADF Registration Flatbed Registration	Manually register the flatbed and ADF after replacing the ADF, scanner glass, or controller board.
Scanner Configuration Edge Erase Flatbed Edge Erase (3*) ADF Edge Erase (3*)	Set the size, in millimeters, of the no-print area around an ADF or flatbed scan job.
Scanner Configuration Disable Scanner Enabled* Disabled ADF Disabled	Disable the scanner if it is not working properly.
Scanner Configuration Tiff Byte Order CPU Endianness* Little Endian	Set the byte order of a TIFF-formatted scan output.

MENU ITEM	DESCRIPTION
Big Endian	
Scanner Configuration 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
Sanitize all information on nonvolatile memory Erase all printer and network settings Erase all shortcuts and shortcut settings	Clear all settings and applications that are stored in the printer.

VISIBLE HOME SCREEN ICONS

MENU	DESCRIPTION
Copy E-mail Fax Status/Supplies Job Queue Change Language Held Jobs USB Scan to Computer	Specify which icons to show on the home screen.

ABOUT THIS PRINTER

MENU ITEM	DESCRIPTION
Asset Tag	Describe the printer. The maximum length is 32 characters.
Printer Location	Identify the printer location. The maximum length is 63 characters.
Contact	Personalize the printer name. The maximum length is 63 characters.
Export Configuration File to USB	Export configuration files to a flash drive.
Export Compressed Logs to USB	Export compressed log files to a flash drive.
Send Logs	Send diagnostic information to Xerox.

Print

LAYOUT

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

MENU ITEM	DESCRIPTION
12 pages per side 16 pages per side	
Pages per Side Ordering 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.
Pages per Side Orientation Auto* Landscape Portrait	Specify the orientation of a multiple-page document when using Pages per Side.
Pages per Side Border None* Solid	Print a border around each page image when using Pages per Side.
Copies 1–9999 (1*)	Specify the number of copies for each print job.
Print Area Normal* Whole Page	Set the printable area on a sheet of paper.

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

SETUP

MENU ITEM	DESCRIPTION
Printer Language PCL Emulation* PS Emulation	Set the printer language. Setting a printer language default does not prevent a software program from sending print jobs that use another printer language.
Resource Save Off* On	Determine what the printer does with downloaded resources, such as fonts and macros, when it receives a job that requires more than the available memory. • When set to Off, the printer retains downloaded resources only until memory is needed. Resources

MENU ITEM	DESCRIPTION
	associated with the inactive printer language are deleted. • When set to On, the printer preserves all the permanent downloaded resources across all language switches. When necessary, the printer shows memory full messages instead of deleting permanent resources.
Print All Order Alphabetical* Newest First Oldest First	Specify the order when you choose to print all held and confidential jobs.

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

QUALITY

MENU ITEM	DESCRIPTION
Print Resolution 300 dpi 600 dpi* 1200 Image Q 2400 Image Q	Set the resolution for the text and images on the printed output. Resolution is determined in dots per inch or image quality.
Toner Darkness Light Normal* Dark	Determine the lightness or darkness of text images.
Halftone Normal* Detail	Enhance the printed output to have smoother lines with sharper edges.

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

PDF

MENU ITEM	DESCRIPTION
Scale To Fit Yes No*	Scale the page content to fit the selected paper size.
Annotations Print Do Not Print*	Specify whether to print annotations in the PDF.
Print PDF Error Off On*	Enable the printing of PDF error.

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

POSTSCRIPT

MENU ITEM	DESCRIPTION
Print PS Error Off* On	Print a page that describes the PostScript®error. When an error occurs, processing of the job stops, the printer prints an error message, and the rest of the print job is flushed.
Minimum Line Width 1–30 (2*)	Set the minimum stroke width. Jobs printed in 1200 dpi use the value directly.
Lock PS Startup Mode Off On*	Disable the SysStart file.
Wait Timeout Disabled Enabled* **Wait Timeout Time** 15–65535 (40 seconds*)	Set the printer to wait for more data before canceling a print job. Wait Timeout Time appears only when Wait Timeout is enabled.

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

PCL

MENU ITEM	DESCRIPTION
Font Name [List of available fonts] (Courier*)	Select a font from the specified font source.
Symbol Set [List of available symbol set] (10U PC-8*)	Specify the symbol set for each font name. ✎ Note: A symbol set is a set of alphabetic and numeric characters, punctuation, and special symbols. Symbol sets support the different languages or specific programs such as math symbols for scientific text.
Pitch 0.08–100.00 (10.00*)	Specify the pitch for fixed or monospaced fonts. ✎ Note: Pitch refers to the number of fixed-space characters in a horizontal inch of type.
Orientation Portrait* Landscape Reverse Portrait Reverse Landscape	Specify the orientation of text and graphics on the page.
Lines per Page 1–255	Specify the number of lines of text for each page printed through the PCL® data stream. • This menu item activates vertical escapement that causes the selected number of requested lines to print between the default margins of the page. • 60 is the U.S. factory default setting. 64 is the international factory default setting.
PCL5 Minimum Line Width 1–30 (2*)	Set the initial minimum stroke width. Jobs printed in 1200 dpi use the value directly.
PCLXL Minimum Line Width 1–30 (2*)	
A4 Width 198mm* 203mm	Set the width of the logical page on A4-size paper. ✎ Note: Logical page is the space on the physical page where data is printed.
Auto CR after LF Off* On	Set the printer to perform a carriage return after a line feed control command.

MENU ITEM	DESCRIPTION
	✎ Note: Carriage return is a mechanism that commands the printer to move the position of the cursor to the first position on the same line.
Auto LF after CR Off* On	Set the printer to perform a line feed after a carriage return control command.
Tray Renumber Assign MP Feeder Assign Tray [x] Assign Manual Paper Assign Manual Envelope	Configure the printer to work with a different print driver or custom application that uses a different set of source assignments to request a given paper source. Choose from the following options: Off*—The printer uses the factory default paper source assignments. None—The paper source ignores the Select Paper Feed command. 0–199—Select a numeric value to assign a custom value to a paper source.
Tray Renumber View Factory Defaults	Show the factory default value assigned for each paper source.
Tray Renumber Restore Defaults	Restore the tray renumber values to their factory defaults.
Print Timeout Disabled Enabled*	Set the printer to end a print job after it has been idle for the specified amount of time in seconds. ✎ Note: This menu item appears only when Print Timeout is enabled.
Print Timeout Time 1–255 (90*)	

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

IMAGE

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

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

Paper

TRAY CONFIGURATION

MENU ITEM	DESCRIPTION
Default Source Tray [x] (1*) MP Feeder Manual Paper Manual Envelope	Set the paper source for all print jobs. MP Feeder appears only when Configure MP is set to Cassette.
Paper Size/Type Tray [x] MP Feeder Manual Paper Manual Envelope	Specify the paper size or paper type loaded in each paper source.
Substitute Size Off Letter/A4 All Listed*	Set the printer to substitute a specified paper size if the requested size is not loaded in any paper source. • Off prompts the user to load the required paper size. • Letter/A4 prints A4-size document on letter when loading letter, and letter-size jobs on A4 paper size when loading A4. • All Listed substitutes Letter/A4.
Configure MP Cassette* Manual First	Set the printer when to pick paper loaded in the multipurpose feeder. • When set to Cassette, the printer treats the multipurpose feeder like a tray. • When set to Manual, the printer treats the multipurpose feeder like a manual feeder. • When set to First, the printer picks paper from the multipurpose feeder until it is empty, regardless of the required paper source or paper size.

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

MEDIA CONFIGURATION

Universal Setup

MENU ITEM	DESCRIPTION
Units of Measure 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.
Portrait Width 3.90–14.17inches (8.50*) 99–360mm (216*)	Set the portrait width of the universal paper.
Portrait Height 3.90–14.17inches (14*) 99–360mm (356*)	Set the portrait height of the universal paper.
Feed Direction Short Edge* Long Edge	Set the printer to pick paper from the short edge or long edge direction. Long Edge appears only when the longest edge is shorter than the maximum width supported.

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

Custom Scan Sizes

MENU ITEM	DESCRIPTION
Custom Scan Size [x] Scan Size Name Width 1–8.50inches (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.

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

Media Types

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

Copy

COPY DEFAULTS

MENU ITEM	DESCRIPTION
Content Type Text Text/Photo* Photo Graphics	Improve the output result based on the content of the original document.
Sides 1 sided to 1 sided* 1 sided to 2 sided	Specify the scanning behavior based on the original document.
Pages per Side Off* 2 Portrait pages 4 Portrait pages 2 Landscape pages 4 Landscape pages	Specify the number of page images to print on one side of a sheet of paper.
Print Page Borders On Off*	Place a border around each image when printing multiple pages on a single page.
Collate Off [1,1,1,2,2,2] On [1,2,1,2,1,2]*	Print multiple copies in sequence.
"Copy from" Size [List of paper sizes]	Set the paper size of the original document. Letter is the U.S. factory default setting. A4 is the international factory default setting.
"Copy to" Source Tray [x] (1*) MP Feeder Auto Size Match	Specify the paper source for the copy job.
Darkness	Adjust the darkness of the scanned image.

MENU ITEM	DESCRIPTION
1 to 9 (5*)	
Number of Copies 1–9999 (1*)	Specify the number of copies.
🖉 Note: An asterisk (*) next to a value indicates the factory default setting.	

Advanced Imaging

MENU ITEM	DESCRIPTION
Contrast Best for Content* 0–5	Specify the contrast of the output.
Background Removal Level -4 to 4 (0*)	Adjust the amount of background visible on a scanned image.
Scan Edge to Edge On Off*	Allow edge-to-edge scanning of the original document.
🖉 Note: An asterisk (*) next to a value indicates the factory default setting.	

Admin Controls

MENU ITEM	DESCRIPTION
Allow Save as Shortcut On* Off	Save custom copy settings as shortcuts.
🖉 Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax

FAX DEFAULTS

Fax Mode

MENU ITEM	DESCRIPTION
Fax Mode Fax* Disabled	Select a fax mode.

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

Fax Setup

General Fax settings

MENU ITEM	DESCRIPTION
Fax Name	Identify your fax machine.
Fax Number	Identify your fax number.
Fax ID Fax Name Fax Number*	Notify the fax recipients of your fax name or fax number.
Enable Manual Fax On Off*	Set the printer to fax manually. Use a regular telephone line to answer an incoming fax job and to dial a fax number.
Memory Use All receive Mostly receive Equal* Mostly send All send	Set the amount of internal printer memory allocated for faxing. This menu item prevents memory buffer conditions and failed faxes.
Cancel Faxes Allow* Don't Allow	Cancel outgoing faxes before they are transmitted, or cancel incoming faxes before they finish printing.

MENU ITEM	DESCRIPTION
Fax Number Masking Off* From Left From Right	Specify the format for masking an outgoing fax number.
Digits to Mask 0–58 (0*)	Specify the number of digits to mask in an outgoing fax number.
Enable Line Connected Detection On* Off	Determine whether a telephone line is connected to the printer. Detection takes place when turning on the printer and before each call.
Enable Line In Wrong Jack Detection On* Off	Determine whether a telephone line is connected to the correct port on the printer. Detection takes place when turning on the printer and before each call.
Enable Extension In Use Support On* Off	Determine whether a telephone line is used by another device such as another phone on the same line. This menu item is monitored continuously after turning on the printer.
Optimize Fax Compatibility	Configure the printer fax functionality for optimal compatibility with other fax machines.

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

Fax Send Settings

MENU ITEM	DESCRIPTION
Resolution Standard* Fine Super Fine Ultra Fine	Set the resolution of the scanned image. A higher resolution increases fax transmission time and requires higher memory.
Original Size [List of paper sizes] (Mixed Sizes*)	Specify the size of the original document.
Orientation Portrait*	Specify the orientation of the original document.

MENU ITEM	DESCRIPTION
Landscape	
Sides Off* Short Edge Long Edge	Specify the page orientation of text and graphics when scanning a two-sided document.
Content Type Text* Text/Photo Photo Graphics	Improve the output result based on the content of the original document.
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Behind a PABX On Off*	Set the printer to dial a fax number without waiting to recognize the dial tone. Private Automated Branch Exchange (PABX) is a telephone network that allows a single access number to offer multiple lines to outside callers.
Dial Mode Tone* Pulse	Specify the dial mode for incoming or outgoing faxes.

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

Advanced Imaging

MENU ITEM	DESCRIPTION
Color Balance Cyan - Red -4 to 4 (0*) Magenta - Green -4 to 4 (0*) Yellow - Blue -4 to 4 (0*)	Adjust the amount of toner used for each color.
Contrast Best for Content* 0–5	Set the contrast of the output.
Background Removal Level -4 to 4 (0*)	Adjust the amount of background visible on a scanned image.
Scan Edge to Edge On Off*	Allow edge-to-edge scanning of the original document.

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

Admin Controls

MENU ITEM	DESCRIPTION
Automatic Redial 0–9 (5*)	Adjust the number of redial attempts based on the activity levels of recipient fax machines.
Redial Frequency 1–200 minutes (3*)	Increase the time between redial attempts to increase the chance of sending fax successfully.
Enable ECM On* Off	Activate Error Correction Mode (ECM) for fax jobs. ECM detects and corrects errors in the fax transmission process that are caused by telephone line noise and poor signal strength.
Enable Fax Scans On*	Fax documents that are scanned at the printer.

MENU ITEM	DESCRIPTION
Off	
Driver to Fax On* Off	Allow the print driver to send fax.
Allow Save as Shortcut On* Off	Save fax numbers as shortcuts on the printer.
Max Speed 33600* 14400 9600 4800 2400	Set the maximum speed for sending fax.
Enable Color Fax Scans Off by Default* On by Default Never Use Always Use	Enable color scans for fax.
Auto Convert Color Faxes to Mono Faxes On* Off	Convert all outgoing color faxes to black and white.
Confirm Fax Number Off* On	Ask the user to confirm the fax number.
Dial Prefix	Set a dialing prefix.

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

Fax Receive Settings

MENU ITEM	DESCRIPTION
Rings to Answer 1–25 (3*)	Set the number of rings for incoming fax.
Auto Reduction On* Off	Scale incoming fax to fit on the page.
Paper Source Tray [X] MP Feeder Auto*	Set the paper source for printing incoming fax.
Sides On Off*	Print on both sides of the paper.
Separator Sheets None* Before Job After Job	Specify whether to insert blank separator sheets when printing.
Separator Sheet Source Tray [X] (1*) MP Feeder	Specify the paper source for the separator sheet.
Fax Footer On Off*	Print the transmission information at the bottom of each page from a received fax.
Fax Footer Time Stamp Receive* Print	Print the time stamp at the bottom of each page from a received fax.

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

Admin Controls

MENU ITEM	DESCRIPTION
Enable Fax Receive On* Off	Set the printer to receive fax.
Enable Color Fax Receive On* Off	Set the printer to receive fax in color.
Enable Caller ID On Off*	Show the number that is sending the incoming fax.
Block No Name Fax On Off*	Block incoming faxes sent from devices with no station ID or fax ID specified.
Answer On All Rings* Single Ring Only Double Ring Only Triple Ring Only Single or Double Rings Only Single or Triple Rings Only Double or Triple Rings Only	Set a distinctive ring pattern for incoming fax.
Auto Answer On* Off	Set the printer to receive fax automatically.
Manual Answer Code 0–9 (9*)	Manually enter a code on the telephone number pad to begin receiving fax. • This menu item appears only when the printer shares a line with a telephone. • This menu item appears only when you set the printer to receive fax manually.
Fax Forwarding Print* Print and Forward	Specify whether to forward received fax.

MENU ITEM	DESCRIPTION
Forward	
Forward To Destination 1 Destination 2	Specify where to forward received fax. This menu item appears only when Fax Forwarding is set to Print and Forward or Forward.
Max Speed 33600* 14400 9600 4800 2400	Set the maximum speed for transmitting fax.

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

Fax Log settings

MENU ITEM	DESCRIPTION
Transmission Log Frequency Always* Never Only for Error	Specify how often the printer creates a transmission log.
Transmission Log Action Print On* Off E-mail On Off*	Print or e-mail a log for successful fax transmission or transmission error.
Receive Error Log Print Never* Print on Error	Print a log for fax-receive failures.
Auto Print Logs On* Off	Print all fax activity.

MENU ITEM	DESCRIPTION
Log Paper Source Tray [x] (1*) MP Feeder	Specify the paper source for printing logs.
Logs Display Remote Fax Name* Dialed Number	Identify the sender by remote fax name or fax number.
Enable Job Log On* Off	View a summary of all fax jobs.
Enable Call Log On* Off	View a summary of fax dialing history.

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

Speaker settings

MENU ITEM	DESCRIPTION
Speaker Mode Always Off* Always On On until Connected	Set the fax speaker mode.
Speaker Volume Low* High	Adjust the fax speaker volume.
Ringer Volume Off* On	Enable the ringer volume.

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

E-mail

E-MAIL SETUP

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

MENU ITEM	DESCRIPTION
None* Use Device SMTP Credentials	
Device Userid **Device Password**	Specify the user ID and password to connect to the SMTP server.
NTLM Domain	Specify the domain name for the NTLM security protocol.
Disable "SMTP server not set up" error Off* On	🖉 Note: 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
Subject **Message**	Specify the e-mail subject and message.
File Name	Specify the filename for the scanned document.
Format PDF (.pdf)* TIFF (.tif) JPEG (.jpg)	Specify the file format of the scanned document.
PDF Settings PDF Version (1.5*) Archival Version (A-1a*) Secure (Off*) Archival (PDF/A) (Off*)	Configure the PDF settings of the scanned document. Archival Version and Archival (PDF/A) are supported only when PDF Version is set to 1.4.
Content Type Text Text/Photo* Photo Graphics	Improve the output result based on the content type of the original document.

MENU ITEM	DESCRIPTION
Color Black and White Gray Color*	Set the printer to capture file content in color or in mono.
Resolution 75 dpi 150 dpi* 200 dpi 300 dpi 400 dpi 600 dpi	Set the resolution of the scanned image.
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Orientation Portrait* Landscape	Specify the orientation of the original document.
Original Size Mixed Sizes*	Set the paper size of the original document.

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

Advanced Imaging

MENU ITEM	DESCRIPTION
Color Balance Cyan - Red (0*) Magenta - Green (0*) Yellow - Blue (0*)	Adjust the color intensity for cyan, magenta, and yellow.
Contrast Best for content* 0–5	Specify the contrast for the scanned image.
Background Removal	Remove the background color or image noise from the original document.

MENU ITEM	DESCRIPTION
Level (0*)	
Scan Edge to Edge On Off*	Scan the original document from edge to edge.

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

Admin Controls

MENU ITEM	DESCRIPTION
Max E-mail Size 0–65535 (0*)	Set the allowable file size for each e-mail.
Size Error Message	Specify an error message that the printer sends when an e-mail exceeds its allowable file size. You can type up to 1024 characters.
Send Me a Copy Never appears* On by Default Off by Default Always On	Send a copy of the e-mail to yourself.
Text Default 5–95 (75*)	Set the text quality in the content being scanned.
Text/Photo Default 5–95 (75*)	Set the text and photo quality in the content being scanned.
Photo Default 5–95 (50*)	Set the photo quality of the content being scanned.
Transmission Log Print log* Do Not Print Log Print Only For Error	Print a transmission log for e-mail scans.
Log Paper Source Tray [x] (1*)	Specify the paper source for printing e-mail logs.

MENU ITEM	DESCRIPTION
MP Feeder	
Allow Save as Shortcut On* Off	Save an e-mail address as a shortcut.
Reset E-mail Information After Sending On* Off	Reset the To, Subject, Message, and Filename fields to their default values after sending an e-mail.

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

FTP

FTP DEFAULTS

MENU ITEM	DESCRIPTION
Format PDF (.pdf)* TIFF (.tif) JPEG (.jpg)	Specify the file format for the scanned image.
PDF Settings PDF Version (1.5*) Archival Version (A-1a*) Secure (Off*) Archival (PDF/A) (Off*)	Configure the PDF settings for the scanned image. Archival Version and Archival (PDF/A) are supported only when PDF Version is set to 1.4.
Content Type Text Text/Photo* Graphics Photo	Improve the output result based on the content type of the original document.
Color Black and White Gray Color*	Set the printer to capture file content in color or in mono.
Resolution 75 dpi 150 dpi* 200 dpi 300 dpi 400 dpi 600 dpi	Set the resolution of the scanned image.
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Orientation	Specify the orientation of the original document.

MENU ITEM	DESCRIPTION
Portrait* Landscape	
Original Size Mixed Sizes*	Set the paper size of the original document.
File Name	Specify the file name of the scanned image.

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

Advanced Imaging

MENU ITEM	DESCRIPTION
Color Balance Cyan - Red (0*) Magenta - Green (0*) Yellow - Blue (0*)	Adjust the color intensity for cyan, magenta, and yellow.
Contrast Best for content* 0–5	Specify the contrast for the scanned image.
Background Removal Level (0*)	Remove the background color or image noise from the original document.
Scan Edge to Edge On Off*	Allow edge-to-edge scanning of the original document.

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

Admin Controls

MENU ITEM	DESCRIPTION
Text Default 5–95 (75*)	Set the quality of text on the scanned image.
Text/Photo Default 5–95 (75*)	Set the quality of text and photo on the scanned image.

MENU ITEM	DESCRIPTION
Photo Default 5–95 (50*)	Set the quality of photo on the scanned image.
Transmission Log Print Log* Do Not Print Log Print Only For Error	Print a transmission log for FTP scans.
Log Paper Source Tray [x] (1*) MP Feeder	Specify the paper source for printing FTP logs.
✎ Note: An asterisk (*) next to a value indicates the factory default setting.	

USB Drive

FLASH DRIVE SCAN

MENU ITEM	DESCRIPTION
Format JPEG (.jpg) PDF (.pdf)* TIFF (.tif)	Specify the file format for the scanned image.
PDF Settings PDF Version (1.5*) Archival Version (A-1a*) Secure (Off*) Archival (PDF/A) (Off*)	Configure the PDF settings of the scanned image. Archival Version and Archival (PDF/A) are supported only when PDF Version is set to 1.4.
Content Type Text Text/Photo* Graphics Photo	Improve the output result based on the content type of the original document.
Color Black and White Gray Color*	Set the printer to capture file content in color or in mono.
Resolution 75 dpi 150 dpi* 200 dpi 300 dpi 400 dpi 600 dpi	Set the resolution of the scanned image.
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Orientation	Specify the orientation of the original document.

MENU ITEM	DESCRIPTION
Portrait* Landscape	
Original Size Mixed Sizes*	Set the paper size of the original document.
File Name	Specify the file name of the scanned image.

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

Advanced Imaging

MENU ITEM	DESCRIPTION
Color Balance Cyan - Red (0*) Magenta - Green (0*) Yellow - Blue (0*)	Adjust the color intensity for cyan, magenta, and yellow.
Contrast Best for content* 0–5	Specify the contrast for the scanned image.
Background Removal Level (0*)	Remove the background color or image noise from the original document.
Scan Edge to Edge Off* On	Scan the original document from edge to edge.

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

Admin Controls

MENU ITEM	DESCRIPTION
Text Default 5–95 (75*)	Set the quality of text on the scanned image.
Text/Photo Default 5–95 (75*)	Set the quality of text and photo on the scanned image.

MENU ITEM	DESCRIPTION
Photo Default 5–95 (50*)	Set the quality of a photo on the scanned image.

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

FLASH DRIVE PRINT

MENU ITEM	DESCRIPTION
Number of Copies 1–9999 (1*)	Set the number of copies.
Paper Source Tray [x] (1*) MP Feeder Manual Paper Manual Envelope	Set the paper source for the print job.
Collate 1,1,1 - 2,2,2 1,2,3 - 1,2,3	Keep the pages of a print job stacked in sequence, particularly when printing multiple copies of the job.
Sides 1-Sided* 2-Sided	Specify whether to print on one side or both sides of the paper.
Flip Style Long Edge* Short Edge	Determine which side of the paper is bound when performing two-sided printing.
Pages per Side Off* 2 pages per side 3 pages per side 4 pages per side 6 pages per side 9 pages per side 12 pages per side	Print multiple page images on one side of a sheet of paper.

MENU ITEM	DESCRIPTION
16 pages per side	
Pages per Side Ordering Horizontal* Reverse Horizontal Reverse Vertical Vertical	Specify the positioning of multiple page images when using Pages per Side menu.
Pages per Side Orientation Auto* Landscape Portrait	Specify the orientation of multiple page images when using Pages per Side menu.
Pages per Side Border None* Solid	Print a border around each page image when using Pages per Side menu.
Separator Sheets Off* Between Copies Between Jobs Between Pages	Insert blank separator sheets when printing.
Separator Sheet Source Tray [x] (1*) MP Feeder	Specify the paper source for the separator sheet.
Blank Pages Do Not Print* Print	Print blank pages in a print job.

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

Network/Ports

NETWORK OVERVIEW

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

MENU ITEM	DESCRIPTION
Enable LLDP Off* On	Enable Link Layer Discovery Protocol (LLDP) in the printer.

🖉 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
Setup On Printer Panel • Choose Network • Add Wi-Fi Network – Network Name – Network Mode – Infrastructure – Wireless Security Mode – Disabled – WPA2/WPA - Personal – WPA2 - Personal – WPA2/WPA3 - Personal – WPA3 - Personal – 802.1x - RADIUS	Determine the wireless network that the printer connects to. Select **Choose Network** to pick from a list of discovered wireless networks. Select **Add Wi-Fi Network** to manually add a non-advertised network. When set to 802.1x-RADIUS, make sure to configure the 802.1x authentication settings to avoid network disconnection. 🖉 Note: This menu item appears as *Wireless Connection Setup* in the Embedded Web Server.
Wi-Fi Protected Setup • Start Push Button Method • Start PIN Method	An alternate method to join a wireless network is through Wi-Fi Protected Setup. • 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. • 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.
Compatibility 802.11b/g/n (2.4GHz)*	Specify the wireless standard for the wireless network.
Wireless Security Mode	Set the type of security for connecting the printer to

MENU ITEM	DESCRIPTION

• Disabled*
 • WPA2/WPA-Personal
   – WPA2/WPA-PSK Encryption Mode
     – AES
   – Set Pre-Shared Key
 • WPA2-Personal
   – WPA2-PSK Encryption Mode
     – AES
   – Set Pre-Shared Key
 • WPA2/WPA3 - Personal
   – WPA2/WPA3 - PSK Encryption Mode
   – Set Pre-Shared Key
 • WPA3 - Personal
   – WPA3 - PSK Encryption Mode
   – Set Pre-Shared Key
 • 802.1x - RADIUS
   – 802.1x Encryption Mode
     – WPA +
     – WPA2*
     – WPA2 + PMF
	wireless devices.
	
	 Enable wireless security through Wi-Fi Protected Access (WPA) or through 802.1x standard.
	
	 When set to WPA security mode, for the Pre-Shared Key, enter the password for the secure wireless connection.
	
	 When set to 802.1x-RADIUS, make sure to configure the 802.1x authentication settings to avoid network disconnection.
	
	 PMF is Protected Management Frames.

IPv4
 • Enable DHCP
   – On*
   – Off
 • Set Static IP Address
   – IP Address
   – Netmask
   – Gateway
	Enable Dynamic Host Configuration Protocol (DHCP) and configure static IP address.
	
	 DHCP is a standard protocol that allows a server to distribute IP addressing and configuration information dynamically to clients.

IPv6
 • Enable IPv6
   – On*
   – Off
 • Enable DHCPv6
	Enable and configure IPv6 settings in the printer.

MENU ITEM	DESCRIPTION
– On – Off* • Stateless Address Auto configuration – On* – Off • DNS Server Address • Manually Assigned IPv6 Address • Manually Assigned IPv6 Router • Address Prefix 0–128 (64*) • All IPv6 Addresses • All IPv6 Router Addresses	
Network Address • UAA • LAA	View the network addresses.
PCL SmartSwitch • On* • Off	Set the printer to switch automatically to PCL emulation when a print job requires it, regardless of the default printer language. If PCL SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
PS SmartSwitch • On* • Off	Set the printer to switch automatically to PS emulation when a print job requires it, regardless of the default printer language. If PS SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
Mac Binary PS • Auto* • On • Off	Set the printer to process Macintosh binary PostScript print jobs. • On processes raw binary PostScript print jobs. • Off filters print jobs using the standard protocol.

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

WI-FI DIRECT

MENU ITEM	DESCRIPTION
Enable Wi-Fi Direct On Off*	Set the printer to connect directly to Wi-Fi devices.
Wi-Fi Direct Name	Specify the name of the Wi-Fi Direct network.
Wi-Fi Direct Password	Set the password to authenticate and validate users on a Wi-Fi connection.
Show Password on Setup Page Off On*	Show the Wi-Fi Direct Password on the Network Setup Page.
Preferred Channel Number 1–11 Auto*	Set the preferred channel of the Wi-Fi network.
Group Owner IP Address	Specify the IP address of the group owner.
Auto-Accept Push Button Requests Off* On	Accept requests to connect to the network automatically. Accepting clients automatically is not secured.

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

AIRPRINT

MENU ITEM	DESCRIPTION
AirPrint • Enabled • Disabled	
Bonjour Name	The name used to identify the printer on Airprint.
Organization Name	
Organizational Unit	
Printer Location	
Printer's Latitude	GPS latitude of the printer. The range is −90 to 90.
Printer's Longitude	GPS longitude of the printer. The range is −180 to 180.

MENU ITEM	DESCRIPTION
Printer's Altitude	GPS altitude of the printer. The range is –100000 to 100000.
More Options	From the Embedded Web Server, navigate to **Settings > Network/Ports > AirPrint > More Options** for the following options.
Supplies Black Cartridge Imaging Unit	This menu lists the supplies status/notifications.
Printer Device Type Device Speed Firmware Level MP Feeder Tray 1 Standard Bin	This menu lists the printer specifications and input/output tray status/notifications.
Login Methods	For more information, refer to Login Methods.
Certificate Management	For more information, refer to Certificate Management
Confidential Print Setup	For more information, refer to Confidential Print Setup

MOBILE SERVICES MANAGEMENT

MENU ITEM	DESCRIPTION
Enable IPP Print • On* • Off	Enable IPP Print setting in the Printer.
Enable IPP Fax • On* • Off	Enable IPP Fax setting in the Printer.
Enable IPP Over USB • On* • Off	Enable IPP Over USB setting in the Printer. Note: After changing this setting, user needs to restart the Printer.
Enable Scan • On* • Off	Enable Mobile Scan setting in the Printer.

MENU ITEM	DESCRIPTION
Enable Mopria Print Discovery • On* • Off	Enable Mopria Print Discovery setting in the Printer.

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

ETHERNET

MENU ITEM	DESCRIPTION
Network Speed	Show the speed of an active network adapter.
IPv4 Enable DHCP On* Off	Enable Dynamic Host Configuration Protocol (DHCP). DHCP is a standard protocol that allows a server to distribute IP addressing and configuration information to clients in a dynamic manner.
IPv4 Set Static IP Address IP Address Netmask Gateway	Set the static IP address of your printer.
IPv6 Enable IPv6 On* Off	Enable IPv6 in the printer.
IPv6 Enable DHCPv6 Off* On	Enable DHCPv6 in the printer.
IPv6 Stateless Address Autoconfiguration On* Off	Set the network adapter to accept the automatic IPv6 address configuration entries provided by a router.
IPv6 DNS Address	Specify the DNS server address.

MENU ITEM	DESCRIPTION
IPv6 Address Prefix 0–128 (64*)	Specify the address prefix.
IPv6 All IPv6 Addresses	Show all IPv6 addresses.
IPv6 All IPv6 Router Addresses	Show all IPv6 router addresses.
Network Address 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.
PCL SmartSwitch On* Off	Set the printer to switch automatically to PCL emulation when a print job requires it, regardless of the default printer language. If PCL SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
PS SmartSwitch On* Off	Set the printer to switch automatically to PS emulation when a print job requires it, regardless of the default printer language. If PS SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
Mac Binary PS Auto* On Off	Set the printer to process Macintosh binary PostScript print jobs. • On processes raw binary PostScript print jobs. • Off filters print jobs using the standard protocol.
Energy Efficient Ethernet Auto* On Off	Reduce power consumption when the printer does not receive data from the Ethernet network.

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

TCP/IP

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

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

MENU ITEM	DESCRIPTION
On	
Restricted Server List	Specify an IP address for the TCP connections. • This menu item appears only in the Embedded Web Server. • Use a comma to separate each IP address. • You can add up to 50 IP addresses.
Restricted Server List Options Block All Ports* Block Printing Only Block Printing and HTTP Only	Specify how the IP addresses in the list can access the printer functionality. This menu item appears only in the Embedded Web Server.
MTU	Specify a maximum transmission unit (MTU) parameter for the TCP connections.
Raw Print Port 1–65535 (9100*)	Specify a raw port number for printers connected on a network.
Outbound Traffic Maximum Speed Disabled* Enabled	Enable the printer maximum transfer rate.
Kilobits/second	If you select **On** for **Outbound Traffic Maximum Speed**, the Kilobits/second field appears. Select a Range between 100–1000000.
TLS Support	From the Embedded Web Server, go to **Settings > Network/Ports > TCP/IP**. Enhance printer privacy and data integrity. ✎ 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 *Embedded Web Server Administrator Guide*. ✎ 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.
Enable TLSv1.0 On Off*	Set the Enable TLSv1.0 protocol settings.
Enable TLSv1.1	Set the Enable TLSv1.1 protocol settings.

MENU ITEM	DESCRIPTION
On Off*	
Enable TLSv1.2 • On* • Off	Set the Enable TLSv1.2 protocol settings.
SSL Cipher List	Specify the cipher algorithms to use for the SSL or the TLS connections.
TLSv1.3 SSL Cipher List	TLS_AES_256_GCM_SHA384:TLS_AES_128_GCM_SHA256
TCP /IP Port Access [Port Names x] • On • Off	Lists all of the Ports available and their status.

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

SNMP

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

MENU ITEM	DESCRIPTION
SNMP Versions 1 and 2c Enabled Off On* Allow SNMP Set Off On* Enable PPM MIB Off On* SNMP Community	Configure Simple Network Management Protocol (SNMP) versions 1 and 2c to install print drivers and applications.
SNMP Version 3 Enabled Off On* Context Name Set Read/Write Credentials User Name Authentication Password Privacy Password Set Read-only Credentials User Name Authentication Password Privacy Password Authentication Hash MD5 SHA1* Minimum Authentication Level No Authentication, No Privacy Authentication, No Privacy Authentication, Privacy*	Configure SNMP version 3 to install and update the printer security.

MENU ITEM	DESCRIPTION
Privacy Algorithm DES AES-128*	

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

IPSEC

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

MENU ITEM	DESCRIPTION
Enable IPSec Off* On	Enable Internet Protocol Security (IPSec).
Base Configuration Default* Compatibility Secure	Set the IPSec base configuration. This menu item appears only when Enable IPSec is set to On.
DH (Diffie-Hellman) Group Proposal modp2048 (14)* modp3072 (15) modp4069 (16) modp6144 (17)	Set the IPSec encryption. • DH (Diffie-Hellman) Group Proposal appears only when Base Configuration is set to Compatibility. • IKE SA Lifetime (Hours) and IPSec SA Lifetime (Hours) appear only when Base Configuration is set to Secure.
IKE SA Lifetime (Hours) 1 2 4 8 24*	
IPSec SA Lifetime (Hours) 1 2 4	

MENU ITEM	DESCRIPTION
8* 24	
Proposed Encryption Method 3DES AES*	Specify the encryption and authentication methods to connect to a network securely. These menu items appear only when Base Configuration is set to Compatibility.
Proposed Authentication Method SHA1 SHA256* SHA512	
IPSec Device Certificate	Specify an IPSec certificate. This menu item appears only when Enable IPSec is set to On.
Pre-Shared Key Authenticated Connections Host [x] Address Key	Configure the authenticated connections of the printer. These menu items appear only when Enable IPSec is set to On.
Certificate Authenticated Connections 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
Active Off* On	Let the printer join networks that require authentication before allowing access.
802.1x Authentication • Device Login Name • Device Login Password • Validate Server Certificate	The Device Login Name is used to log-in to the authentication server. The Device Login Password must be at least 8 characters long.

MENU ITEM	DESCRIPTION
• Enable Event Logging • 802.1x Device Certificate	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.

Allowable Authentication Mechanisms
• **EAP-MD5**
  – On
  – Off
• **EAP-MSCHAPv2**
  – On
  – Off
• **LEAP**
  – On
  – Off
• **PEAP**
  – On
  – Off
• **EAP-TLS**
  – On
  – Off
• **EAP-TTLS**
  – On
  – Off
• **TTLS Authentication Method**
  – CHAP
  – MSCHAP
  – MSCHAPv2
  – PAP	

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

LPD CONFIGURATION

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

MENU ITEM	DESCRIPTION
LPD Timeout 0–65535 seconds (90*)	Set the time-out value to stop the Line Printer Daemon (LPD) server from waiting indefinitely for hung or invalid print jobs.
LPD Banner Page Off* On	Print a banner page for all LPD print jobs. A banner page is the first page of a print job used as a separator of print jobs and to identify the originator of the print job request.
LPD Trailer Page Off* On	Print a trailer page for all LPD print jobs. A trailer page is the last page of a print job.
LPD Carriage Return Conversion 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 that are attached to print servers.

MENU ITEM	DESCRIPTION
Enable HTTP Server Off On*	Access the Embedded Web Server to monitor and manage the printer.
Enable HTTPS Off On*	Configure the Hypertext Transfer Protocol Secure (HTTPS) settings.
Force HTTPS Connections Off* On	Force the printer to use the HTTPS connections.
Enable FTP/TFTP Off On*	Send files using FTP.
HTTP Proxy IP Address	Configure the HTTP and FTP server settings.

MENU ITEM	DESCRIPTION
FTP Proxy IP Address	This feature is available only in some printer models.
HTTP Default IP Port 1–65535 (80*)	
HTTPS Device Certificate	
FTP Default IP Port 1–65535 (21*)	
Timeout for HTTP/FTP Requests 1–299 (30*)	Specify the amount of time before the server connection stops.
Retries for HTTP/FTP Requests 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.

USB

MENU ITEM	DESCRIPTION
PCL SmartSwitch Off On*	Set the printer to switch to PCL emulation when a print job received through a USB port requires it, regardless of the default printer language. If PCL SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
PS SmartSwitch 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.
Mac Binary PS On Auto* Off	Set the printer to process Macintosh binary PostScript print jobs. • When set to On, the printer processes raw binary PostScript print jobs from computers using the Macintosh operating system. • When set to Auto, the printer processes print jobs from computers using either Windows or Macintosh operating systems • When set to Off, the printer filters PostScript print jobs using the standard protocol.

MENU ITEM	DESCRIPTION
Enable USB Port Disable Enable*	Enable the standard USB port.

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

RESTRICT EXTERNAL NETWORK ACCESS

MENU ITEM	DESCRIPTION
Restrict external network access Off* On	Restrict access to network sites.
External network address	Specify the network addresses with restricted access.
E-mail address for notification	Specify an e-mail address to send a notification of logged events.
Ping frequency 1–300 (10*)	Specify the network query interval in seconds.
Subject	Specify the subject and message of the notification e-mail.
Message	

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

UNIVERSAL PRINT

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

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

Prerequisites

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

MENU ITEM	DESCRIPTION
Status	Device is not currently registered with Universal Print.
Registration	User can use the Universal print page to register the Xerox® device for Universal

MENU ITEM	DESCRIPTION
	Print.
Printer Name	The Default printer name appears. User can also update the Xerox® printer name.

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

Note: For more information, refer to the *Embedded Web Server Administrator Guide*.

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

Additional information for Universal Print

To add a Printer from Windows Server

1. Go to **Settings > Printer & Scanners**, then click **Add a printer or scanner**.

2. Select the printer from the printer list, then click **Add device**. If the printer does not appear in the list, do the following steps:

    a.   Go to **Search for printers in my organization**.

    b.   Type the registered name on the text field, and click **Search**. Once the printer appears on the list, click **Add Device**.

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

Security

Public

MENU ITEM	DESCRIPTION
Manage Permissions Function Access Manage Shortcuts Create Profiles Flash Drive Print Flash Drive Scan Copy Function 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 Network Folder - Scan	Control access to the printer functions.
Manage Permissions Administrative Menus Security Menu Network/Ports Menu Paper Menu Reports Menu Function Configuration Menus	Control access to the printer menus.

MENU ITEM	DESCRIPTION
Supplies Menu SE Menu Device Menu	
Manage Permissions Device Management Remote Management Firmware Updates Embedded Web Server Access Import / Export All Settings Out of Service Erase	Control access to the printer management options.

Local Accounts

MENU ITEM	DESCRIPTION
Add User User Name/Password User Name Password PIN	Create local accounts to manage access to the printer functions.
Manage Groups/Permissions Add Group Import Access Controls Function Access Administrative Menus Device Management All Users Import Access Controls Function Access Administrative Menus Device Management Admin Function Access Administrative Menus Device Management	Control group or user access to the printer functions, applications, and security settings.

Network Accounts

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

MENU ITEM	DESCRIPTION

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

MENU ITEM	DESCRIPTION
– Custom Filter	

CERTIFICATE MANAGEMENT

MENU ITEM	MENU ITEM
Configure Certificate Defaults Common Name Organization Name Unit Name Country/Region Province Name City Name Subject Alternate Name	Set the default values for generated certificates.
Device Certificates	Generate, delete, or view device certificates.
Manage CA Certificates	Load, delete, or view Certificate Authority (CA) certificates.

SCHEDULE USB DEVICES

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

LOGIN RESTRICTIONS

MENU ITEM	DESCRIPTION
Login failures 1–10 (3*)	Specify the number of failed login attempts before the user gets locked out.
Failure time frame 1–60 minutes (5*)	Specify the time frame between failed login attempts before the user gets locked out.
Lockout time 1–60 minutes (5*)	Specify the lockout duration.

MENU ITEM	DESCRIPTION
Web Login Timeout 1–120 minutes (10*)	Specify the delay for a remote login before the user is logged off automatically.

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

CONFIDENTIAL PRINT SETUP

MENU ITEM	DESCRIPTION
Max Invalid PIN 2–10 (0*)	Set the number of times an invalid PIN can be entered. • A value of zero turns off this setting. • When the limit is reached, the print jobs for that user name and PIN are deleted.
Confidential Job Expiration Off* 1 Hour 4 Hours 24 Hours 1 Week	Set the expiration time for confidential print jobs. • If this menu item is changed while confidential print jobs reside in the printer memory, then the expiration time for those print jobs does not change to the new default value. • If the printer is turned off, then all confidential jobs held in the printer memory are deleted.
Repeat Job Expiration Off* 1 Hour 4 Hours 24 Hours 1 Week	Set the expiration time for a print job that you want to repeat.
Verify Job Expiration 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.
Reserve Job Expiration Off* 1 Hour	Set the expiration time that the printer stores print jobs for printing later.

MENU ITEM	DESCRIPTION
4 Hours	
24 Hours	
1 Week	
Require All Jobs to be Held	Set the printer to hold all print jobs.
Off*	
On	
Keep duplicate documents	Allow the storage of documents with the same file name.
Off*	
On	

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

ERASE TEMPORARY DATA FILES

MENU ITEM	DESCRIPTION
Stored in onboard memory	Delete all files stored on the printer memory.
Off*	
On	

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

SOLUTIONS LDAP SETTINGS

USE	TO
Follow LDAP Referrals	Search the different servers in the domain for the logged-in user account.
Off*	
On	
LDAP Certificate Verification	Enable verification of LDAP certificates.
No*	
Yes	

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

MISCELLANEOUS

MENU ITEM	DESCRIPTION
Print Permission Off* On	Allow the user to print.
Default Print Permission Login	Shows the default permission used for the user to print. This setting shows only when one or more Login Methods are created.
Security Reset Jumper Enable "Guest" access* No Effect	Specify user access to the printer. • The jumper is located beside a lock icon on the controller board. • Enable "Guest" access gives anyone access to all aspects of the printer. • No Effect may make access to the printer impossible when the required security information is unavailable.
Minimum Password Length 0–32	Specify the password length.
Enable Password/PIN Reveal	Showthe password or personal identification number.

🖉 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 menus.

DEVICE

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

PRINT

MENU ITEM	DESCRIPTION
Print Fonts PCL Fonts PostScript Fonts	Print samples and information about the fonts that are available in each printer language.
Print Demo	Print a demo page to determine print problems.

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

Supplies Plan

PLAN ACTIVATION

MENU ITEM	DESCRIPTION
• Sequence Number • Device Serial Number • Activation Code	It describes the details of the activation process for the purchased Supplies plan. Contact your Xerox representative to get a Supplies Activation Code. Subscription Service plans are not offered in all geographic locations For more information about Xerox®supplies and service plans, contact your Xerox representative.

PLAN CONVERSION

MENU ITEM	DESCRIPTION
• Current Plan • Device Serial Number • Total Impressions • Conversion Code	It describes the details of the conversion process for the existing Supplies plan. Contact your Xerox representative to get a Supplies Conversion Code. Subscription Service plans are not offered in all geographic locations For more information about Xerox®supplies and service plans, contact your Xerox representative.

SUBSCRIPTION SERVICE

MENU ITEM	DESCRIPTION
• Status	It indicates the subscription status.
• Check Subscription	To activate a Subscription Service Plan, do the following: 1 Go to **Settings > Supplies Plan > Subscription Service**. 2 For Subscription Service, click **Check Subscription**, then follow the directions provided by your Xerox representative.

Troubleshooting

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

Use printer menus

Xerox® B305/B315 Multifunction Printer User Guide

Maintain the printer

This chapter contains:

Checking the status of parts and supplies

1. From the home screen, touch **Status/Supplies**.

2. Select the parts or supplies that you want to check.

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

Configuring supply notifications

1. Open a web browser, 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**.

3. From the Supplies menu, click **Custom Supply Notifications**.

4. Select a notification for each supply item.

5. Apply the changes.

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 Parts and Supplies

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

> ⚠️ **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.
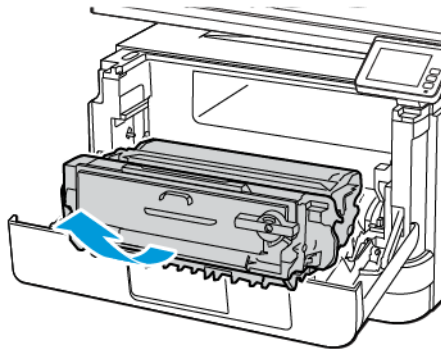
Replacing parts and supplies

REPLACING THE TONER CARTRIDGE

1. Open the front door.

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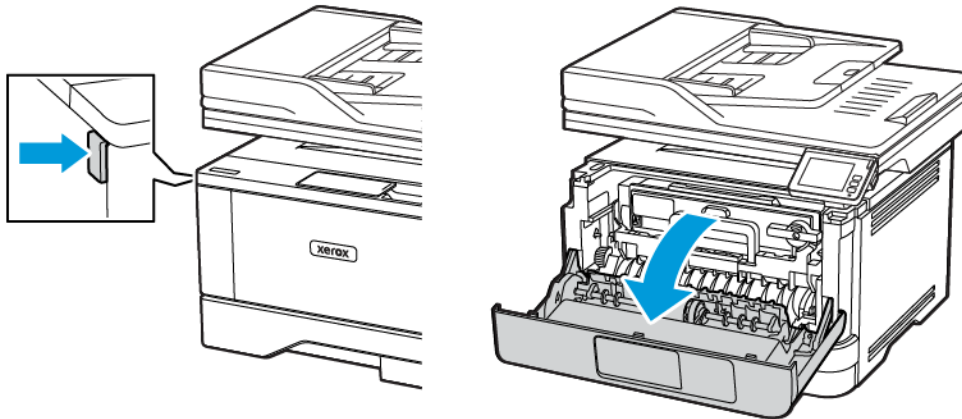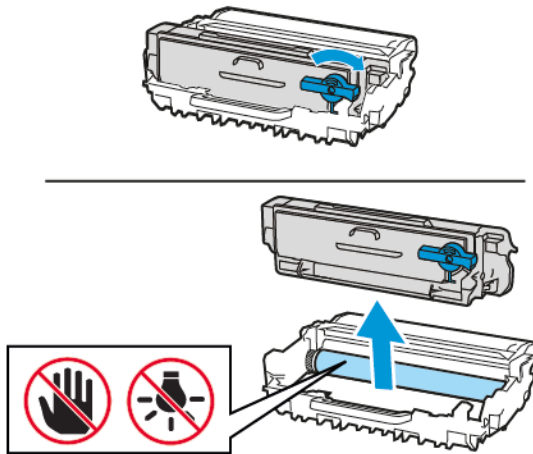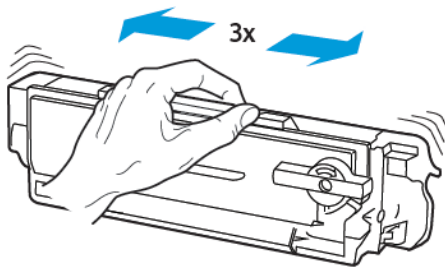

2. Remove the imaging unit.

3. Twist the blue latch, and then remove the used toner cartridge from the imaging unit.

> ⚠ **Warning:** Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.
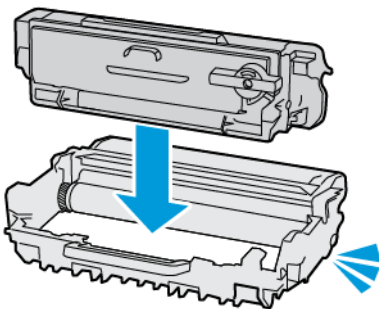
> ⚠ **Warning:** Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.

4. Unpack the new toner cartridge.

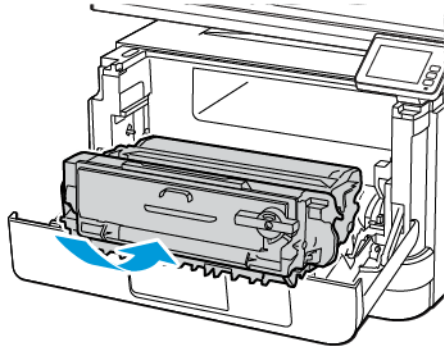5. Shake the toner cartridge to redistribute the toner.

6. Insert the new toner cartridge into the imaging unit until it *clicks* into place.
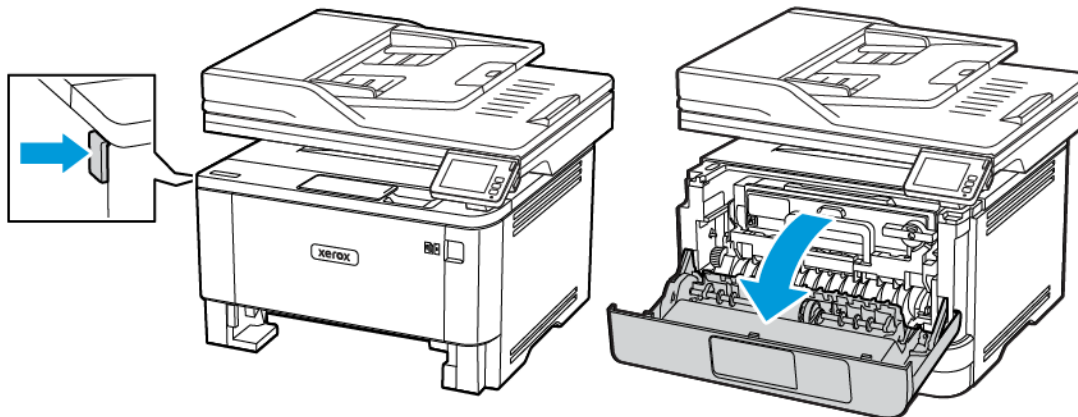
7. Insert the imaging unit.

8. Close the door.

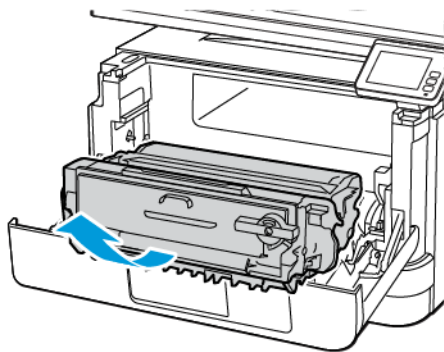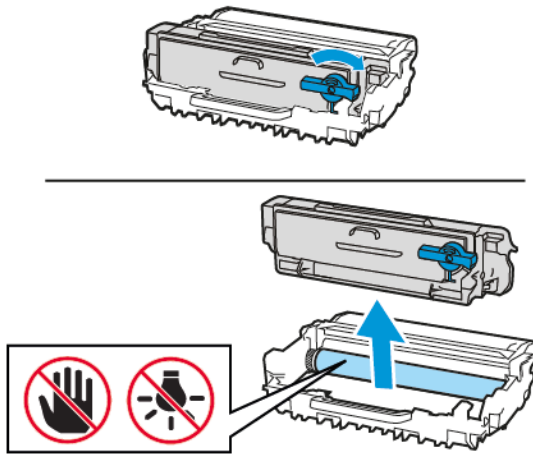## REPLACING THE IMAGING UNIT

1. Open the front door.

⚠ **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. Remove the used imaging unit.

3. Twist the blue latch, and then remove the toner cartridge from the used imaging unit.

4. Unpack the new imaging unit, and then insert the toner cartridge until it *clicks* into place.

> ⚠ **Warning:** Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

> ⚠ **Warning:** Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.
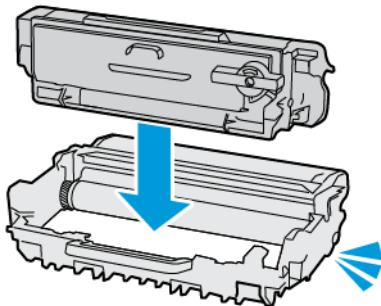
5. Insert the new imaging unit.
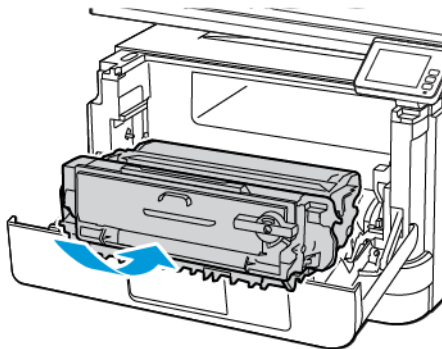
6. Close the door.

REPLACING THE TRAY

1. Remove the used tray.

2. Unpack the new tray.
3. Insert the new tray.

Cleaning printer parts

CLEANING THE PRINTER

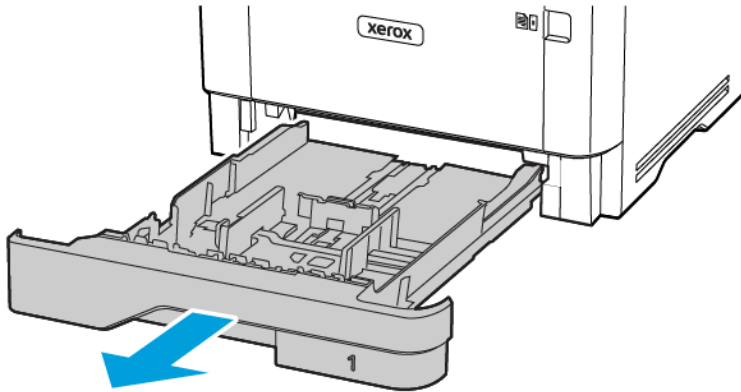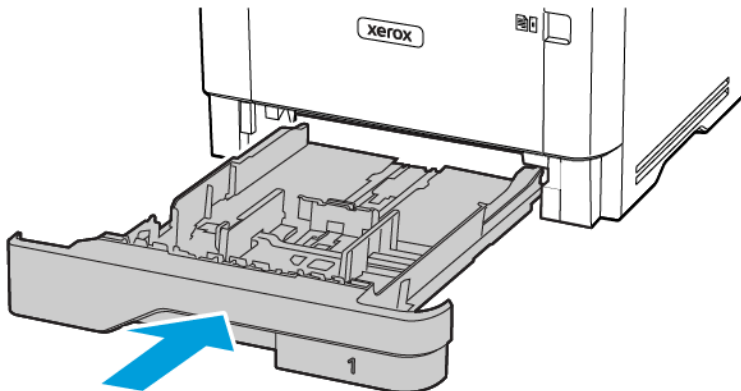> ⚡ **CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock when cleaning the exterior of the printer, unplug the power cord from the electrical outlet and disconnect all cables from the printer before proceeding.

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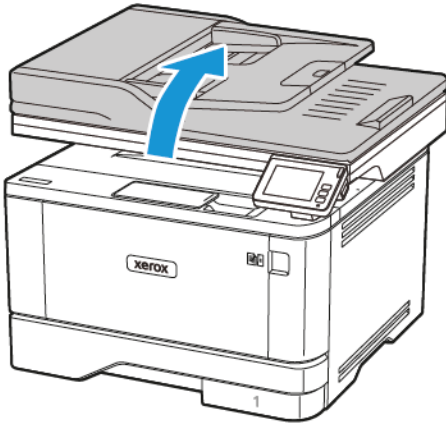
2. Using a damp, soft, lint-free cloth, wipe the following areas:

   a. ADF glass pad

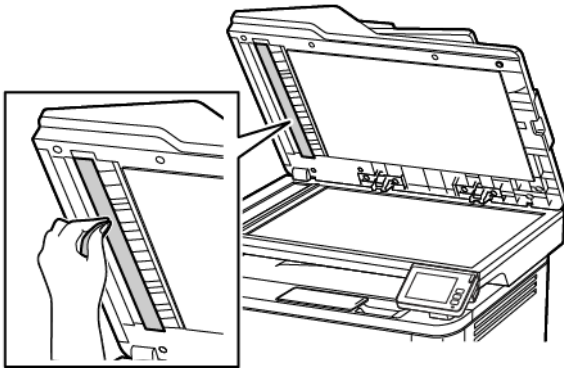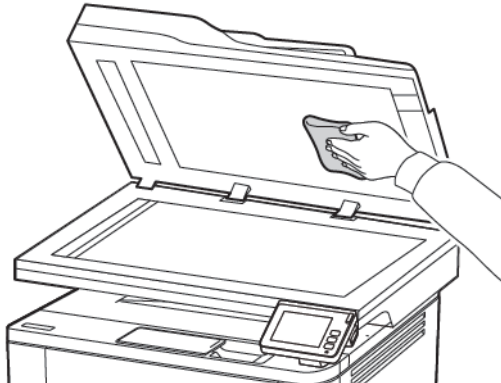   📝 Note: In some printer models, this location has an ADF glass instead of a pad.
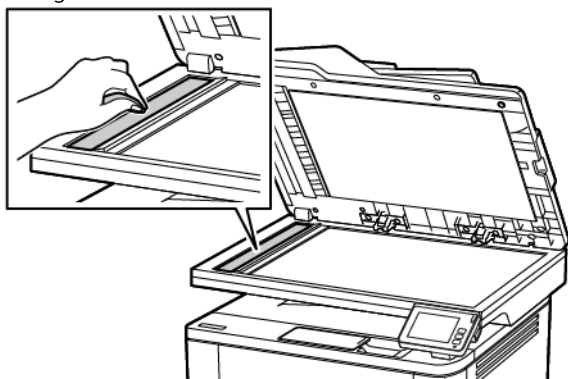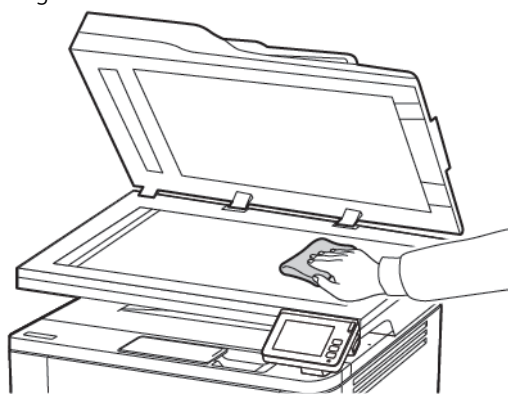
   b. Scanner glass pad

c. ADF glass

d. Scanner glass

3. Close the scanner cover.

Saving energy and paper

CONFIGURING THE POWER SAVE MODE SETTINGS

Sleep mode

1. From the home screen, touch **Settings** > **Device** > **Power Management** > **Timeouts** > **Sleep Mode**.

2. Specify the amount of time that the printer stays idle before it enters Sleep Mode.

Hibernate mode

1. From the home screen, touch **Settings** > **Device** > **Power Management** > **Timeouts** > **Hibernate Timeout**.

2. Select the amount of time that the printer stays idle before it enters Hibernate mode.

   • For Hibernate Timeout to work, set Hibernate Timeout on Connection to Hibernate.

   • The Embedded Web Server is disabled when the printer is in Hibernate mode.

ADJUSTING THE BRIGHTNESS OF THE PRINTER DISPLAY

1. From the home screen, touch **Settings** > **Device** > **Preferences** > **Screen Brightness**.

2. 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 to Another Location

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

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

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

- 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.

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

Troubleshoot a problem
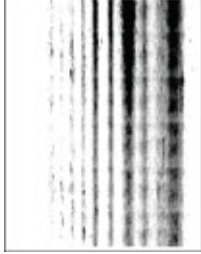
This chapter contains:

Print quality problems

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

Blank or white pages	Dark print	Fine lines are not printed correctly	Folded or wrinkled paper
Gray background	Horizontal light bands	Incorrect margins	Light print
Mottled print and dots	Paper curl	Print crooked or skewed	Repeating defects

Solid black pages	Text or images cut off	Toner easily rubs off	Vertical dark bands
Vertical dark lines or streaks	Vertical dark streaks with print missing	Vertical light bands	Vertical white lines

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
Step 1 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the cartridge is not supported, then install a supported one. 2 Print the document. Is the printer printing blank or white pages?	Go to step 2.	The problem is solved.
Step 2 1 Remove the imaging unit. Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. Do not touch the photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs. 2 Check the imaging unit for signs of damage.	Go to step 3.	The problem is solved.

ACTION	YES	NO
Make sure that the photoconductor drum contact is not bent or out of place. 3 Firmly shake the imaging unit to redistribute the toner. 4 Insert the imaging unit. 5 Print the document. Is the printer printing blank or white pages?		
Step 3 Replace the toner cartridge. Is the printer printing blank or white pages?	Go to step 4.	The problem is solved.
Step 4 Replace the imaging unit. Is the printer printing blank or white pages?	Contact Customer Support.	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
Step 1 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the cartridge is not supported, then install a supported one. 2 Print the document. Is the print dark?	Go to step 2.	The problem is solved.
Step 2 1 Turn off the printer, wait for about 10 seconds, and then turn on the printer. 2 Reduce toner darkness. From the control panel, navigate to: **Settings > Print > Quality > Toner Darkness** 3 Print the document. Is the print dark?	Go to step 3.	The problem is solved.
Step 3 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Make sure that the setting matches the paper loaded. • You can also change the setting on the printer control panel. Navigate to **Settings > Paper > Tray Configuration > Paper Size/Type**. 2 Print the document. Is the print dark?	Go to step 4.	The problem is solved.
Step 4 Check if the paper has texture or rough finishes. Are you printing on textured or rough paper?	Go to step 5.	Go to step 6.

ACTION	YES	NO
Step 5 1 Replace textured paper with plain paper. 2 Print the document. Is the print dark?	Go to step 6.	The problem is solved.
Step 6 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 dark?	Go to step 7.	The problem is solved.
Step 7 1 Remove, and then insert the imaging unit. Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. Do not touch the photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs. 2 Print the document. Is the print dark?	Go to step 8.	The problem is solved.
Step 8 1 Replace the imaging unit. 2 Print the document. Is the print dark?	Contact Customer Support.	The problem is solved.

Fine lines are not printed correctly

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

ACTION	YES	NO
Step 1 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the cartridge is not supported, then install a supported one. 2 Print the document. Are fine lines not printed correctly?	Go to step 2.	The problem is solved.
Step 2 1 Increase toner darkness. From the control panel, navigate to: **Settings > Print > Quality > Toner Darkness** 2 Print the document. Are fine lines not printed correctly?	Contact Customer Support.	The problem is solved.

Folded or wrinkled paper

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

ACTION	YES	NO
Step 1 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the cartridge is not supported, then install a supported one. 2 Print the document. Is the paper folded or wrinkled?	Go to step 2.	The problem is solved.
Step 2 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 folded or wrinkled?	Go to step 3.	The problem is solved.
Step 3 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Make sure that the setting matches the paper loaded. • You can also change the setting from the printer control panel. Navigate to **Settings > Paper > Tray Configuration > Paper Size/Type**. 2 Print the document. Is the paper folded or wrinkled?	Contact Customer Support.	The problem is solved.

Gray background

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

ACTION	YES	NO
Step 1 1 Turn off the printer, wait for 10 seconds, and then turn on the printer. 2 Decrease toner darkness. From the control panel, navigate to: **Settings > Print > Quality > Toner Darkness** 3 Print the document. Does gray background appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the toner cartridge is not supported, then install a supported one. 2 Print the document. Does gray background appear on prints?	Go to step 3.	The problem is solved.
Step 3 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Make sure that the setting matches the paper loaded.	Go to step 4.	The problem is solved.

ACTION	YES	NO
• You can also change the setting from the printer control panel. Navigate to **Settings > Paper > Tray Configuration > Paper Size/Type**. 2 Print the document. Does gray background appear on prints?		
Step 4 1 Remove, and then insert the imaging unit. Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. Do not touch the photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs. 2 Print the document. Does gray background appear on prints?	Go to step 5.	The problem is solved.
Step 5 1 Update the printer firmware. For more information, see Updating Software. 2 Print the document. Does gray background appear on prints?	Go to step 6.	The problem is solved.
Step 6 1 Replace the imaging unit. 2 Print the document. Does gray background appear on prints?	Contact Contacting customer support.	The problem is solved.

Incorrect margins

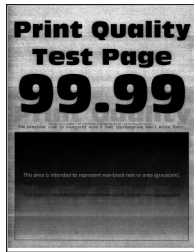| ACTION	YES	NO
Step 1 1 Adjust the paper guides to the correct position for the paper loaded. 2 Print the document. Are the margins correct?	The problem is solved.	Go to step 2.
Step 2 1 Set the paper size. From the control panel, navigate to: **Settings > Paper > Tray Configuration > Paper Size/ Type** 2 Print the document. Are the margins correct?	The problem is solved.	Go to step 3.
Step 3 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 Customer Support.

Light print

🖉 Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.
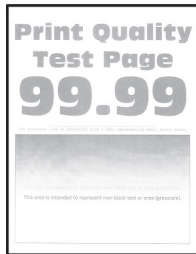
ACTION	YES	NO
Step 1 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the cartridge is not supported, then install a supported one. 2 Print the document. Is the print light?	Go to step 2.	The problem is solved.
Step 2 1 Turn off the printer, wait for about 10 seconds, and then turn on the printer. 2 Increase toner darkness. From the control panel, navigate to: **Settings** > **Print** > **Quality** > **Toner Darkness** 3 Print the document. Is the print light?	Go to step 3.	The problem is solved.
Step 3 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Make sure that the setting matches the paper loaded. • You can also change the setting on the printer control panel. Navigate to **Settings** > **Paper** > **Tray**	Go to step 4.	The problem is solved.

ACTION	YES	NO
Configuration > **Paper Size/Type**. 2 Print the document. Is the print light?		
Step 4 1 Depending on your operating system, specify the print resolution from the Printing Preferences or Print dialog. 2 Set the resolution to **600 dpi**. 3 Print the document. Is the print light?	Go to step 5.	The problem is solved.
Step 5 1 Remove the imaging unit. Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light can cause print quality problems. Do not touch the photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs. 2 Firmly shake the imaging unit to redistribute the toner. 3 Insert the imaging unit. 4 Turn off the printer, wait for 10 seconds, and then turn on the printer. 5 Print the document. Is the print light?	Go to step 6.	The problem is solved.

ACTION	YES	NO
Step 6 1 Check the status of the toner cartridge. From the control panel, navigate to: **Settings > Reports > Device > Device Statistics** 2 From the Supply Information section of the pages printed, check the status of the toner cartridge. Is the toner cartridge near end of life?	Go to step 7.	Contact Contacting customer support.
Step 7 1 Replace the toner cartridge. 2 Print the document. Is the print light?	Contact Contacting customer support.	The problem is solved.

Mottled print and dots

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

ACTION	YES	NO
Step 1 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the cartridge is not supported, then install a supported one. 2 Print the document. Is the print mottled?	Go to step 2.	The problem is solved.
Step 2 Check the printer for leaked toner contamination. Is the printer free of leaked toner?	Go to step 3.	Contact Customer Support.
Step 3 1 Check the status of the imaging unit. From the control panel, navigate to: **Settings > Reports > Device > Device Statistics** 2 From the Supply Information section of the pages printed, check the status of the imaging unit. Is the imaging unit near end of life?	Go to step 4.	Contact Customer Support.
Step 4 1 Replace the imaging unit. 2 Print the document. Is the print mottled?	Contact Customer Support.	The problem is solved.

Paper curl

ACTION	YES	NO
Step 1 1 Adjust the guides in the tray to the correct position for the paper loaded. 2 Print the document. Is the paper curled?	Go to step 2.	The problem is solved.
Step 2 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Make sure that the setting matches the paper loaded. • You can also change the setting on the printer control panel. Navigate to: **Settings > Paper > Tray Configuration > Paper Size/Type** 2 Print the document. Is the paper curled?	Go to step 3.	The problem is solved.
Step 3 Print on the other side of the paper. 1 Remove paper, flip it over, and then reload paper. 2 Print the document. Is the paper curled?	Go to step 4.	The problem is solved.
Step 4 1 Load paper from a fresh package. 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 Customer Support.	The problem is solved.

Print crooked or skewed

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

ACTION	YES	NO
Step 1 1 Adjust the 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.
Step 2 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.

ACTION	YES	NO
Step 3 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 Customer Support.	The problem is solved.
Step 4 1 For two-sided printing, check if the paper size setting in the duplex unit is set correctly. Letter, legal, Oficio, or folio must be set to Letter. 2 Print the document. Is the print crooked or skewed?	Contact Customer Support.	The problem is solved.

Solid black 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
Step 1 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the toner cartridge is not supported, then install a supported one. 2 Print the document. Is the printer printing solid black pages?	Go to step 2.	The problem is solved.
Step 2 1 Remove, and then insert the imaging unit. Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. Do not touch the photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs. 2 Print the document. Is the printer printing solid black pages?	Go to step 3.	The problem is solved.
Step 3 Check the imaging unit for signs of damage. Make sure that the photoconductor drum contact is not bent or out of place. Is the imaging unit free from damage?	Contact Customer Support.	Go to step 4.
Step 4 1 Replace the imaging unit. 2 Print the document. Is the printer printing solid black pages?	Contact Customer Support.	The problem is solved.

Text or images cut off

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

ACTION	YES	NO
Step 1 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the toner cartridge is not supported, then install a supported one. 2 Print the document. Are text or images cut off?	Go to step 2.	The problem is solved.

Step 2
1 Remove, and then insert the imaging unit.
   Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.
   Do not touch the photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs.
2 Print the document.
Are text or images cut off?
	Go to step 3.	The problem is solved.

Step 3 1 Replace the imaging unit. 2 Print the document. Are text or images cut off?	Contact Customer Support.	The problem is solved.

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
Step 1 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the toner cartridge is not supported, then install a supported one. 2 Print the document. Does toner easily rub off?	Go to step 2.	The problem is solved.
Step 2 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Make sure that the setting matches the paper loaded. • You can also change the setting on the printer control panel. Navigate to **Settings > Paper > Tray Configuration > Paper Size/Type**. 2 Print the document. Does toner easily rub off?	Contact Customer Support.	The problem is solved.

Horizontal light bands

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

ACTION	YES	NO
Step 1 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the cartridge is not supported, then install a supported one. 2 Print the document. Do horizontal light bands appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Remove, and then insert the imaging unit. Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. Do not touch the photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs. 2 Print the document. Do horizontal light bands appear on prints?	Go to step 3.	The problem is solved.
Step 3 1 Replace the imaging unit. 2 Print the document. Do horizontal light bands appear on prints?	Contact Customer Support.	The problem is solved.

Vertical light bands

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

ACTION	YES	NO
Step 1 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the cartridge is not supported, then install a supported one. 2 Print the document. Do vertical light bands appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Check the status of the toner cartridge. From the control panel, navigate to: **Settings** > **Reports** > **Device** > **Device Statistics** 2 From the Supply Information section of the pages printed, check the status of the toner cartridge. Do vertical light bands appear on prints?	Go to step 3.	The problem is solved.
Step 3 1 Replace the toner cartridge. 2 Print the document. Do vertical light bands appear on prints?	Contact Customer Support.	The problem is solved.

Vertical white lines

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

ACTION	YES	NO
Step 1 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the cartridge is not supported, then install a supported one. 2 Print the document. Do vertical white lines appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Make sure that the setting matches the paper loaded. • You can also change the setting on the printer control panel. Navigate to **Settings > Paper > Tray Configuration > Paper Size/Type**. 2 Print the document. Do vertical white lines appear on prints?	Contact Customer Support.	The problem is solved.

Vertical dark bands

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

ACTION	YES	NO
Step 1 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the toner cartridge is not supported, then install a supported one. 2 Print the document. Do vertical dark bands appear on prints?	Go to step 2.	The problem is solved.

Step 2
1 Remove, and then insert the imaging unit.
 	
   Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.
 	
   Do not touch the photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs.
2 Print the document.
 	
Do vertical dark bands appear on prints?
	Go to step 3.	The problem is solved.

Step 3 1 Check if a bright light enters the right side of the printer, and move the printer if necessary. 2 Print the document. Do vertical dark bands appear on prints?	Contact Customer Support.	The problem is solved.

Vertical dark lines or streaks

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

ACTION	YES	NO
Step 1 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the toner cartridge is not supported, then install a supported one. 2 Print the document. Do vertical dark lines or streaks appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Remove, and then reinstall the imaging unit. Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light can cause print quality problems. Do not touch the photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs. 2 Print the document. Do vertical dark lines or streaks appear on prints?	Go to step 3.	The problem is solved.
Step 3 1 Replace the imaging unit. 2 Print the document. Do vertical dark lines or streaks appear on prints?	Contact Customer Support.	The problem is solved.

Vertical dark streaks with print missing
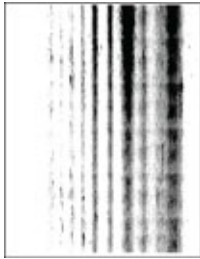

🖉 Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

ACTION	YES	NO
Step 1 1 Remove, and then insert the imaging unit. Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. Do not touch the photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs. 2 Print the document. Do vertical dark streaks with missing images appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Check if the printer is using a genuine and supported Xerox toner cartridge. If the toner cartridge is not supported, then install a supported one. 2 Print the document. Do vertical dark streaks with missing images appear on prints?	Contact Customer Support.	The problem is solved.

Repeating defects

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

ACTION	YES	NO
Step 1 Using the Print Quality Test Pages, check if the distance between the repeating defects is equal to any of the following: **Imaging unit** • 96mm (3.78in.) • 37.7mm (1.48in.) **Toner cartridge** • 43.5mm (1.71in.) • 37.5mm (1.48in.) **Transfer roller** • 52mm (2.05in.) **Fuser** • 79.8mm (3.14in.) • 62.5mm (2.46in.) Does the distance between the repeating defects match the toner cartridge or imaging unit measurements?	Go to step 2. If the repeating defects match the transfer roller or fuser measurements, then contact Contacting customer support.	Take note of the distance, and then contact Contacting customer support.
Step 2 1 Replace the affected supply item. 2 Print the document. Do the repeating defects appear?	Contact Contacting customer support.	The problem is solved.

PRINT JOBS DO NOT PRINT

ACTION	YES	NO
Step 1 1 From the document you are trying to print, open the Print dialog, and 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.
Step 2 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.
Step 3 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.
Step 4 1 Turn off the printer, wait for about 10 seconds, and then turn on the printer. 2 Print the document. Is the document printed?	The problem is solved.	Go to step 5.
Step 5 1 Remove, and then reinstall the print driver. 2 Print the document. Is the document printed?	The problem is solved.	Contact Customer Support.

SLOW PRINTING

ACTION	YES	NO
Step 1 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.
Step 2 1 Make sure that the printer is not in Quiet Mode. From the home screen, touch **Settings > Device > Maintenance > Config Menu > Device Operations > Quiet Mode**. 2 Print the document. Is the printer printing slow?	Go to step 3.	The problem is solved.
Step 3 1 Depending on your operating system, specify the print resolution from the Printing Preferences or Print dialog. 2 Set the resolution to **600 dpi**. 3 Print the document. Is the printer printing slow?	Go to step 4.	The problem is solved.
Step 4 1 From the home screen, touch **Settings > Print > Quality > Print Resolution**. 2 Set the resolution to **600 dpi**. 3 Print the document. Is the printer printing slow?	Go to step 5.	The problem is solved.
Step 5 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Make sure that the setting matches the paper loaded.	Go to step 6.	The problem is solved.

ACTION	YES	NO
• You can also change the setting on the printer control panel. • Heavier paper prints more slowly. • Paper narrower than letter, A4, and legal may print more slowly. 2 Print the document. Is the printer printing slow?		
Step 6 1 Make sure that the printer settings for texture and weight match the paper being loaded. From the home screen, touch **Settings > Paper > Media Configuration > Media Types**. Rough paper textures and heavy paper weights may print more slowly. 2 Print the document. Is the printer printing slow?	Go to step 7.	The problem is solved.
Step 7 Remove held jobs. Is the printer printing slow?	Go to step 8.	The problem is solved.
Step 8 1 Make sure that the printer is not overheating. • Allow the printer to cool down after a long print job. • Observe the recommended ambient temperature for the printer. For more information, see Selecting a location for the printer. 2 Print the document. Is the printer printing slow?	Contact Customer Support.	The problem is solved.

JOB PRINTS FROM THE WRONG TRAY OR ON THE WRONG PAPER

ACTION	YES	NO
Step 1 1 Check if you are printing on the correct paper. 2 Print the document. Is the document printed on the correct paper?	Go to step 2.	Load the correct paper size and paper type.
Step 2 1 Depending on your operating system, specify the paper size and paper type from the Printing Preferences or Print dialog. You can also change the settings on the printer control panel. Navigate to: **Settings > Paper > Tray Configuration > Paper Size/Type** 2 Make sure that the settings match the paper loaded. 3 Print the document. Is the document printed on the correct paper?	The problem is solved.	Go to step 3.
Step 3 1 Check if the trays are linked. For more information, see Linking trays. 2 Print the document. Is the document printed from the correct tray?	The problem is solved.	Contact Customer Support.

CONFIDENTIAL AND OTHER HELD DOCUMENTS DO NOT PRINT

ACTION	YES	NO
Step 1 1 From the control panel, check if the documents appear in the Held Jobs list. If the documents are not listed, then print the documents using the Print and Hold options. 2 Print the documents. Are the documents printed?	The problem is solved.	Go to step 2.
Step 2 The print job may contain a formatting error or invalid data. • Delete the print job, and then send it again. • For PDF files, generate a new file, and then print the documents. Are the documents printed?	The problem is solved.	Go to step 3.

ACTION	YES	NO
Step 3 If you are printing from the Internet, then the printer may be reading the multiple job titles as duplicates. **For Windows users** 1 Open the Printing Preferences dialog. 2 From the Print and Hold tab, click **Use Print and Hold**, and then click **Keep duplicate documents**. 3 From the Confidential Print section, enter a PIN. 4 Print the documents. **For Macintosh users** 1 Save and name each job differently. 2 Send the job individually. Are the documents printed?	The problem is solved.	Go to step 4.
Step 4 1 Delete some held jobs to free up printer memory. 2 Print the documents. Are the documents printed?	The problem is solved.	Contact Customer Support.

The printer is not responding

ACTION	YES	NO
Step 1 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.
Step 2 Check if the electrical outlet is turned off by a switch or breaker. Is the electrical outlet turned off by a switch or breaker?	Turn on the switch or reset the breaker.	Go to step 3.
Step 3 Check if the printer is on. Is the printer on?	Go to step 4.	Turn on the printer.
Step 4 Check if the printer is in Sleep or Hibernate mode. Is the printer in Sleep or Hibernate mode?	Press the power button to wake the printer.	Go to step 5.
Step 5 Check if the cables connecting the printer and the computer are inserted to the correct ports. Are the cables inserted to the correct ports?	Go to step 6.	Insert the cables to the correct ports.
Step 6 Turn off the printer, install the hardware options, and then turn on the printer. For more information, see the documentation that came with the	The problem is solved.	Go to step 7.

ACTION	YES	NO
option. Is the printer responding?		
Step 7 Install the correct print driver. Is the printer responding?	The problem is solved.	Go to step 8.
Step 8 Turn off the printer, wait for about 10 seconds, and then turn on the printer. Is the printer responding?	The problem is solved.	Contact Customer Support.

Unable to read flash drive

ACTION	YES	NO
Step 1 Check if the printer is not busy processing another print, copy, scan, or fax job. Is the printer ready?	Go to step 2.	Wait for the printer to finish processing the other job.
Step 2 Check if the flash drive is supported. For more information, see Supported flash drives and file types. Is the flash drive supported?	Go to step 3.	Insert a supported flash drive.
Step 3 Remove, and then insert the flash drive. Does the printer recognize the flash drive?	The problem is solved.	Contact Customer Support.

Enabling the USB port

From the home screen, touch **Settings** > **Network/Ports** > **USB** > **Enable USB Port**.

Network connection problems

CANNOT OPEN EMBEDDED WEB SERVER

ACTION	YES	NO
Step 1 Check if the printer is on. Is the printer on?	Go to step 2.	Turn on the printer.
Step 2 Make sure that the printer IP address is correct. • View the IP address on the home screen. • An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123. Is the printer IP address correct?	Go to step 3.	Type the correct printer IP address in the address field.
Step 3 Check if you are using a supported browser: • Internet Explorer version 11 or later • Microsoft Edge • Safari version 6 or later • Google Chrome™ version 32 or later • Mozilla Firefox version 24 or later Is your browser supported?	Go to step 4.	Install a supported browser.
Step 4 Check if the network connection is working. Is the network connection working?	Go to step 5.	Contact your administrator.
Step 5 Make sure that the cable connections to the printer and print server are secure. For more information, see the documentation	Go to step 6.	Secure the cable connections.

ACTION	YES	NO
that came with the printer. Are the cable connections secure?		
Step 6 Check if the web proxy servers are disabled. Are the web proxy servers disabled?	Go to step 7.	Contact your administrator.
Step 7 Access the Embedded Web Server. Did the Embedded Web Server open?	The problem is solved.	Contact Customer Support.

CANNOT CONNECT THE PRINTER TO THE WI-FI NETWORK

ACTION	YES	NO
Step 1 Make sure that Active Adapter is set to Auto. From the home screen, touch **Settings > Network/Ports > Network Overview > Active Adapter > Auto**. Can the printer connect to the Wi-Fi network?	The problem is solved.	Go to step 2.
Step 2 Check if the correct Wi-Fi network is selected. Some routers may share the default SSID. Are you connecting to the correct Wi-Fi network?	Go to step 4.	Go to step 3.
Step 3 Connect to the correct Wi-Fi network. For more information, see Connecting the printer to a Wi-Fi network. Can the printer connect to the Wi-Fi network?	The problem is solved.	Go to step 4.

ACTION	YES	NO
Step 4 Check the wireless security mode. From the home screen, touch **Settings > Network/Ports > Wireless > Wireless Security Mode**. Is the correct wireless security mode selected?	Go to step 6.	Go to step 5.
Step 5 Select the correct wireless security mode. Can the printer connect to the Wi-Fi network?	The problem is solved.	Go to step 6.
Step 6 Make sure that you entered the correct network password. Take note of the spaces, numbers, and capitalization in the password. Can the printer connect to the Wi-Fi network?	The problem is solved.	Contact Customer Support.

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 SUPPLY

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

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

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

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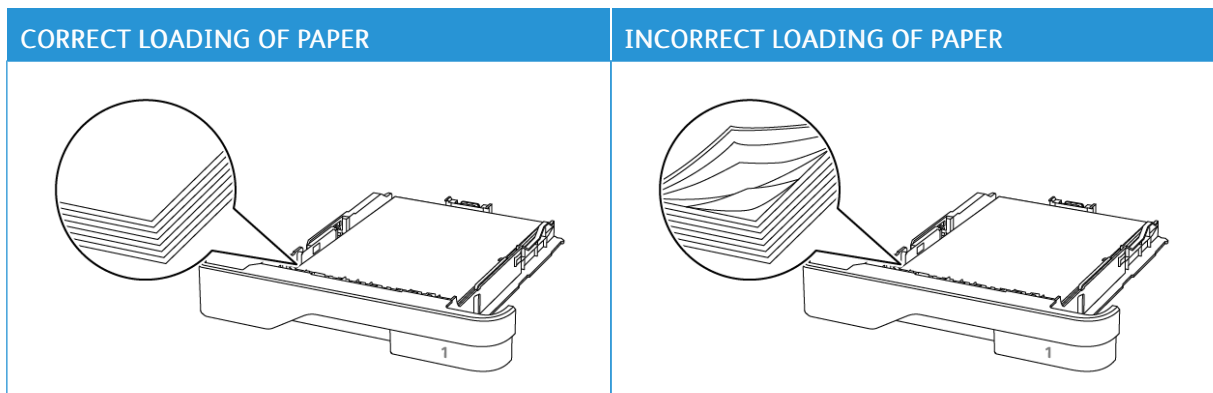
If you do not want to accept these risks, then remove the third-party supply or part from your printer and install a genuine Xerox supply or part. For more information, refer to Using Genuine Xerox Supplies.

Clearing jams

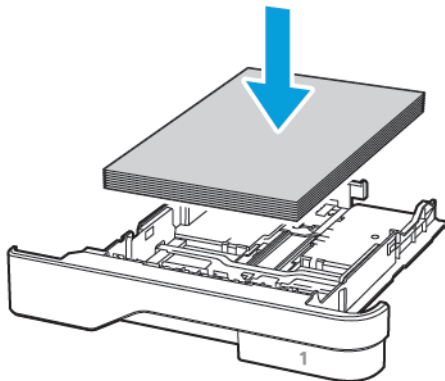## AVOIDING JAMS

Load paper properly

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

CORRECT LOADING OF PAPER	INCORRECT LOADING OF PAPER

• 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.
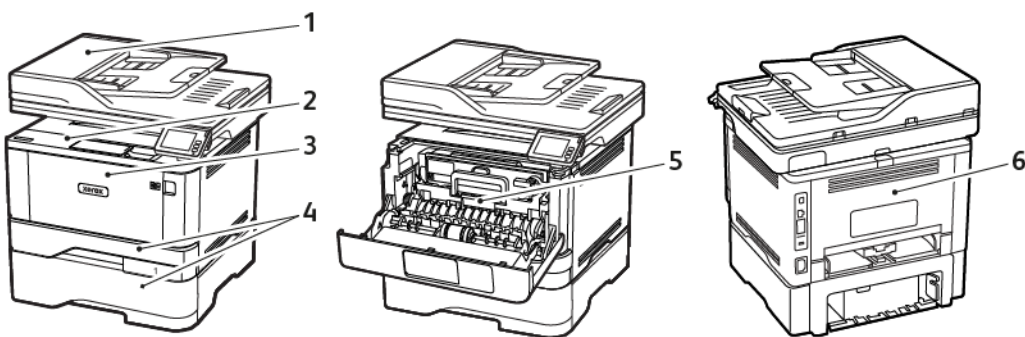
1. Automatic document feeder
2. Standard bin
3. Multipurpose feeder
4. Trays
5. Duplex unit
6. Rear door

PAPER JAM IN THE AUTOMATIC DOCUMENT FEEDER
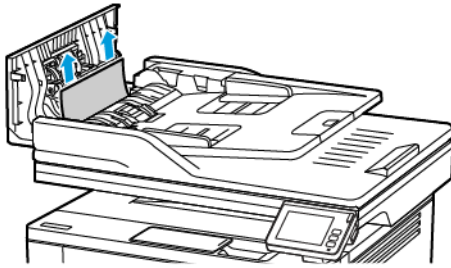
1. Remove all original documents from the ADF tray.

2. Open the ADF cover.
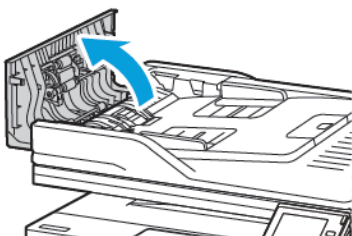
3. Remove the jammed paper.

    🖉 Note: Make sure that all paper fragments are removed.

4. Close the ADF cover.

PAPER JAM IN THE STANDARD OUTPUT TRAY

1. Raise the scanner, and then remove the jammed paper.

    🖉 Note: Ensure that all paper fragments are removed.
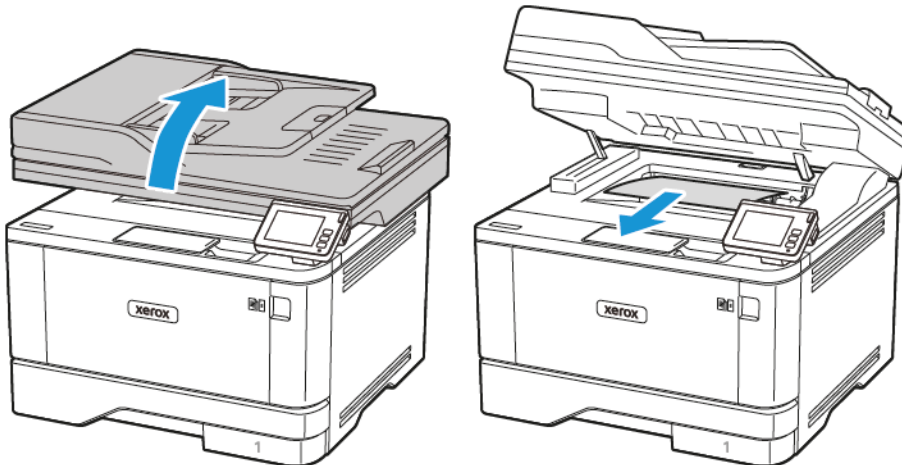
2. Lower the scanner.

PAPER JAM IN THE MULTIPURPOSE FEEDER

1. Remove paper from the multipurpose feeder.
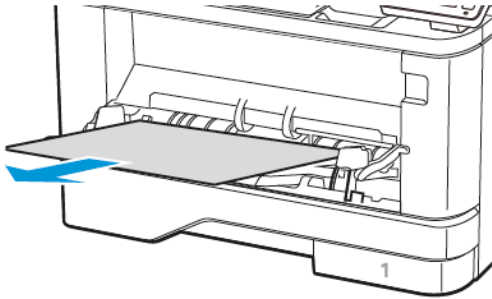
2. Remove the jammed paper.

    🖉 Note: Ensure that all paper fragments are removed.

3. Close the multipurpose feeder.

4. Open the front door.

> **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.
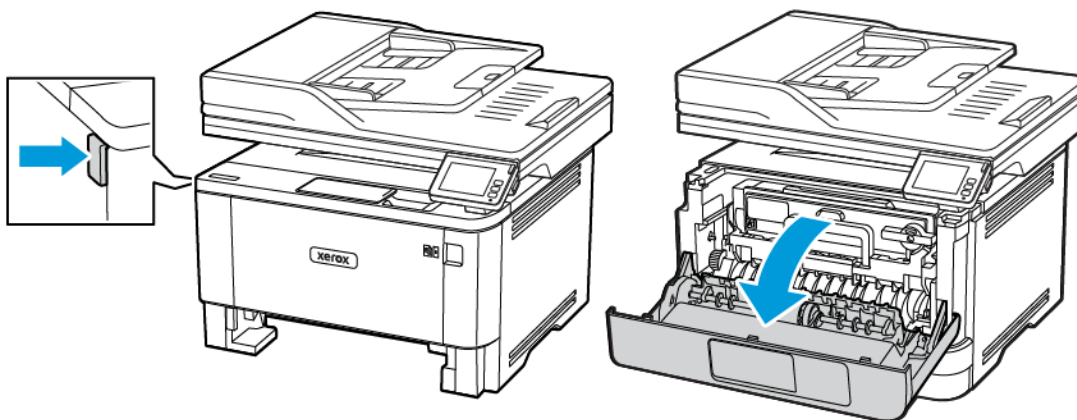
5. Remove the imaging unit.
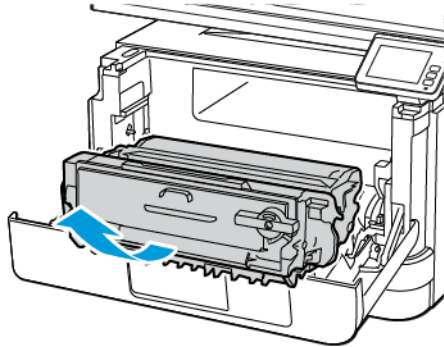
> **Warning—Potential Damage:** Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

> **Warning—Potential Damage:** Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.
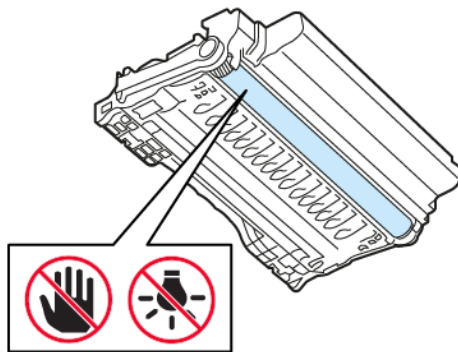
6. Remove the jammed paper.

> ⚠ **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.

> 🖉 Note: Make sure that all paper fragments are removed.
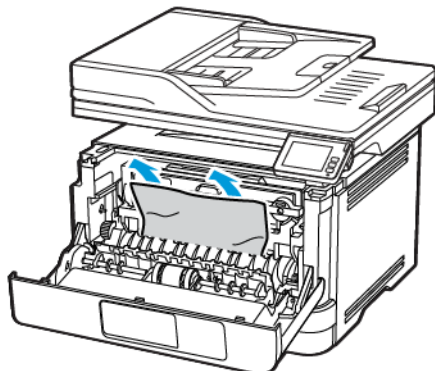
7. Insert the imaging unit.
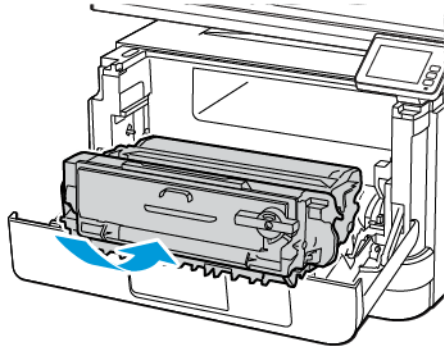
8. Close the door.

9. Open the multipurpose feeder.
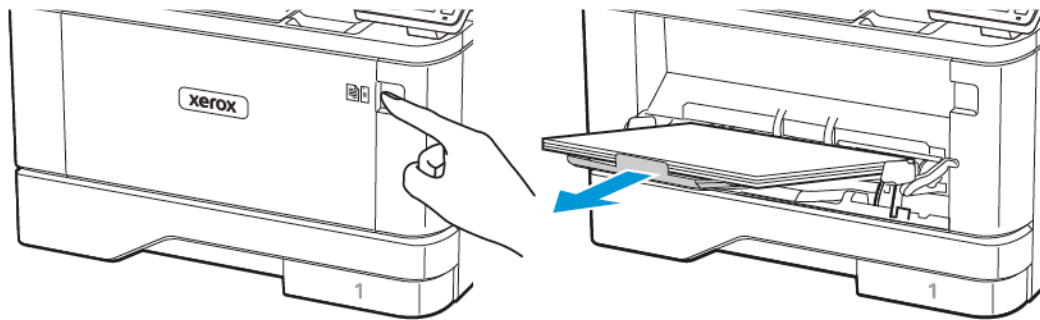
10. Flex, fan, and align the paper edges before loading.
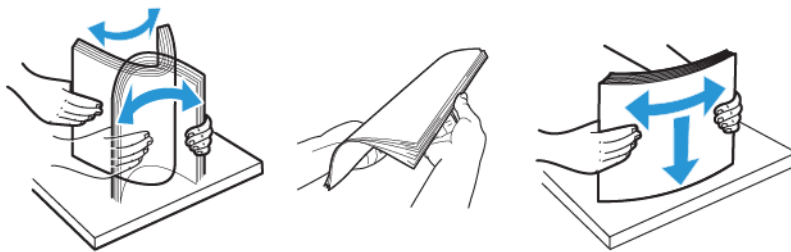
11.	Reload paper.
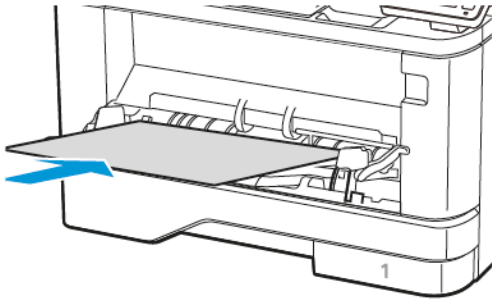
PAPER JAM IN TRAYS

1.	Remove the tray.
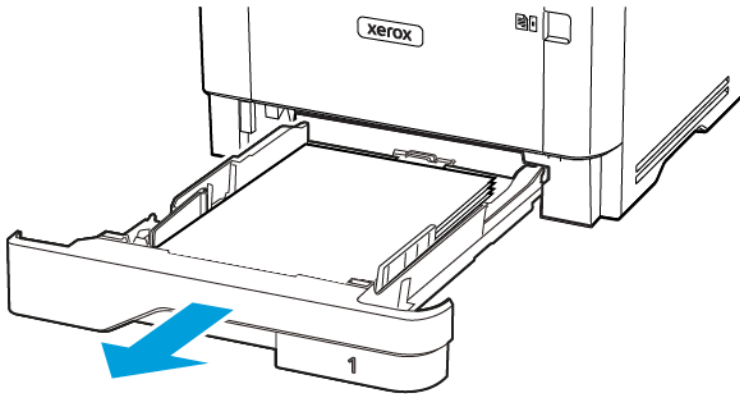
2.	Open the front door.

> **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.
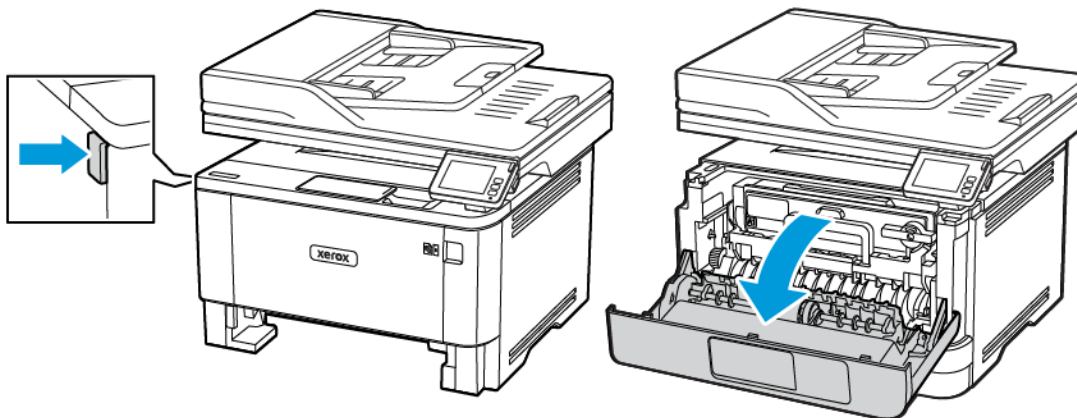
3. Remove the imaging unit.
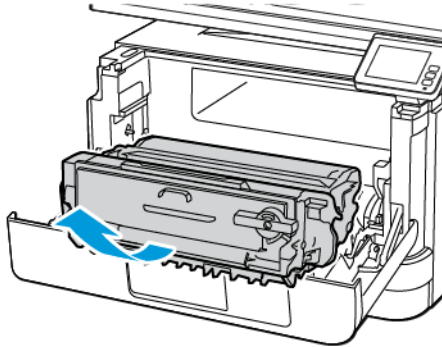
> **Warning—Potential Damage:** Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

> **Warning—Potential Damage:** Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.
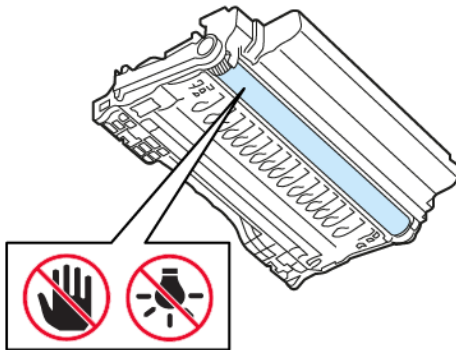
4. Remove the jammed paper.

> ⚠ **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.

✎ Note: Make sure that all paper fragments are removed.
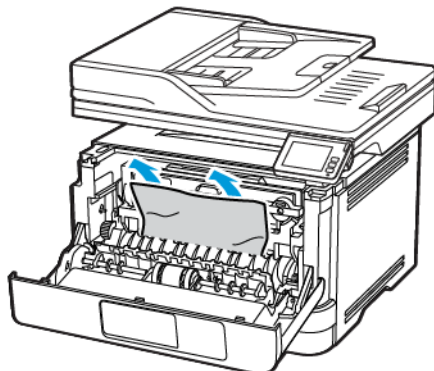
5.   Insert the imaging unit.
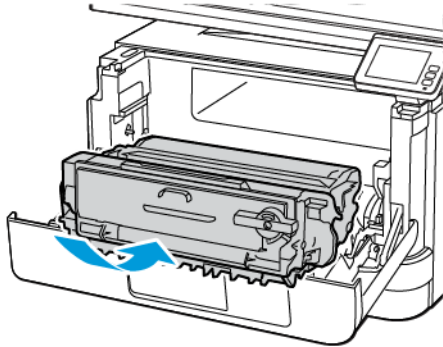

6.   Close the front door, then insert the tray.

7.   Open the rear door.

> ⚠ **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.
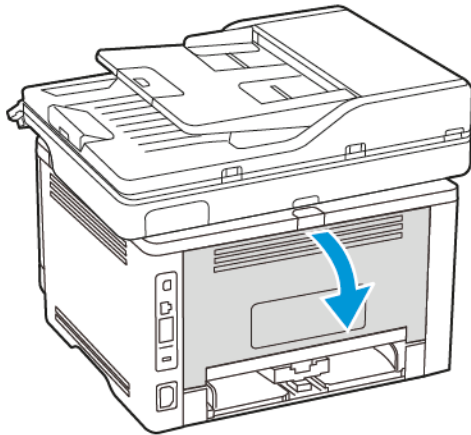
8.   Remove the jammed paper.

> ✎   Note: Make sure that all paper fragments are removed.
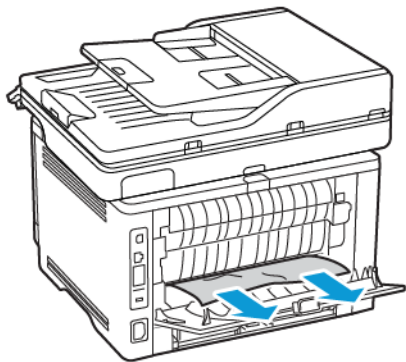
9. Close the rear door.

10. Remove the optional tray.
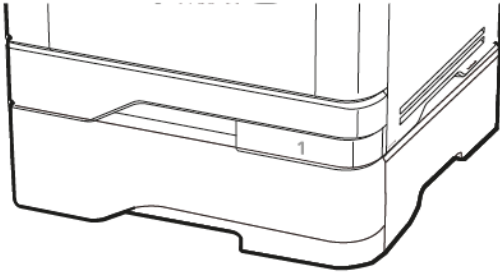
11. Remove the jammed paper.

    ✏️ Note: Make sure that all paper fragments are removed.
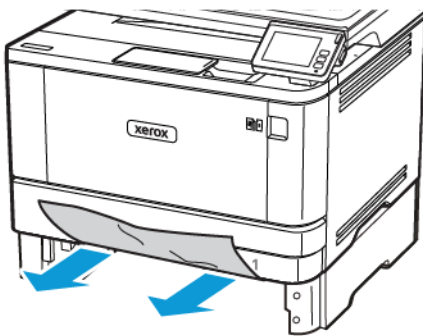
12. Insert the tray.

PAPER JAM IN THE DUPLEX UNIT

1. Open the front door.

> **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.

Xerox® B305/B315 Multifunction Printer User Guide
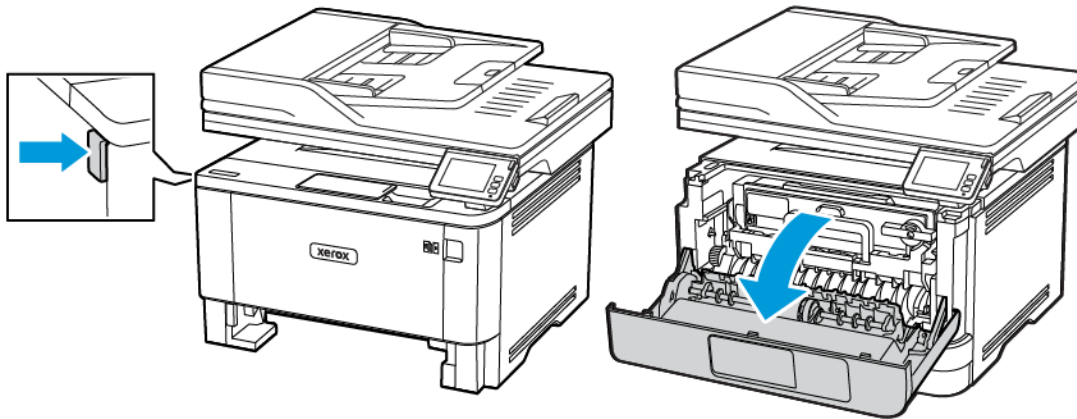
2. Remove the imaging unit.
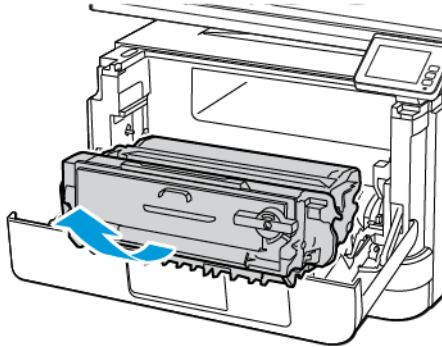
> **Warning—Potential Damage:** Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

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

3. Remove the jammed paper.

> ⚠ **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.

🖉 Note: Make sure that all paper fragments are removed.
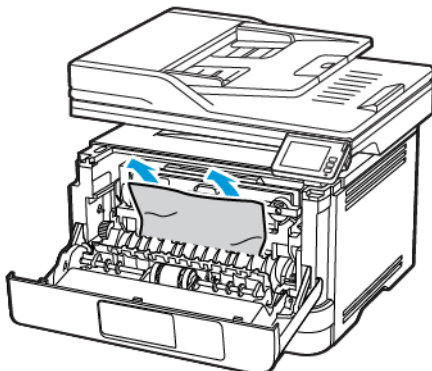
4. Insert the imaging unit.
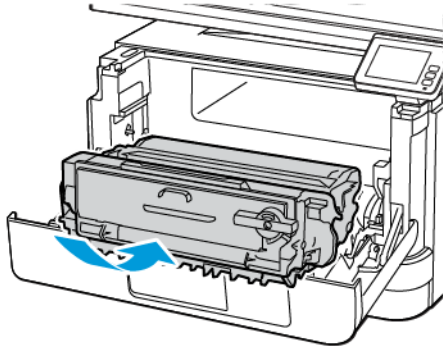
5. Close the door.

6. Remove the tray.
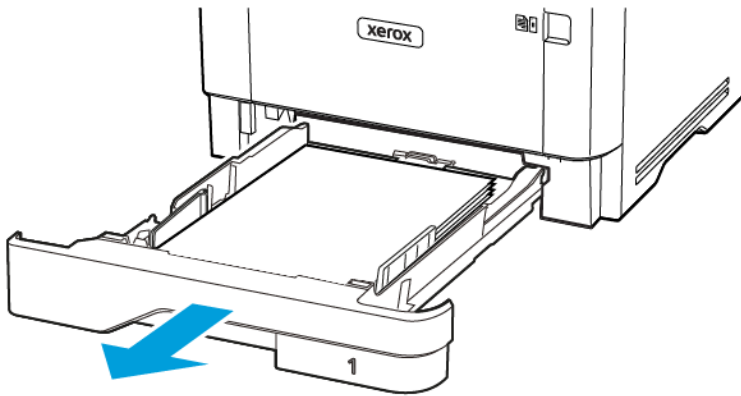
7. Push the duplex unit latch to open the duplex unit.
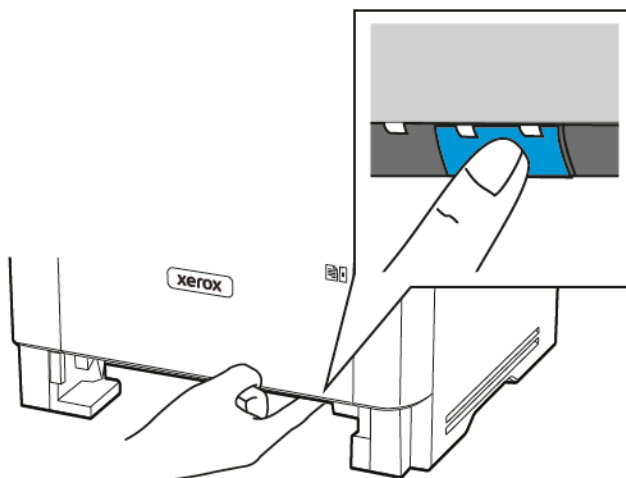
8. Remove the jammed paper.

✎ Note: Make sure that all paper fragments are removed.

9. Close the duplex unit.

10. Insert the tray.

## PAPER JAM IN THE REAR DOOR

1. Open the front door.

> **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.
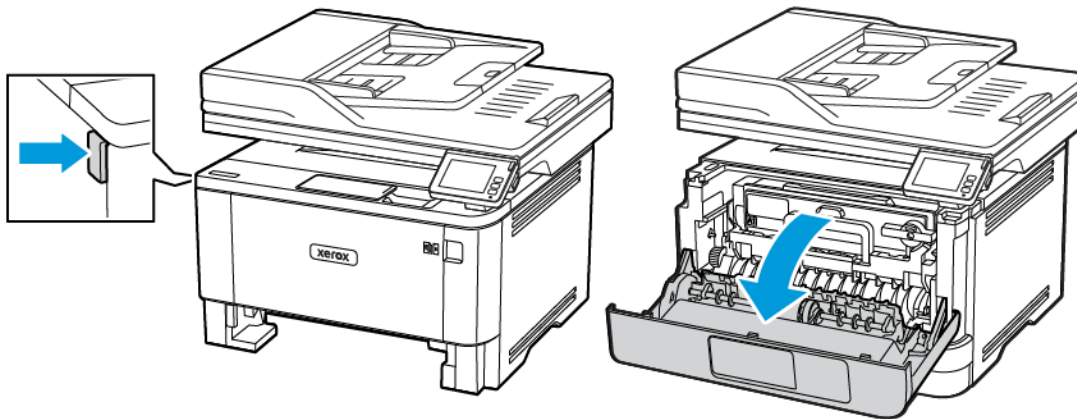
2. Remove the imaging unit.
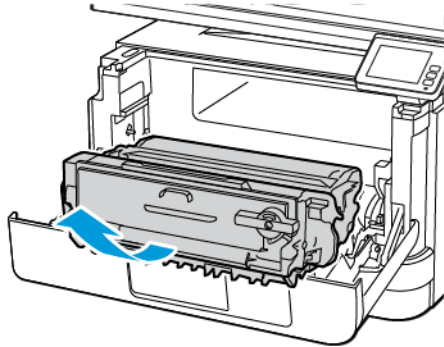
> **Warning—Potential Damage:** Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

> **Warning—Potential Damage:** Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.
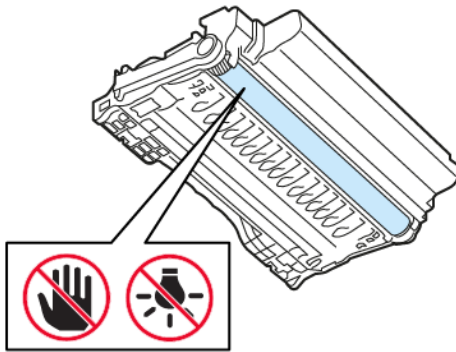
3. Open the rear door.

> ⚠️ **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.
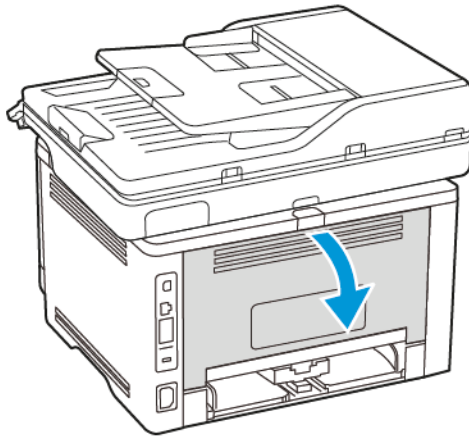
4. Remove the jammed paper.

> 🖉 Note: Make sure that all paper fragments are removed.
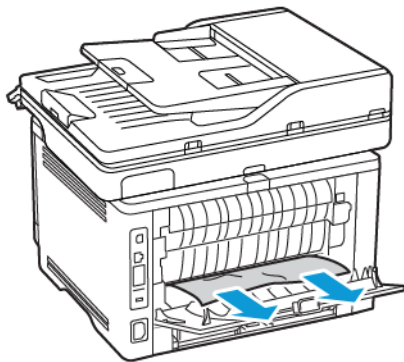
5. Close the rear door.

6. Insert the imaging unit.
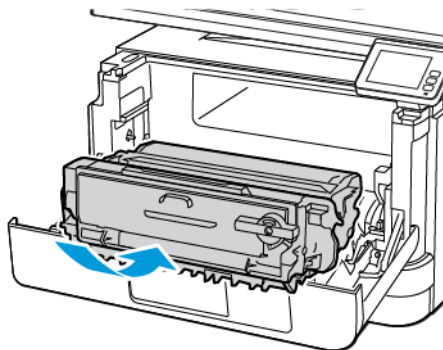
7. Close the front door.

Paper feed problems

ENVELOPE SEALS WHEN PRINTING

ACTION	YES	NO
Step 1 1 Use an envelope that has been stored in a dry environment. Printing on envelopes with high moisture content can seal the flaps. 2 Send the print job. Does the envelope seal when printing?	Go to step 2.	The problem is solved.
Step 2 1 Make sure that paper type is set to Envelope. From the control panel, navigate to: **Settings > Paper > Tray Configuration > Paper Size/ Type** 2 Send the print job. Does the envelope seal when printing?	Contact Customer Support.	The problem is solved.

COLLATED PRINTING DOES NOT WORK

ACTION	YES	NO
Step 1 1 From the control panel, navigate to: **Settings > Print > Layout > Collate** 2 Touch **On [1,2,1,2,1,2]**. 3 Print the document. Is the document collated correctly?	The problem is solved.	Go to step 2.
Step 2 1 From the document that you are trying to print, open the Print dialog, and then select **Collate**. 2 Print the document. Is the document collated correctly?	The problem is solved.	Go to step 3.
Step 3 1 Reduce the number of pages to print. 2 Print the document. Are the pages collated correctly?	The problem is solved.	Contact Customer Support.

TRAY LINKING DOES NOT WORK

ACTION	YES	NO
Step 1 1 Check if the trays contain the same paper size and paper type. 2 Check if the paper guides are positioned correctly. 3 Print the document. Do the trays link correctly?	The problem is solved.	Go to step 2.
Step 2 1 From the home screen, touch **Settings > Paper > Tray Configuration > Paper Size/ Type**. 2 Set the paper size and paper type to match the paper loaded in the linked trays. 3 Print the document. Do the trays link correctly?	The problem is solved.	Go to step 3.
Step 3 1 Make sure that Tray Linking is set to Automatic. For more information, see Linking trays. 2 Print the document. Do the trays link correctly?	The problem is solved.	Contact Customer Support.

PAPER FREQUENTLY JAMS

ACTION	YES	NO
Step 1 1 Remove the tray. 2 Check if paper is loaded correctly. 　• Make sure that the paper guides are positioned correctly. 　• Make sure that the stack height is below the maximum paper fill indicator. 　• Make sure to print on recommended paper size and type. 3 Insert the tray. 4 Print the document. Do paper jams occur frequently?	Go to step 2.	The problem is solved.
Step 2 1 From the control panel, navigate to: **Settings** > **Paper** > **Tray Configuration** > **Paper Size/ Type** 2 Set the correct paper size and type. 3 Print the document. Do paper jams occur frequently?	Go to step 3.	The problem is solved.
Step 3 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. Do paper jams occur frequently?	Contact Customer Support.	The problem is solved.

JAMMED PAGES ARE NOT REPRINTED

ACTION	YES	NO
1 From the control panel, navigate to: **Settings** > **Device** > **Notifications** > **Jam Content Recovery** 2 In the Jam Recovery menu, select **On** or **Auto**. 3 Print the document. Are the jammed pages reprinted?	The problem is solved.	Contact Customer Support.

E-mailing problems

DISABLING THE "SMTP SERVER NOT SET UP" ERROR MESSAGE

From the home screen, touch **Home** > **Settings** > **E-mail** > **E-mail Setup** > **Disable "SMTP Server not set up" error** > **On**.

To prevent the error from happening again, do one of the following:

- Update the firmware. For more information, see Updating Software.

- Configure the e-mail SMTP settings. For more information, see Configuring the e-mail SMTP settings.

CANNOT SEND E-MAILS

ACTION	YES	NO
Step 1 Make sure that the e-mail SMTP settings are configured correctly. For more information, refer to Configuring the e-mail SMTP settings. Can you send an e-mail?	The problem is solved.	Go to step 2.
Step 2 Make sure that you are using the correct password. Depending on your e-mail service provider, use your account password, app password, or authentication password. For more information, see Configuring the e-mail SMTP settings. Can you send an e-mail?	The problem is solved.	Go to step 3.
Step 3 Make sure that the printer is connected to a network and that the network is connected to the Internet. Can you send an e-mail?	The problem is solved.	Contact Customer Support.

Faxing problems

CALLER ID IS NOT SHOWN

ACTION	YES	NO
Enable caller ID. From the home screen, touch **Settings > Fax > Fax Setup > Fax Receive Settings > Admin Controls > Enable Caller ID**. Does the caller ID appear?	The problem is solved.	Contact Customer Support.

CANNOT SEND OR RECEIVE FAXES

ACTION	YES	NO
Step 1 Resolve any error messages that appear on the display. Can you send or receive a fax?	The problem is solved.	Go to step 2.
Step 2 Make sure that the cable connections for the following equipment are secure: • Telephone • Handset • Answering machine Can you send or receive a fax?	The problem is solved.	Go to step 3.
Step 3 Check for a dial tone. • Call the fax number to check if it is working properly. • If you are using the On Hook Dial feature, then turn up the volume to check if you hear a dial tone. Can you hear a dial tone?	Go to step 5.	Go to step 4.
Step 4 Check the telephone wall jack.	The problem is solved.	Go to step 5.

ACTION	YES	NO
1 Connect the analog telephone directly to the wall jack. 2 Listen for a dial tone. 3 If you do not hear a dial tone, then use a different telephone cable. 4 If you still do not hear a dial tone, then connect the analog telephone to a different wall jack. 5 If you hear a dial tone, then connect the printer to that wall jack. Can you send or receive a fax?		
Step 5 Check if the printer is connected to an analog phone service or to the correct digital connector. • 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. • If you are using DSL, then connect to a DSL filter or router that supports analog use. For more information, contact your DSL provider. • 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. Can you send or receive a fax?	The problem is solved.	Go to step 6.

ACTION	YES	NO
Step 6 Temporarily disconnect other equipment and disable other telephone services. 1 Disconnect other equipment (such as answering machines, computers, modems, or telephone line splitters) between the printer and the telephone line. 2 Disable call waiting and voice mail. For more information, contact your telephone company. Can you send or receive a fax?	The problem is solved.	Go to step 7.
Step 7 Scan the original document one page at a time. 1 Dial the fax number. 2 Scan the document. Can you send or receive a fax?	The problem is solved.	Contact Customer Support.

CAN RECEIVE BUT NOT SEND FAXES

ACTION	YES	NO
Step 1 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.
Step 2 Set up the shortcut number properly. • Check if the shortcut number is set for the telephone number that you want to dial. • Dial the telephone number manually. Can you send faxes?	The problem is solved.	Contact Customer Support.

CAN SEND BUT NOT RECEIVE FAXES

ACTION	YES	NO
Step 1 Make sure that the paper source is not empty. Can you receive faxes?	The problem is solved.	Go to step 2.
Step 2 Check the ring count delay settings. From the control panel, touch **Settings > Fax > Fax Setup > Fax Receive Settings > Rings to Answer**. Can you receive faxes?	The problem is solved.	Go to step 3.
Step 3 If the printer is printing blank pages, then see Blank or white pages. Can you receive faxes?	The problem is solved.	Contact Customer Support.

POOR FAX PRINT QUALITY

ACTION	YES	NO
Step 1 Make sure that there are no print quality defects. 1 From the control panel, touch **Settings > Troubleshooting > Print Quality Test Pages**. 2 Correct any print quality defects. For more information, see Print quality is poor. Is the fax print quality satisfactory?	The problem is solved.	Go to step 2.
Step 2 Decrease the incoming fax transmission speed. 1 From the control panel, touch **Settings > Fax > Fax Setup> Fax Receive Settings > Admin Controls**. 2 In the Max Speed menu, select a lower transmission speed. Is the fax print quality satisfactory?	The problem is solved.	Contact Customer Support.

Scanning problems

CANNOT SCAN TO A COMPUTER

ACTION	YES	NO
Step 1 Perform a copy job. Is the copy job successful?	Go to step 3.	Go to step 2.
Step 2 1 Turn off the printer, wait for about 10 seconds, and then turn it back on. 2 Scan the document. Can you scan the document to a computer?	The problem is solved.	Go to step 3.
Step 3 Check the printer connectivity. 1 Print the Network Setup Page. From the control panel, navigate to: **Settings** > **Reports** > **Network** > **Network Setup Page** 2 Check the network status. Is the printer connected to the network?	Go to step 5.	Go to step 4.
Step 4 1 Connect the printer to the network. 2 Scan the document. Can you scan the document to a computer?	The problem is solved.	Go to step 5.
Step 5 1 Make sure that the printer and the computer are connected to the same network. 2 Scan the document. Can you scan the document to a computer?	The problem is solved.	Contact Customer Support.

CANNOT SCAN TO A NETWORK FOLDER

ACTION	YES	NO
Step 1 1　Create a network folder shortcut. 2　Scan a document using the shortcut. For more information, see Scanning to a network folder using a shortcut. Can you scan a document and save it to a network folder?	The problem is solved.	Go to step 2.
Step 2 ✎　Note: Make sure that the network folder path and format are correct. For example, //server_hostname/foldername/path, where server hostname is a fully qualified domain (FQDN) or IP address. Is the network folder path and format correct?	Go to step 3.	Go to step 4.
Step 3 Make sure that you have a write access permission to the network folder. Can you scan a document and save it to a network folder?	The problem is solved.	Go to step 4.

ACTION	YES	NO

Step 4
 	
Update the network folder shortcut.
 	
1 Open a web browser, and 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**, and then select a shortcut.
 	
    If you have multiple shortcut types, then select Network Folder.
 	
3 In the Share Path field, type the network folder path.
 	
  • If your share path is \\server_hostname\foldername\path, then type //server_hostname/foldername/path.
 	
  • Make sure that you use forward slashes when typing the share path.
 	
4 From the Authentication menu, select your authentication method.
 	
    If Authentication is set to "Use assigned username and password," then in the User Name and Password fields, type your credentials.
 	
5 Click **Save**.
 	
Can you scan a document and save it to a network folder?
	The problem is solved.	Go to step 5.

Step 5	The problem is solved.	Contact Customer Support.

ACTION	YES	NO
Make sure that the printer and the network folder are connected to the same network. Can you scan a document and save it to a network folder?		

PARTIAL COPIES OF DOCUMENT OR PHOTO

ACTION	YES	NO
Step 1 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.
Step 2 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 Customer Support.

SCAN JOB WAS NOT SUCCESSFUL

ACTION	YES	NO
Step 1 Check the cable connections. 1 Make sure that the Ethernet or USB cable is securely connected to the computer and the printer. 2 Resend the scan job. Is the scan job successful?	The problem is solved.	Go to step 2.
Step 2 Check the file you want to scan. 1 Make sure that the file name is not already used in the destination folder. 2 Make sure that the document or photo you want to scan is not open in another application. 3 Resend the scan job. Is the scan job successful?	The problem is solved.	Go to step 3.
Step 3 1 Make sure that the **Append time stamp** or the **Overwrite existing file** check box is selected in the destination configuration settings. 2 Resend the scan job. Is the scan job successful?	The problem is solved.	Contact Customer Support.

POOR COPY QUALITY

ACTION	YES	NO
Step 1 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. For more information, see Cleaning the Scanner. 2 Make sure that the document or photo is loaded facedown on the upper left corner of the scanner glass. 3 Copy the document or photo. Is the copy quality satisfactory?	The problem is solved.	Go to step 2.
Step 2 1 Check the quality of the original document or photo. 2 Adjust the scan quality settings. 3 Copy the document or photo. Is the copy quality satisfactory?	The problem is solved.	Contact Customer Support.

VERTICAL DARK STREAKS ON OUTPUT WHEN SCANNING FROM THE ADF
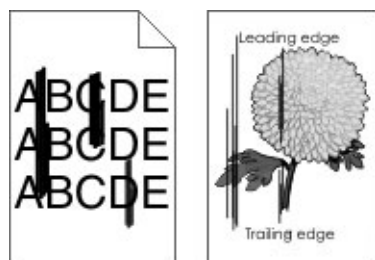
ACTION	YES	NO
1 Open the scanner cover. 2 Using a damp, soft, lint-free cloth, wipe the ADF glass and the ADF glass pad. 3 Close the scanner cover. 4 Scan the document. Do vertical streaks appear on scanned documents?	Contact Customer Support.	The problem is solved.

SCANNER DOES NOT CLOSE

ACTION	YES	NO
Remove obstructions that keep the scanner cover open. Did the scanner cover close correctly?	The problem is solved.	Contact Customer Support.

SCANNING TAKES TOO LONG OR FREEZES THE COMPUTER

ACTION	YES	NO
Close all applications that are interfering with the scan. Does scanning take too long or freeze the computer?	Contact Customer Support.	The problem is solved.

SCANNER DOES NOT RESPOND

ACTION	YES	NO
Step 1 1 Check if the power cord is connected properly to the printer and 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. 2 Copy or scan the document. Is the scanner responding?	The problem is solved.	Go to step 2.
Step 2 1 Check if the printer is turned on. 2 Resolve any error messages that appear on the display. 3 Copy or scan the document. Is the scanner responding?	The problem is solved.	Go to step 3.
Step 3 1 Turn off the printer, wait for about 10 seconds, and then turn the printer on. 2 Copy or scan the document. Is the scanner responding?	The problem is solved.	Contact Customer Support.

ADJUSTING SCANNER REGISTRATION

1. From the control panel, navigate to: **Settings** > **Device** > **Maintenance** > **Config Menu** > **Scanner Configuration** > **Scanner Manual Registration**

2. Touch **Print Quick Test**.

3. Place the Print Quick Test page on the scanner glass, and then touch **Flatbed Registration**.

4. Touch **Copy Quick Test**.

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** > **Config Menu** > **Scanner Configuration** > **Scanner Manual Registration**

2. Touch **Print Quick Test**.

3. Place the Print Quick Test page on the ADF tray.

4. Touch **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. Touch **Copy Quick Test**.

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 receive e-mail or chat support, or browse through the library of manuals, support documentation, drivers, and other downloads.

Technical support via telephone is also available. In the U.S. or Canada, call 1-800-539-6275. For other countries or regions, go to www.xerox.com/supplies.

Regulatory Information

This appendix contains:

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	One-sided: 53
	Two-sided: 50
Scanning	58
Copying	59
Ready	14

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

Ambient operating temperature	10 to 32.2°C (50 to 90°F)
Shipping temperature	-40 to 40°C (−40 to 104°F)
Storage temperature and relative humidity	-40 to 40°C (−40 to 104°F), 8 to 80% RH

INFORMACIÓN DE LA ENERGÍA DE MÉXICO

- Consumo de energía en operación: 550 Wh (B305), 600 (B315)

- Consumo de energía en modo de espera: 0.1 Wh

- Cantidad de producto por unidad de energía consumida: 4.36 páginas/Wh (B305), 4.20 páginas/Wh (B315)

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): 25

- Wavelength (nanometers): 775–800

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 (B305), 580 (B315) Two-sided: 315 (B305), 330 (B315)
Copy	The product is generating hard-copy output from hard-copy original documents.	550 (B305), 600 (B315)

MODE	DESCRIPTION	POWER CONSUMPTION (WATTS)
Scan	The product is scanning hard-copy documents.	13 (B305), 14 (B315)
Ready	The product is waiting for a print job.	6.5 (B305); 7.5 (B315)
Sleep Mode	The product is in a high-level energy-saving mode.	0.8 (B305) or 1.1 (B315)
Hibernate	The product is in a low-leel energy-saving mode.	0.1
Off	The product is plugged into an electrical outlet, but the power switch is turned off.	0.1

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 ≤ 20dBm 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.

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 відповідаєвимогам Технічного регламенту щодо обмеження

використання деяких небезпечних речовин в електричному та електронному

обладнані, 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, Treasure, 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 stature, 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

Recycling and Disposal

This appendix contains:

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.