

Phaser® 6121MFP
Multifunction Printer



Phaser® 6121MFP

User Guide

English

Français Guide d'utilisation
Italiano Guida dell'utente
Deutsch Benutzerhandbuch
Español Guía del usuario
Português Guia do usuário

Nederlands Gebruikershandleiding
Svenska Användarhandbok
Dansk Betjeningsvejledning
Čeština Uživatelská příručka
Polski Przewodnik użytkownika

Magyar Felhasználói útmutató
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Index

Safety

1

This chapter includes:

- [Electrical Safety](#) on page 10
- [Operational Safety](#) on page 12
- [Maintenance Safety](#) on page 14
- [Printer Symbols](#) on page 15

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

Electrical Safety

General Guidelines

Warning: Do not push objects (including paper clips or staples) into slots or openings on the printer. Making contact with a voltage point or shorting out a part could result in fire or electrical shock.

Warning: Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are specifically instructed to do so. Power should be OFF when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

The following are hazards to your safety:

- The power cord is damaged or frayed.
- Liquid is spilled into the printer.
- The printer is exposed to water.

If any of these conditions occur, do the following:

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

Laser Safety

This printer complies with laser printer performance standards set by governmental, national, and international agencies and is certified as a Class 1 Laser product. The printer does not emit hazardous light because the beam is totally enclosed during all modes of customer operation and maintenance.

Warning: Use of controls, adjustments, or performance of procedures other than those specified in this manual can result in hazardous radiation exposure.

Power Cord

- Use the power cord supplied with your printer.
- Plug the power cord directly into a properly grounded electrical outlet. Make sure each end of the cord is securely connected. If you do not know if an outlet is grounded, ask an electrician to check the outlet.
- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.
- Only use an extension cord or power strip designed to handle the electrical current capacity of the printer.

- Verify that the printer is plugged into an outlet that is capable of providing the correct voltage and power. Review the printer's electrical specification with an electrician if necessary.

Warning: Avoid the potential of electrical shock by ensuring that the printer is properly grounded. Electrical products may be hazardous if misused.

- Do not place the printer in an area where people might step on the power cord.
- Do not place objects on the power cord.

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

Telephone Line Cord

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

Operational Safety

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

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

Ozone Release

During print operation, a small quantity of ozone is released. This amount is not large enough to harm anyone adversely. However, be sure the room where the printer is being used has adequate ventilation, especially if you are printing a high volume of materials, or if the printer is being used continuously over a long period.

Printer Location

- Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer.
- Place the printer in a dust-free area where there is adequate space for operation and servicing. See [Choosing a Location for the Printer](#) on page 33.
- Do not store or operate the printer in an extremely hot, cold, or humid environment. For optimum performance environmental specifications, see [Environmental Specifications](#) on page 210.
- Place the printer on a level, solid, non-vibrating surface with adequate strength to hold the weight of the printer. The base printer weight without any packaging materials is approximately 21kg (46 lb.).
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the printer where it is directly exposed to the cold air flow from an air conditioning unit.

Operational Guidelines

- Do not remove the paper source tray that you selected in either the printer driver or control panel.
- Do not open the doors when the printer is printing.
- Do not move the printer when it is printing.
- Keep hands, hair, neckties, etc., away from the exit and feed rollers.

Printer Supplies

- Use the supplies specifically designed for your printer. The use of unsuitable materials may cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the printer, options, and supplies.

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

Maintenance Safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Do not use aerosol cleaners. Clean with a dry, lint-free cloth only.
- Do not burn any consumables or routine maintenance items. For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

See also:

[Cleaning the Printer](#) on page 160

[Moving the Printer](#) on page 175

Printer Symbols

Symbol	Description
	Warning or Caution: Ignoring this warning could cause serious injury or even death. Ignoring this caution could cause injury or damage to the property.
	Hot surface on or in the printer. Use caution to avoid personal injury.
	Do not touch components with this symbol as personal injury could result.
	Do not burn the item.
	Do not expose the item to light.
	Hot surface. Wait 20 minutes (do not print) before handling.

Features

2

This chapter includes:

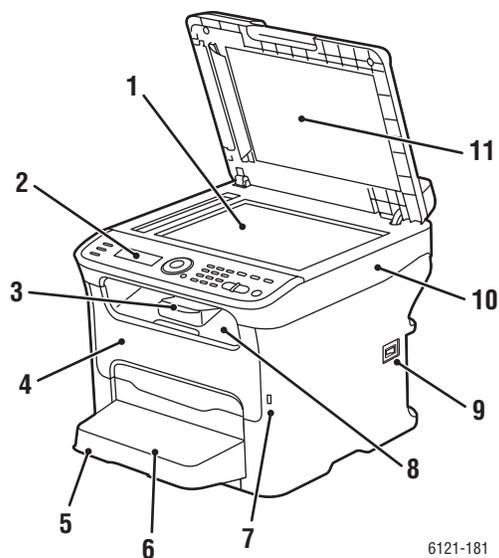
- [Main Components and Their Functions](#) on page 18
- [Standard Features](#) on page 23
- [Available Configurations and Options](#) on page 24
- [Control Panel](#) on page 25
- [Control Panel General Setup](#) on page 26
- [More Information](#) on page 28

Main Components and Their Functions

This section includes:

- [Front Views](#) on page 19
- [Rear Views](#) on page 21
- [Internal Components](#) on page 22

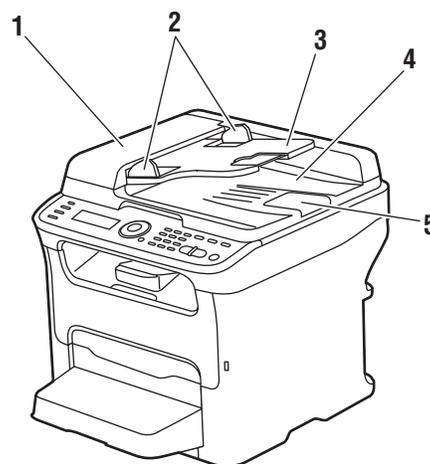
Front Views



6121-181

Phaser 6121MFP/S

1. Document glass
2. Control panel
3. Tray extension
4. Front door
5. Tray 1
6. Tray 1 dust cover
7. USB flash drive port
8. Output tray
9. Power switch
10. Printer top
11. Document cover

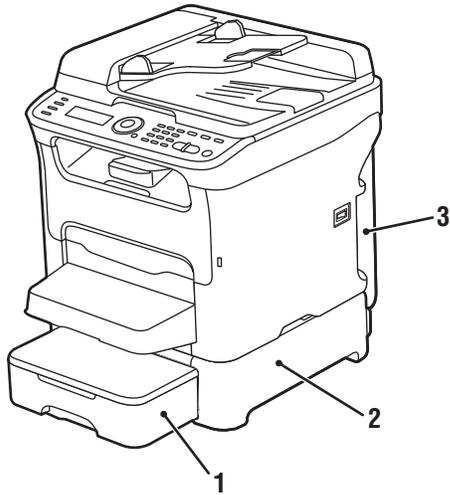


6121-178

Phaser 6121MFP/N without options

1. Auto document feeder cover
2. Auto document feeder guides
3. Auto document feeder tray
4. Document output tray
5. Document stopper

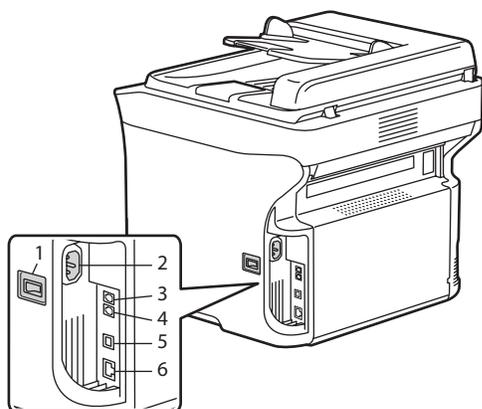
Features



1. 500-sheet feeder with tray cover (optional for Phaser 6121MFP/N or /D configurations only)
2. Lower feeder unit (optional for Phaser 6121MFP/N or /D configurations only)
3. Duplex unit

Phaser 6121MFP/D with optional 500-sheet feeder

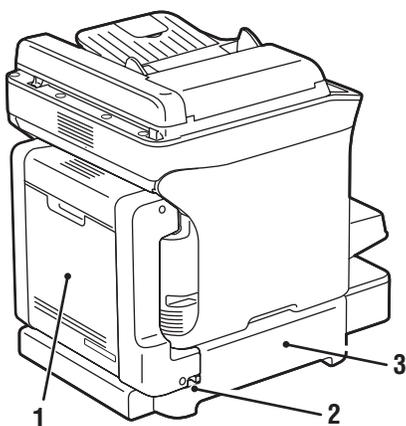
Rear Views



1. Power switch
2. Power cord connection
3. Fax Phone line out (Phaser 6121MFP/N and /D printer configurations only)
4. Line out jack (Phaser 6121MFP/N and /D printer configurations only)
5. USB cable port
6. Network / Ethernet connection (Phaser 6121MFP/N and /D printer configurations only)

6115-171

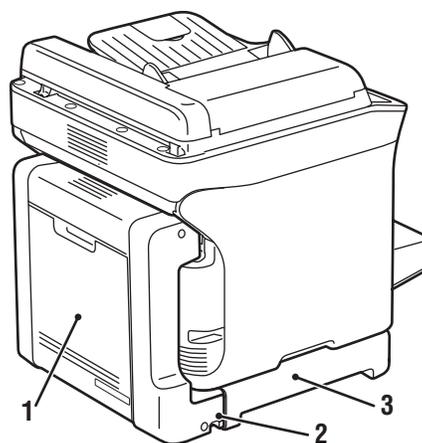
Phaser 6121MFP/N



6121-165

Phaser 6121MFP/D with duplex unit and 500-sheet feeder

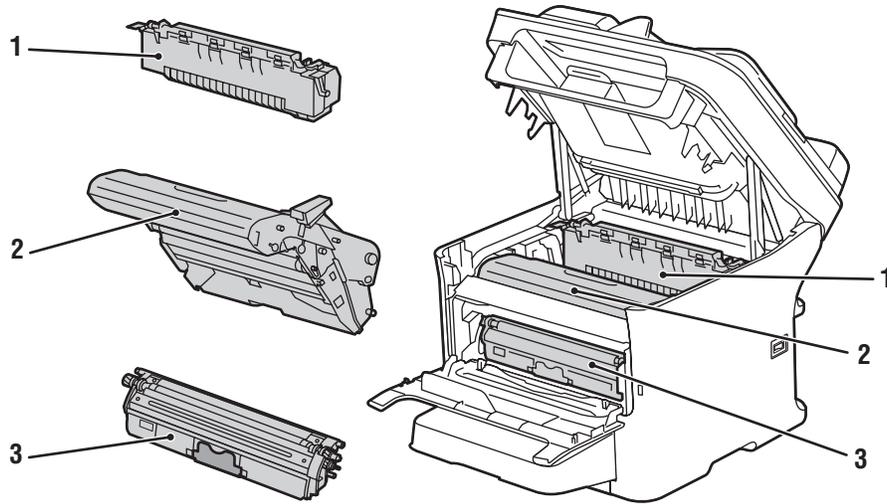
1. Duplex unit and door
2. Release lever
3. Lower feeder unit



Phaser 6121MFP/D with duplex unit

1. Duplex unit
2. Release lever
3. Attachment base for duplex unit

Internal Components



1. Fuser
2. Imaging unit
3. Toner cartridge

Standard Features

The Phaser 6121MFP printer has many features to meet your printing needs. Available features depend upon the printer configuration you have. For a table listing the standard and optional features by configuration, see [Available Configurations and Options](#) on page 24.

- All-in-one copy, scan, and print (Phaser 6121MFP/S printer configuration).
- All-in-one copy, scan, print, fax, and network connection (Phaser 6121MFP/N and /D printer configurations only).
- All-in-one copy, scan, print, fax, network connection, and 2-sided printing (Phaser 6121MFP/D printer configuration only).
- Power-Saver mode (ENERGY STAR): Determines the length of time the printer sits idle before it goes into sleep mode.
- Control Panel Timeout: Controls the length of time before the printer automatically resets to the default control panel menu.
- Cursor movement: Controls the time the cursor takes to move to the next menu item column.
- LCD Contrast: Controls the brightness of the LCD panel on the control panel.
- Speaker volume (Phaser 6121MFP/N and /D printer configurations only): Controls the volume of the key touch sound and alert sound.
- Initial Mode: Controls which is the default printer mode: copy, scan, or fax (Phaser 6121MFP/N and /D printer configurations), or copy or scan (Phaser 6121MFP/S printer configuration).
- Toner Out Action: Controls the action that occurs when a toner cartridge is out of toner.
- Toner Low Prompt: When enabled, the control panel menu will display a “Toner Low” message when the toner is low.
- Duplex Speed (Phaser 6121MFP/D printer configuration only): Controls speed of 2-sided copy function.
- Size Mismatch: Based on the setting, when the printer detects a size error, it will either prompt you to load the correct media, or it will continue printing with the existing loaded media.

For information on setting up these feature, see [Control Panel General Setup](#) on page 26.

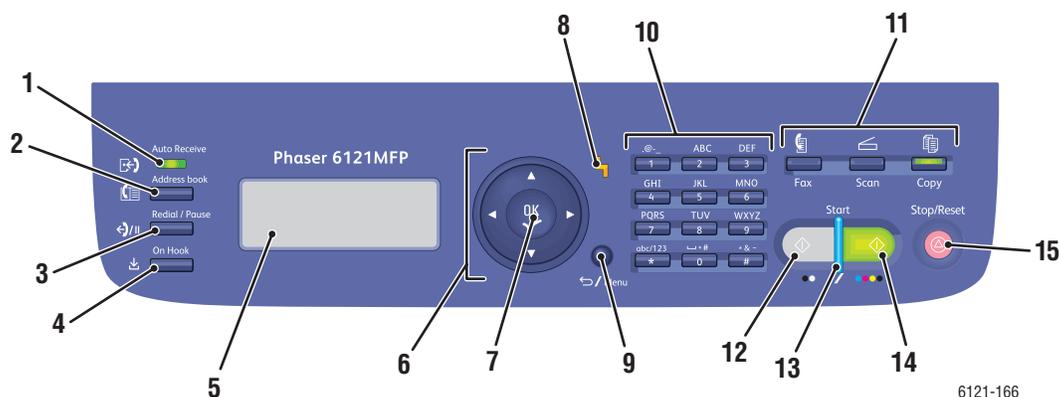
Available Configurations and Options

The Phaser 6121MFP printer is available in three configurations. Optional features are listed for each configuration.

Features	6121MFP/S	6121MFP/N	6121MFP/D
Print capability	Yes	Yes	Yes
Copy capability	Yes	Yes	Yes
Scan capability	Limited to single scan via document glass	Yes; document glass and auto document feeder	Yes; document glass and auto document feeder
Fax capability	No	Yes	Yes
USB 2.0 connection	Yes	Yes	Yes
Address Book	No	Yes	Yes
Network connection	No	Yes	Yes
Auto Document Feeder	No	Yes	Yes
500-Sheet Feeder	No	Optional	Optional
Duplex unit for 2-sided printing	No	Optional	Yes

For more information on printer specifications, see [Printer Specifications](#) on page 209.

Control Panel



Left side:

Fax controls (Phaser 6121MFP/N and /D printer configurations only)

1. **Auto Receive** indicator
Remains lit while the automatic receive function is on. Blinks when there is a stored received fax in the printer's memory.
2. **Address Book** button
Press to access the printer's address book of fax numbers and email addresses.
3. **Redial / Pause** button
Recalls the last number dialed. Inserts a pause when a fax number is dialed.
4. **On Hook** button
When the fax line is shared with a telephone, pressing On Hook before sending or receiving faxes disables the telephone extension.

Middle

5. **Menu Display** window
Displays settings, menus, and messages.
6. **Navigation / Menu select** buttons
Up / Down arrow buttons Press to move through menus, options.
Back / Forward arrow buttons Press to move left and right through menus, options.
7. **OK (confirm)** button
Press to select the setting that is currently displayed.
8. **Alert** indicator
When lit, indicates an error condition or warning.
9. **Back/Menu** button
Press to go to the System Menu, cancel an entered character, return to the previous screen.

Right side

10. **Alphanumeric keypad**
Use to enter information.
11. **Mode** buttons
Press to select Fax (Phaser 6121MFP/N and /D printer configurations only), Scan, or Copy mode.
12. **B&W Start** button
Starts a fax or B&W copy or scan.
13. **Ready** indicator
Lights up when it is OK to press the Start button to copy, scan, and fax.
14. **Color Start** button
Starts a color copy or scan.
15. **Stop/Reset** button
Press to return to the default mode main menu; cancel current print/copy/fax job.

Control Panel General Setup

This section includes:

- [Setting the Panel Timeout](#) on page 26
- [Setting the Power Saver Mode](#) on page 26
- [Setting the Brightness of the Control Panel Menu](#) on page 27
- [Setting the Control Panel Speaker Volume](#) on page 27
- [Setting the Printer's Default Mode](#) on page 27

The General Setup menu in the printer control panel controls certain printer features such as the power saver mode, the control panel's LCD brightness level, the printer's default mode (copy, scan, fax), and more. For a complete listing of General Setup menu options, see [General Setup Menu](#) on page 144.

Setting the Panel Timeout

The Panel Timeout returns the control panel to its default menu after the printer has been idle for a specified length of time. You can set this length of time.

To set the control panel timeout:

1. On the printer control panel, press the **Back/Menu** button to enter the System Menu, then press the **Down Arrow** button to go to **General Setup**. Press the **OK** button.
2. At **Panel Timeout**, press **OK**.
3. Use the **Up Arrow** and **Down Arrow** buttons to select the desired span of time:
 - **Off**: The control panel menu will not revert to its default setting.
 - **30 Sec**: The control panel menu will revert to its default setting after the printer has been idle for 30 seconds.
 - **1 min, 2 min, 3 min, 4 min, 5 min**: The control panel will revert to its default mode after the selected number of minutes.
4. Press **OK**.

See also:

[Setting the Printer's Default Mode](#) on page 27

Setting the Power Saver Mode

The power saver setting determines how long the printer sits idle before it goes into sleep mode (energy saving mode).

To set the Power Saver mode:

1. On the printer control panel, press the **Back/Menu** button to enter the System Menu, then press the **Down Arrow** button to go to **General Setup** and then press the **OK** button.
2. Arrow down to **Power Saver Mode** and press **OK**.

3. Select the desired amount of time for the printer to sit idle before going into sleep mode: **5 min, 15 min, 30 min, or 60 min.**
4. Press **OK**.

Setting the Brightness of the Control Panel Menu

This setting controls the contrast between the control panel menu background and the control panel menu text.

To set the brightness of the control panel menu:

1. On the printer control panel, press the **Back/Menu** button to enter the System Menu, then press the **Down Arrow** button to go to **General Setup** and then press the **OK** button.
2. Arrow down to **LCD Contrast** and press **OK**.
3. To lighten the background (increase the contrast), press the **Back Arrow** button. To darken the background (decrease the contrast), press the **Forward Arrow** button. As you press each button, the contrast changes so you can see what each setting will look like.
4. Press **OK**.

Setting the Control Panel Speaker Volume

Note: This setting only applies to Phaser 6121MFP/N and D/ printer configurations.

The speaker volume controls how loud the button touch sound and alerts sounds are.

To set the control panel speaker volume:

1. On the printer control panel, press the **Back/Menu** button to enter the System Menu, then press the **Down Arrow** button to go to **General Setup** and then press the **OK** button.
2. Arrow down to **Speaker Volume** and press **OK**.
3. Select the desired speaker volume, from Off to loudest setting: **Off, Low2, Low1, Low, High**.
4. Press **OK**.

Setting the Printer's Default Mode

This setting controls the default mode the printer sets to each time the printer is turned on.

To set the printer's default mode:

1. On the printer control panel, press the **Back/Menu** button to enter the System Menu, then press the **Down Arrow** button to go to **General Setup** and then press the **OK** button.
2. Arrow down to **Initial Mode** and press **OK**.
3. Select the desired mode:
 - **Copy**
 - **Scan**
 - **Fax** (Phaser 6121MFP/N or /D printer configurations only)
4. Press **OK**.

More Information

The following links provide more information about your printer and its capabilities.

Information	Source
<i>Installation Guide</i>	Packaged with printer.
<i>Quick Use Guide</i>	Packaged with printer.
<i>Quick Features Setup Guide</i>	Packaged with printer.
<i>User Guide</i> (PDF)	Packaged with printer on <i>Software and Documentation CD</i> . Also available at www.xerox.com/office/6121MFPdocs
Quick Start Tutorials (English only)	www.xerox.com/office/6121MFPdocs
Video Tutorials:	
Maintenance	www.xerox.com/office/6121MFPdocs
Installation	www.xerox.com/office/6121MFPdocs
Replacing Supplies	www.xerox.com/office/6121MFPdocs
Troubleshooting	www.xerox.com/office/6121MFPdocs
Recommended Media List	Europe: www.xerox.com/europaper North America: www.xerox.com/paper
Online Support Assistant	www.xerox.com/office/6121MFPsupport
Technical Support	www.xerox.com/office/6121MFPsupport
Information pages	Print from the control panel menu.

Installation and Setup

3

This chapter includes:

- [Installation and Setup Overview](#) on page 30
- [Positioning and Connecting the Printer](#) on page 33
- [Initial Setup at the Control Panel](#) on page 35
- [Installing the Software](#) on page 38
- [CentreWare Internet Services](#) on page 46

See also:

Online Support Assistant at www.xerox.com/office/6121MFPsupport

Installation and Setup Overview

This section includes:

- [Before You Begin](#) on page 30
- [What Type of Printer Do I Have?](#) on page 30
- [What Type of Connection Do I Have?](#) on page 30
- [Setup Checklist](#) on page 31

For information on unpacking and preparing the Phaser 6121MFP printer for setup, refer to the *Installation Guide* and the *Quick Features Setup Guide* in the documentation packet that came packaged with the printer. A *Quick Use Guide* and *Software and Documentation CD* are also included in the packet. The *Installation Guide* shows you how to unpack the printer and provides an overview of installation. The *Quick Features Setup Guide* steps you through the installation process in greater detail. The *Software and Documentation CD* contains an installation video and guides. You can also access setup information and an installation video online at www.xerox.com/office/6121MFPdocs.

Before You Begin

This guide will help you complete setting up your Phaser 6121MFP printer. To get the most from this guide, be sure to **read the notes—they contain important information**.

Not everything in this guide will apply to your printer configuration. To know what does and does not apply, you need to know what type of printer you have and what kind of connection you have to the printer: network or USB. If you are not sure, see the following two sections.

What Type of Printer Do I Have?

If your printer has fax feature buttons (Auto Receive, Address Book, Redial/Pause, etc.) on the left side of the control panel, you have a Phaser 6121MFP (/N or /D) that can be connected to your computer via a network or a USB cable (network recommended if you have one).

If your printer has the duplex unit (automatic 2-sided printing ability), you have the Phaser 6121MFP/D printer.

If your printer does not have fax feature buttons on the left side of the control panel, you have the Phaser 6121MFP/S printer. This printer can only be connected to your computer via a USB cable.

What Type of Connection Do I Have?

In step #6 of the *Installation Guide* poster, you selected the connection type. If your Phaser 6121MFP printer is connected to your computer via a USB cable, you have a USB connection. If your printer is connected via an Ethernet cable to the same network your computer is connected to, you have a network connection.

Setup Checklist

Setup steps for the printer configuration types are given individually below. If you are not sure of your printer configuration type, look on the printer control panel. If you do not have fax buttons on the left side (Auto RX, Address Book, etc.), then you have the Phaser 6121MFP/S printer configuration.

Phaser 6121MFP/S Printer Configuration

1. Unpack the printer, remove all packing tape from the outside and inside of the printer, then attach any parts that were packed separately from the main printer body. See the *Installation Guide* for details.
2. Select a location for the printer. See [Choosing a Location for the Printer](#) on page 33.
3. Connect the printer to your computer using a USB cable and then connect the power cord. See [Connecting the Printer](#) on page 34.
4. Turn the printer on.
5. Load paper into Tray 1. See step #10 of the *Installation Guide* that came in the setup packet with the printer.
6. Perform the initial setup at the printer control panel. See [Configuring the Phaser 6121MFP/S](#) on page 35.
7. Check your operating system requirements. See [Operating System Requirements](#) on page 38.
8. Windows users, install the drivers and the Scan Dashboard utility. See [Installing the Drivers for the Phaser 6121MFP/S](#) on page 41. Once you have installed the drivers, you are done with the software installation.
9. Macintosh users, install the printer driver and the scan driver. See [Installing the Drivers for Macintosh](#) on page 43.
10. Macintosh users, add the printer. See [Adding the Printer for Macintosh](#) on page 44.

Phaser 6121MFP/N or /D Printer Configurations

1. Unpack the printer, remove all packing tape from the outside and inside of the printer, then attach any parts that were packed separately from the main printer body. See the *Installation Guide* for details.
2. Select a location for the printer. See [Choosing a Location for the Printer](#) on page 33.
3. Connect the printer to your computer. If your computer is connected to a network, connect your printer to the network using an Ethernet cable. If you do not have a network, connect your printer to your computer using a USB cable. See [Connecting the Printer](#) on page 34.
4. Connect the fax phone line and the power cord. See [Connecting the Printer](#) on page 34.
5. Turn the printer on.
6. Load paper into Tray 1. See step #10 of the *Installation Guide* that came in the setup packet with the printer.
7. Perform the initial setup at the printer control panel. See [Configuring the Phaser 6121MFP/N or /D](#) on page 35.
8. If your printer is connected via an Ethernet cable, set up/verify the network connection. See [Assigning the Printer's Network Address](#) on page 36.
9. Check your operating system requirements. See [Operating System Requirements](#) on page 38.
10. Windows users, install the printer, scan, and fax drivers:
 - Windows users with a network connection, see [Installing the Drivers for Windows – Network](#) on page 38.
 - Windows users with a USB connection, see [Installing the Drivers for a Phaser 6121MFP/N or /D – USB](#) on page 40.
11. Macintosh users, install the printer and scan drivers. See [Installing the Drivers for Macintosh](#) on page 43.
12. Macintosh users, add the printer. See [Adding the Printer for Macintosh](#) on page 44.
13. Windows users with USB connections, install the MCC utility. See [Installing the MCC Utility](#) on page 42.
14. Users with network connections, set up scanning to email and FTP servers. See [Setting Up Network Scanning Options](#) on page 48.

Positioning and Connecting the Printer

This section includes:

- [Choosing a Location for the Printer](#) on page 33
- [Connecting the Printer](#) on page 34

Choosing a Location for the Printer

1. Select a dust-free area with temperatures between 10° to 35°C / 50° to 95°F, and relative humidity between 10 to 85 %.

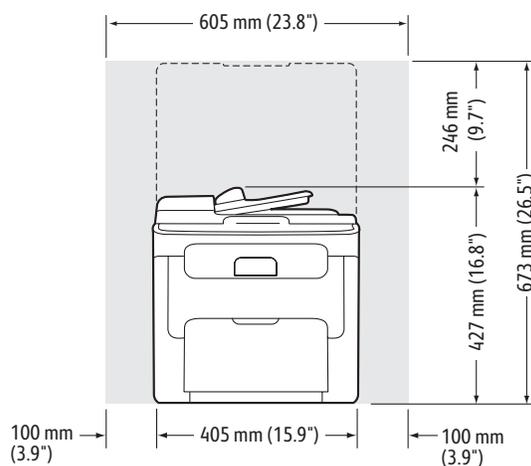
Note: Sudden temperature fluctuations can affect print quality. Rapid heating of a cold room can cause condensation inside the machine, directly interfering with image transfer.

2. Ensure your printer has the proper amount of clearance for all of its features, including any options you purchased. See the measurements below and on the following page.

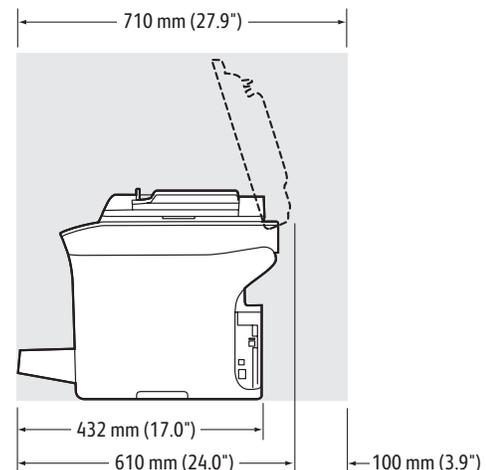
Clearance Requirements

Phaser 6121MFP/N Printer Configuration

Note: The following illustrations also apply to the Phaser 6121MFP/S printer configuration.



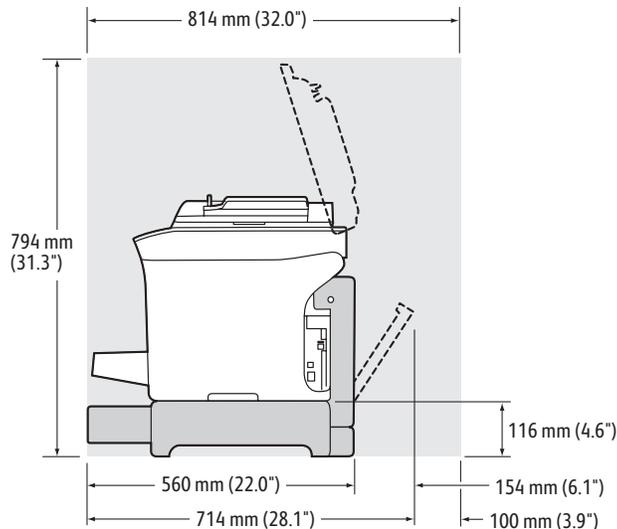
6121-173



6121-174

Phaser 6121MFP/D Printer Configuration with Options

The image below shows the printer configuration with all available options including the second tray and the duplex unit.



3. After positioning the printer, you are ready to connect it to the power source and computer. Go to the next section, [Connecting the Printer](#) on page 34.

Connecting the Printer

Note: Connect the printer via Ethernet or USB. A USB connection is a direct connection and is not used for networking. An Ethernet connection is used for networking. An Ethernet connection is faster than a USB connection. Hardware and cabling requirements vary for the different connection methods. Cabling and hardware are generally not included with your printer and must be purchased separately.

1. Attach the cables:
 - If you have a Phaser 6121MFP/S printer configuration, you will connect the printer to your computer via a standard A/B USB 2.0 cable.
 - If you have a Phaser 6121MFP/N or /D printer configuration and your computer is connected to a network, connect the printer to the network using a standard Ethernet cable (category 5, RJ45). If you do not have a network, connect the printer to your computer using a standard A/B USB 2.0 cable.
2. If you have a Phaser 6121MFP/N or /D printer configuration and plan to use the fax feature, connect the printer to a phone line for sending and receiving faxes. For safety information, see [Telephone Line Cord](#) on page 11.
3. Attach the power cord and then plug in the printer and turn it on. For safety information, see [Power Cord](#) on page 10.
4. (USB connections only.) If the **Found New Hardware Wizard** appears on your computer screen after you plug in the printer, click the **Cancel** button.
5. Go to [Initial Setup at the Control Panel](#) on page 35.

Initial Setup at the Control Panel

This section includes:

- [Configuring the Phaser 6121MFP/S](#) on page 35
- [Configuring the Phaser 6121MFP/N or /D](#) on page 35
- [Accessing the General Setup Menu](#) on page 36
- [Assigning the Printer's Network Address](#) on page 36

The first time you turn the printer on, the Initial Setup menu on the printer control panel prompts you to select your language. If you have a Phaser 6121MFP/N or /D printer configuration, you will also be prompted to configure regional fax settings.

Configuring the Phaser 6121MFP/S

Note: These instructions are for setting up the Phaser 6121MFP/S printer configuration. If you are not sure what type of printer configuration you have, see [What Type of Printer Do I Have?](#) on page 30.

To configure the Phaser 6121MFP/S:

1. After the printer is turned on for the first time, you are prompted to select the language. On the printer control panel, use the **Down Arrow** button to select your language and then press the **OK** button.
2. Use the keypad buttons to enter the date and the time in the format shown in the menu.
3. Press **OK**.
4. Select the units of measurement you want the printer to use when enlarging or reducing images:
 - **Inch**
 - **Metric**
5. Press **OK**.

You are done with the initial setup. Continue to [Installing the Software](#) on page 38.

Configuring the Phaser 6121MFP/N or /D

Note: These instructions are for setting up Phaser 6121MFP/N or /D printer configurations. If you are not sure what type of printer configuration you have, see [What Type of Printer Do I Have?](#) on page 30.

To configure a Phaser 6121MFP/N or /D:

1. After the printer is turned on for the first time, you are prompted to select the language and fax settings. On the printer control panel, use the **Down Arrow** button to select your language and then press the **OK** button.
2. Arrow down to your country and press **OK**.

3. Use the keypad buttons to enter the date in the format shown in the menu, then enter the time in the format shown. When finished, press **OK**.

Note: If you press OK before entering the time, you may accidentally exit out of the language and fax setup menu. You can access this information again to finish the setup. See [Accessing the General Setup Menu](#) on page 36. For fax settings, see [Enabling the Printer for Faxing](#) on page 50.

4. Enter the printer's fax number and press **OK**.
5. To enter a default sender name, use the keypad buttons. Each button cycles through lowercase and uppercase letters, so keep pressing the button until you see the desired letter in the desired case. To clear a mistake, press the **Back/Menu** button. To add a space between letters, press the **0** button. When finished, press **OK**.
6. Leave the other copy defaults, such as tray, paper size, scale, etc., as they are for now. You are finished with the initial setup. A map of the printer's main menus prints automatically. Use the information in the Menu Map as a reference for setting up other printer functions.
7. If your printer has an Ethernet cable connection to a network, go to [Assigning the Printer's Network Address](#) on page 36.

Note: If you are not sure what type of connection you have, see [What Type of Connection Do I Have?](#) on page 30.

Accessing the General Setup Menu

Note: After setting up the printer and installing the software, if you need to access the General Setup menu, use these instructions.

Use the General Setup menu to change settings such as the power saver mode, language, speaker volume (Phaser 6121MFP/N or /D printer configurations only), etc.

To access the General Setup Menu:

1. At the printer control panel, press the **Back/Menu** button to enter the System Menu.
2. Press the **Down Arrow** button to go to **General Setup** and then press the **OK** button.
3. Arrow down to the desired feature you want to set and then press **OK**.
4. Change the setting and then press **OK**.

See also:

[Control Panel General Setup](#) on page 26

Assigning the Printer's Network Address

Note: These instructions are for Phaser 6121MFP/N or /D printer configurations connected by an Ethernet cable to a network.

By default, your printer is set to pick up an IP address automatically if it is connected to a network that has a DHCP server. If this is the case, then you do not need to do anything except write down your printer's IP address because you will need it when you install the software and for setting up certain features. If you are connected to a network that does not have a DHCP server, or if you require a static

IP address for the printer, you must manually assign a network address to the printer. For information, see [Assigning a Static IP Address](#) on page 37.

Assigning a Static IP Address

Notes:

- These instructions are for Phaser 6121MFP/N or /D printer configurations connected by an Ethernet cable to a network.
- To assign a static IP address, you must disable both DHCP/BOOTP and AutoIP as described below.
- To cancel your selections when entering information (before you press the OK button), press the **Stop/Reset** button until you reach the desired screen.

To assign a static IP address to the printer:

1. On the printer control panel, press the **Back/Menu** button to enter the System Menu.
2. Press the **Down Arrow** button to go to **Connection Setup** and then press the **OK** button.
3. Select **Network Setup**, then press **OK**.
4. Arrow down to **DHCP/BOOTP**, press **OK**, select **Disable** and then press **OK** again.
5. Arrow down to **Auto IP**, press **OK**, select **Off-Manual** and then press **OK** again.
6. Arrow down to **IP Address** and press **OK**.
7. Using the keypad buttons, enter the IP address provided by your IT service or Internet service provider (ISP). Press **OK** when finished.
8. In the **Subnet Mask** line, use the keypad to enter the Subnet Mask address and then press **OK**.
9. In the **Gateway** line, use the keypad to enter the Gateway Address. Press **OK** when finished.
10. To exit the System Menu, press the **Back/Menu** button until you return to the default main screen.

Finding Your Printer's IP Address

Note: These instructions are for Phaser 6121MFP/N or /D printer configurations connected by an Ethernet cable to a network.

The printer's IP address is printed on the Configuration page and can be displayed on the printer control panel.

To print the Configuration page:

1. On the printer control panel, press the **Back/Menu** button to enter the System Menu.
2. Press the **Down Arrow** button to go to **Print Config Page** and then press **OK**.
The printer's IP address is listed in the **Network Setting** section of the page.

To get the printer's IP address from the printer control panel:

1. On the printer control panel, press the **Back/Menu** button to enter the System Menu.
2. Press the **Down Arrow** button to go to **Connection Setup** and then press **OK**.
3. At **Network Setup**, press **OK**.
4. Arrow down to **IP Address** and press **OK**.

From here you can view the printer's IP address, Subnet Mask address, and Gateway address.

Installing the Software

This section includes:

- [Operating System Requirements](#) on page 38
- [Installing the Drivers for Windows – Network](#) on page 38
- [Installing the Drivers for Windows – USB](#) on page 40
- [Installing the MCC Utility](#) on page 42
- [Installing the Drivers for Macintosh](#) on page 43
- [Adding the Printer for Macintosh](#) on page 44

Operating System Requirements

- PC: Windows 2000/XP/Vista, Windows Server 2003 or newer
- Macintosh: OS X, version 10.3 or newer

Installing the Drivers for Windows – Network

Notes:

- These instructions are for Phaser 6121MFP/N or /D printer configurations connected by an Ethernet cable to a network. If you have a Phaser 6121MFP/S printer configuration, see [Installing the Drivers for the Phaser 6121MFP/S](#) on page 41.
- When you perform a standard installation of the software for a network-connected printer as shown below, all of the drivers and utilities are installed automatically.

To install the drivers for your Phaser 6121MFP network-connected printer:

1. Verify that the printer is plugged in, turned on, and connected to the same active network as your computer.
2. Insert the *Software and Documentation CD* into your computer's CD drive. The installer will start automatically unless you have autorun disabled on your computer. If the installer does not start, navigate to your computer's CD drive and double-click the **Setup.exe** installer file.

Note: If the *Software and Documentation CD* is not available, you can download the latest driver from www.xerox.com/office/6121MFPsupport.

3. At the setup screen, click **Phaser 6121MFP/N / Phaser 6121MFP/D**.
4. At the next screen, click **Install Drivers**.
5. At the next screen, click **Install Print, Scan and Fax Drivers**.
6. Read and then accept the License Agreement by clicking **I Agree**.
When the Printer Installation window appears, it will search for and list any discovered network printers.

7. Do one of the following:
 - If you see your printer listed, select it and then click **Next**.
 - If you do not see your printer listed, click the **IP Address or DNS Name** icon button (the button on the right). In the field provided, type your printer's IP address. Use the format of numbers separated by periods with no spaces: 000.000.000.000, then click **Search**. Select your printer from the search results list and then click **Next**.

Note: To find your printer's IP address, see [Finding Your Printer's IP Address](#) on page 37.
8. When the Installation Options window appears, click **Install**.
When the installation is complete, the Installation Status screen tells you that the printer driver has been installed and that the printer has been added to your computer's list of printers.
9. Click **Finish**.
10. In the Language Selection dialog box, select your language and then click **OK**.
11. Select **Network** as the Connection Type and then in the field provided, type your printer's IP address. Click **OK**.
The scan driver installs automatically next.
12. The Scan Dashboard utility installs automatically after the scan driver. At the Choose Destination Location screen, click **Next** and then click **Next** again to accept the default location.
13. The PC-FAX driver installs automatically next. Accept the license agreement by clicking **Yes**.
14. At the dialog box that appears telling you that the installation was successful, click **OK**.
15. The Product Registration screen appears. Click **Next** and register your printer. When you are done with registration, your printer will automatically print a test page.
You are done installing the software for your printer configuration. Now you need to finish scan setup. Go to [Setting Up Network Scanning Options](#) on page 48.

Installing the Drivers Separately – Network

If you need to, you can install the printer, scan, and fax drivers separately. General instructions are given below.

Note: These instructions are for Phaser 6121MFP/N or /D printer configurations connected by an Ethernet cable to a network.

1. Verify that the printer is plugged in, turned on, and connected to the same active network as your computer.
2. Insert the *Software and Documentation CD* into your computer's CD drive. The installer will start automatically unless you have autorun disabled on your computer. If the installer does not start, navigate to your computer's CD drive and double-click the **Setup.exe** installer file.
3. When the installation menu appears, click **Phaser 6121MFP/N / Phaser 6121MFP/D**.
4. Click **Install Drivers**.
Note: When drivers are installed separately, the printer driver must be installed before the scan and fax drivers are installed.
5. Click the driver to install.
6. Follow the instructions provided in the installation screens.
7. When finished installing the printer driver, install the scan driver. The Scan Dashboard utility will install automatically after the scan driver is installed.

8. When finished installing the scan driver and Scan Dashboard utility, install the fax driver.
9. When finished, close the installation utility.

Installing the Drivers for Windows – USB

This section includes:

- [Installing the Drivers for a Phaser 6121MFP/N or /D – USB](#) on page 40
- [Installing the Drivers for the Phaser 6121MFP/S](#) on page 41
- [Installing the Drivers Separately – USB](#) on page 42

Installing the Drivers for a Phaser 6121MFP/N or /D – USB

Note: These instructions are for Phaser 6121MFP/N or /D printer configurations connected to your computer via USB cable.

To install the printer, scan, and fax drivers:

1. Verify that the printer is plugged in, turned on, and connected to your printer by USB cable.
Note: Windows recognizes the printer as three devices (a printer, a scanner, and a fax) and tries to help you install each one. However, you need to install the drivers from the CD because the Scan Dashboard utility is installed along with the drivers.
2. When the Found New Hardware Wizard appears on your screen (it will appear three times), cancel it.
3. Insert the *Software and Documentation CD* into your computer's CD drive. If the installer does not start by itself, then navigate to the file **Setup.exe** on the CD and double-click it.
Note: If the *Software and Documentation CD* is not available, download the latest drivers from www.xerox.com/office/6121MFPsupport.
4. At the setup screen, click **Phaser 6121MFP/N / Phaser 6121MFP/D**.
5. At the next screen, click **Install Drivers**.
6. At the next screen, click **Install Print, Scan and Fax Drivers**.
7. Accept the License Agreement by clicking **I Agree**.
8. When the Printer Installation window appears, select your printer and then click **Next**.
9. When the Installation Options window appears, click **Install**.
When the installation is complete, the Installation Status screen tells you that the printer driver has been installed and that the printer has been added to your computer's list of printers.
10. Click **Finish**.
11. In the Language Selection dialog box, select your language and then click **OK**.
12. Select **USB** as the Connection Type and then click **OK**.
The scan driver installs automatically next.
13. The Scan Dashboard utility installs automatically after the scan driver. At the Choose Destination Location screen, click **Next**, then click **Next** again to accept the default location.
14. The PC-FAX driver installs automatically next. Accept the license agreement by clicking **Yes**. When the installation is complete, a dialog box appears briefly to confirm the installation.

15. The Product Registration screen appears next. Click **Next** and register your printer. When you are done with registration, your printer will automatically print a test page. Next you will add the scanner to your Windows printer list.
16. At the Found New Hardware Wizard, select **Yes, this time only** and then click **Next**. Make sure **Install the software automatically** is selected and then click **Next**. After the scanner is added, click **Finish**.
17. You will be prompted to add the fax to your Windows printer list. At the Found New Hardware Wizard, select **Yes, this time only** and then click **Next**. Make sure **Install the software automatically** is selected and then click **Next**. After the fax is added, click **Finish**.
18. You are done installing the software. Now you need to install the MCC utility. Go to [Installing the MCC Utility](#) on page 42.

Installing the Drivers for the Phaser 6121MFP/S

Note: These instructions are for the Phaser 6121MFP/S printer configuration. The Phaser 6121MFP/S can only be connected to your computer via a USB cable.

1. Verify that the printer is plugged in, turned on, and connected to your printer by USB cable.

Note: Windows recognizes the printer as two devices (a printer and a scanner) and tries to help you install the drivers.
2. On your computer screen, cancel the **Windows Found New Hardware Wizard** when it appears.
3. Wait for the wizard to appear again and then cancel it again.
4. Insert the *Software and Documentation CD* into your computer's CD drive. The installer will start automatically unless you have autorun disabled on your computer. If the installer does not start, navigate to your computer's CD drive and double-click the **Setup.exe** file.

Note: If the *Software and Documentation CD* is not available, download the latest drivers from www.xerox.com/office/6121MFPsupport.
5. At the setup screen, click **Phaser 6121MFP/S**.
6. At the next screen, click **Install Drivers**.
7. At the next screen, click **Install Print and Scan Drivers**.
8. When the Printer Driver Installation screen appears, select your printer and then click **Install**.
9. At the Language Selection screen, select your language and then click **OK**.

When the installation is complete, the Installation Status screen tells you that the printer driver has been installed and that the printer has been added to your computer's list of printers.
10. Click **Finish**.

The scan driver installs automatically next.
11. The Scan Dashboard utility installs automatically after the scan driver. At the Choose Destination Location screen, click **Next**, then click **Next** again to accept the default location.

You are done installing the software. Your new printer should be listed in your Windows printers directory.

Installing the Drivers Separately – USB

Note: These instructions are for the Phaser 6121MFP/S or Phaser 6121MFP/N or /D printer configurations connected via USB cable to your computer.

If you need to, you can install the printer, scan, and fax drivers separately. General instructions are given below.

1. Verify that the printer is plugged in, turned on, and connected to your computer via USB cable.
2. Insert the *Software and Documentation CD* into your computer's CD drive. The installer will start automatically unless you have autorun disabled on your computer. If the installer does not start, navigate to your computer's CD drive and double-click the **Setup.exe** installer file.
3. When the installation menu appears, select one of the following:
 - If you are installing a driver for the Phaser 6121MFP/S, select **Phaser 6121MFP/S**.
 - If you are installing a driver for a Phaser 6121MFP/N or /D, select **Phaser 6121MFP/N / Phaser 6121MFP/D**.
4. Click **Install Drivers**.

Note: When drivers are installed separately, the printer driver must be installed before the scan and fax drivers are installed.

5. Click the driver that you want to install.
6. Follow the instructions provided in the installation screens.
7. When finished installing the printer driver, install the scan driver. The Scan Dashboard utility will install automatically after the scan driver is installed.
8. If you are installing the Phaser 6121MFP/S, you are done.
9. If you are installing a Phaser 6121MFP/N or /D, when finished installing the scan driver and Scan Dashboard utility, install the fax driver.

Note: If you will be using the fax, you should install the MCC utility to make adding fax numbers to the printer's address book easier. See [Installing the MCC Utility](#) on page 42.

10. When finished, close the installation utility.

Installing the MCC Utility

Notes:

- The MFP ControlCentre (MCC) is a Windows-only utility.
- The MCC utility requires that your printer have a USB connection to your computer.
- The MCC utility is intended for use with a Phaser 6121MFP/N or /D printer configuration connected to your computer via a USB cable.

For Phaser 6121MFP/N or /D printer configurations connected by USB cable, the MFP ControlCentre (MCC) is your printer information console. The MCC enables you to view your printer's usage information and configuration information from your computer without having to print information pages from the printer. You can also manage your fax numbers and email addresses from the MCC, and use the MCC as a backup for your printer's address book.

To install the MCC utility:

1. Do one of the following:
 - If the *Software and Documentation CD* is already in your computer's CD drive and the setup screen is still displayed on your computer screen, click **Back** to return to the screen that lists the MCC Utility.
 - Insert the *Software and Documentation CD* into your computer's CD drive. The installer will start automatically unless you have autorun disabled on your computer. If the installer does not start, navigate to your computer's CD drive and double-click the **Setup.exe** installer file. When the setup screen appears, click **Phaser 6121MFP/N / Phaser 6121MFP/D**.

Note: If the *Software and Documentation CD* is not available, download the latest driver from www.xerox.com/office/6121MFPdrivers.
2. Click **Install MCC Utility (USB only)**.
3. In the Choose Setup Language screen, select your language and click **Next**.
4. At the InstallShield Wizard screen, click **Next**.
5. At the Choose Destination Location screen, click **Next** and then click **Next** again to accept the default location.
6. Click **Finish** when the installer is done.
7. Close the installation screen and remove the CD from your computer's CD drive.

Installing the Drivers for Macintosh

To access all features that come with your printer configuration, you must do the following:

- Install the printer and scan drivers.
- Add the printer to your computer's printer queue. See [Adding the Printer for Macintosh](#) on page 44.

Note: Before installing drivers, verify that the printer is plugged in, turned on, and connected to your computer by either a USB cable or connected to the same network as your computer.

Installing the printer driver places the driver in the correct folder for you to access when you add the printer.

To install the printer and scan drivers:

1. If the printer will have a USB connection to your computer, do the following:
 - a. On the printer control panel, press the **Back/Menu** button to go to the System Menu (the menu display will not read "System Menu" it will just show the System Menu contents), then press the **Down Arrow** button to go to **Connection Setup** and press the **OK** button.
 - b. Arrow down to **USB Setup** and press **OK**.
 - c. Arrow down to **Mac** and press **OK**.
 - d. After the setting has been accepted, press the **Back/Menu** button repeatedly until you reach the default menu (the blue Ready light will be lit and steady).
2. Insert the *Software and Documentation CD* into your computer's CD drive.

Note: If the *Software and Documentation CD* is not available, download the latest drivers from www.xerox.com/office/6121MFPdrivers.

3. At the installation screen, do one of the following:
 - If your printer is a Phaser 6121MFP/N or /D, double-click **Xerox Phaser 6121MFP/N / Xerox Phaser 6121MFP/D**.
 - If your printer is a Phaser 6121MFP/S, double-click **Xerox Phaser 6121MFP/S**.

Note: If you are not sure which printer configuration you have, see [What Type of Printer Do I Have?](#) on page 30.
4. At the Introduction screen, click **Continue**.
5. At the next screen, click **Install**.
6. When the installer is finished, the Install Succeeded screen appears. Click **Finish**.
7. Continue to [Adding the Printer for Macintosh](#) on page 44.

Adding the Printer for Macintosh

This section includes:

- [Adding the Printer – OS X Version 10.3](#) on page 44
- [Adding the Printer – OS X Version 10.4](#) on page 45
- [Adding the Printer – OS X Version 10.5](#) on page 45

Adding the Printer – OS X Version 10.3

To add the printer to your list of printers:

1. Open the **Applications** folder and then open the **Utilities** folder.
2. Open the **Printer Setup Utility**.
3. Click **Add**.
4. Do one of the following:
 - If your computer has a network connection to the printer, confirm that the first drop-down menu is set to **Rendezvous**.
 - If your computer has a USB connection to the printer, confirm that the first drop-down menu is set to **USB**.
5. In the window, select your printer.
6. From the Printer Model drop-down list, select **Xerox**.
7. Select your printer model from the list of Xerox printers and then click **Add**.

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

Adding the Printer – OS X Version 10.4

To add the printer to your list of printers:

1. Open the **Applications** folder and then open **System Preferences**.
2. Open **Print & Fax** and then select the **Printing** tab.
3. Click the plus button (+) below the list of printers.
4. In the top row of the window, click the **Default** icon.
5. In the list of printers, select your printer and then click **Add**.

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

Adding the Printer – OS X Version 10.5

To add the printer to your list of printers:

1. From the **Applications** folder or from the dock, open **System Preferences**.
2. Open **Print & Fax**. The list of printers appears on the left of the window.
3. Click the plus (+) button under the list of printers.
4. Click the **Default** icon at the top of the window.
5. Select your printer from the list and click **Add**.

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

CentreWare Internet Services

Note: This section applies to Phaser 6121MFP/N or /D printer configurations connected to a network.

CentreWare Internet Services (CentreWare IS) enables you to access the printer's settings using a Web browser. It provides a simple interface that enables you to manage, configure, and monitor a network printer from your desktop. CentreWare IS gives you easy access to printer status, configuration, diagnostic functions, and more.

To access CentreWare IS, first make sure your printer is turned on, then enter your printer's IP address in your computer's Web browser. Click the **Login** button on the CentreWare IS page. A password is not required.

Note: When you are logged in to CentreWare IS, the printer control panel displays the message "Administered by PC. Please Wait!" You have to log out of CentreWare IS before you can use the control panel buttons again. However, if you are logged in to CentreWare IS for 5 minutes (the default setting) without performing any activity, your login session will time out and the printer control panel will automatically unlock.

CentreWare IS enables you to:

- Configure the printer from your computer, including fax settings, FTP settings, and network settings.
- See printer information such as serial number, memory, and installed options.
- Check supplies status from your desktop, saving a trip to the printer.
- View a usage summary.

Note: CentreWare IS requires a Web browser and a TCP/IP connection between the printer or device and the network (in Windows or Macintosh environments). TCP/IP and HTTP must be enabled in the printer, and a browser that supports JavaScript is required. If JavaScript is disabled, a warning message appears and CentreWare IS may not function properly.

For more information on using CentreWare IS and for other help resources for your printer, see the *CentreWare IS Online Help*: from the System tab, in the System menu on the left, under Administration, click **Online Help**.

Scan and Fax Setup

4

This chapter includes:

- [Setting Up Network Scanning Options](#) on page 48
- [Enabling the Printer for Faxing](#) on page 50

See also:

Online Support Assistant at www.xerox.com/office/6121MFPsupport

Setting Up Network Scanning Options

This section includes:

- [Configuring the SMTP Email Server for Scanning to Email](#) on page 48
- [Setting Up Scanning to an FTP Server](#) on page 49

Configuring the SMTP Email Server for Scanning to Email

Notes:

- To set up scanning to email, you need to have your outgoing email server's IP address (SMTP server address). The SMTP server IP address is not your printer's IP address. Contact your Internet service provider to obtain your outgoing email server address.
- To scan directly to an email address, you must have a Phaser 6121MFP/N or /D printer configuration connected to a network.
- To access the printer's settings from CentreWare IS, your printer must be connected to a TCP/IP network with access to a Web browser on a network computer.

Before you can scan to an email address, you must first configure the printer to communicate with your outgoing email (SMTP) server. Then, when you want to send a scan to an email address, you can type in the email address at the printer control panel at the time of scanning, or you can select email addresses from the printer's address book. For information on adding email addresses to the printer's address book, see [Adding Email Addresses to the Address Book](#) on page 108.

To configure the SMTP server settings:

1. Open your computer's Web browser and type your printer's IP address into the address field. (If you do not know your printer's IP address, see [Finding Your Printer's IP Address](#) on page 37.)
2. In the upper right of the page, click the **Login** button. The password is blank by default.
3. Click the **Network** tab.
4. In the navigation panel on the left side of the page, under Network, click **E-mail**. The E-mail page appears.
By default, the SMTP field is set to **Enable**.
5. If you want to change the default sender name, type it into the Sender Name field.
6. You must enter a return email address. Type it into the **E-mail Address** field.
7. In the SMTP Server Address field, enter the your outgoing email server's IP address or DNS name (for example, "10.0.0.1" or "smtp.server.isp.net").

Notes:

- Contact your Internet service provider (ISP) or system administrator to obtain your SMTP server name or IP address. Some ISP providers require authentication. Please make sure to confirm authentication type, login information, and password.
 - If you are using a DNS name for the server address, verify that your printer is configured with the correct DNS server address in the TCP/IP settings.
8. In the Port Number field, enter the port number used by the SMTP server. You can use the default (**25**) or you can select a number from the range provided.

9. In the Authentication Method section, do one of the following:
 - If no authentication is required for your server, select **No Authentication** and then skip to step 10 below.
 - If authentication is required, select the appropriate type. When you make a selection, the fields that apply to that selection become enabled. Enter a valid user name and password in the corresponding fields. If necessary, adjust the POP3 Server settings.
10. At the bottom of the page, click **Save Changes**.

You can now scan to an email address. For information on adding email addresses to the printer's address book, see [Adding Email Addresses to the Address Book](#) on page 108. For information on scanning to email, see [Scanning to Email](#) on page 93.

Setting Up Scanning to an FTP Server

Scanning to an FTP server requires a network connection. To scan to an FTP server, the printer must be able to communicate with the FTP server. This is enabled by default. Add FTP locations to the Speed Dial listings in CentreWare IS (available with Phaser 6121MFP/N or /D printer configurations connected to a TCP/IP network). For information, see [Adding FTP Entries to the Address Book](#) on page 112.

See also:

[Scanning to an FTP Server](#) on page 97

Enabling the Printer for Faxing

Notes:

- If you are setting up a Phaser 6121MFP/N or /D printer and you already selected the country, date, time, and fax number for the printer at the control panel during initial setup, you can skip this section.
- If you accidentally exited out of the initial setup at the control panel before finishing the language and fax setup, you can use the instructions here to continue the process.
- If you have the Phaser 6121MFP/S printer configuration, you can skip this section.

To enable the printer to send and receive faxes:

1. On the printer control panel, press the **Fax** button.
2. Press the **Down Arrow** button to go to **Fax Default Setup** and then press the **OK** button.
3. Arrow down to **Device Setup** and then press **OK**.
4. At **Country**, press **OK**.
5. Select your country from the list and then press **OK**.
6. Arrow down to **Date & Time** and press **OK**.
7. Using the keypad buttons, enter the time (do not press OK yet!), then enter the date in the format MM/DD/YY.
8. Press **OK**.

Note: You can change the date format now by arrowing down to **Date Format**, pressing **OK**, selecting a different format, then pressing **OK** again.

9. Arrow down to **Device Fax Number** and press **OK**.
10. Using the keypad buttons, enter the printer's fax number and then press **OK**.
11. If desired, you can enter a default sender name:
 - a. Arrow down to **Sender Name** and press **OK**.
 - b. Use the keypad buttons to enter the default sender name. Press **OK**.

Note: If your printer is connected to a network, you can add fax numbers to the printer's address book using CentreWare IS. See [Adding Fax Numbers from CentreWare IS](#) on page 133. If you are a Windows user and your printer is connected via USB cable, you add fax numbers to the printer's address book using the MCC utility. See [Adding Fax Numbers from the MCC](#) on page 134.

See also:

[Faxing](#) on page 115

Printing

5

This chapter includes:

- [Supported Paper and Media](#) on page 52
- [Loading Paper](#) on page 59
- [Selecting Printing Options](#) on page 63
- [Printing on Specialty Media](#) on page 68
- [Printing Custom Sizes](#) on page 73

Supported Paper and Media

This section includes:

- [Paper Usage Guidelines](#) on page 53
- [Auto Document Feeder Guidelines](#) on page 53
- [Document Glass Guidelines](#) on page 54
- [Duplex Unit Guidelines](#) on page 54
- [Paper That Can Damage Your Printer](#) on page 54
- [Paper Storage Guidelines](#) on page 55
- [Usable Paper](#) on page 56
- [Printable Area](#) on page 57

Your printer is designed to be used with a variety of paper types. Follow the guidelines in this section to ensure the best print quality and to avoid printer jams.

For best results, use Xerox printing media specified for your Phaser 6121MFP printer. They are guaranteed to produce excellent results with your printer.

To order paper or other specialty media, contact your local reseller or go to www.xerox.com/office/6121MFPsupplies.

Caution: Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

See also:

Recommended Media List (North America): www.xerox.com/paper

Recommended Media List (Europe): www.xerox.com/europaper

Paper Usage Guidelines

Each printer tray accommodates certain sizes and types of paper or other specialty media.

Follow these guidelines when loading paper and media in the trays:

- Fan paper or other specialty media before loading in the paper tray.
- Do not print on label stock once a label has been removed from a sheet.
- Your printer supports printing on envelope sizes DL and C6 only.
- Some wrinkling and embossing may occur when printing envelopes.
- Do not overload the paper trays. Do not load paper above the fill line on the inside of the paper guide.
- Adjust the paper guides to fit the paper size. The paper guides click into place when they are adjusted correctly.
- If excessive jams occur, use paper or other media from a new package.

See also:

[Printing Envelopes](#) on page 68

[Printing Labels](#) on page 69

[Printing Custom Sizes](#) on page 73

Auto Document Feeder Guidelines

The auto document feeder accommodates the following original sizes:

- Width: 140 – 216 mm (5.5 – 8.5 in.)
- Length: 210 – 355.6 mm (8.2 – 14 in.)

The weight range includes 60 – 128 gsm (16 – 34 lb. Bond).

Follow these guidelines when loading originals into the auto document feeder:

- Load originals faceup so that the top of the document enters the feeder first.
- Place only loose sheets of paper in the auto document feeder; remove all paper clips and staples first.
- Adjust the paper guides so that they fit against the originals.
- Insert paper in the auto document feeder only when toner on the paper is completely dry.
- Do not load originals above the maximum fill line (about 35 sheets).
- Do not load label sheets into the auto document feeder.
- Do not load documents with binder holes or other perforations.

Document Glass Guidelines

Use the document glass rather than the auto document feeder to copy or scan the following types of originals:

- Paper with paper clips or staples attached
- Paper with wrinkles, curls, folds, tears, or notches
- Paper with cutouts or perforations
- Coated or carbonless paper or items other than paper such as cloth or metal
- Envelopes
- Non-standard-size paper too large or too small for the auto document feeder guides
- Books or magazines

Caution: Do not put materials with a total weight of more than 3 kg (6.6 lb.) on the document glass.

Caution: Do not press down extremely hard on a book spread on the document glass.

Duplex Unit Guidelines

Note: These guidelines apply to the Phaser 6121MFP/D printer configuration only.

The optional duplex unit can accommodate the following paper:

- A4, Letter size
- Weight range: 60 – 90 gsm (16 – 24 lb. bond)

Paper That Can Damage Your Printer

Your printer is designed to use a variety of media types for print jobs; however, some media can cause poor output quality, increased paper jams, or damage to your printer.

Unacceptable media includes:

- Rough or porous media
- Paper that has been folded or wrinkled
- Paper with staples
- Envelopes with windows or metal clasps
- Padded envelopes
- Non-laser glossy or coated paper
- Perforated media
- Carbon backed
- Pressure sensitive
- Transparent film
- Paper designed for inkjet printers

Paper Storage Guidelines

Providing good storage conditions for your paper and other media contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper items are susceptible to damage from ultraviolet (UV) and visible light. UV radiation, which is emitted by the sun and fluorescent bulbs, is particularly damaging to paper items. The intensity and length of exposure to visible light on paper items should be reduced as much as possible.
- Maintain constant temperatures and relative humidity.
- Avoid moisture, excessive humidity, and heat above 35°C (95°F).
- Avoid attics, kitchens, garages, and basements for storing paper. Inside walls are drier than outside walls where moisture can collect.
- Store paper flat. Paper should be stored on pallets, cartons, shelves, or in cabinets.
- Avoid having food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the printer. Leave paper in the original packaging. For most commercial cut-size grades, the ream wrapper contains an inner lining that protects the paper from moisture loss or gain.
- Leave the media inside the bag until you are ready to use it; reinsert unused media in the bag and reseal it for protection. Some specialty media is packaged inside resealable plastic bags.

Usable Paper

Using unsuitable paper may lead to paper jams, poor print quality, breakdown and damage to your printer. To use the features of this printer effectively, use the paper recommended here. The types of paper that can be used with this printer are as follows:

Note: Transparencies are not supported.

Auto Document Feeder	
Paper Size	<ul style="list-style-type: none"> A4 (210 x 297 mm / 8.2 x 11.5 in.) Letter (8.5 x 11 in.) Legal (8.5 x 14 in.) Custom size range: W: 140 – 216 mm, H: 148 mm – 356 mm
Paper Type (Weight)	Plain (60 – 128 gsm / 16 – 34 lb.)
Loading Capacity	Holds up to 35 standard sheets

Paper Tray 1 – Multi-purpose	
Paper Size	<ul style="list-style-type: none"> A4 (210 x 297 mm / 8.2 x 11.5 in.) A5 (148 x 210 mm / 5.8 x 8.2 in.) B5 (ISO) (176 x 250 mm) Envelopes C6 (114 x 162 mm) Envelopes DL (110 x 220 mm) Executive (7.25 x 10.5 in.) Foolscap (8 x 13 in.) Government Legal (8.5 x 13 in.) Government Letter (8 x 10.5 in.) Letter (8.5 x 11 in.) Letter Plus (8.5 x 12.69 in.) Legal (8.5 x 14 in.) SP Folio (210 x 330 mm) Statement (5.5 x 8.5 in.) UK Quarto (203 x 254 mm / 8 x 10 in.) Custom size range: W: 92 – 216 mm (3.6 – 8.5 in.), H: 184 – 356 mm (7 – 14 in.)
Paper Type (Weight)	Plain (60 – 90 gsm / 16 – 24 lb.) Letterhead Thin Card Stock (91 – 162 gsm / 30 – 60 lb. Cover) Thick Card Stock (164 – 209 gsm / 61 – 80 lb. Cover) Envelopes (DL and C6 sizes only) Labels

Paper Tray 1 – Multi-purpose

Loading Capacity	200 sheets (20 lb.)
------------------	---------------------

500-Sheet Feeder (Tray 2)

Paper Sizes	A4, Letter
Paper Type (Weight)	Plain (71 – 90 gsm / 19 – 24 lb.)
Loading Capacity	500 sheets (20 lb.)

Duplex Unit

Paper Sizes	A4, Letter
Paper Type (Weight)	Plain, Letterhead (60 – 90 gsm / 16 – 24 lb.)
Loading Capacity	1 sheet at a time

Printing on paper that has different settings from the paper size or paper type selected in the printer driver, or loading paper into an unsuitable paper tray for printing, may lead to paper jams. To ensure that printing is done correctly, select the correct paper size, paper type, and paper tray.

The printed image may fade due to moisture, such as water, rain or vapor. For details, contact your reseller.

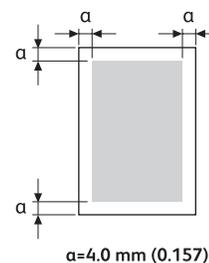
See also:

Recommended Media List (North America): www.xerox.com/paper

Recommended Media List (Europe): www.xerox.com/europaper

Printable Area

The printable area on all paper sizes is up to 4.0 mm (0.157 in.) from the edges of the media. Each media size has a specific printable area (the maximum area on which the machine can print clearly and without distortion). This area is subject to both hardware limits (the physical media size and the margins required by the machine) and software constraints (the amount of memory available for the full-page frame buffer). The printable area for all media sizes is the page size minus 4.0 mm (0.157 in.) from all edges of the media.



When printing in color on legal-size media, the following limitations apply:

- The printable area is 339.6 mm (13.4 in.) from the leading edge of the paper. (However, there is a non-printable area up to 4.0 mm (0.157 in.) from the leading edge.)
- The bottom margin is 16.0 mm (0.63 in.) for colors (C, M, and Y), and 4.0 mm (0.157 in.) for black.

Envelopes

Envelopes have a non-guaranteed printable area that varies with the envelope type. The envelope printable area is determined by the application from which you are printing.

- White area: guaranteed printable area
- Gray area: non-guaranteed printable area
- Non-printable area is 4 mm (0.157 in.) all the way around the envelope.



Notes:

- Envelopes can only be printed on their front sides (the side on which the recipient's address is printed).
- Your printer supports printing on two sizes of envelope (with long edge feed): DL (100 x 220 mm) and C6 (114 x 162 mm).
- Envelopes in DL size have a non printable area on the left and right sides of 6 mm.

Page Margins

Margins are set through your application. Some applications allow you to set custom-size pages and margins while others have only standard page sizes and margins from which to choose. If you choose a standard format when printing on custom-size paper, you may lose part of your image (due to printable area constraints). If you can customize your page in your application, use the application's sizes for the printable area for best results.

Loading Paper

This section includes:

- [General Guidelines](#) on page 59
- [Loading Paper in Tray 1](#) on page 59
- [Loading Paper in the 500-Sheet Feeder](#) on page 61
- [Selecting Paper Tray Settings](#) on page 62

General Guidelines

- Do not load different types of paper into the same tray at the same time.
- Use high-quality paper for laser printers to print at high quality. See [Usable Paper](#) on page 56.
- Do not remove or add paper to the tray when printing, or if there is any paper still in the tray. Doing so may cause a paper jam.
- Do not put any objects other than paper on the tray. Also, do not push or force down the paper tray.
- When refilling paper, first remove any remaining in the tray, then stack it with the new paper, even the edges, then reload it.
- Always load paper short-edge feed.

Loading Paper in Tray 1

Note: Unless you have the optional 500-sheet feeder installed (available only for Phaser 6121MFP/N and /D printer configurations), all copies and material printed will use the paper in Tray 1.

In addition to plain paper, the paper tray can use various other sizes and types of print media, including:

- Letterhead
- Card stock (thick and thin)
- Labels
- Specialty media including business cards, postcards (approved for laser printing only), envelopes in sizes C6 and DL only, and custom-size paper.

Caution: Do not use media intended for inkjet printers.

For a complete list of paper types and sizes that can be used with Tray 1, see [Usable Paper](#) on page 56.

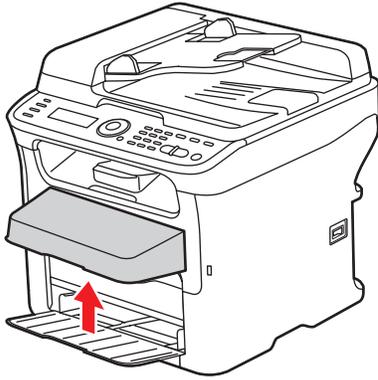
Make sure of the following points when loading paper in the paper tray:

- You can load up to 200 sheets of 20 lb. bond or a stack of paper (60 – 163 gsm, 16 – 43 lb. bond, 60 – 80 lb. cover).
- Tray 1 accepts print media within the following dimensions:
 - Width: 92 – 216 mm (3.6 – 8.5 in.)
 - Length: 184 – 356 mm (7 – 14 in.)

For more information on paper acceptable for use in Tray 1, see the table entitled **Paper Tray 1 – Multi-purpose** on page 56.

To load paper in Tray 1:

1. Flip down the paper tray if it is closed, or remove the dust cover if the tray is in the down position with the dust cover in place (see picture below on the left).

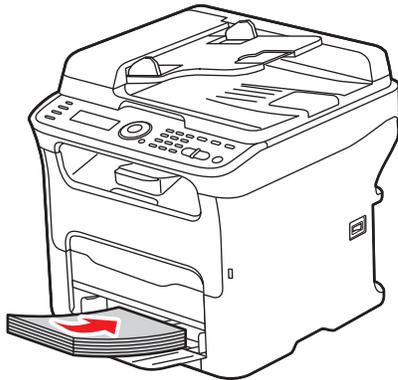


6121-114

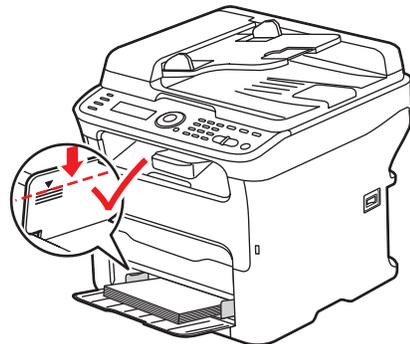


6121-013

2. Slide the width guides to the edge of the tray. The width guides should be fully extended as shown (see above picture on the right).



6121-014



6115-015

3. Insert the media faceup and top edge first into the paper tray. Do not fill above the maximum fill line (see above picture on the right).

- Slide the width guides until they rest lightly against the edge of the paper stack.



6121-016

Note: Do not force the paper. Be careful not to bend the paper.

- Place the dust cover back on the tray unless you are using legal-size paper.

See also:

[Selecting Paper Tray Settings](#) on page 62

Loading Paper in the 500-Sheet Feeder

Note: These instructions are for Phaser 6121MFP/N and /D printer configurations with the optional 500-sheet feeder (Tray 2) installed.

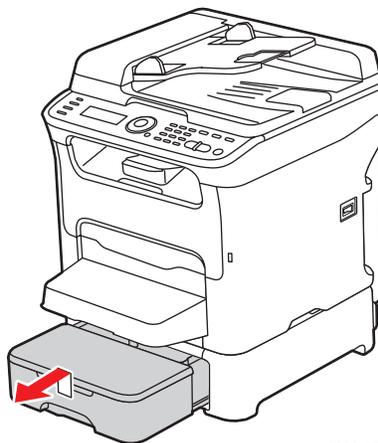
Only the following media can be used in the 500-sheet feeder:

- Plain paper, size A4 and Letter, 16 – 24 lb. bond, up to 500 sheets.

Caution: Do not use media intended for inkjet printers.

To load paper in the 500-sheet feeder:

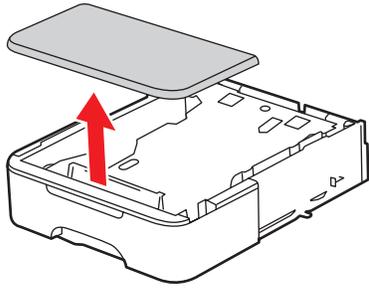
- Pull out the 500-sheet feeder as far as it will go, then gently lift it up and pull it out of the printer.



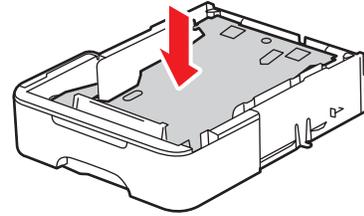
6121-028

Printing

2. Remove the lid from the tray and then press down on the paper pressure plate to lock it into place.

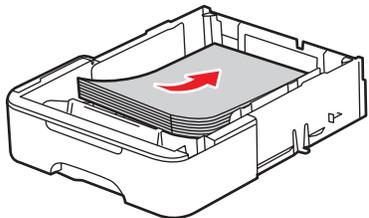


6115-029

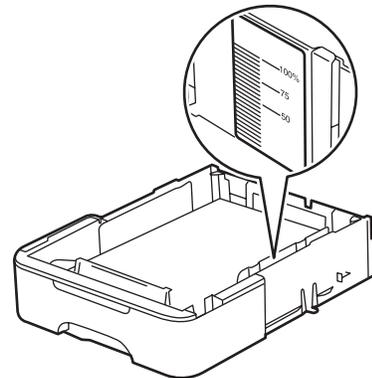


6121-030

3. Load the paper faceup in the tray. Do not add paper above the 100% mark (see picture below on the right).



6121-031



6121-032

4. Reattach the lid to the 500-sheet feeder and then reinsert the tray into the printer.

Selecting Paper Tray Settings

Note: Paper type settings must match those of the actual paper loaded in the trays; otherwise, print quality problems can occur.

To select the paper tray:

1. Load the paper into the desired tray.
2. On the printer control panel, press the **Copy** button.
3. On the printer control panel, press the **OK** button to access the tray settings.

Note: If you have the optional 500-sheet feeder installed, you will see “Tray 2” as a tray choice. If not, you will only see options for Tray 1.

4. Use the **Down Arrow** button (if necessary) to select the desired tray and then press **OK**.
5. Arrow down to the desired paper type and press **OK**.
6. Arrow down to the desired paper size and press **OK**.

Selecting Printing Options

This section includes:

- [Selecting Printing Preferences \(Windows\)](#) on page 63
- [Selecting Options for an Individual Job \(Windows\)](#) on page 63
- [Selecting Options for an Individual Job \(Macintosh\)](#) on page 65

Selecting Printing Preferences (Windows)

Printing preferences in the printer driver control all of your print jobs unless you override them for a specific job.

Note: Printer driver settings override those set at the printer control panel when you print from the driver on your computer.

To select printer preferences:

1. Select one of the following options:
 - Windows 2000 and Windows Server 2003: Click **Start** and then select **Settings > Printers**.
 - Windows XP: Click **Start** and then select **Settings > Printers and Faxes**.
 - Windows Vista: Click **Start** and then select **Control Panel > Hardware and Sound > Printers**.
2. In the Printers folder, right-click the icon for your printer and select **Printing Preferences**.
3. Make selections on the driver tabs as desired and then click **OK** to save your selections.

Note: For more information about Windows printer driver options, click the **Help** button in the Printing Preferences dialog box to view the online help.

Selecting Options for an Individual Job (Windows)

If you want to use special printing options for a particular job, change the printer driver settings from your computer before sending the job to the printer. For example, if you want to use enhanced print-quality mode for a particular graphic, or a custom paper size, select these settings in the printer driver before printing that job.

Note: The printer driver has its own online help you can use for more information on selecting printing options.

To select options for an individual job:

1. With the desired document or graphic open in your application, open the Print dialog box.
2. Select your **Phaser 6121MFP** printer and then click the **Properties** button to open the printer driver dialog box.
3. Make selections from the driver dialog box tabs as desired, beginning with settings in the Basic tab.

Note: In the driver for Windows 2000, Windows XP, Windows Server 2003, and Windows Vista, you can save printing options with a distinctive name and apply them to other print jobs. To do this, select the desired settings and then click the **Save** button (you can do this for the settings in each tab of the driver dialog box). Click the **Help** button in the dialog box for more information.

4. Click **OK** to save your selections.
5. Print the job.

See the following table for specific printer driver menu options.

Printing Options for Windows Operating Systems

For detailed information on using the printer driver options, click the **Help** button in the printer driver dialog boxes to access the online help.

Driver Tab	Printing Options
Basic	<ul style="list-style-type: none"> • Orientation: Controls how the image is positioned on the printed page. • Original Size: Paper sizes supported by the printer. Select the appropriate size. • Output Size: Enables you to print on a paper size other than that defined in the application. • Edit Custom Paper: Enables you to add, edit, or delete custom paper sizes. • Scale [20...400]: Specifies the scale the printed image should be of the original. • Copies: Specifies the number of copies to make. • Collated: Enables copies to be printed into organized groupings. • Paper Source: Specifies the tray to use for source paper. • Paper Type: Specifies the type of paper on which to print. • 1st Page Setting: Specifies the paper source and type to be used for the first page of a print job.
Layout	<ul style="list-style-type: none"> • Pages/Sheet: Specifies how many pages to print on a single sheet of paper, including Booklet and Poster print. • Pages/Sheet Details: Specifies the order in which document pages are positioned on each sheet of paper when Pages/Sheet printing is selected. • Rotate 180: Turns the page layout upside down. • Print on Both Sides: Specifies printing on both sides of the paper and binding edge of the document (Phaser 6121MFP/N and /D printer configurations only). • Image Shift: Shifts the entire printed image by specified units. • Image Shift Setting: Select to display the measurements in either millimeters or inches.
Overlay	<ul style="list-style-type: none"> • Overlay: Enables you to select an overlay image for the printed page. • Pages: Specifies which pages the overlay appears on.
Watermark	<ul style="list-style-type: none"> • Watermark: Specifies a watermark to add to the printed page. • Background: Adds the watermark to the background of the pages. • 1st Page Only: Adds the watermark to the first page only. • Repeat: Repeats the watermark multiple times on the page. • Add: Enables you to create a custom watermark. • Edit: Enables you to edit a watermark.

Driver Tab	Printing Options
Quality	<ul style="list-style-type: none"> • Color: Specifies whether to print in color or monochrome. • Color Matching: Enable or disable the printer's ability to adjust hues to maintain the integrity of a document's onscreen image. • Resolution: Specifies the resolution of the printed image. • Adjustment: Specifies the contrast, brightness, color saturation, and sharpness of the printed image.

Selecting Options for an Individual Job (Macintosh)

To select print settings for a particular job, change the printer driver settings before sending the job to the printer.

To select print settings:

1. With the document open in your application, click **File** and then click **Print**.
2. Select the desired printing options from the menus and drop-down lists that are displayed.

Note: In Macintosh OS X, select **Save** from the **Presets** drop-down list on the **Print** menu screen to save the current printer settings. You can create multiple presets and save each with its own distinctive name and printer settings. To print jobs using specific printer settings, click the applicable saved preset in the Presets list.

3. Click **Print** to print the job.

See the following table for specific printing options. For more information about using the options, click the help button (question mark) in the print dialog boxes.

Printing Options for Macintosh OS X

For detailed information on using the printer driver options, click the question mark button in the printer driver dialog boxes to access the online help.

Mac OS X, v. 10.4 and 10.5

Driver Drop-Down Title	Printing Options
Copies & Pages	<ul style="list-style-type: none"> • Copies: Specifies number of copies and whether to collate. • Pages: All, Current, Selection, From x To x, Page range.
Layout	<ul style="list-style-type: none"> • Pages per sheet: Specifies the number of pages to print on each sheet of paper. • Layout direction: Specifies the order in which to print the pages when printing multiple pages on one sheet of paper. • Border: Specifies the type and width of boarder to print around each page printed on the sheet of paper. • Two-Sided: When selected, specifies whether to flip the page on the long edge or the short edge (Phaser 6121MFP/N and /D printer configurations only).

Driver Drop-Down Title	Printing Options
Color Matching	<ul style="list-style-type: none"> • ColorSync: Specifies the color profile to use. • Vendor Matching: The printer will use its internal color matching system.
Paper Handling	<ul style="list-style-type: none"> • Pages To Print: All, Even only, Odd only. • Scale to fit paper size: Scales the page content to fit the specified paper size. • Destination Paper Size: (Active only when Scale to fit paper size is selected.) Specifies the paper size to print to. • Page Order: Automatic, Normal, Reverse.
Paper Feed	<ul style="list-style-type: none"> • All pages from: Specifies the tray to print all pages from: Auto select, Printer Auto Select, Tray 1, Tray 2 (only if installed). • First page from: Specifies the tray from which to print the first page. • Remaining from: Specifies the tray from which to print the remaining pages.
Cover Page	<ul style="list-style-type: none"> • Print cover page: When selected prints a cover page before or after the document. • Cover Page Type: Classified, Confidential, Secret, Standard, Topsecret, Unclassified. • Billing Info: A field in which you can specify billing information to print on the cover page.
Scheduler	<ul style="list-style-type: none"> • Print Document: Now, At [time], On Hold. • Priority: Specifies Urgent, High, Medium, Low.
Printer Features	<ul style="list-style-type: none"> • Basic Features: Specifies settings for resolution, media type (plain paper, labels, letterhead, etc.), and color mode. • Color Matching Options: Specifies the rendering intent: Saturation, Perceptual, Colorimetric. • Image Options: Specifies image rotation and image shift. • Watermark Selection: Enables watermark. • Watermark Orientation: Portrait or Landscape or other custom angle. • Watermark Setting: Specifies the watermark text, font, size and color, and intensity.

Mac OS X, v. 10.3

Driver Drop-Down Title	Printing Options
Copies & Pages	<ul style="list-style-type: none"> • Copies • Pages
Layout	<ul style="list-style-type: none"> • Pages per sheet • Layout direction • Border • Two-Sided

Driver Drop-Down Title	Printing Options
Paper Handling	<ul style="list-style-type: none"> • Pages To Print • Destination Paper Size • Page Order
Cover Page	<ul style="list-style-type: none"> • Print cover page: When selected prints a cover page before or after the document. • Cover Page Type: Classified, Confidential, Secret, Standard, Topsecret, Unclassified. • Billing Info: A field in which you can specify billing information to print on the cover page.
Printer Features	<ul style="list-style-type: none"> • Basic Features • Color Matching Options • Image Options • Watermark Selection • Watermark Orientation • Watermark Setting

Printing on Specialty Media

This section includes:

- [Printing Envelopes](#) on page 68
- [Printing Labels](#) on page 69
- [Printing on Card Stock](#) on page 71

Printing Envelopes

Notes:

- Envelopes can be printed only from Tray 1.
- Envelope printing is not supported for Comm 10 sized envelopes; supported envelope types are DL (110 x 220 mm) and C6 (114 x 162 mm).

Envelope Printing Guidelines

- Successful envelope printing is highly dependent on the quality and construction of the envelopes. Use envelopes made specifically for laser printers, in the supported sizes.
- Store unused envelopes in their packaging to avoid the effects of moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing. For best results, maintain constant temperatures and relative humidity.
- Do not use padded envelopes; purchase envelopes that lie flat.
- Remove air bubbles from the envelopes before loading by setting a heavy book on top of the envelopes.
- If wrinkling or embossing problems occur, use a different brand of envelope made specifically for laser printers.

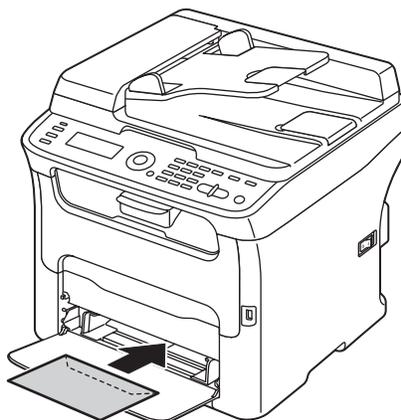
Caution: Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using unsupported envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Printing on Envelopes

To load envelopes:

1. Remove the dust cover from Tray 1 and then remove any existing media in the tray.
2. Slide the media guides apart to provide space for the envelopes.

3. Load up to 10 envelopes flap side down in the tray.



6115-202

4. Slide the media guides so they rest lightly against the edges of the envelopes.
5. Reinstall the dust cover on the tray.
6. In the application you are using to print from, open the Print dialog and select your **Phaser 6121MFP** printer, then click the **Properties** button (or equivalent) to access the printer driver properties.
7. Click the **Basic** tab. From the Paper Source drop-down list, select **Tray 1 (Multipurpose)**. From the Paper Type drop-down list, select **Envelope**.
8. From the Original Size drop-down list, select the appropriate envelope size, either **DL** or **C6**.
9. Select any other settings that apply, such as whether to print in monochrome or color, then click **OK**.
10. In the Print dialog, click **OK** to begin printing.

Printing Labels

This section includes:

- [Label Printing Guidelines](#) on page 70
- [Printing Labels from the Paper Tray](#) on page 70

Note: Labels can be printed only from Tray 1.

To order paper or other specialty media, contact your local reseller or go to www.xerox.com/office/6121MFPsupplies.

See also:

[Usable Paper](#) on page 56

Label Printing Guidelines

- Do not use vinyl labels.
- Use label sheets recommended for laser printers.
- Print only on one side of the sheet of labels.
Caution: Do not use any sheet where labels are missing; it may damage the printer.
- Do not use labels that are perforated, have backing sheets that have partially peeled away or that have parts of the labels already removed.
- The face sheet must follow the plain paper specifications. See [Supported Paper and Media](#) on page 52.
- Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions may cause print-quality problems or cause them to jam in the printer.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam the printer.

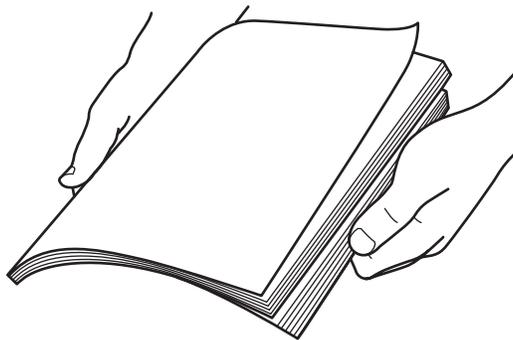
Printing Labels from the Paper Tray

Notes:

- Labels can be printed only from Tray 1.
- You cannot perform automatic 2-sided printing on labels.

To print labels:

1. Remove the dust cover from Tray 1 and then remove any existing media in the tray.
2. Slide the media guides apart to provide space for the labels.
3. Fan the labels to release sheets that are stuck together.



4. Load no more than 50 sheets of labels faceup (print side up) in the tray.
5. Slide the media guides so they rest lightly against the edges of the label sheets.
6. Reinstall the dust cover on the tray.
7. In the application you are using to print from, open the Print dialog and select your **Phaser 6121MFP** printer.

8. In the printer dialog box, click the **Properties** button (or equivalent) to access the printer driver properties.
9. Click the **Basic** tab. From the Paper Source drop-down list, select **Tray 1 (Multipurpose)**. From the Paper Type drop-down list, select **Labels**.
10. Select any other settings that apply, such as whether to print in monochrome or color, then click **OK**.
11. In the Print dialog, click **OK** to begin printing.

Printing on Card Stock

You can print on thin or thick card stock. See [Usable Paper](#) on page 56.

Card Stock Printing Guidelines

- Paper thicker than 90 gsm (24 lb. bond) is referred to as thick stock. Test all thick stock to ensure acceptable performance.
- You can print continuously with thick stock. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.
- Print on card stock only from Tray 1.
- Load the card stock faceup in the tray.
- Do not load card stock of mixed thicknesses in the tray at a time; use only one thicknesses in the tray per print job.
- Do not use card stocks that are coated, designed for inkjet printers, or that contain cutouts or are perforated.

Printing on Card Stock from the Paper Tray

Notes:

- Card stock can be printed only from Tray 1.
- You cannot perform automatic 2-sided printing using card stock.

To print on card stock:

1. Remove the dust cover from Tray 1 and then remove any existing media in the tray.
2. Slide the media guides apart to provide space for the card stock.
3. Load no more than 50 sheets in the tray; fewer if you are using thick stock.
4. Slide the media guides so they rest lightly against the edges of the card stock.
5. Reinstall the dust cover on the tray.
6. In the application you are using to print from, open the Print dialog and select your **Phaser 6121MFP** printer.
7. In the printer dialog box, click the **Properties** button (or equivalent) to access the printer driver properties.

Printing

8. Click the **Basic** tab. From the Paper Source drop-down list, select **Tray 1 (Multipurpose)**. From the Paper Type drop-down list, select either **Thin cardstock** or **Thick cardstock** as applicable (for supported card stock weights, see the section Paper Type (Weight) in the table [Paper Tray 1 – Multipurpose](#) on page 56).
9. Select any other settings that apply, such as whether to print in monochrome or color, then click **OK**.
10. In the Print dialog, click **OK** to begin printing.

Printing Custom Sizes

This section includes:

- [Defining Custom Paper Sizes](#) on page 73
- [Printing on Custom-size Paper](#) on page 74

You can create, edit, and delete custom-size paper for your printer from the printer's driver settings on your computer. The custom size must be within the maximum and minimum size ranges for your printer.

Custom-size paper can be loaded into Tray 1 only. You load custom-size paper in the paper tray the same way you load standard-size paper.

See also:

- [Loading Paper in Tray 1](#) on page 59
- [Selecting Paper Tray Settings](#) on page 62

Defining Custom Paper Sizes

To add a custom paper size to the printer's driver options:

1. Open the printer's driver settings:
 - In Windows, navigate to your printer directory or list, then right-click the printer and select **Properties**. In the Properties dialog box, click the **Printing Preferences** button.
 - From an application's Print menu, select your printer and then click the **Properties** button.
2. In the Printing Preferences (or Properties) dialog box, in the **Basic** tab, click the **Edit Custom Paper** button.
3. In the Custom Paper dialog box, click **New**.
4. In the second Custom Paper dialog box, type a name for this custom size in the Name field.
5. In the Size section, set the width and height for the paper. If necessary, in the Unit section, select the units your printer uses and then click **OK**.

Note: Custom sizes you create must be within the custom size range supported by the printer: width: 92 – 216 mm (3.6 – 8.5 in.), height: 184 – 356 mm (7 – 14 in.).

6. Click **OK**. In the Printing Preferences (or Properties) dialog box, click **OK**.
The new custom paper size displays in the Original Size and Output Size lists.

For help using the printer driver, click the **Help** button in the printer driver's Properties or Printing Preferences dialog box.

Printing on Custom-size Paper

Before printing, set the custom size in the printer's driver settings on your computer.

To print on custom-size paper:

1. From the Print menu of the application you are printing from, select your printer and then, in the Print dialog box, click the **Properties** button.
2. In the Basic tab, from the Original Size list, select a custom size you created.
3. In the Output Size list, select the same custom size.
4. In the Paper Type list, select **Plain Paper** (or other available type if you are printing on something other than plain paper. Types that are not available will display a yellow warning triangle to the left of their names in the list).
5. Select other options as necessary and then click **OK**.
6. In the Print dialog box, choose any other desired settings and then click **OK** to print.

See also:

[Usable Paper](#) on page 56

Copying

6

This chapter includes:

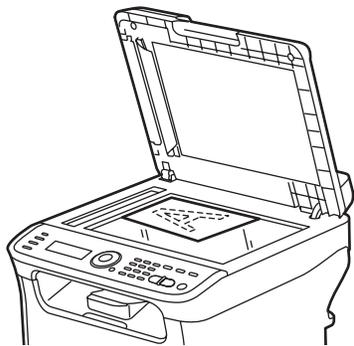
- [Basic Copying](#) on page 76
- [Adjusting Copy Options](#) on page 78
- [Advanced Copying](#) on page 81

Basic Copying

Use either the document glass or, if your printer configuration includes an auto document feeder, you can use the auto document feeder to make copies. Load the originals to be copied and follow the steps below.

To copy a document:

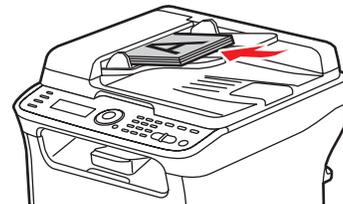
1. On the right side of the printer control panel, press the **Stop/Reset** button to clear the settings from the previous job.
2. Load your original documents. Use the document glass for single or 2-sided copies, or the auto document feeder for multiple pages.



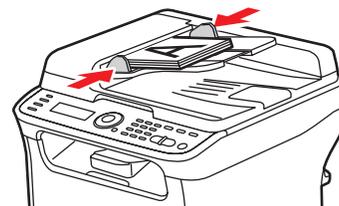
6121-074

Document Glass

Lift the auto document feeder cover and place the original **face down**, toward the **back-left** corner of the document glass.



6121-077



6121-078

Auto Document Feeder

Insert the originals **face up** with the **top** of the pages entering the feeder first. Adjust the paper guides so they fit against the originals.

3. On the printer control panel, press the **Copy** button.
4. To set the desired number of copies, on the printer control panel keypad, press the number button for the desired number of copies. The number of copies displays in the upper-right corner of the menu.

Note: To reset the number of copies to 1, press the **Stop/Reset** button.

5. Select copying options. See [Adjusting Copy Options](#) on page 78.
6. To print color copies, press the **Start/Color** button. To print black and white copies, press the **Start/B&W** button.

If you placed originals in the auto document feeder, copying continues until the auto document feeder is empty.

7. To cancel a copy job, on the printer control panel, press the **Stop/Reset** button. Use the **Up Arrow** button or **Down Arrow** button to select **Yes** and then press the **OK** button.

Note: Print jobs are interrupted when you make copies or perform a scan. When the copies are ready to print, the print job pauses, the copies print, and then the print job resumes. Copying cannot be performed while printing a received fax.

Adjusting Copy Options

This section includes:

- [Selecting the Tray](#) on page 78
- [Selecting the Original Document Type](#) on page 78
- [Selecting Color or Black and White Copies](#) on page 79
- [Reducing or Enlarging the Image](#) on page 79
- [Making the Image Lighter or Darker](#) on page 79
- [Changing the Default Copy Settings](#) on page 80

Selecting the Tray

In some cases, you may want to make copies on letterhead, colored paper, or card stock. Load the special paper in Tray 1 and then select Tray 1 in the printer control panel copy menu.

To select the tray:

1. On the printer control panel, press the **Copy** button.
2. Press the **OK** button.

Note: The display shows options to choose from. Your choices will depend on your printer configuration. For example, Tray 2 (the 500-sheet feeder) is optional and only available with Phaser 6121MFP/N and /D printer configurations.

3. Press the **Up Arrow** or **Down Arrow** buttons to go to the desired option, then press **OK**.

Selecting the Original Document Type

The scanner optimizes the appearance of the output based on the content type of the document being copied: mostly text, a photo or illustration, or a mixture of both.

To select the original document type:

1. On the printer control panel, press the **Copy** button.
2. Press the **Down Arrow** button to go to **Original** and then press the **OK** button.
3. Arrow down to the desired mode:
 - **Mixed:** (Factory default) For copying documents containing both text and photographs, such as magazines and brochures.
 - **Fine Mixed:** Same as Mixed but for higher resolution.
 - **Photo:** For copying photographs.
 - **Fine Photo:** Same as Photo but for higher resolution.
 - **Text:** For copying a document containing all or mostly text.
 - **Fine Text:** Same as Text but for higher resolution.
4. Press **OK**.

Selecting Color or Black and White Copies

If the original document has color, you can create copies in color, or in black and white or grayscale.

1. Select the desired copy options.
2. Do one of the following:
 - Press the **Start/Color** button for color copies.
 - Press the **Start/B&W** button for monochrome copies. Colors in the original are converted to shades of gray.

Reducing or Enlarging the Image

You can reduce the image down to 50 % of its original size or enlarge it up to 200 % of its original size. You can select from a preset scale (zoom ratio) or you can use the buttons on the keypad to enter a custom one.

Note: The setting default is 100 %.

To reduce or enlarge the image:

1. On the printer control panel, press the **Copy** button.
2. Press the **Down Arrow** button to go to **Scale** and then press the **OK** button.
3. Do one of the following:
 - To select a preset size, arrow down to **Preset Sizes**, press **OK** and then press the **Up Arrow** or **Down Arrow** button to select a size. Press **OK**.
 - To enter another size, at **Manual**, press **OK** and then use the keypad to enter a size between 50 % and 200 %, or press the **Up Arrow** button or **Down Arrow** button to change the scale by increments of 1 %. Press **OK** to confirm.

Making the Image Lighter or Darker

To lighten or darken an image when it is copied:

1. On the printer control panel, press the **Copy** button.
2. Press the **Down Arrow** button to go to **Darken** and then press the **OK** button.
3. To lighten the image, press the **Back Arrow** button. To darken the image, press the **Forward Arrow** button.
4. Press **OK** to confirm.

Changing the Default Copy Settings

The default copy settings are used on all copy jobs unless you change them at the time of copying.

To change the default copy settings:

1. On the printer control panel, press the **Copy** button.
2. Press the **Down Arrow** button to go to **Copy Default** and then press the **OK** button.
3. Arrow down to the setting you want to change and press **OK**.
 - **Paper Default:** Select the tray to use (Phaser 6121MFP/N and /D printer configurations only).
 - **Original Document Type:** Select the content type being copied: text, photo, or mixed.
 - **Lighten/Darken:** Select the darkness or lightness of the copy.
 - **Collate Default:** Select to sort or not sort sets of copies (Phaser 6121MFP/N and /D printer configurations only).
 - **Sides Default:** Select the type of 2-sided copying (Phaser 6121MFP/D printer configuration only).
 - **Preset Units:** Select the unit of measurement used by the copy function: **Inch** or **Metric** (Phaser 6121MFP/S printer configuration only).
4. Change the setting as desired and then press **OK** to confirm.
5. Repeat steps 3 and 4 as needed.

See also:

[Copy Default Setup Menu](#) on page 147

Advanced Copying

Advanced copy settings include collating sets of copies (sorting), printing multiple pages per sheet, printing on both sides of the paper, and special copy modes such as copying ID cards, Clone Copy, and Poster Copy.

This section includes:

- [Collating \(Sort\) Copying](#) on page 81
- [2-sided Copying](#) on page 81
- [Printing Multiple Pages per Sheet \(2-Up\)](#) on page 84
- [Using Special Copy Modes](#) on page 86

Collating (Sort) Copying

Note: The Collate option is not available with the Phaser 6121MFP/S printer configuration.

When making several copies of a multi-page document, you can sort the output into sets. For example, if you are making three single-sided copies of a six-page document, the copies are printed in the following page order when you select **Collate: On**.

1, 2, 3, 4, 5, 6, 1, 2, 3, 4, 5, 6, 1, 2, 3, 4, 5, 6

Note: You can produce collated output whether using the auto document feeder or making copies from the document glass.

With the Collate setting off, the copies are printed in the following page order:

1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5, 6, 6, 6

To enable collation:

1. On the printer control panel, press the **Copy** button.
2. Press the **Down Arrow** button to go to **Collate**.
3. If the setting reads “Collate: Off” press the **OK** button and then press the **Up Arrow** button to go to **On** and press **OK**.

2-sided Copying

This section includes:

- [2-sided Copying from the Auto Document Feeder](#) on page 82
- [Manual 2-sided Copying from the Auto Document Feeder](#) on page 83
- [2-sided Copying from the Document Glass](#) on page 83

Note: The optional duplex unit must be installed for this feature to be available (Phaser 6121MFP/D printer configurations only).

You can make 2-sided copies using the auto document feeder or the document glass.

2-sided Copying from the Auto Document Feeder

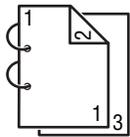
Use these instructions to copy two single-sided document pages onto both sides of a single sheet of paper.

To make 2-sided copies:

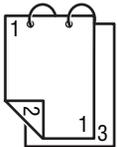
1. Place the pages to be copied faceup into the auto document feeder.
2. On the printer control panel, press the **Copy** button.
3. Select the paper source tray and the desired image adjustments. See [Adjusting Copy Options](#) on page 78 for details.
4. Press the **Down Arrow** button to go to **Sides** and then press the **OK** button.

Note: The Sides (Duplex) function may be set to Off, but that will change when you select 2-sided copying options.

5. Press the **Down Arrow** button to select **1 > 2** (if it is not already selected) and then press **OK**.
6. Select the orientation (binding or “flip” side) for the second page:
 - **Short Edge Flip**
 - **Long Edge Flip**



If **Long Edge Flip** is selected, the pages will be printed to flip on the long edge of the paper.



If **Short Edge Flip** is selected, the pages will be printed to flip on the short edge of the paper.

7. Press **OK**.
8. When ready to copy, press the **Start/Color** button for color copies, or the **Start/B&W** button for monochrome copies.

Manual 2-sided Copying from the Auto Document Feeder

You can copy a stack of 2-sided pages from the auto document feeder using the following method.

To print 2-sided to 2-sided using the auto document feeder:

1. Place the stack of originals in the auto document feeder and then press the **Copy** button.
2. After copying, remove the originals from the auto document feeder output tray and flip the stack over and place it back into the auto document feeder, being careful not to disturb the page order.
3. Remove the printed copies from the output tray and, keeping them together, insert them top first, blank side facing up, into Tray 1 (this rotates the pages 180 degrees from the way they printed out into the output tray).
4. Press the appropriate **Start** button to copy the other side of the stack in the auto document feeder.

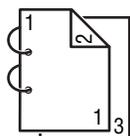
2-sided Copying from the Document Glass

To create 2-sided copies:

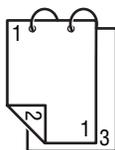
1. Position the first side (or first page) of the document facedown on the document glass. (For details, see [Basic Copying](#) on page 76.)
2. On the printer control panel, press the **Copy** button.
3. Select the paper source tray and any image adjustments desired. See [Adjusting Copy Options](#) on page 78 for details.
4. Press the **Down Arrow** button to go to **Sides** and then press the **OK** button.

Note: The Sides (Duplex) function may be set to Off, but that will change when you select 2-sided copying options.

5. Press the **Down Arrow** button to select **1 > 2** and then press **OK**.
6. Select the orientation (binding or “flip” side) for the second page:
 - **Short Edge Flip**
 - **Long Edge Flip**



If **Long Edge Flip** is selected, the pages will be printed to flip on the long edge of the paper.



If **Short Edge Flip** is selected, the pages will be printed to flip on the short edge of the paper.

7. Press **OK**.

8. When ready to copy, press the **Start/Color** button for color copies, or the **Start/B&W** button for monochrome copies.
9. After the first page is copied, "Next Page?" displays on the control panel menu. Position the second page and then press **OK**.
After the second page is scanned, the document prints automatically.

Printing Multiple Pages per Sheet (2-Up)

This section includes:

- [2-Up Copying from the Auto Document Feeder](#) on page 84
- [2-Up Copying from the Document Glass](#) on page 84
- [Double-Sided 2-Up Copying](#) on page 85

Note: 2-Up copying (printing two pages on one side of one sheet of paper) requires either the Phaser 6121MFP/N or /D printer configuration.

2-Up Copying from the Auto Document Feeder

You can copy two original pages onto one side of a sheet of paper. The size of the page images is reduced proportionally to fit on the size of the paper in the selected tray.

To copy two pages onto one side of one sheet of paper:

1. Put the pages to copy faceup into the auto document feeder.
2. On the printer control panel, press the **Copy** button.
3. Press the **Down Arrow** button to go to **2-Up** and then press the **OK** button.
4. Press the **Up Arrow** button to select **On** and then press **OK**.
5. To print color copies, press the **Start/Color** button. To print monochrome copies, press the **Start/B&W** button.

The pages will run through the auto document feeder and then be printed reduced on one side of one sheet.

2-Up Copying from the Document Glass

To copy two pages onto one side of one sheet of paper:

1. Put the first page to be copied facedown on the document glass.
2. On the printer control panel, press the **Copy** button.
3. Press the **Down Arrow** button to go to **2-Up** and then press the **OK** button.
4. Press the **Up Arrow** button to select **On** and then press **OK**.
5. To print color copies, press the **Start/Color** button. To print monochrome copies, press the **Start/B&W** button.
6. After the first page is copied, "Next Page?" displays on the control panel menu. Position the second page and then press **OK**.

After the second page is scanned, the document prints automatically.

Double-Sided 2-Up Copying

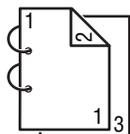
If you have the Phaser 6121MFP/D printer configuration, you can copy four original pages onto two sides of a sheet of paper. The size of the copied pages is reduced proportionally to fit on the size of the paper in the selected tray.

To copy four pages onto one side of one sheet of paper:

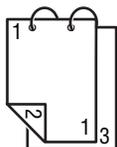
1. Put the pages to copy faceup into the auto document feeder.
2. On the printer control panel, press the **Copy** button.
3. Select the paper source tray and the desired image adjustments. See [Adjusting Copy Options](#) on page 78 for details.
4. Press the **Down Arrow** button to go to **Sides** and then press the **OK** button.

Note: The Sides (Duplex) function may be set to Off, but that will change when you select 2-sided copy options.

5. Press the **Down Arrow** button to select **1 > 2** (if it is not already selected) and then press **OK**.
6. Select the orientation (binding or “flip” side) for the second page:
 - **Short Edge Flip**
 - **Long Edge Flip**



If **Long Edge Flip** is selected, the pages will be printed to flip on the long edge of the paper.



If **Short Edge Flip** is selected, the pages will be printed to flip on the short edge of the paper.

7. Press the **Down Arrow** button to go to **2-Up** and then press **OK**.
8. Press the **Up Arrow** button to select **On** and then press **OK**.
9. To print color copies, press the **Start/Color** button. To print monochrome copies, press the **Start/B&W** button.

The pages will run through the auto document feeder. The first two pages will print reduced on one side of the sheet, and the third and fourth pages will be printed reduced on the second side of the sheet.

Using Special Copy Modes

This section includes:

- [Copying ID Cards Using ID Copy Mode](#) on page 86
- [Copying Using Poster Copy Mode](#) on page 87
- [Copying Using Clone Copy Mode](#) on page 88

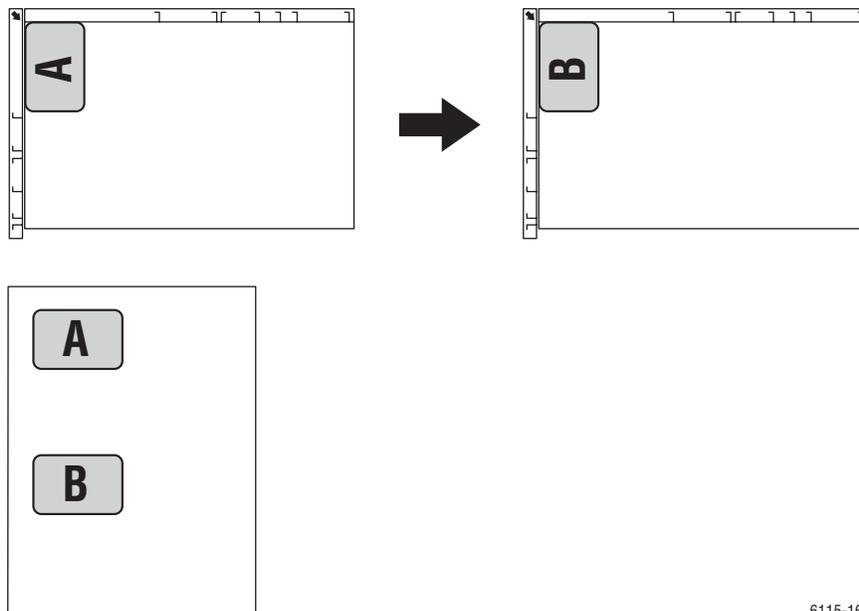
Special copy modes include ID Copy, Poster Copy, and Clone Copy.

Note: ID Card Copy, Clone Copy or Poster Copy cannot be set at the same time that 2-Up copying, 2-sided copying, or collated copying are used.

Copying ID Cards Using ID Copy Mode

Note: These instructions are for all Phaser 6121MFP printer configurations.

ID Copy mode lets you copy the back and front of a document at full size onto one side of a single sheet of paper as shown in the illustration below. The top two illustrations show how to position the item being copied. The bottom illustration shows the results of the ID Card Copy.



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When using ID Card Copy mode:

- The scale (zoom ratio) cannot be changed.
- You cannot use the auto document feeder; you must use the document glass.
- Only A4, Letter, and Legal paper sizes can be selected for printing on.
- You may need to adjust the placement of the ID card to allow for the 4 mm top and left non-printable areas of the document glass. For more information on printable areas, see [Printable Area](#) on page 57.

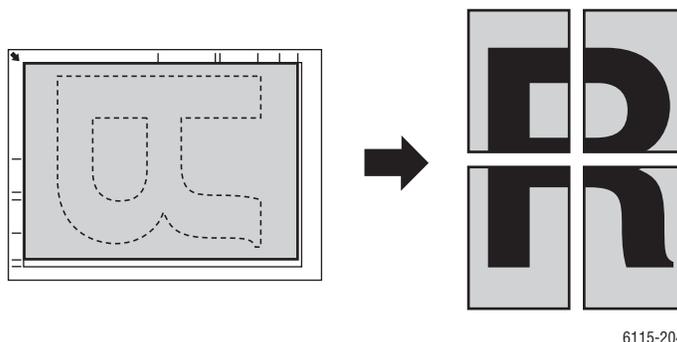
To copy ID cards using ID Copy mode:

1. Place the first side of the document or card to be copied on the document glass as shown.
2. On the printer control panel, press the **Copy** button if you are not already in copy mode.
3. Press the **Down Arrow** button to go to **Special Copy Mode** and then press the **OK** button.
4. Press the **Up Arrow** button to select **ID Copy** and then press **OK**.
5. Press the desired **Start** button (**Start/Color** or **Start/B&W**).
6. Lift the document cover and turn the card over, then press **OK**.
After the second side is copied, the page prints.

Copying Using Poster Copy Mode

With Poster Copy, the length and width of the copied document are each enlarged 200 % and then printed on four pages.

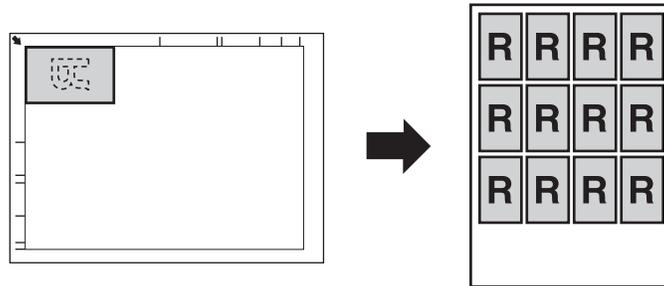
Note: If the copied image does not fit on the size of paper that is used, there may be margins on the sides of the image or the image may not fit on the paper.



1. Position the document on the document glass facedown as shown.
2. On the printer control panel, press the **Copy** button.
3. Press the **Down Arrow** button to go to **Special Copy Mode** and then press the **OK** button.
4. Arrow down to **Poster Copy** and then press **OK**.
5. Press the desired **Start** button (**Start/Color** for color, **Start/B&W** for monochrome).
The original is scanned and then the copies print.

Copying Using Clone Copy Mode

With Clone Copy, small documents, such as memos or snapshots, are tiled and printed on a single page as shown in the illustration.



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1. Position the document to be copied facedown on the document glass. For details, see [Basic Copying](#) on page 76.
2. On the printer control panel, press the **Copy** button.
3. Press the **Down Arrow** button to go to **Special Copy Mode** and then press the **OK** button.
4. Arrow down to **Clone Copy** and press **OK**.
5. When the control panel menu displays the message “How To Repeat Copy,” press **OK**.
6. Press the desired **Start** button (**Start/Color** for color, **Start/B&W** for monochrome).
7. The control panel prompts you to enter the length of the document being copied. Use the keypad buttons to enter the length of the document in millimeters (mm) and then press **OK**.

Note: The Clone Copy mode uses millimeters for image measurements even if **inches** is the unit selected for the printer in general.

8. The control panel prompts you to enter the width of the document being copied. Use the keypad buttons to enter the document width in millimeters (mm) and then press **OK**.

Note: To change the document size, press the **Back/Menu** button to delete the current size and then use the keypad to specify the desired size.

After the document has been scanned, printing automatically begins.

Scanning

7

This chapter includes:

- [Scanning Overview](#) on page 90
- [Loading Documents for Scanning](#) on page 92
- [Scanning to Email](#) on page 93
- [Scanning to a USB Flash Drive](#) on page 96
- [Scanning to an FTP Server](#) on page 97
- [Using the Scan Dashboard](#) on page 98
- [Scanning to an Application on Your Computer](#) on page 102
- [Adjusting Scanning Options](#) on page 105
- [Adding Email Addresses to the Address Book](#) on page 108
- [Adding FTP Entries to the Address Book](#) on page 112

See also:

- [Installing the Software](#) on page 38
- [Installing the MCC Utility](#) on page 42
- [Setting Up Network Scanning Options](#) on page 48

Scanning Overview

All printer configurations are enabled for scanning and allow scanning using the Scan Dashboard (Windows only), to a USB storage device, and to software applications. Only Phaser 6121MFP/N or /D printer configurations connected to a network allow scanning to email or to an FTP server because a network connection is required. The Phaser 6121MFP/S printer configuration does not come with network connection capability. However, if you have email service and a USB connection to your printer, you can scan to a folder on your computer and then attach the scan to an email message.

Scanning Methods

You can initiate scanning from the printer control panel, from the Scan Dashboard utility on your computer, or from an application on your computer. Depending on your scan destination and type of connection to the printer, you will need to do some additional setup before you can begin scanning. Scanning methods, and any required setup for each, are listed below.

Scanning from the Control Panel

From the printer control panel, you can:

- **Scan to email** (network connection required). First, you need to configure the email server in CentreWare IS. For information, see [Configuring the SMTP Email Server for Scanning to Email](#) on page 48. Next, you need to add email addresses. You can add email addresses to the printer's address book from CentreWare IS. For information on setting up email addresses, see [Adding Email Addresses to the Address Book](#) on page 108.

Note: CentreWare IS is a Web interface that allows you to manage, configure, and monitor your printer using your computer's Web browser. For more information, see [CentreWare Internet Services](#) on page 46.

- **Scan using Push To Scan.** (Windows only.) This feature enables you to scan from the printer control panel Start buttons to a specific destination on your computer using scan settings you configure in the Scan Dashboard utility. See [Setting Up Push To Scan](#) on page 98.
- **Scan to an FTP server** (network connection required). You will need to set up FTP server destinations in the printer's address book. See [Adding FTP Server Destinations from CenterWare IS](#) on page 112.
- **Scan to a USB Flash drive:** No setup is necessary.

Scanning from the Scan Dashboard

Note: The Scan Dashboard is a Windows-only utility.

From the Scan Dashboard, you can:

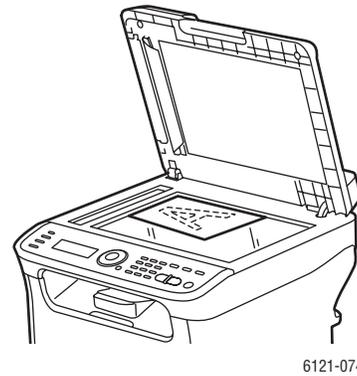
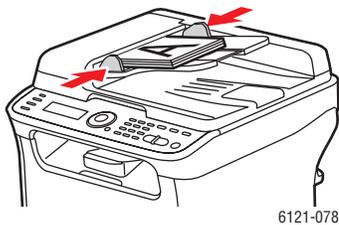
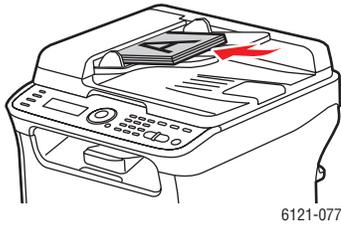
- **Scan using Push To Scan.** From the Scan Dashboard, Push To Scan is one-button scanning using preconfigured settings assigned to the Scan Dashboard's Start buttons. For setup information, see [Setting Up Push To Scan](#) on page 98.
- **Scan to a folder on your computer.** For single-job scanning without saving the settings, see [Scanning to a Folder](#) on page 101. To assign settings to the Scan Dashboard Mode buttons, see [Setting Up Scan Mode Buttons](#) on page 99.
- **Scan to applications on your computer.** You will need to set up scanning to the application in the Scan Dashboard if you want one-button access to the application from the Scan Dashboard; otherwise, you do not need to do any initial setup. For information on setting up scanning to applications from the Scan Dashboard, see the *Scan Dashboard Online Help*: from the Scan Dashboard, click the **Help** button.
- **Scan to a printer.** No initial setup is necessary.
- **Scan to the Clipboard.** No initial setup is necessary.

Scanning to an Application on Your Computer

No setup at installation is necessary.

Loading Documents for Scanning

Position the original document to be scanned as shown below.



Auto Document Feeder (Phaser 6121MFP/N or /D printer configurations only)

Insert originals **faceup** with the top of the page entering the feeder first. Adjust the paper guides so they fit against the originals.

Note: Do not load more than 35 pages per scan job into the auto document feeder.

Document Glass

Lift the printer cover and then place the original **facedown** on the back left corner of the document glass. Gently close the cover so as not to disturb the placement of the document being scanned.

Scanning to Email

This section includes:

- [Manually Entering the Email Address](#) on page 94
- [Selecting an Email Address from the Address Book](#) on page 94

Notes:

- Scanning to email requires setting up your outgoing email (SMTP) server to communicate with the printer. If you have not already done this, see [Configuring the SMTP Email Server for Scanning to Email](#) on page 48.
- Scanning to email is only for Phaser 6121MFP/N and /D printer configurations connected to a network.

To scan to email from the printer control panel:

1. Position the document to be scanned on the document glass or in the auto document feeder as shown in [Loading Documents for Scanning](#) on page 92.

Note: If you are scanning a two-sided document, use the document glass instead of the auto document feeder because you will not be prompted to turn the page over if you use the auto document feeder.

2. On the printer control panel, press the **Scan** button.
3. At the printer control panel menu, select **Scan To:** and then press the **OK** button.
4. Do one of the following:
 - If Scan To:Email is the default, press **OK**.
 - If Scan To: is set to something else, then arrow down to **Email** and press **OK**.
5. To select the recipient, do one of the following:
 - Enter the email address using the alphanumeric keypad buttons. For details, see [Manually Entering the Email Address](#) on page 94.
 - To select an email address from the address book, arrow down to **Address Book** and then press **OK**. Select or search for the address to use. See [Selecting an Email Address from the Address Book](#) on page 94 for details.
6. Press the appropriate **Start** button (**Start/B&W** for black and white or gray, **Start/Color** for a color scan).
The printer begins scanning your documents.
7. If you are scanning from the document glass, at the “Next Page?” prompt, do one of the following:
 - If you are done scanning, press the appropriate **Start** button again to send the scan to its destination.
 - If you have more pages to scan, open the printer cover and turn the page over or position the next page, then press **OK**. The document is scanned. When finished scanning pages, press the appropriate **Start** button to send the scan to its destination.

The scans will be emailed as attachments of the default file type set up in the Scan Default Setup Menu. For information on changing the default file type, see [Setting the Scanned Image File Type](#) on page 106.

See also:

[Adjusting Scanning Options](#) on page 105

[Adding Email Addresses from the Control Panel](#) on page 108

Manually Entering the Email Address

If you are sending a scan to one or two email addresses and have not entered them into the printer's address book, you can enter them at the printer control panel at the time of scanning.

To enter the email address at the printer control panel when scanning to email:

1. After you select to scan to email, the menu shows an envelope icon at the start of the line where you enter the email address. To enter the first character in the email address, on the alphanumeric keypad, press the button that corresponds to the letter or symbol of the first character. For example, if the first character is the letter "c," press the **2** button three times until you see the letter "c" displayed on the address line in the menu. Wait until the cursor moves to the next space, then enter the next character, and so on.

Note: As you press a keypad button, it cycles through the letters and the number it contains, starting with lowercase letters, then the number, then uppercase letters. This cycling behavior only works when the keypad is in letter mode, not number mode. For example, if you press the **5** button three times while in number mode, the result is "555." If you press the **5** button while in letter mode, the result is a lower case L: l. By default, the keypad is in letter mode when you are entering email addresses in the email Name field.

2. If you miss a character and need to back up to insert it, press the **Back Arrow** button repeatedly to move the cursor to the desired spot and then enter the desired character. To move to where you left off entering the address, press the **Forward Arrow** button repeatedly to move the cursor forward.
3. To erase a character, press the **Back/Menu** button.
4. To enter a period (.) or @ symbol in the address, press the **1** button on the keypad to cycle through the characters until you reach the one you want.

See also:

[Using the Control Panel Keypad](#) on page 132

Selecting an Email Address from the Address Book

1. If you know the Speed Dial or Group Dial entry number for the person or group you want to email, then at the Speed Dial or Group Dial prompt:
 - a. Type in the Speed Dial/Group Dial entry number using the keypad and then press the **OK** button.
 - b. Confirm that the entry displayed is the one you want and then press **OK**, then press **OK** again.
 - c. At **Finish**, press **OK**.

2. If you do not know the Speed Dial or Group Dial entry number, you can search for it:
 - a. At the Speed Dial/Group Dial prompt, press **OK** and then arrow up to **Search** and press **OK** again.
 - b. At the Search menu, enter the first letter of the entry name and then press **OK**.

Note: If you are entering more than the first letter in the name, you will need to match the case used in the name (for example, first letter capital, second lowercase, etc.).

- c. After the printer finishes searching and displays a list of entries, select the desired entry and press **OK**.
- d. At **Finish**, press **OK**.

Scanning to a USB Flash Drive

Note: These instructions can be used for all printer configurations.

To scan a document to a USB flash drive:

1. Position the document to be scanned on the document glass or in the auto document feeder as shown in [Loading Documents for Scanning](#) on page 92.

Note: If you are scanning a two-sided document, use the document glass instead of the auto document feeder because you will not be prompted to turn the page over if you use the auto document feeder.

2. Plug the USB flash drive into the USB port on the front of the printer.
3. On the printer control panel, press the **Scan** button.
4. Select the desired scan settings. See [Adjusting Scanning Options](#) on page 105.
5. Press the desired **Start** button (**Start/Color** for color, **Start/B&W** for monochrome).
The printer scans the document.
6. If you are scanning from the document glass, at the “Next Page?” prompt, do one of the following:
 - If you are done scanning, press the appropriate **Start** button again to send the scan to its destination.
 - If you have more pages to scan, open the printer cover and turn the page over or position the next page, then press **OK**. The document is scanned. When finished scanning pages, press the appropriate **Start** button to send the scan to the USB device.

See also:

[Adjusting Scanning Options](#) on page 105

Scanning to an FTP Server

Notes:

- These instructions are for Phaser 6121MFP/N and /D printer configurations connected to a network.
- If you have not set up FTP server addresses for the printer to use, see [Adding FTP Entries to the Address Book](#) on page 112.

To scan to an FTP server:

1. Position the document to be scanned on the document glass or in the auto document feeder as shown in [Loading Documents for Scanning](#) on page 92.

Note: If you are scanning a 2-sided document, use the document glass instead of the auto document feeder because you will not be prompted to turn the page over if you use the auto document feeder.

2. On the printer control panel, press the **Scan** button.
3. At the Scan To: prompt, press the **Down Arrow** button to select **FTP** and then press the **OK** button.
4. At the Speed Dial prompt, enter the Speed Dial entry number of the FTP server you want and then press **OK** and then press **OK** again.
5. Confirm the destination displayed is the one you want and then press **OK**.
6. Press the desired **Start** button to start the scan.
The printer scans the document.
7. If you are scanning from the document glass, at the “Next Page?” prompt, do one of the following:
 - If you are done scanning, press the appropriate **Start** button again to send the scan to its destination.
 - If you have more pages to scan, open the printer cover and turn the page over or position the next page, then press **OK**. The document is scanned. When finished scanning pages, press the appropriate **Start** button to send the scan to its destination.

See also:

[Adjusting Scanning Options](#) on page 105

Using the Scan Dashboard

This section includes:

- [Setting Up the Scan Dashboard](#) on page 98
- [Scanning to Your Computer Using Push To Scan](#) on page 100
- [Scanning to a Folder](#) on page 101

Notes:

- The Scan Dashboard is a Windows-only utility.
- These procedures assume you have the Scan Dashboard installed on your computer. The Scan Dashboard installs automatically when you install the Windows scan driver. For information on installing the Windows drivers, see [Installing the Drivers for Windows – Network](#) on page 38 for Phaser 6121MFP/N or /D printer configurations with a network connection. For Phaser 6121MFP/S, or Phaser 6121MFP/N or /D printer configurations with a USB connection, see [Installing the Drivers for Windows – USB](#) on page 40.

Setting Up the Scan Dashboard

Notes:

- The Scan Dashboard is a Windows-only utility.
- For detailed information on setting up the Scan Dashboard, see the *Scan Dashboard Online Help*: open the Scan Dashboard and then click the **Help** button.

From the Scan Dashboard, you can scan to a variety of destinations using settings you assign to the Scan Dashboard buttons. For example, you can assign scan settings to the Start buttons and Scan Mode buttons on the Scan Dashboard, and you can launch applications using the Launch Application buttons.

The printer control panel Start buttons will scan to the configured destination when you select **Scan To: PC** on the printer control panel and then press the desired Start button.

Setting Up Push To Scan

Note: These instructions are for all printer configurations and connection types.

You assign scan settings to the Scan Dashboard Start buttons so you can use Push To Scan from the Scan Dashboard Start buttons and from their counterparts on the printer control panel. One setup works for both because the settings you apply to the Start buttons in the Scan Dashboard are automatically applied to the printer control panel Start buttons each time you select Scan To: PC from the printer control panel.

To set up Push To Scan:

1. If you have not installed the Scan driver and the utilities, do so first. For information, see [Installing the Software](#) on page 38.
2. Open the Scan Dashboard: click **Start**, select **Programs > Xerox Office Printing > Phaser 6121MFP > Scan Dashboard > Phaser 6121MFP Scan Dashboard**.

3. In the Scan Dashboard, click the **Settings** button.
4. Click the **Push To Scan** tab if it is not already selected. In the bottom row, click the button for the action you want to execute when you press the **Start/B&W** button on the printer control panel or click the **Start/B&W** button on the Scan Dashboard.
5. In the top row, click the button for the action you want to execute when you press the **Start/Color** button on the printer control panel or click the **Start/Color** button on the Scan Dashboard.
6. Click **OK**.
7. In the Scan Modes section of the Scan Dashboard, click the mode button you assigned to the Start/B&W button.
8. In the TWAIN dialog box, do one of the following:
 - If you are connected via USB, select the **Local scanner (USB)** option.
 - If your printer is connected to a network, select the **Network scanner** option.
9. For one-button scanning from the Scan Dashboard when the Start buttons are clicked, select the **Do not display this dialog at start-up TWAIN driver** check box.

Note: Once you select not to display this dialog, the only way to get it back is to reinstall the scan driver.
10. Click **OK**. The Scan Document dialog box appears.
11. In the Scanner Settings section, select the desired scan options.
12. In the Destination section, in the corresponding fields, select the file format, default file name, and the folder destination for where you want the scans to go.
13. Click the **Save Settings and Close** button.
14. Repeat steps 7 through 13 for the Start/Color button.

The options you assign to the Scan Dashboard Start buttons are also applied to their counterparts on the printer control panel.

Setting Up Scan Mode Buttons

Note: These instructions are for all printer configurations and connection types.

Assign and save scan settings to Scan Dashboard Scan Mode buttons for quick scanning to destinations you use often. You can also scan manually using settings you select at the time of scanning. For more information on selecting scan settings, see [Adjusting Scanning Options](#) on page 105.

To assign scan settings to a Scan Mode button:

1. If you have not installed the Scan driver and the utilities, do so first. For information, see [Installing the Software](#) on page 38.
2. Open the Scan Dashboard: click **Start**, select **Programs > Xerox Office Printing > Phaser 6121MFP > Scan Dashboard > Phaser 6121MFP Scan Dashboard**.
3. In the Scan Modes section, click the button you want to configure.

Note: Be aware that if you assign and save settings to a Scan Mode button that is already associated with one of the Start buttons, the settings for that Start button will be changed.
4. Click the desired Scan Mode button.

5. In the Xerox Phaser 6121MFP TWAIN dialog box, select the scanner option that fits the type of connection you have to your printer (network or USB) and then click **OK**.
6. In the Scan dialog box that appears, select the scan settings for the Scan Mode button and then click **Save Settings and Close**.

Note: For more information about selecting Scan Dashboard settings, click the **Help** button in the dialog box to see the *Scan Dashboard Online Help*.

Scanning to Your Computer Using Push To Scan

The Scan Dashboard's Push To Scan feature lets you scan to a variety of destinations on your computer from either the printer or from the Scan Dashboard. Your Push To Scan destination can be a folder on your computer, the Windows Clipboard, an application on your computer, or another printer on your network.

Before using Push To Scan, you need to assign scan settings to the Start buttons on the printer control panel. If you have not done this, see [Setting Up Push To Scan](#) on page 98.

Push To Scan from the Control Panel

To use Push To Scan from the printer's control panel:

1. Place the item to be scanned in the auto document feeder or position it on the document glass.
2. On the printer control panel, press the **Scan** button.
3. The menu should show **Scan To** selected. Press the **OK** button.
4. Select **Scan to PC** and press **OK**.
5. Press the **Start** button assigned to the scan settings and destination folder you want to use.
6. Move to your computer to continue the scanning process. A Xerox Phaser 6121MFP TWAIN dialog box appears on your computer asking you to select a scanner.
7. Do one of the following:
 - If you are connected to the printer via USB port, select **Local scanner (USB)** and then click **OK**.
 - If you are connected to the printer via a network, select **Network scanner** and then click **OK**.

Note: To set your selection permanently, select the **Do not display this dialog at start-up** check box. Once you select not to display this dialog, the only way to get it back is to reinstall the scan driver.

The printer scans to the destination folder specified in the Push To Scan settings.

Push To Scan from the Scan Dashboard

To start from the Scan Dashboard:

1. Place the item to be scanned in the auto document feeder or position it on the document glass.
2. Start the Scan Dashboard: click **Start**, select **Programs > Xerox Office Printing > Phaser 6121MFP > Scan Dashboard > Phaser 6121MFP Scan Dashboard**.
3. In the Scan Dashboard, click the Start button assigned to the scan settings and destination folder you want to use.

4. In the Xerox Phaser 6121MFP TWAIN dialog box appears, do one of the following:
 - If you are connected to the printer via USB port, select **Local scanner (USB)** and then click **OK**.
 - If you are connected to the printer via a network, select **Network scanner** and then click **OK**.

Note: To set your selection permanently, select the **Do not display this dialog at start-up** check box. Once you select not to display this dialog, the only way to get it back is to reinstall the scan driver.

The printer scans to the destination folder specified in the Push To Scan settings.

Scanning to a Folder

These instructions are for scanning from the Scan Dashboard using the Scan Mode buttons.

To scan to a folder from the Scan Dashboard:

1. Start the Scan Dashboard: click **Start**, select **Programs > Xerox Office Printing > Phaser 6121MFP > Scan Dashboard > Phaser 6121MFP Scan Dashboard**.
2. In the Scan Modes section of the Scan Dashboard, do one of the following:
 - To scan an image, click the **Scan Image** button
 - To scan a document, click the **Scan Document** button.
3. In the dialog that appears, select the type of connection the printer has to your computer:
 - **Local scanner (USB)**
 - **Network scanner**
4. Click **OK**.

Note: To set your selection permanently, select the **Do not display this dialog at start-up** check box. Once you select not to display this dialog, the only way to get it back is to reinstall the scan driver.

5. In the Scan dialog that appears, in the Destination section, click **Browse** to browse for and select the destination folder. Make any other desired changes to the scan settings.
6. To begin scanning, click **Scan**.
7. To save the settings, click **Save Settings and Close**.

Note: The printer scans your document to the output destination you specified. The default is your My Documents folder under your Windows user settings.

Scanning to an Application on Your Computer

This section includes:

- [Scanning to a Windows Application – USB \(TWAIN or WIA\)](#) on page 102
- [Scanning to a Windows Application – Network](#) on page 103
- [Scanning to a Macintosh OS X Application – Network](#) on page 103
- [Scanning to a Macintosh OS X Application – USB](#) on page 104

You can import images directly from the scanner to Windows or Macintosh applications on your computer. The printer can be connected to your computer via a USB cable or, for Phaser 6121MFP/N and /D printer configurations, a network connection.

Scanning to a Windows Application – USB (TWAIN or WIA)

Note: Scanning to a Microsoft Office 2007 or 2008 application may be slightly different from the steps listed here.

To import images to an application in Windows 2000, Windows XP, Windows Server 2003, and Windows Vista:

1. Open the file in which you want to place the image.
2. Select the application's menu item used to acquire the image. For example, if you are using Microsoft Word (Office 2003 and prior) to place an image in a document:
 - a. Click **Insert**, choose **Picture**, then select **From Scanner or Camera**.
 - b. In the Device field of the dialog box, select **Phaser 6121MFP TWAIN**.
 - c. Click **Custom Insert**.
 - d. In the dialog box that appears, select **Local scanner (USB)** and then click **OK**.

Note: To automatically use this setting and skip this dialog box the next time you scan to an application, click the **Do not display this dialog at start-up** check box.

The Phaser 6121 MFP TWAIN dialog box appears.

3. In the Paper source field, select the one that applies: **Document Glass** or **Document Feeder**.
4. Select the paper size, scan type, resolution, and scale in the corresponding fields as desired.

Note: For more information on using the TWAIN settings, click the **question mark** icon in the dialog box to view the online help.

5. Click the **Preview** button. If you are satisfied with the results, click the **Scan** button. Otherwise, make the desired changes and then click **Preview** and then click **Scan** again.

The printer scans the document and the image is placed in your application.

Scanning to a Windows Application – Network

Note: The printer must have a network connection to your computer.

1. Open the file in which you want to place the image.
2. Select the application's menu item used to acquire the image. For example, if you are using Microsoft Word (Office 2003 and prior) to place an image in a document:
 - a. Click **Insert**, choose **Picture**, then select **From Scanner or Camera**.
 - b. In the Device field, select **Phaser 6121MFP Network Scanner**.
 - c. Click **Custom Insert**.
 - d. In the dialog box that appears, click **OK**.
3. In the Network Scanner dialog, select either **Flatbed** or **Document Feeder** from the Paper source field.
4. Specify the other scanner settings as desired.
5. Do one of the following:
 - If you selected Document Feeder, then in the Page size field at the bottom of the dialog box, select the size of the original.
 - If you selected Flatbed, click the **Preview** button to view a preview of the scanned page. After the preview finishes, you can alter the page size of the final scan by clicking one of the **corner squares** (the corner squares change from brown to green) and dragging the outline to the desired size.
6. Click the **Scan** button.
The printer scans the document and the image is placed in your application.

Scanning to a Macintosh OS X Application – Network

To scan an image to a file over the network to Macintosh OS X:

1. Open the **Image Capture** application.

Note: Other TWAIN applications such as Adobe Photoshop will also work.
2. In the Devices menu, select **Browse Devices**.
3. Select the **Phaser 6121MFP** device and then click the **Use TWAIN UI** button to the right.
4. From the Download To: drop-down menu, select the desired location.
5. If needed, change the **Name** and **Format** options to the desired settings.
6. Click the **Scan** button at the bottom.

Note: A window will appear with information about using the Scanner IP Address Selector Utility located in the following placed on the Mac:

/Library/Application Support/Xerox/Phaser 6121MFP/Phaser 6121MFP Scanner IP Address Selector.app

To hide this window in the future, select the **Do not show this message again** check box at the bottom of the window.

7. The TWAIN dialog box appears. In the Paper Source drop-down menu, select the paper source that applies:
 - **Document Glass**
 - **Document Feeder**

Note: When Document Feeder is selected as the paper source, the printer will still only accept single-page scans.
8. Select any other scanner settings desired. For more information, click the **Help** button in the window to view the online help.
9. Click the **Scan** button.

The printer scans the document and the image is placed in the specified location.

Scanning to a Macintosh OS X Application – USB

To scan an image to a file over USB to Macintosh OS X:

1. Open the **Image Capture** application.

Note: Other TWAIN applications such as Adobe Photoshop will also work.
2. A device scanner window automatically appears and a preview scan of the document starts.

Note: The Scan Mode: drop-down menu is set to **Flatbed** by default and cannot be changed. Documents can be scanned from the auto document feeder, but only single-page scans are allowed.
3. From the **Scan To Folder:** select the desired location.
4. Specify the other scanner settings as desired.
5. In the image preview pane to the left, click and drag a selection of the area you want scanned.

Note: The **Scan** button at the bottom will not become active until you have made a selection.
6. Click the **Scan** button to start scanning.

The printer scans the document and the image is placed in the specified location.

Adjusting Scanning Options

This section includes:

- [Changing the Default Scan Settings](#) on page 105
- [Selecting Scan Settings for a Single Job](#) on page 107

Changing the Default Scan Settings

This section includes:

- [Setting the Scan Resolution](#) on page 105
- [Setting the Scanned Image File Type](#) on page 106
- [Setting the Original Document Type](#) on page 106
- [Setting the Default Scan Destination](#) on page 106

For a complete list of the default settings, see [Scan Default Setup Menu](#) on page 150.

Setting the Scan Resolution

You can change the scan resolution to fit the way you plan to use the scanned image. Scan resolution affects both the size and image quality of the scanned image file. The higher the scan resolution, the larger the file size.

To select the scan resolution:

1. On the printer control panel, press the **Scan** button.
2. Press the **Down Arrow** button to go to **Scan Default** and then press the **OK** button.
3. At **Resolution**, press **OK**.
4. Select one of the following options, and then press **OK**:
 - **150 dpi**: (factory default) Produces the lowest resolution and smallest file size.
 - **300 dpi**: Produces medium resolution and a medium file size.

Note: You can obtain a higher scan resolution using the TWAIN scan driver available from the Scan Dashboard. For information, see [Using the Scan Dashboard](#) on page 98.

Setting the Scanned Image File Type

To specify the file type the scanned image will be saved as:

1. On the printer control panel, press the **Scan** button.
2. Press the **Down Arrow** button to go to **Scan Default** and then press the **OK** button.
3. Arrow down to **File Format** and press **OK**.
4. Select one of the following types:
 - TIFF
 - PDF (factory default)
 - JPEG
5. Press **OK**.

Setting the Original Document Type

To set the type of the original being scanned:

1. On the printer control panel, press the **Scan** button.
2. Press the **Down Arrow** button to go to **Scan Default** and then press the **OK** button.
3. Arrow down to **Original Doc Type** and press **OK**.
4. Select the type of content being scanned:
 - **Mixed:** Text with images or photos.
 - **Text:** Text only.
 - **Photo:** Photos only.
5. Press **OK**.

Setting the Default Scan Destination

The default scan destination is the one that follows the **Scan To:** prompt at the top of the Scan Menu.

To set the default scan destination:

1. On the printer control panel, press the **Scan** button.
2. Press the **Down Arrow** button to go to **Scan Default** and then press the **OK** button.
3. Arrow down to **Scan To:** and press **OK**.
4. Select the desired default destination:
 - **Email:** Sends the scan to a specified email address (Phaser 6121MFP/N or /D printer configuration with network connection required).
 - **PC: Scan Dashboard** (Windows only): Sends the scan to the Scan Dashboard on your computer.
 - **USB device:** Sends the scan to a USB flash drive attached to the printer.
 - **FTP:** Sends the scan to an FTP server address (Phaser 6121MFP/N or /D printer configuration with network connection required).
5. Press **OK**.

Selecting Scan Settings for a Single Job

To temporarily change a scan setting when emailing the scanned image:

1. On the printer control panel, press the **Scan** button.
2. Select the scan destination and then press the **OK** button.
3. Press the **Down Arrow** button to move through the menu settings. Select a setting to change and then press **OK**.
4. Change the selected setting as desired and then press **OK**.

Note: For a list of setting options, see [Scan Menu – Main](#) on page 149.

5. Press the desired **Start** button to begin the scan.

Adding Email Addresses to the Address Book

This section includes:

- [Adding Email Addresses from the Control Panel](#) on page 108
- [Adding Email Addresses to a Group from the Control Panel](#) on page 108
- [Adding Email Addresses from CentreWare IS](#) on page 109
- [Adding Email Addresses to a Group from CentreWare IS](#) on page 109
- [Adding Email Addresses from the MCC](#) on page 110
- [Adding Email Addresses to a Group from the MCC](#) on page 110

The printer can store email addresses and FTP server destinations in its address book. You can add entries to the address book using the buttons on the printer control panel, using CentreWare IS, or, if you have a USB connection to the printer, using the MCC (Windows only). The fastest method for adding entries to the address book is to use CentreWare IS.

Adding Email Addresses from the Control Panel

To add email addresses to a Speed Dial entry from the printer control panel:

1. On left side of the printer control panel, press the **Address Book** button.
2. At **Add/Edit Entry**, press the **OK** button.
3. At **New Entry**, press **OK**.
4. At **Speed Dial**, use the keypad to enter an available entry number (01 through 220).
If the entry number is already taken, the menu will display “Not Available.” If this happens, try the next consecutive number.
5. If the entry number you have entered is available, the menu will read, “[00]# Available.” Press **OK**.
6. At **Name**, use the keypad to enter the name. Use the right-arrow button to add spaces where needed. (For information on using the keypad, see [Using the Control Panel Keypad](#) on page 132.)
7. Arrow down to **Address Type** and press **OK**.
8. Arrow down to **Email Address** and press **OK**.
9. Use the keypad to enter the email address. When finished, press **OK**.
10. To leave the address book menu, press the **Back/Menu** button until you reach the desired menu.

Adding Email Addresses to a Group from the Control Panel

To add email addresses to a Group Dial entry from the printer control panel:

1. On left side of the printer control panel, press the **Address Book** button.
2. At **Add/Edit Entry**, press the **OK** button.
3. At **New Entry**, press **OK**.
4. At **Group Dial**, use the keypad to enter an available entry number (01 through 20).
If the entry number is already taken, the menu will display “Not Available.” If this happens, try the next consecutive number.
5. If the entry number you have entered is available, the menu will read, “[00]# Available.” Press **OK**.

6. At **Name**, use the keypad to enter the name. Use the right-arrow button to add spaces where needed. (For information on using the keypad, see [Using the Control Panel Keypad](#) on page 132.)
7. Arrow down to **Address Type** and press **OK**.
8. Arrow down to **Email Address** and press **OK**.
9. Use the keypad to enter the email address. When finished, press **OK**.
10. To leave the address book menu, press the **Back/Menu** button until you reach the desired menu.

Adding Email Addresses from CentreWare IS

To add email addresses from CentreWare IS:

1. Open your computer's Web browser and type your printer's IP address into the address field. (If you do not know your printer's IP address, see [Finding Your Printer's IP Address](#) on page 37.)
2. Click the **Login** button on the CentreWare IS page. A password is not required.
3. Click the **Fax/Email** tab.
The Speed Dial List page displays banks of speed dial entry fields. Speed dial entries 001 through 220 are for fax numbers and email addresses.
4. Go to the first empty field. On the right, click **Create**.
5. In the field for selecting the entry type, choose **Email** and then click **Next**.
6. Enter the person's name and email address in the corresponding fields.
7. Click **Save Changes**.

Adding Email Addresses to a Group from CentreWare IS

To create Group Dial entries:

1. Open your Web browser and type your printer's IP address into the address field. (If you do not know your printer's IP address, see [Finding Your Printer's IP Address](#) on page 37.)
2. Click the **Login** button on the CentreWare IS page. A password is not required.
3. Click the **Fax/Email** tab.
4. In the navigation pane on the left, click **Group Dial Settings**.
5. In the Action column of the Group Dial List, click the **Create** button for the first available Group.
Note: Groups are named "01, 02, 03, etc." unless you change the name.
6. In the field for selecting the entry type, choose the **Email** and then click **Next**.
7. In the Group Dial Name field, type a **name** for this group.
8. In the Speed Dial box, entries that are available to be added to the group will have a check box to the left in the Button column. Select the check boxes for the entries to be added to the group.
9. Scroll down to the bottom of the page and click **Next**.

You should see the new group in the Group Dial List.

Notes:

- You can edit the speed dial group membership (or group name) later by navigating to the Group Dial List as described above and then clicking the **Modify** button for that group in the Group Dial List and making changes, then clicking **Next** at the bottom of the page.
- You can delete a speed dial group by clicking the **Delete** button in the Group Dial List and then clicking **Yes** to confirm.

Adding Email Addresses from the MCC

Note: The MCC is a Windows-only utility that requires a USB connection between the printer and your computer.

To add email addresses from the MCC:

1. Ensure your printer is turned on and connected to your computer.
2. From your computer, click **Start > Programs > Xerox Office Printing > Phaser 6121MFP > MCC > Xerox Phaser 6121MFP MCC**.
3. In the MCC, click the **Connect** icon (first icon in the row).
4. Click the **Download** icon (last icon in the row).
5. In the navigation pane on the left, click the plus (+) sign next to **Address Book** to expand it.
6. Expand **Speed Dial** and then click **Fax/Email**.
Speed dial entries 001 through 220 are for fax numbers and email addresses.
7. On the right side of the MCC window, click **New Contact**.
8. In the Type section, select **Email** and then, in the next section, type the name for this entry. Enter the email address in the Address field.
9. To add this entry to a speed dial group, in the Add to Group section, select the check box for the desired group.
10. Click **OK**.
11. To upload the new entries to the printer, click the **Upload** icon (third in the row). When prompted to confirm, click **OK**.
12. To disconnect from the printer, click the **Disconnect** icon (second icon in the row).

Note: You can add entries while the printer is disconnected but the information will not upload to the printer until you click the **Connect** icon and then click the **Upload** icon (third icon in the row).

Adding Email Addresses to a Group from the MCC

Note: If you did not add email address to a Group Dial entry when you created the entry, you can still do this following the instructions below.

To add email speed dial entries to a Group Dial entry:

1. Ensure your printer is turned on and connected to your computer via a USB cable.
2. From your computer, click **Start > Programs > Xerox Office Printing > Phaser 6121MFP > MCC > Xerox Phaser 6121MFP MCC**.
3. In the MCC, click the **Connect** icon (first icon in the row).

4. Click the **Download** icon (last icon in the row).
5. In the navigation pane on the left, click the plus (+) sign next to **Address Book** to expand it.
6. Expand **Speed Dial** and then click **Fax/Email**.

The list of fax number and email address entries appears in the window on the right.

7. In the window on the right, note the speed dial number for the entry you want to add to a group and then, in the window on the left, under Fax/Email, click that speed dial entry number. That entry displays in the box on the right. In the Add to Group section, select the group to which you want to add this entry.

Adding FTP Entries to the Address Book

This section includes:

- [Adding FTP Server Destinations from CenterWare IS](#) on page 112
- [Adding FTP Server Destinations from the MCC](#) on page 113

Notes:

- Scanning to an FTP server requires that your printer and computer be connected to an active network.
- You cannot add FTP destinations from the printer control panel. Use CentreWare IS.

Adding FTP Server Destinations from CenterWare IS

Both Windows and Macintosh users can set up FTP scan destinations from CentreWare IS.

1. Open your computer's Web browser and type your printer's IP address into the address field. (If you do not know your printer's IP address, see [Finding Your Printer's IP Address](#) on page 37.)
2. Click the **Login** button on the CentreWare IS page. A password is not required.
3. Click the **Fax/Email** tab.
The Speed Dial List page displays banks of speed dial entry fields. Speed dial entries 221 through 250 are for FTP server locations.
4. In the Speed Dial Index (Scan to Server) section, click the linked number range **221-250**.
5. At the first available empty entry, click **Create**.
6. In the Server Information section, add the following:
 - Name of the FTP folder.
 - FTP Server Address.
 - Directory, if the folder is located in a sub directory of the FTP server's root folder.
7. In the Scan Settings section, change the settings as desired or leave the defaults.
8. If you want certain people to receive an automatic email notification each time a scan is sent to this FTP destination, then in the Email Notification section, do the following:
 - a. Select the **Enable Notification** check box.
 - b. Enter email addresses in the fields provided. You can specify up to ten addresses.
9. If your FTP server requires authentication, then in the Authentication Method section, select the **Secure** option and enter a user name and password in the corresponding fields.
10. Click **Save Changes**.

Adding FTP Server Destinations from the MCC

Note: If you have a USB connection to the printer, you can add FTP server destinations from the MCC and then upload them to your printer. However, you cannot scan to an FTP server unless you have a network connection.

To add FTP server destinations from the MCC:

1. Ensure your printer is turned on and connected to your computer via a USB cable.
2. From your computer, click **Start > Programs > Xerox Office Printing > Phaser 6121MFP > MCC > Xerox Phaser 6121MFP MCC**.
3. In the MCC, click the **Connect** icon (first icon in the row).
4. Click the **Download** icon (last icon in the row).
5. In the navigation pane on the left, click the plus (+) sign next to **Address Book** to expand it, then click the plus (+) sign next to **Speed Dial** to expand it.
6. In the navigation pane, click **Scan To Server** and then click the plus (+) sign next to it to expand it.
7. In the navigation pane, select the next available Scan To Server entry number. In the right pane of the MCC window, click the **New Contact** button.
8. In the Speed Dial List Scan To Server dialog box, complete the following information as needed:
 - a. In the Server Description Name field, type a name for the FTP server.
 - b. In the FTP Server Address field, type the FTP server address.
 - c. If the destination folder is located in a sub directory of the FTP server's root folder, type the name of the subdirectory in the Directory field.
 - d. Change the color, format, resolution, and other settings as desired or leave the defaults.
9. If you want certain people to receive an automatic email notification each time a scan is sent to this FTP destination, then in the Email Notification section, do the following:
 - a. Select the **Enable Notification** check box.
 - b. Enter email addresses in the fields provided. You can specify up to ten addresses.
10. If your FTP server requires authentication, then in the Authentication Method section, select the **Private** option and enter a user name and password in the corresponding fields.
11. When finished, click **OK**.

Faxing

8

This chapter includes:

- [Sending Faxes](#) on page 116
- [Receiving Faxes](#) on page 125
- [Changing the Default Fax Job Settings](#) on page 130
- [Adding Fax Numbers to the Address Book](#) on page 131
- [Managing Fax Functions](#) on page 136

Note: This chapter applies to Phaser 6121MFP/N and /D printer configurations only.

See also:

[Installation and Setup](#) on page 29

Online Support Assistant at www.xerox.com/office/6121MFPsupport

Sending Faxes

This section includes:

- [Faxing Overview](#) on page 116
- [Sending a Quick Fax from the Control Panel](#) on page 116
- [Sending a Fax Manually Using the On Hook Button](#) on page 118
- [Sending a Fax from Your Computer](#) on page 119
- [Using the Address Book When Faxing](#) on page 120
- [Delay Sending a Fax](#) on page 122
- [Canceling a Delayed Send Fax](#) on page 122
- [Selecting Fax Options for Single Jobs](#) on page 123
- [Changing the Default Fax Send Options](#) on page 123

Faxing Overview

Printer configurations Phaser 6121MFP/N and /D are enabled for faxing if the printer has a phone line connection. For information on connecting a phone line, see [Connecting the Printer](#) on page 34. The Phaser 6121MFP/S printer configuration does not have faxing capability.

The instructions in this chapter assume you have installed the necessary software. For more information, see [Installing the Software](#) on page 38.

Note: Before faxing you need to set the country code and fax number for the printer. If you did not do this during the initial setup at the control panel, see [Enabling the Printer for Faxing](#) on page 50.

You can send a fax two ways:

- From the printer control panel by selecting from the printer's address book or by entering the fax number manually.
- From an application on your computer using the Phaser 6121MFP PC-FAX driver (Windows only). See [Sending a Fax from Your Computer](#) on page 119.

Sending a Quick Fax from the Control Panel

This section includes:

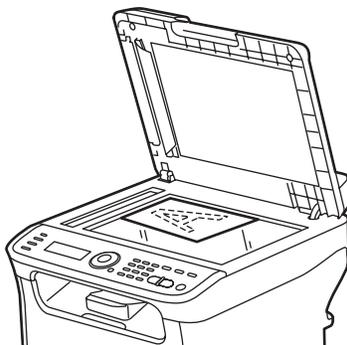
- [Sending a Fax from the Document Glass](#) on page 117
- [Sending a Fax from the Auto Document Feeder](#) on page 118

Use the following steps to quickly send a fax from the printer to a single recipient using factory defaults.

Note: If you have documents in both the auto document feeder and on the document glass, the printer will scan the document in the auto document feeder only.

Sending a Fax from the Document Glass

1. Lift the auto document feeder or the document glass cover, then place the original **facedown** on the back-left corner of the document glass as shown:



6121-074

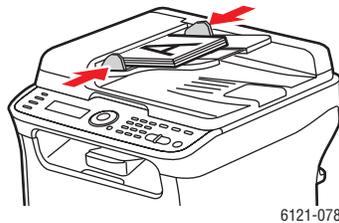
2. On the printer control panel, press the **Fax** button.
3. The menu displays “Fax To.” Press the **OK** button and then use the alphanumeric keypad to enter the fax telephone number. Press **OK**.
4. Press the **Down Arrow** button to go to **Finish** and then press **OK**, then press the **Start/B&W** button.
5. When prompted, select the desired page size and then press **OK**.

Note: If the fax number requires a pause, press the **Redial/Pause** button to insert a 2.5-second pause where needed. The pause entered displays as a “P” in the fax number you see in the menu.

6. After the first page is scanned, you will be asked if you want to scan another page. At the “Next Page?” prompt, do one of the following:
 - If you are done scanning, press the **Start/B&W** button again to send the fax.
 - If you have more pages to scan and fax, open the printer cover and turn the page over or position the next page, then press **OK**. The document is scanned. When finished scanning pages, press the **Start/B&W** button to send the fax.

Sending a Fax from the Auto Document Feeder

1. Remove any staples or paper clips from the pages and insert the pages **faceup** with the top of the pages entering the feeder first. Adjust the paper guides so they fit against the originals as shown:



Note: Do not load more than 35 pages into the auto document feeder.

2. On the printer control panel, press the **Fax** button.
3. The menu displays “Fax To.” Press the **OK** button and then use the alphanumeric keypad to enter the fax telephone number. Press **OK**.

Note: If the fax number requires a pause, press the **Redial/Pause** button to insert a 2.5-second pause where needed. The pause entered displays as a “P” in the fax number you see in the menu.

4. Press the **Down Arrow** button to go to **Finish** and then press **OK**, then press the **Start/B&W** button.

Note: Depending on your default fax settings, the printer either first scans the pages, dials, and waits for a connection before sending the fax, or the printer dials, waits for a connection, and then scans the pages. The printer then transmits the fax. The fax transmission status is printed on the confirmation page that prints after the fax is sent. To change fax send default options, see [Changing the Default Fax Send Options](#) on page 123.

Sending a Fax Manually Using the On Hook Button

When sending a fax internationally, you may need to listen in as the fax connection goes through various exchanges before connecting to the destination number. In that case, you can send the fax manually so that when you finally hear the fax tone, you can start the fax transmission.

To send a fax manually using the On Hook button:

1. Load the document into the auto document feeder.

Note: When sending a fax manually using the On Hook feature, you must load the document into the auto document feeder instead of placing the document on the document glass or else an error will occur.

2. If desired, adjust the image quality. See [Selecting Fax Options for Single Jobs](#) on page 123.
3. On the printer control panel, press the **On Hook** button.
4. At the printer control panel, do one of the following to enter a fax number:
 - Use the alphanumeric keypad to enter the fax number and then press the **Start/B&W** button.
 - Press the **Address Book** button and then, when prompted, enter a Speed Dial number. Confirm that the recipient displayed is the one you want and then press the **OK** button.
 - Press the **Redial/Pause** button to use the number of the last recipient dialed.

- When you hear the fax tone indicating the fax has connected, press the **Start/B&W** button.

Notes:

- If you need to cancel the fax transmission, press the **Stop/Reset** button and then, when prompted, select **Yes** and press **OK**.
- If you plan to send a fax via a Voice over IP (VOIP) service, check with your VOIP provider to see if faxing is supported.

Sending a Fax from Your Computer

This section includes:

- [Setting Up Preferences for Printing to Fax](#) on page 119
- [Printing to Fax](#) on page 120

Note: This section applies to Windows users only.

You can print-to-fax from an application on your computer using the Phaser 6121MFP PC-FAX driver. To verify that the driver is installed, look in your computer's printer directory. You should see Phaser 6121MFP PC-FAX listed in the printer list. For information on installing the fax driver separately, see [Installing the Drivers Separately – Network](#) on page 39 if you have a network connection to your printer, or [Installing the Drivers Separately – USB](#) on page 42 if you have a USB connection to your printer.

Setting Up Preferences for Printing to Fax

The first time you print-to-fax in an application, you may want to set up paper size, resolution, page orientation, and fax numbers. You can do this from within the application or you can go directly to the fax driver from the Windows Printer and Faxes window.

To set up fax printing preferences from within an application:

- Open the application's Print dialog box and select the **Phaser 6121MFP PC-FAX** printer.
- In the printer dialog box, click **Properties** to open the printer driver. (In some applications, the Properties button may be the Preferences button.)
- On the **Settings** tab, select the paper size, orientation, and resolution from the corresponding drop-down lists.
- Click the **Sender Information** tab and complete the fields as desired.
- Click the **My Fax Book** tab.
- Click **Add Contact** and then, in the Add Contact dialog box, add the recipient's name and fax number. Add other information as desired and then click **OK**.

This information will be stored in the Phaser 6121MFP PC-FAX driver where you can access it any time you print to fax.

Note: The fax numbers you set up here are independent from those in the printer's address book, and therefore not accessible via CentreWare IS or the MCC. Also, fax numbers you set up in My Fax Book are specific to your computer and are not available for other users of the printer. For information on adding entries to the Phaser 6121MFP PC-FAX driver My Fax Book, see the driver online help by clicking the **My Fax Book** tab and then clicking the **Help** button.

7. Click **OK** to close the Print Properties dialog box.
8. Continue with the print-to-fax process.

Printing to Fax

To send a fax from an application on your computer:

1. Open the application's Print dialog box and select the **Phaser 6121MFP PC-FAX** printer.
2. If desired, change the printing preferences. See [Setting Up Preferences for Printing to Fax](#) on page 119.
3. In the Print dialog box, click **OK**.
4. In the Fax Settings dialog box that appears, either select a name displayed in the Fax Book on the left of the dialog box, or type in a name and fax number in the corresponding fields provided.
5. Click the > button to move the name to the Send list on the right.
6. To use a cover sheet, do the following:
 - a. Click the **Cover Sheet** tab and then select a cover sheet style from the **Select Cover Sheet** list.
 - b. Select other settings as desired. For help, click the **Help** button to access the driver online help.
7. When ready to print to fax, click **OK**.

Using the Address Book When Faxing

This section includes:

- [Faxing to an Individual](#) on page 120
- [Faxing to a Group](#) on page 121

You can create and save fax information for individuals or groups to whom you often send faxes. This saves time so that you can quickly select saved names and numbers without having to re-enter them each time you want to send a fax. For information on adding fax numbers to the printer's address book, see [Adding Fax Numbers to the Address Book](#) on page 131.

Faxing to an Individual

To send a fax to an individual in the address book:

1. Select one of the following methods:
 - **Document glass:** Lift the document glass cover and place the original facedown on the back-left corner of the document glass.
 - **Document feeder:** Remove any staples or paper clips from the pages and insert the pages faceup with the top of the page stack entering the feeder first. Adjust the paper guides so they fit against the originals.
2. On the printer control panel, press the **Fax** button.
3. At **Fax:To**, press the **OK** button.
4. Press the **Down Arrow** button to go to **Address Book** and then press **OK**.
5. If you know the Speed Dial entry number for the person you want to fax, then at **Speed Dial:**
 - a. Type in the Speed Dial entry number using the keypad and then press **OK**.
 - b. Confirm that the entry displayed is the one you want and then press **OK**, then press **OK** again.

- c. Arrow down to **Finish** and press **OK**.
 - d. Press the **Start/B&W** button and then, if prompted to select a paper size, select a size or accept the default and press **OK**.
6. If you do not know the Speed Dial entry number you can search for it:
- a. At **Speed Dial**, press **OK** and then at **Search** press **OK** again.
 - b. At the Search menu, enter the first letter of the entry name and then press **OK**.
- Note:** If you are entering more than the first letter in the name, you will need to match the case used in the name (for example, first letter capital, second lower case, etc.).
- c. After the printer finishes searching and displays a list of entries, select the desired entry and press **OK**.
 - d. Arrow down to **Finish** and press **OK**, then press the **Start/B&W** button. If prompted to select a size, select a document size and then press **OK**.

Faxing to a Group

Set up and save group names to easily access them when you want to send a fax to a group. Groups can include both individual and group entries once they have been set up. For information on setting up fax number groups in the printer's address book, see [Adding Fax Numbers to the Address Book](#) on page 131.

To send a fax to a group in the Address Book:

1. Place the document to be faxed on the document glass or in the auto document feeder.
2. On the printer control panel, press the **Fax** button.
3. At **Fax:To**, press the **OK** button.
4. Press the **Down Arrow** button to go to **Address Book** and then press **OK**.
5. If you know the Group Dial entry number for the group you want to fax, then at **Group Dial**:
 - a. Type in the Group Dial entry number using the keypad and then press **OK**.
 - b. Confirm that the entry displayed is the one you want and then press **OK**, then press **OK** again.
 - c. Arrow down to **Finish** and press **OK**.
 - d. Press the **Start/B&W** button and then, if prompted to select a paper size, select a size or accept the default and press **OK**.
6. If you do not know the Group Dial entry number you can search for it:
 - a. At **Group Dial**, press **OK** and then at **Search** press **OK** again.
 - b. At the Search menu, enter the first letter of the Group Dial name and then press **OK**.

Note: If you are entering more than the first letter in the name, you will need to match the case used in the name (for example, first letter capital, second lowercase, etc.).

 - c. After the printer finishes searching and displays a list of entries, select the desired entry and press **OK**.
 - d. Arrow down to **Finish** and press **OK**, then press the **Start/B&W** button. If prompted to select a size, select a document size and then press **OK**.

Delay Sending a Fax

This feature allows you to send a fax at a specific time to a specified destination within a 24-hour period.

To send a fax at a specified time (within 24 hours):

1. On the printer control panel, press the **Fax** button.
2. At **Fax To:**, press the **OK** button and then enter a fax number or select one from the address book.
3. Press **OK**. If desired, select any other settings such as image toner density or resolution and then press **OK**.
4. Press the **Down Arrow** button to go to **Send Mode** and verify that it is set to **Memory**. If it is not, press **OK**, then select **Scan then Dial** and press **OK**.
5. Arrow down to **Delay Send (TX)** and then press **OK**.
6. In the Send Time row, use the alphanumeric keypad buttons to enter the time to send the fax. Use the 24-hour format (00:00 to 23:59).
7. Press **OK** and then press the **Start/B&W** button.

The fax is scanned and saved to be sent at the time you specified.

Note: When there are faxes waiting to be sent, the Fax button on the printer control panel will be blinking.

Canceling a Delayed Send Fax

To cancel a fax scheduled for a delayed send:

1. On the printer control panel, press the **Fax** button.
2. Press the **Down Arrow** button to go to **Cancel Delay Send** and then press the **OK** button.
3. Delayed send faxes are listed. Select the one you want to cancel and then press **OK**.
4. To cancel sending the fax, select **Yes**. (If you change your mind about canceling the fax, select **No**.)
5. Press **OK**.

Selecting Fax Options for Single Jobs

This section includes:

- [Setting the Fax Resolution](#) on page 123
- [Making the Image Lighter or Darker](#) on page 123

Setting the Fax Resolution

To set the fax resolution for sending faxes:

1. On the printer control panel, press the **Fax** button.
2. Press the **Down Arrow** button to go to **Quality** and then press the **OK** button.
3. Select the desired resolution that matches the type of data you are faxing:
 - **Standard/Text** for documents containing handwriting or computer printed text.
 - **Fine/Text** for text that needs higher resolution, such as small print.
 - **Super Fine/Text** (super fine) for text that needs the highest resolution, or detailed illustrations (not photos).
 - **Standard/Photo** for documents containing standard photos.
 - **Fine/Photo** for photos needing higher resolution.
 - **Super Fine/Photo** for photos needing the highest resolution.
4. Press **OK**.

Note: The default setting is **Standard/Text**.

Making the Image Lighter or Darker

Fax density can range from -1 (lightest) to +1 (darkest). The default setting is **0**.

To lighten or darken an image when it is faxed:

1. On the printer control panel, press the **Fax** button.
2. Press the **Down Arrow** button to go to **Darken** and then press the **OK** button.
3. To lighten the fax, press the **Back Arrow** button. To darken the fax, press the **Forward Arrow** button. Press **OK**.

Changing the Default Fax Send Options

To change the default fax send options:

1. On the printer control panel, press the **Fax** button.
2. Press the **Down Arrow** button to go to **Fax Default Setup** and then press the **OK** button.
3. Arrow down to **Send Options Setup** and press **OK**.

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4. Set the following features as desired, pressing **OK** after each selection:
 - **Lighten/Darken:** Specifies the toner density level of the image or text.
 - **Quality Default:** Specifies the resolution of the scanned image being faxed.
 - **Send Mode:** Scan then Dial (default) or Dial then Scan.
 - **Header:** On or Off. When On, transmission source information is included in the fax transmission: date and time, transmitter's name and fax number, session number, page number, and total page number.
 - **Reset to Default?:** When selected, resets all Send options to their original factory defaults.

See also:

[Fax Send Options Setup Menu](#) on page 156

Receiving Faxes

This section includes:

- [Changing the Fax Receive Mode](#) on page 125
- [Setting Up Distinctive Ringtone Pattern Detection](#) on page 126
- [Selecting the Paper for Printing Received Faxes](#) on page 127
- [Delay Printing Received Faxes](#) on page 127
- [Changing the Default Fax Receive Options](#) on page 129
- [Receiving Faxes Manually](#) on page 129

Changing the Fax Receive Mode

By default, the printer is set to receive faxes automatically. You can change or further define the receive options.

To change the Receive Mode:

1. On the printer control panel, press the **Fax** button.
2. Press the **Down Arrow** button to go to **Fax Default Setup** and then press the **OK** button.
3. Arrow down to **Receive Option** and press **OK**.
4. Arrow down to **Receive Mode** and press **OK**.
5. Select from the following options:
 - **Auto Receive:** the printer always answers an incoming call as a fax. Use this if your printer's fax line does not need to double as a phone line.
 - **Manual Receive:** The line continues to ring until you start the receive fax function manually.
 - **DRPD (Distinctive Ring Pattern1, Pattern2, Pattern3, Pattern4):** The printer determines from the ring pattern if the call is a voice phone call or a fax.
6. Press **OK**.

See also:

[Receiving Faxes Manually](#) on page 129

Setting Up Distinctive Ringtone Pattern Detection

If you have one line that serves as both a fax and phone line, you can configure the printer to distinguish an incoming fax from an incoming phone call based on the ringtone pattern. When an incoming fax is detected, the printer will process it as a fax.

Note: There are four pre-assigned ringtone patterns for fax. Which one you use depends on your location and PBX (private branch exchange) provider. If you do not know which ringtone to use, contact your PBX provider to determine which pattern is used for fax numbers.

To set up Distinctive Ringtone Pattern Detection:

1. On the printer control panel, press the **Fax** button.
2. Press the **Down Arrow** button to go to **Fax Default Setup** and then press the **OK** button.
3. Arrow down to **Receive Option** and press **OK**.
4. Arrow down to **Receive Mode** and press **OK**.
5. Arrow down to **Distinctive Ring** and press **OK**.
6. Select the ringtone type as specified by your PBX provider:

Ring	Ring Pattern
Long-long	 6121-207
Short-long-short	 6121-208
Short-short-long	 6121-209
Very long (normal pattern)	 6121-210

7. Press **OK**.

Selecting the Paper for Printing Received Faxes

Faxes will print only on certain paper types in certain sizes. The table below lists paper acceptable for printing faxes.

Paper Tray	Paper Type and Size
Tray 1	Plain Paper: Letter, Legal, A4 Letterhead: Letter, A4 Thin Card stock: Letter, A4
500-Sheet Feeder (optional for Phaser 6121MFP/N and /D only)	Plain Paper: Letter, A4

If your printer configuration includes the optional 500-sheet feeder, then your received faxes will automatically be printed using paper from this tray.

If you do not have the optional 500-sheet feeder installed, then you must make sure that the default paper type and size set in the System Menu for paper setup is Plain Paper or Letterhead, size Letter, Legal, or A4. If the paper setting is set to something else, such as Labels, the printer will retain the fax in memory and not print it until the paper setting has been changed to an acceptable type.

To change the paper settings for Tray 1:

1. On the printer control panel, press the **Back/Menu** button.
2. Press the **Down Arrow** button to go **Paper Setup** and then press the **OK** button.
3. Select **Tray 1 Paper** and press **OK**.
4. Select the paper type, either **Plain Paper** or **Letterhead** and then press **OK**, then select the paper size, either **Letter**, **Legal**, or **A4**, and then press **OK**.

Delay Printing Received Faxes

This section includes:

- [Setting Up Memory Receive](#) on page 128
- [Printing a Stored Received Fax](#) on page 128

Received faxes can be stored in the printer's memory and then printed at a specified time. This is convenient when you are expecting a fax from overseas, for example, at a time when there will be no one around to retrieve the fax and you want to keep it confidential, or you are not comfortable having it sit in the print-out tray unattended.

Note: The fax memory holds about 250 standard, letter-sized pages.

Setting Up Memory Receive

To set up Memory Receive for a fax:

1. On the printer control panel, press the **Fax** button.
2. Press the **Down Arrow** button to go to **Fax Default Setup** and then press the **OK** button.
3. Arrow down to **Receive Option** and press **OK**.
4. Arrow down to **Memory Receive** and press **OK**.
5. Select **On** and press **OK**.
6. Set a time frame during which all incoming faxes will be stored in memory instead of printed:
 - a. At the On Time prompt, use the alphanumeric keypad to enter the start time. Use the 24-hour time format (00:00 to 23:59) and then press **OK**.

Note: You do not have to specify a start time if you do not want to, but you must specify an end time.

- b. At the Off Time prompt, enter the time you want the stored faxes to print and then press **OK**.
7. At the Password prompt, you can type in a password (4-characters) to use to access the stored faxes before their scheduled print time, or you can leave this blank. Press **OK**.

The stored faxes will print at the Off Time you specified.

Note: If you specified a password, you will need it to cancel a scheduled Memory Receive. However, if you forget the password and do not want to wait for the time to expire, you can cancel the Memory Receive by setting the Receive Options back to their factory defaults. Any stored received faxes will then print. See [Changing the Default Fax Receive Options](#) on page 129.

Printing a Stored Received Fax

Sometimes you may want to print a stored fax before the scheduled Off Time.

To print a stored fax early:

1. Ensure that Tray 1 is loaded with either Letter-, Legal-, or A4-size paper.
2. On the printer control panel, press the **Fax** button.
3. Press the **Down Arrow** button to go to **Fax Default Setup** and then press the **OK** button.
4. Arrow down to **Receive Option** and press **OK**.
5. Arrow down to **Memory Receive** and press **OK**.
6. Select **Off** and press **OK**.
7. If you used a password to set up the Memory Receive, you must enter the password and then press **OK**.

The stored faxes print.

Note: If you forget the password, you can cancel the Memory Receive by setting the Receive Options back to their factory defaults. See [Changing the Default Fax Receive Options](#) on page 129. Any stored received faxes will then print.

Changing the Default Fax Receive Options

To change the default fax receive options:

1. On the printer control panel, press the **Fax** button.
2. Press the **Down Arrow** button to go to **Fax Default Setup** and then press the **OK** button.
3. Arrow down to **Receive Option** and press **OK**.
4. Set the features as desired, pressing **OK** after each selection. For a complete listing of options, see the *Receive Option* section in the table **Fax Default Setup Menu** on page 154.
5. To reset all settings back to their factory defaults, arrow down to **Reset to Default?** and then press **OK**.

All stored faxes will print.

See also:

Fax Default Setup Menu on page 154

Receiving Faxes Manually

Faxes can be received manually when a phone is connected to the printer and the same line is used for phoning and faxing.

To set up receiving faxes manually:

1. On the printer control panel, press the **Fax** button.
2. Press the **Down Arrow** button to go to **Fax Default Setup** and then press the **OK** button.
3. Arrow down to **Receive Option** and press **OK**.
4. Arrow down to **Receive Mode** and press **OK**.
5. Arrow down to **Manual Receive** and press **OK**. The Auto Receive indicator light on the control panel turns off.
6. When the phone rings for an incoming fax, either pick up the phone or press the **On Hook** button on the left side of the control panel, then press the **Start/B&W** button.

Changing the Default Fax Job Settings

Fax default job settings include Auto Redial, fax COMM settings, fax regional settings, send and receive options, and fax reports. For an explanation of each default setting, see [Fax Default Setup Menu](#) on page 154.

To change the default fax job settings:

1. On the printer control panel, press the **Fax** button.
2. Press the **Down Arrow** button to go to **Fax Default Setup** and then press the **OK** button.
3. Use the **Up Arrow** or **Down Arrow** buttons to select the setting you want to change, then press **OK**.
4. Change the setting, press **OK**, and then, to exit the menu, you can press the **Stop/Reset** button or the **Back/Menu** button.

Note: The Fax COMM, Send Options, and Receive Options menu settings can be reset to their factory defaults. Just select the menu, arrow down to **Reset to Default?** and press **OK**.

See also:

[Changing the Default Fax Send Options](#) on page 123

[Changing the Default Fax Receive Options](#) on page 129

Adding Fax Numbers to the Address Book

This section includes:

- [Adding Fax Numbers from the Control Panel](#) on page 131
- [Adding Fax Numbers to a Group from the Control Panel](#) on page 131
- [Using the Control Panel Keypad](#) on page 132
- [Adding Fax Numbers from CentreWare IS](#) on page 133
- [Adding Fax Numbers to a Group from CentreWare IS](#) on page 133
- [Adding Fax Numbers from the MCC](#) on page 134
- [Adding Fax Numbers to a Group from the MCC](#) on page 135

The printer can store fax numbers in its address book. You can add fax numbers to the address book using the buttons on the printer control panel, using CentreWare IS, or, if you have a USB connection to the printer, using the MCC (Windows only). The fastest method for adding fax numbers is to use CentreWare IS.

Adding Fax Numbers from the Control Panel

To add fax numbers from the printer control panel:

1. On the left side of the printer control panel, press the **Address Book** button.
2. At **Add/Edit Entry**, press the **OK** button.
3. At **New Entry**, press **OK**.
4. At **Speed Dial**, use the keypad buttons to enter an available entry number (01 through 220).
If the entry number is already taken, the menu will display “Not Available.” If this happens, try the next consecutive number.
5. If the entry number you have entered is available, the menu will read, “00# Available.” Press **OK**.
6. At **Name**, use the keypad to enter the name. For information on entering names and fax numbers, see [Using the Control Panel Keypad](#) on page 132. Use the **Forward Arrow** button or the **0** button on the keypad to add spaces where needed.
7. Arrow down to **Address Type** and press **OK**.
8. Select **Phone Number** and then press **OK**.
9. Use the keypad to enter the fax number. When finished, press **OK**.
10. To leave the Address Book menu, press the **Back/Menu** button until you reach the desired menu.

Adding Fax Numbers to a Group from the Control Panel

These instructions are for creating a new Group Dial entry and adding existing Speed Dial numbers to it.

To create a Group Dial entry from the printer control panel:

1. On the left side of the printer control panel, press the **Address Book** button.
2. At **Add/Edit Entry**, press the **OK** button.
3. At **New Entry**, press **OK**.

4. Arrow down to **Group Dial** and then use the keypad to enter an available entry number (01 through 20).
5. Do one of the following:
 - If the entry number is already taken, the menu will display “Not Available.” If this happens, try the next consecutive number.
 - If the entry number you have entered is available, the menu will read, “[00]# Available.” Press **OK**.
6. At **Name**, use the keypad to enter the name for this group. For information on entering names and fax numbers, see [Using the Control Panel Keypad](#) on page 132. Use the **Forward Arrow** button or the **0** button on the keypad to add spaces where needed.
7. Arrow down to **Address Type** and press **OK**.
8. Select **Phone Number** and then press **OK**.
9. To add existing Speed Dial entries to your new Group Dial entry, in the Speed Dial line, use the keypad buttons to enter the first Speed Dial entry you want to add and then press **OK**. Press **OK** again to confirm the Speed Dial entry and then at **Add** press **OK** again.
10. Repeat step 9 to add additional Speed Dial entries to this Group Dial entry. When finished, leave the Address Book menu by pressing the **Back/Menu** button until you reach the desired menu.

Using the Control Panel Keypad

Use the keypad buttons to enter numbers and names into the printer control panel.

- The two input modes are numbers and letters. When you are entering an email address into the email address Name field at the printer control panel, the keypad is in letter mode. When you are entering a fax number, the keypad is in number mode. To switch modes, press the * button on the keypad.
- To delete entered text, press the **Back** button.
- To enter a space, press the **0** button.

The following table lists the characters assigned to each button on the printer control panel keypad when the keypad is in letter mode. For example, pressing the **2** button twice in number mode results in “22”, and pressing the **2** button twice in letter mode results in “b”.

Keypad Button	Available Characters
1	. _ - 1 @ , % ‘ “
2	a b c 2 A B C
3	d e f 3 D E F
4	g h i 4 G H I
5	j k l 5 J K L
6	m n o 6 M N O
7	p q r s 7 P Q R S
8	t u v 8 T U V

Keypad Button	Available Characters
9	w x y z 9 W X Y Z
0	(space) 0 * # .com .net .org .edu .gov
*	
#	# * + & / \$ = ! ? () ~ < > [] \

Adding Fax Numbers from CentreWare IS

To add fax numbers from CentreWare IS:

1. Open your computer's Web browser and type your printer's IP address into the address field. (If you do not know your printer's IP address, see [Finding Your Printer's IP Address](#) on page 37.)
2. Click the **Login** button on the CentreWare IS page. A password is not required.
3. Click the **Fax/Email** tab.
The Speed Dial List page displays banks of Speed Dial entry fields. Speed Dial entries 001 through 220 are for fax numbers and email addresses.
4. Go to the first empty field. On the right, click **Create**.
5. In the field for selecting the entry type, choose **Fax** and then click **Next**.
6. Enter the name and fax number in the corresponding fields. Other information, such as fax speed and batch time, is optional.
7. Click **Save Changes**.

Adding Fax Numbers to a Group from CentreWare IS

To create fax number Group Dial entries:

1. Open your computer's Web browser and type your printer's IP address into the address field. (If you do not know your printer's IP address, see [Finding Your Printer's IP Address](#) on page 37.)
2. Click the **Login** button on the CentreWare IS page. A password is not required.
3. Click the **Fax/Email** tab.
4. In the navigation pane on the left, click **Group Dial Settings**.
5. In the Action column of the Group Dial List, click the **Create** button for an empty Group Dial entry.
Note: Groups are named "01, 02, 03, etc." unless you change the name.
6. In the field for selecting the entry type, choose **Fax** and then click **Next**.
7. In the Group Dial Name field, type a name for this group.
8. In the Speed Dial box, entries that are available to be added to the group will have a check box to the left in the Button column. Select the check boxes for the entries to be added to the group.
9. Scroll down to the bottom of the page and click **Next**.

You should see the new group in the Group Dial List.

Notes:

- You can edit the Group Dial entry membership or name later by navigating to the Group Dial List as described above and then clicking the **Modify** button for that group in the Group Dial List and making changes, then clicking **Next** at the bottom of the page.
- You can delete a Group Dial entry by clicking the **Delete** button in the Group Dial List and then clicking **Yes** to confirm.

Adding Fax Numbers from the MCC

Note: The MCC is a Windows-only utility and requires a USB connection between the printer and your computer.

To add fax numbers from the MCC:

1. Ensure your printer is turned on and connected to your computer via USB cable.
2. From your computer, click **Start > Programs > Xerox Office Printing > Phaser 6121MFP > MCC > Phaser 6121MFP MCC**.
3. In the MCC, click the **Connect** icon (first icon in the row).
4. Click the **Download** icon (last icon in the row).
5. In the navigation pane on the left, click the plus (+) sign next to **Address Book** to expand it.
6. Expand **Speed Dial** and then click **Fax/Email**.
The list of fax number entries appears in the window on the right. Speed Dial entries 001 through 220 are for fax numbers and email addresses.
7. On the right side of the MCC window, click **New Contact**.
8. In the Type section, select **Fax** as the entry type and then, in the next section, type the name for this entry. Enter the **fax number** in the Number field.
9. To add this entry to a Group Dial entry, in the Add to Group section, select the check box for the desired group. You can edit group names later (for information, see [Adding Fax Numbers to a Group from the MCC](#) on page 135).
10. Click **OK**.
11. To upload the new entries to the printer, click the **Upload** icon (third icon in the row). When prompted to confirm, click **OK**.
12. To disconnect from the printer, click the **Disconnect** icon (second icon in the row).

Note: You can add entries while the printer is disconnected but the information will not upload to the printer until you click the **Connect** icon and then click the **Upload** icon (third icon in the row).

Adding Fax Numbers to a Group from the MCC

Notes:

- If you did not add a fax number to a Group Dial entry when you created the entry, you can still do this following the instructions below.
- The MCC is a Windows-only utility.

To add fax number Speed Dial entries to a Group Dial entry:

1. Ensure your printer is turned on and connected to your computer via a USB cable.
2. From your computer, click **Start > Programs > Xerox Office Printing > Phaser 6121MFP > MCC > Phaser 6121MFP MCC**.
3. In the MCC, click the **Connect** icon (first icon in the row).
4. Click the **Download** icon (last icon in the row).
5. In the navigation pane on the left, click the plus (+) sign next to **Address Book** to expand it.
6. Click **Fax/Email**. The list of fax number entries appears in the window on the right.
7. In the window on the right, note the Speed Dial number for the entry you want to add to a group and then, in the window on the left, under Fax/Email, click that speed dial entry number. That entry displays in the box on the right. In the Add to Group section, select the group to which you want to add this entry.
8. To edit a group name:
 - a. In the navigation pane on the left, expand Group Dial and then select the group to rename. The name of the group shows in the right pane.
 - b. Click the **Edit** button. In the Edit Group Name dialog box, type a new name for the group. The new name appears in the navigation pane under Group Dial.

Managing Fax Functions

This section includes:

- [Setting Up Fax Reports](#) on page 136
- [Printing Fax Reports](#) on page 137
- [Printing the Address Book](#) on page 137
- [Inserting Pauses in Fax Numbers](#) on page 137

Setting Up Fax Reports

Fax reports provide information about faxing activities, directories, and pending jobs. The Speed Dial, Group Dial, and the Address Book report display information about fax numbers, individuals, or group recipients. The Fax Activity report provides information about completed fax jobs. The Fax Pending report provides a list of faxes waiting to be sent. For a list of fax reports, see the *Print Fax Reports* section in the table [Fax Menu – Main](#) on page 152.

To enable fax reports:

1. On the printer control panel, press the **Fax** button.
2. Press the **Down Arrow** button to go to **Fax Default Setup** and then press the **OK** button.
3. Arrow down to **Report Setup** and then press **OK**.
4. To enable the Fax Activity Report, at **Activity Report**, press **OK** and then arrow to **On** and press **OK**.
5. To enable the Fax Send Report, arrow down to **Send Report**, press **OK**, and then select one of the following:
 - **On**: The report will print after each transmission and will include communication errors.
 - **On (Error)**: The report will print after a transmission only when an error occurs.
 - **Off**: The report will not print.Press **OK**.
6. To enable the Fax Receive Report, arrow down to **Receive Report**, press **OK**, and then select one of the following:
 - **On**: The report will print after each fax received.
 - **On (Error)**: The report will print after a reception only if there are reception errors.
 - **Off**: The report will not print.Press **OK**.

Printing Fax Reports

For a list of fax reports you can print, see the *Print Fax Reports* section in the table **Fax Menu – Main** on page 152.

To print a fax report:

1. On the printer control panel, press the **Fax** button.
2. Press the **Down Arrow** button to go to **Print Fax Reports** and then press the **OK** button.
3. Arrow down to the report you want to print and then press **OK**.

For a list of fax reports, see the *Print Fax Reports* section in the table **Fax Menu – Main** on page 152.

Printing the Address Book

When you select to print the Address Book, the entire contents of the Address Book is printed, including any empty entry numbers. You can also print only the Speed Dial entry list or only the Group Dial entry list.

To print the entire contents of the Address Book:

1. On the left side of the printer control panel, press the **Address Book** button.
2. At **Add/Edit Entry**, press the **OK** button.
3. Arrow down to **Print Address List** and then press **OK**.

Note: Once the Address Book starts printing, there is no way to stop the process, so keep in mind that since there are over 200 entries available, several pages will be printed, even if the entries are empty. You can print only the Speed Dial list or only the Group Dial list by selecting them under Print Fax Reports in the Fax menu. See **Printing Fax Reports** on page 137.

Inserting Pauses in Fax Numbers

Some fax numbers require one or more pauses during the dialing sequence. Each added pause lasts approximately 2.5 seconds.

To insert pauses in a fax number:

1. On the printer control panel, press the **Fax** button.
2. At **Fax To**, press the **OK** button.
3. Use the alphanumeric keypad to enter the fax number. When you need to insert a pause, press the **Redial/Pause** button and then continue entering the rest of the fax number. The pause appears as a “P” in the fax number.

Note: Pressing the **Redial/Pause** button multiple times adds additional pauses.

4. Press the **Start/B&W** button to send the fax.

Control Panel Menus

9

This chapter includes:

- [Menu Map](#) on page 140
- [Navigating the Control Panel Menus](#) on page 141
- [System Menu](#) on page 142
- [Copy Menu](#) on page 146
- [Scan Menu](#) on page 149
- [Fax Menu](#) on page 152

Menu Map

The Menu Map contains a list of all main and second-level menu headings that you can use to help you navigate the control panel menus.

To print the Menu Map:

1. On the printer control panel, press the **Back/Menu** button.
2. At **Print Menu Map**, press the **OK** button to print.

The Menu Map also lists other information pages available for printing. See [System Menu – Main](#) on page 142 for a list of Information pages.

Navigating the Control Panel Menus

The following table describes the navigation buttons on the control panel that you use to move between menus and menu options.

Button	Operation
Back/Menu	Access the System Menu. Move back to a previous menu level when in a menu.
OK	Accept/Confirm selection.
Up arrow (moves cursor up) Down arrow (moves cursor down)	Move between options in a menu.
Forward arrow (moves cursor to the right) Back arrow (moves cursor to the left)	Move the cursor () to the left or right when setting values for menu items.
Fax (Phaser 6121MFP/N and /D printer configurations only)	Access the Fax menu.
Scan	Access the Scan menu.
Copy	Access the Copy menu.
Address Book (Phaser 6121MFP/N and /D printer configurations only)	Access the printer's address book.

See also:

[Control Panel](#) on page 25

System Menu

This section includes:

- [System Menu – Main](#) on page 142
- [General Setup Menu](#) on page 144

You use the System Menu to access a list of printer menus, information pages, and setup menus that contain printer configuration settings.

The following table lists the major sub menus contained within the System Menu. To access the System Menu from the control panel, press the **Back/Menu** button.

System Menu – Main

Menu / Item	Contents
Print Menu Map	Prints a list of the following main menus and their first-level sub menus: <ul style="list-style-type: none"> • System Menu • Copy Menu: See Copy Menu on page 146. • Scan Menu: See Scan Menu on page 149. • Fax Menu (Phaser 6121MFP/N or /D printer configurations only): See Fax Menu on page 152.
Print Config Page	Prints the Configuration page showing printer configuration information such as current default settings, toner cartridge information, network information (Phaser 6121MFP/N or /D printer configurations only), etc.
Information	This sub menu gives you access to various types of reports and information lists: <ul style="list-style-type: none"> • Internal Pages: Print Menu Map, Print Config Page, Print Demo Page, Print Address Book, Print Test Page 1, Print Test Page 2, Print Test Page 3. • Supplies: Displays percentage of remaining toner and remaining imaging unit life span. • Usage: Displays total number of pages produced by all functions, then lists number used by each function (B/W copy, Color copy, B/W print, Color print, fax print, and scan). • Print Fax Reports (Phaser 6121MFP/N or /D printer configurations only): Variety of fax usage information, such as number of faxes sent, received, general activity, Speed Dial and Group Dial lists and the address book contents.

Menu / Item	Contents
Replace Toner	<p>This sub menu gives you access to toner maintenance features:</p> <ul style="list-style-type: none"> • Toner Status: Displays the percent of each toner cartridge remaining. • Toner Change: Use for replacing individual toner cartridges. • Clean Laser Lens: Use for cleaning the laser lens when certain print quality problems arise. • Replace ALL Toner: Used for replacing all of the toner cartridges. The printer will cycle through the toner cartridges, stopping at each so you can replace it.
Paper Setup	<p>Used to set up the size and type of paper used in each tray:</p> <ul style="list-style-type: none"> • Tray 1 Paper: Plain Paper, Letterhead, Thin Cardstock, Thick Cardstock, Labels, Envelope. • Tray 2 Paper (optional, Phaser 6121MFP/N or /D printer configurations only): Letter/A4.
Connection Setup (Phaser 6121MFP/N or /D printer configurations only.)	<p>This sub menu gives you access to connection type settings:</p> <ul style="list-style-type: none"> • Network Setup: Used to configure connection to a network. • Email Setup: Used to configure SMTP server (your outgoing email server), default sender name, email address. • LDAP Setup: Used to configure connection to an LDAP server. • USB Setup: Used to specify Windows or Macintosh environment.
General Setup	<p>This sub menu gives you access to the printer's general settings:</p> <ul style="list-style-type: none"> • Panel Timeout • Power Saver Mode • LCD Contrast • Key Repeat Setup • Cursor Movement • Display Language • Speaker Volume • Initial Mode • Toner Out Action • Toner Low Prompt • Size Mismatch? • Duplex Speed • Calibrate Now? • Reset to Default? <p>For details, see General Setup Menu on page 144.</p>
Addr. Book Setup (Phaser 6121MFP/N or /D printer configurations only.)	<p>Used to enter and edit information in the printer's address book: Speed Dial and Group Dial fax numbers for faxing, and email addresses for scanning to email.</p>

General Setup Menu

The General Setup Menu is a sub menu of the System Menu.

Menu/Item	Contents
Panel Timeout	Controls the length of time before the printer automatically returns to the default menu display when there has been no activity at the control panel: <ul style="list-style-type: none"> • Off: Menu does not return to the default after a specific period of no activity. • 30 Sec, 1 Min, (etc.): After the selected period of time with no activity at the control panel, the control panel will return to its default menu.
Power Saver Mode	Determines the length of time the printer sits idle before it goes into sleep mode.
LCD Contrast	Controls the brightness of the LCD panel on the printer control panel.
Key Repeat Setup	<ul style="list-style-type: none"> • Key Repeat Delay: When one of the arrow buttons on the printer control panel is used to increase or decrease a setting, for example, Scale, there is a delay between when the button is pressed and when the action takes place. This setting controls the length of that delay. • Key Repeat Rate: The rate at which an incremental setting, such as Scale, changes as it reaches the desired setting. For example, the rate at which the Scale setting goes from 100% to 101% to 102% each time the button is pressed.
Cursor Movement (Phaser 6121MFP/N or /D printer configurations only.)	Controls the time the cursor takes to move to the next menu item column.
Display Language	Language used by the printer to display and print information.
Speaker Volume (Phaser 6121MFP/N or /D printer configurations only.)	Controls the volume of the button touch sound and alert sounds.
Initial Mode	Controls the printer's default mode: <ul style="list-style-type: none"> • Copy • Scan • Fax (Phaser 6121MFP/N or /D printer configurations only.)
Toner Out Action	Controls the action that occurs when a toner cartridge is out of toner: <ul style="list-style-type: none"> • Stop All: Stops all printing. • Continue: Continues printing. <p>Note: To enhance print quality, the toner cartridges have been designed to cease functioning at a predetermined point.</p>
Toner Low Prompt	When enabled, the control panel menu will display a Toner Low message when the toner is low.

Menu/Item	Contents
Size Mismatch?	<p>Controls how the printer reacts when it detects a size difference between the original and the paper in the paper tray:</p> <ul style="list-style-type: none"> • Continue Print: Continues printing on the paper in the tray even if it is the wrong size. • Request Paper Size: Prompts you to select the correct paper size.
Duplex Speed (Phaser 6121MFP/N or /D printer configurations only.)	<p>Controls speed of 2-sided printing and copying functions.</p> <ul style="list-style-type: none"> • Automatic (default): The printer will choose the processing speed based on environmental conditions (temperature and humidity). • Speed: The printer will use the fastest speed available for the media type being used. • Quality: The printer will use a slower speed for optimal print quality.
Calibrate Now?	Calibrates the color curve once.
Reset to Default?	Resets all of the above settings to their factory defaults.

Copy Menu

This section includes:

- [Copy Menu – Main](#) on page 146
- [Copy Default Setup Menu](#) on page 147

To access the Copy Menu, press the **Copy** button on the control panel.

Copy Menu – Main

Menu Item	Contents
Tray	Specifies the tray to use and the type and size of the paper in the tray when making copies.
Scale	Specifies the image size of the copy in comparison to the original: <ul style="list-style-type: none"> • Manual: Enter the desired size. • Preset Sizes: Select from a list of preset sizes.
Darken	Specifies how light or dark the resulting copied image should be (also called “copy density”).
Original	Specifies the type of content being copied in the original document: <ul style="list-style-type: none"> • Mixed: Text with images/photos. • Fine/Mixed: Text with images/photos at higher resolution. • Photo: Photos only. • Fine/Photo: Photos only at higher resolution. • Text: Text only. • Fine/Text: Text only at higher resolution.
Sides (Phaser 6121MFP/D printer configuration only.)	Specifies the setting for 2-sided copying: <ul style="list-style-type: none"> • 1 to 1: Copying from one side to one side. • 1 to 2: Copying from two 1-sided pages to one 2-sided page: <ul style="list-style-type: none"> Long Edge Flip: Copied pages are printed so that they flip over along the long edge of the paper. Short Edge Flip: Copied pages are printed so that they flip over along the short edge of the paper.
Collate (Phaser 6121MFP/N and /D printer configurations only.)	Specifies whether the copied pages of multi-page documents are printed in order and sorted by copy set.
2-Up Copy (Phaser 6121MFP/D printer configuration only.)	Enables two single-sided document pages to be copied and then printed onto one side of a single sheet of paper. The copies are reduced to fit on the size of the selected output page.

Menu Item	Contents
Special Copy Mode	<ul style="list-style-type: none"> • ID Copy: Used for copying ID cards. The back and front of a document are copied at full size onto one side of a single sheet of paper. • None (Normal Copy) • Poster Copy: The length and width of the copied document are each enlarged 200 % and are printed on four pages. • Clone Copy: Repeat copying; used to copy small documents multiple times onto one piece of larger paper.
Copy Default	<ul style="list-style-type: none"> • Paper Default • Original Doc Type • Lighten/Darken • Collate Default • Sides Default • Preset Units <p>For details, see Copy Default Setup Menu on page 147.</p>
System Menu	Provides accesses to the System Menu.

Copy Default Setup Menu

Menu Item	Function
Paper Default (Phaser 6121MFP/N and /D printer configurations with the optional 500-sheet feeder installed.)	Specifies the default tray to use as the paper source for copies. If you do not have Tray 2 installed (optional only for Phaser 6121MFP/N and /D printer configurations), this setting will not be available.
Original Doc Type	Specifies the type of content being copied from the original document: <ul style="list-style-type: none"> • Mixed, Fine/Mixed: Text with images/photos. • Photo, Fine/Photo: Photos only. • Text, Fine/Text: Text only.
Lighten/Darken	Specifies how light or dark the resulting copied image should be (also called “copy density”).
Collate Default (Phaser 6121MFP/N and /D printer configurations only.)	Specifies whether copy sorting is on or off.
Sides Default (Phaser 6121MFP/N and /D printer configurations only.)	<ul style="list-style-type: none"> • Off: Double-sided copying is off. • Long Edge Flip: Copied pages are printed so that they flip over along the long edge of the paper. • Short Edge Flip: Copied pages are printed so that they flip over along the short edge of the paper.

Menu Item	Function
<p>Preset Units (Phaser 6121MFP/S printer configuration only. The Preset Units setting for Phaser 6121MFP/N and /D printer configurations is located in the Device Setup menu in the Fax Defaults menu.)</p>	<p>Specifies the unit of measurement used when setting paper and copy sizes:</p> <ul style="list-style-type: none">• Inch• Metric <p>Note: The printer uses metric units for the Clone Copy mode regardless of the mode selected for Preset Units.</p>

Scan Menu

This section includes:

- [Scan Menu – Main](#) on page 149
- [Scan Default Setup Menu](#) on page 150

To access the Scan Menu, press the **Scan** button on the control panel.

Scan Menu – Main

Menu Item	Contents
Scan To:	Specifies the default scan destination: <ul style="list-style-type: none"> • Email (Phaser 6121MFP/N or /D printer configurations only.) • PC: Scan Dashboard (Windows only.) • USB Memory • FTP (Phaser 6121MFP/N or /D printer configurations only.)
Resolution	Specifies the scan resolution in dpi (dots per inch).
File Format	Specifies the output file type the scanned image is to be saved as: TIFF, PDF, or JPEG.
Original	Specifies the type of content being scanned from the original document: <ul style="list-style-type: none"> • Mixed: Text with images/photos. • Text: Text only. • Photo: Photos only.
Darken	Specifies how light or dark the resulting scanned image should be (also called “scan density”).
Doc Size	Specifies the size of the original document.
B/W Mode	Gray (8 bit) or B/W (1 bit) if used for a monochrome scan.
Cancel Delay Send (Phaser 6121MFP/N and /D printer configurations only.)	When scanning to multiple email destinations, the destinations are temporarily stored in the Delay Send list. Cancel Delay Send cancels sending to the waiting email destinations.
Scan Default (for details, see Scan Default Setup Menu on page 150.)	<ul style="list-style-type: none"> • Resolution • File Format • B/W Compression • Email File Size • Lighten/Darken • Original Document Type • Document Size • Scan To: • Subject

Menu Item	Contents
System Menu	Provides accesses to the System Menu.

Scan Default Setup Menu

Menu Item	Contents
Resolution	Specifies the dots per inch (dpi) used when scanning the document: <ul style="list-style-type: none"> • 150 dpi • 300 dpi
File Format	Specifies the default file type the scanned image is to be saved as: <ul style="list-style-type: none"> • TIFF • PDF • JPEG
B/W Compression	Specifies the default compression method for monochromatic images and text. <ul style="list-style-type: none"> • MH: Less compression, larger file size. • MR: More compression, smaller file size. • MMR: Maximum compression, smallest file size.
Email File Size (Phaser 6121MFP/N or /D printer configurations only.)	Specifies the maximum size of data (from 1 to 10 MB) that can be sent without being split into multiple attached files. Note that to receive multiple file attachments, the recipient's email application must support divided transmissions.
Lighten/Darken	Specifies how light or dark the resulting scanned image should be (also called "scan density"). Range from -2 (lightest) to +2 (darkest).
Original Doc Type	Specifies the type of content being scanned: <ul style="list-style-type: none"> • Mixed: Text with images/photos. • Text: Text only. • Photo: Photos only.
Document Size	Page size of the resulting scanned document (for printing), for example, Letter, A4, etc.
Scan To:	Specifies the default scan destination: <ul style="list-style-type: none"> • Email: Sends the scan to a specified email address (Phaser 6121MFP/N or /D printer configuration with network connection required). • PC: Scan Dashboard (Windows only) • USB Memory: Sends the scan to a USB flash drive attached to the printer. • FTP: Sends the scan to an FTP server address (Phaser 6121MFP/N or /D printer configuration with network connection required).

Menu Item	Contents
Subject (Phaser 6121MFP/N or /D printer configurations only.)	Specifies information in the Subject line of an email when sending scans to an email address.

Fax Menu

This section includes:

- [Fax Menu – Main](#) on page 152
- [Fax Default Setup Menu](#) on page 154
- [Fax Send Options Setup Menu](#) on page 156
- [Fax Receive Option Menu](#) on page 156

Note: This section applies to Phaser 6121MFP/N or /D printer configurations only.

To access the Fax Menu, press the **Fax** button on the control panel.

Fax Menu – Main

Menu Item	Contents
Fax To:	Specifies whether you want to use the keypad, Speed Dial, entries, or address book to enter the fax number.
Quality	Specifies the resolution of the faxed image (dots per inch): <ul style="list-style-type: none"> • Standard/Text • Fine/Text • SuperFine/Text.
Darken	Specifies the fax lightness or darkness.
Send Mode	Scan then Dial (default) or Dial then Scan.
Delay Send (TX)	Specifies a specific time to send a fax.
Cancel Delay Send	Cancels a pending fax Delay Send job.
Fax Default Setup	<ul style="list-style-type: none"> • Auto Redial Setup • Fax COMM Setup • Device Setup • Fax Send Options • Receive Option • Report Setup For details, see Fax Default Setup Menu on page 154.

Menu Item	Contents
Print Fax Reports	Access fax activity reports for printing: <ul style="list-style-type: none">• Fax Send Report: Contains information on sent faxes.• Fax Receive Report: Contains information on received faxes.• Activity Report: Contains summary information about all fax activity.• Pending Fax List: Contains list of stored fax jobs scheduled to run at a set time.• Preview Pending: Contains preview of selected pending fax.• Last 60 Records: Contains date/time, destination, and confirmation information on the last 60 faxes.• Address Book: Contains contents of the printer's address book.• Speed Dial List: Contains Speed Dial fax numbers and information.• Group Dial List: Contains Group Dial fax numbers and information.
System Menu	Provides accesses to the System Menu.

Fax Default Setup Menu

The Fax Default Setup menu contains the following sub menus.

Sub Menu	Settings
Auto Redial Setup	<ul style="list-style-type: none"> • Attempts: Specifies the number of redial attempts. • Every: Specifies the time between redial attempts.
Fax COMM Setup	<ul style="list-style-type: none"> • Tone/Pulse: Specifies either a tone or a pulse for the fax line. The default is "0," which is tone. • Line Monitor: Specifies the volume (Off, Low, High) of the external phone (line monitor). Allows you to hear the fax dialing and connecting. • PSTN/PBX: Specifies the type of circuit used by the fax phone line, either PSTN (default) or PBX. Select whether the connected telephone wiring is a public switched telephone network (PSTN) or a private branch exchange (PBX). For a PBX system, the prefix number (outside line access number or extension number) can be specified. The set prefix number will only be dialed if the pound (#) sign is entered before the fax number when sending a fax. Note: For South African customers: when making external calls from a PBX, the access digit should be followed by a pause dialing character (P) before dialing the external number. For example: 9P1234567890. • Reset to Default?: When selected, resets the Fax COMM settings back to their original factory defaults.
Device Setup	<ul style="list-style-type: none"> • Country: Specifies the country where the printer is located. • Date & Time: Specifies the current date and time where the printer is located. • Date Format: Specifies date format: MM/DD/YYYY, DD/MM/YYYY, or YYYY/MM/DD. • Preset Units: Specifies the units of measurement the printer uses when enlarging or reducing images (Phaser 6121MFP/N and /D printer configurations only; the Preset Units setting for the Phaser 6121MFP/S is located in the Copy Default menu). • Device Fax Number: The printer's fax number. • Sender's Name: The name that prints on the fax transmission report as the person who sent the fax.
Fax Send Options	<ul style="list-style-type: none"> • Lighten/Darken • Quality Default • Send Mode • Header • Reset to Default? <p>For details, see Fax Send Options Setup Menu on page 156.</p>

Sub Menu	Settings
Receive Option	<ul style="list-style-type: none"> • Memory Receive • Number of Rings • Scale to Fit • Receive Print • Receive Mode • Forward • Footer • Select Tray • Reset to Default? <p>For details, see Fax Receive Option Menu on page 156.</p>
Fax Report Setup	<ul style="list-style-type: none"> • Activity Report: Provides information about completed fax jobs. • Fax Send Report: Provides information about sent fax jobs. • Fax RCV (Receive) Report: Provides information about received faxes.

Fax Send Options Setup Menu

Menu Item	Description
Lighten/Darken	Specifies the density level of the image or text.
Quality Default	Specifies the resolution of the scanned image being faxed: <ul style="list-style-type: none"> • Standard/Text: For documents containing large or easy-to-read text. • Fine/Text: For documents containing text that needs higher resolution, such as small print or handwritten text. • SuperFine/Text: For text that needs the highest resolution, or detailed illustrations (not photos). • Standard/Photo: For documents containing standard photos. • Fine/Photo: For photos needing higher resolution. • Super Fine/Photo: For photos needing the highest resolution.
Send Mode	<ul style="list-style-type: none"> • Scan then Dial (default): The printer scans the documents to be faxed and then transmits the fax. • Dial then Scan: The printer dials and connects to the destination before scanning the documents to fax.
Header	<ul style="list-style-type: none"> • On: Sender information is included in the fax transmission: date and time, transmitter's name and fax number, session number, page number, and total page number. • Off: Sender transmission information is not printed.
Reset to Default?	When selected, resets all Send options to their original factory defaults.

Fax Receive Option Menu

Menu Item	Description
Memory Receive	<ul style="list-style-type: none"> • On: Faxed data is stored in memory instead of being printed when received. • Off (default): Faxes are printed at the time they are received.
Number of Rings	Specifies the number of rings (from 1 to 16) allowed before the printer connects to an incoming fax.
Scale to Fit	Used when the image being received is larger than the printable area of the paper. <ul style="list-style-type: none"> • On: The information is reduced to fit the page. • Off: The information is divided into the number of pages it takes to print it. • Crop: The information that is outside the printable area of the page is not included in the fax printout.

Menu Item	Description
Receive Print	<ul style="list-style-type: none"> • Memory Receive (default): The fax prints after the entire transmission has been received. Note that this setting is separate from the Memory Receive menu item at the beginning of the Receive Option Menu. • Print Receive: The fax begins printing as soon as the first page has been received.
Receive Mode	<ul style="list-style-type: none"> • Auto RX (auto receive): The printer always answers an incoming call as a fax. • Manual Receive: The line continues to ring until you start the receive fax function manually. • DRPD (Distinctive Ring Pattern1, Pattern2, Pattern3, Pattern4): The printer determines from the ring pattern if the call is a voice phone call or a fax.
Forward	<p>Specifies whether the printer should forward incoming faxes to a specified destination and whether to print before forwarding.</p> <ul style="list-style-type: none"> • On: Faxes received will be forwarded to the specified fax number or email address. • On (Print): Faxes received will print out and then be forwarded. • Off: Faxes received will not be forwarded.
Footer	<ul style="list-style-type: none"> • On: Fax reception information is printed at the bottom of the printable area (footer) of the fax. • Off: Fax reception information is not printed in the footer.
Select Tray	<p>Specifies which paper tray the printer uses for printing faxes. (Selection is not possible if there is only one tray.)</p> <ul style="list-style-type: none"> • Tray 1 • Tray 2 (Option for Phaser 6121MFP/N or /D printer configurations only.)
Reset to Default?	<p>When selected, resets the Receive options back to their original factory defaults.</p>

Maintenance

10

This chapter includes:

- [Cleaning the Printer](#) on page 160
- [Ordering Supplies](#) on page 171
- [Checking Page Counts](#) on page 173
- [Calibrating the Printer](#) on page 174
- [Moving the Printer](#) on page 175

Cleaning the Printer

This section includes:

- [General Precautions](#) on page 160
- [Cleaning the Document Glass and Document Cover](#) on page 161
- [Cleaning the Exterior](#) on page 162
- [Cleaning the Interior](#) on page 163

General Precautions

Warning: When cleaning your printer do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly into any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

Warning: Internal parts of the printer may be hot, especially the fuser. Use caution when doors and covers are open.

Warning: Do NOT use pressurized air-spray cleaning aids on or in the printer. Some pressurized air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

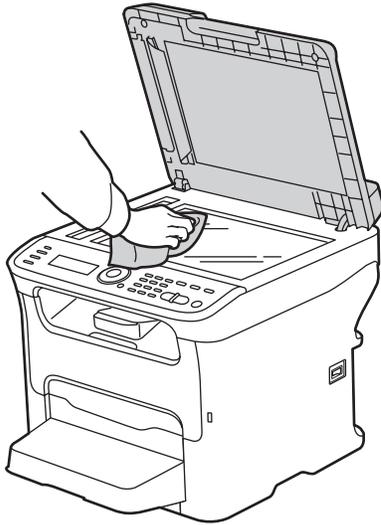
Warning: Do NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your printer.

To avoid damaging the printer, keep the following guidelines in mind:

- Do not place anything on top of the printer.
- Do not leave the covers and doors open for any length of time, especially in well-lit places. Light exposure can damage the imaging units.
- Do not open covers and doors during printing.
- Do not tilt the printer while in use.
- Do not touch the electrical contacts, gears, or laser devices. Doing so may damage the printer and cause the print quality to deteriorate.
- Make sure any parts removed during cleaning are replaced before you plug in the printer.

Cleaning the Document Glass and Document Cover

To ensure optimum print quality at all times, regularly clean the glass areas of your printer and the glass cover. This helps avoid output with streaks, smears, and other marks that transfer from the glass area while scanning documents.



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Use a lint-free cloth to clean the document glass area.



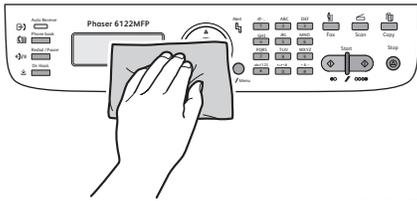
6121-095

Use a lint-free cloth to clean the underside of the document cover and auto document feeder.

Cleaning the Exterior

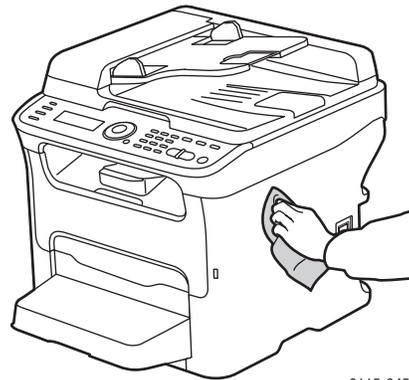
Clean the exterior of the printer about once a month. Wipe the parts with a damp, soft cloth. Then wipe with another dry soft cloth. For stubborn stains, apply a small amount of neutral detergent to the cloth and gently wipe the stain off.

Caution: Do not spray the detergent directly on the printer. The liquid detergent may enter the printer through a gap and cause problems. Never use cleaning agents other than water or neutral detergent.



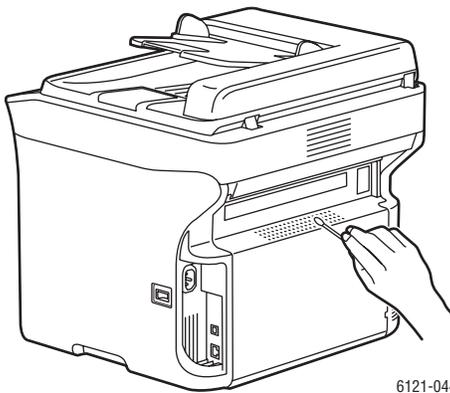
6115-043

Regular cleaning keeps the menu display and control panel free from dust and dirt. To remove finger prints and smudges, clean the display and control panel with a soft, lint-free cloth.



6115-045

Use a lint-free cloth to clean the auto document feeder, output trays, paper trays, and outside areas of your printer.



6121-044

Keep the vents clear of dust and debris. Use a cotton swab to clean the vents.

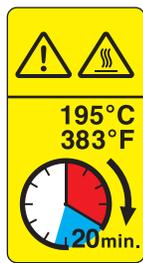
Cleaning the Interior

This section includes:

- [Cleaning the Media Rollers](#) on page 163
- [Cleaning the Auto Document Feeder Feed Rollers](#) on page 165
- [Cleaning the 500-Sheet Feeder Feed Rollers](#) on page 165
- [Cleaning the Duplex Unit Feed Rollers](#) on page 166
- [Cleaning the Laser Lens](#) on page 168

After clearing paper jams or replacing the imaging unit, inspect the inside of the printer before closing the printer covers.

Warning: Never touch a labeled area found on or near the heat roller in the fuser when hot. You can get burned. If a sheet of paper is wrapped around the heat roller, do not try to remove it until the printer has cooled down sufficiently. To avoid injury, switch off the printer and wait 20 minutes for the fuser to cool.



6121-211



6121-184

- Remove any remaining pieces of paper.
- Remove any dust or stains with a clean, dry cloth.

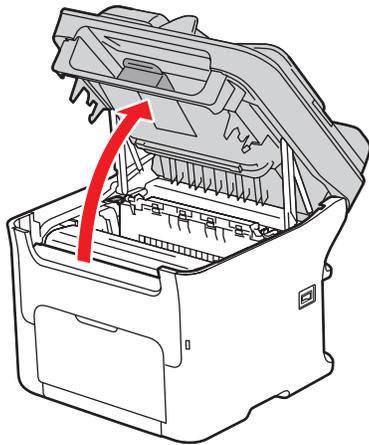
Cleaning the Media Rollers

The accumulation of paper dust and other debris on the media rollers can cause paper-feeding problems.

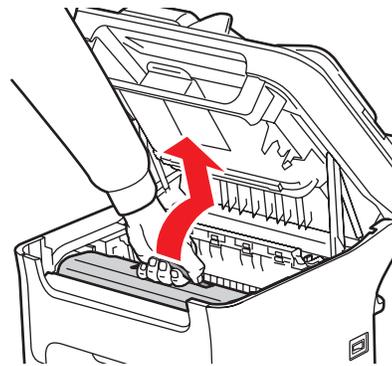
To clean the media rollers:

1. If there is paper in the output tray (Tray 1), remove it, remove the dust cover and then fold up the output tray before opening the printer top.

2. Open the printer and remove the imaging unit as shown:



6121-022



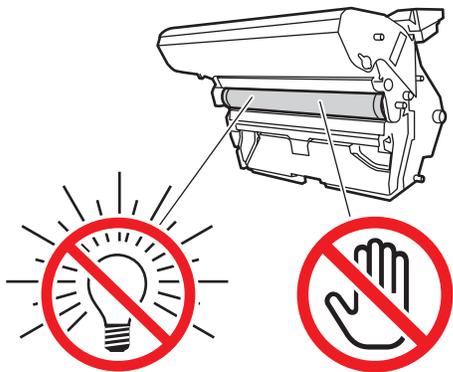
6121-040

- a. Lift the printer top to open the printer.
- b. Grasp the handle on the imaging unit and pull the unit back slightly and then up and forward.

Warning: The area around the fuser unit is extremely hot. Touching anything other than the indicated levers may result in burns.

Caution: Do not leave the imaging unit removed for more than 15 minutes, and do not place the removed imaging unit in a location where it would be exposed to direct light (such as sunlight).

Caution: Do not touch the PC drum or the transfer belt on the imaging unit (see pictures below).



6121-182



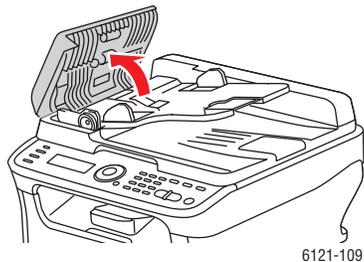
6121-186

3. Lay the imaging unit down horizontally in a clean, dry place away from direct sunlight. Cover the unit if you plan to have it out longer than a few minutes.
4. Using a soft, dry cloth or an alcohol wipe, wipe the media rollers to clean them.
5. Reinstall the imaging unit: holding the handle, slowly insert the unit vertically and then push it slightly down and toward you to seat it.
6. Close the printer top.

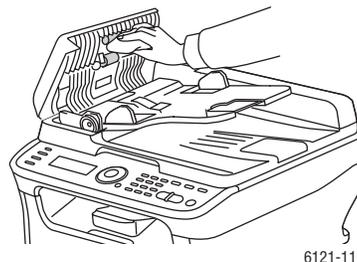
Cleaning the Auto Document Feeder Feed Rollers

Note: These instructions apply to Phaser 6121MFP/N and /D printer configurations only.

1. Open the auto document feeder cover as shown and then clean the media feed rollers by wiping them with a soft, dry cloth or an alcohol wipe:



a. Open the auto document feeder.



b. Gently wipe the rollers.

2. Close the auto document feeder.

Cleaning the 500-Sheet Feeder Feed Rollers

Note: These instructions are for Phaser 6121MFP/N and /D printer configurations that have the optional 500-sheet feeder installed.

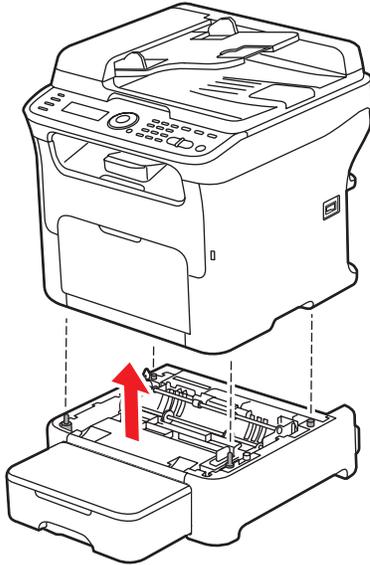
1. If your printer configuration includes the duplex unit, you must remove it. For instructions, see the *Remove Duplex Unit* instruction sheet that came packaged with your printer.

Note: If the duplex unit is not installed and the locking pins are installed at the back of the 500-sheet feeder, remove the locking pins (one in each opening on the left and right sides at the back of the 500-sheet feeder). To remove a locking pin, turn it to either the left or the right so that its grip is vertical, then pull out the locking pin to remove it.

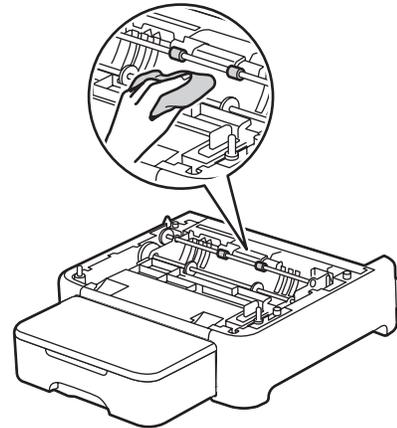
2. Remove the dust cover from Tray 1 and close the tray.

3. Lift the printer off the 500-sheet feeder and place it on a sturdy, flat surface.

Warning: To avoid injury, use two people to lift the printer.



6121-053



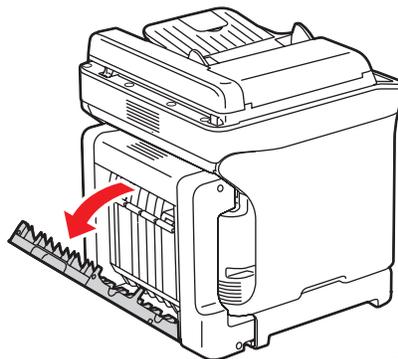
6121-054

4. Clean the media feed rollers by wiping them with a soft, dry cloth.
5. Reinstall the printer on top of the 500-sheet feeder.
6. Open Tray 1 and reattach the dust cover.
7. If you removed the duplex unit, reinstall it. If there is no duplex unit but you removed the locking pins, reinstall them. For information on reinstalling the duplex unit, see the *Install Duplex Unit* instruction sheet that came packaged with your printer.

Cleaning the Duplex Unit Feed Rollers

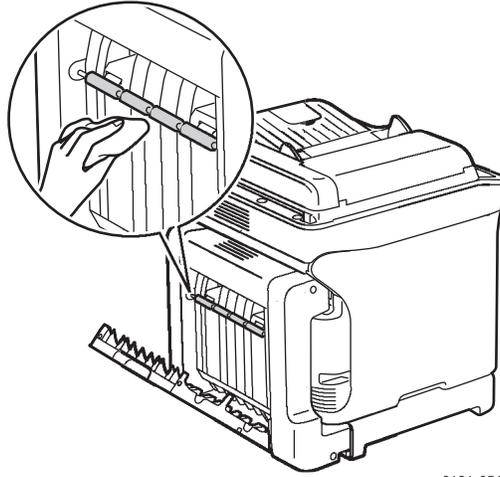
Note: These instructions are for the Phaser 6121MFP/D printer configuration only.

1. Open the duplex unit door.



6121-050

2. Clean the feed rollers by wiping them with a soft, dry cloth.



6121-051

3. Close the duplex unit door.

Cleaning the Laser Lens

Using the printer with a dirty laser lens can cause print-quality problems, so you should clean it when the print quality begins to deteriorate.

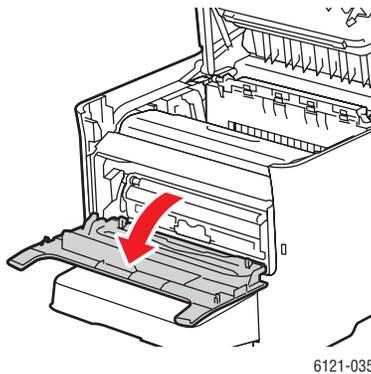
Note: Part of this process is automated, so the printer must be on during cleaning.

To clean the laser lens:

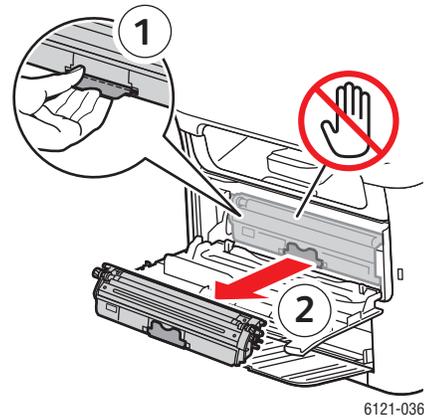
1. On the printer control panel, press the **Back/Menu** button to enter the System Menu.
2. Press the **Down Arrow** button to go to **Replace Toner** and then press the **OK** button.
3. Arrow down to **Clean Laser Lens** and press **OK**.

The printer automatically rotates the toner cartridge unit so you can remove the magenta cartridge to make accessing the laser lens easier. The control panel menu instructs you to open the front door and remove the magenta toner cartridge.

4. Open the printer front door and remove the magenta toner cartridge and put it aside, being careful not to spill toner.

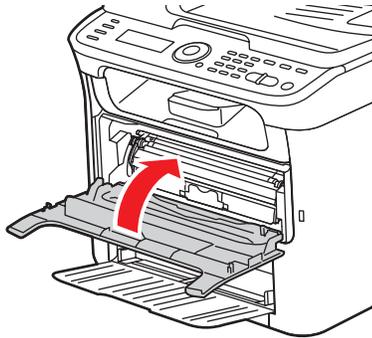


- a. Open the front door to access the toner cartridge.



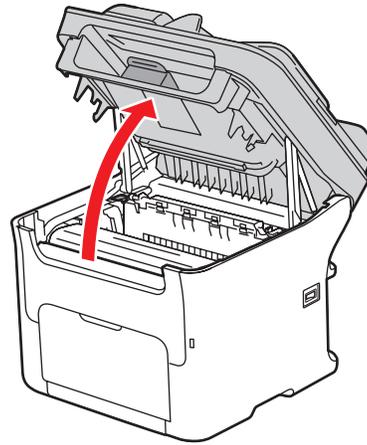
- b. Pull down the handle on the toner cartridge (1) until the toner cartridge is unlocked and moves out slightly toward you. Remove the toner cartridge (2) and set it aside.

5. Close the front cover and wait for the toner cartridge to finish rotating, then remove the imaging unit as shown:



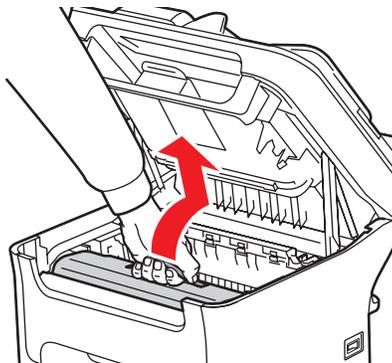
6121-039

- a. Close the front cover.



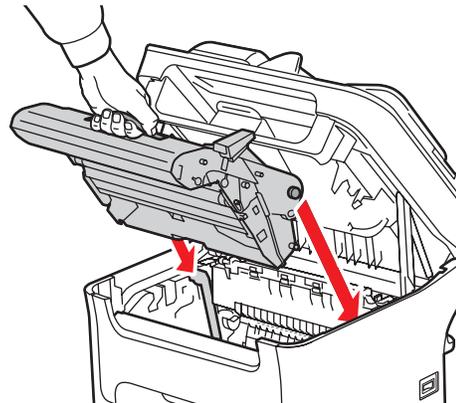
6121-022

- b. Wait until the toner cartridge has finished rotating and the menu instructs you to remove the imaging unit and clean the glass. Lift the printer top.



6121-040

- c. Grasp the handle on the imaging unit and pull the unit back slightly and then up and forward.

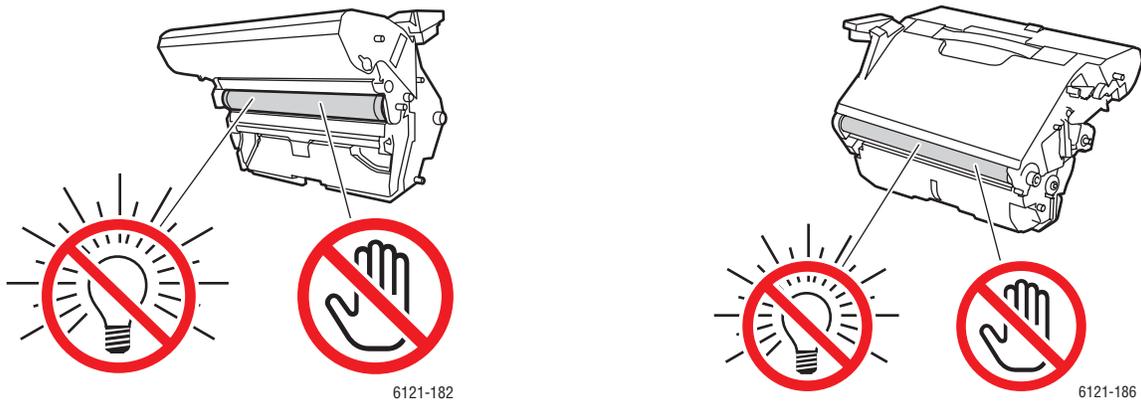


6121-041

- d. Pull the imaging unit out.

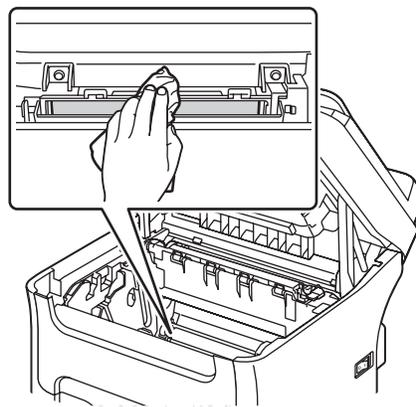
6. Lay the imaging unit down horizontally in a clean, dry place away from direct sunlight. Cover the unit if you plan to have it out longer than a few minutes.

Caution: Do not leave the imaging unit removed for more than 15 minutes, and do not place the removed imaging unit in a location where it would be exposed to direct light (such as sunlight).



Caution: Do not touch the PC drum or the transfer belt on the imaging unit because this might cause print quality problems.

7. For best results, stand to one side of the printer so you can easily see the glass laser window. Clean the laser lens window by wiping it with a soft, dry cloth as shown.



Warning: The area around the fuser unit is extremely hot. Touching anything other than the indicated levers may result in burns.

8. When finished, replace the imaging unit and then close the printer top. On the printer control panel, press the **Stop/Reset** button.
9. After the toner cartridges have finished rotating, and the menu displays the message to open the front cover and reinstall the magenta toner cartridge. Close the front cover.
The printer is ready for use again when the Ready indicator light is a steady green.

Ordering Supplies

This section includes:

- [Locating the Printer Serial Number](#) on page 171
- [Consumables](#) on page 171
- [Routine Maintenance Items](#) on page 172
- [When to Order Supplies](#) on page 172
- [Recycling Supplies](#) on page 172

Locating the Printer Serial Number

When ordering supplies or contacting Xerox for assistance, you will be asked to provide your printer's serial number.

You can find the printer's serial number on the printer or by printing the Configuration page.

- To find the serial number on the machine, open the top of the printer and look on the left side on the metal bar near the front.
- To find the serial number on the Configuration page:
 - a. On the printer control panel, press the **Back/Menu** button to enter the System Menu.
 - b. Press the **Down Arrow** button to go to **Print Config Page** and then press **OK**.

The Configuration page will print. The printer's serial number will be listed near the top of the **General Information** section on the left side of the page.

Consumables

Use only genuine Xerox Toner Cartridges (Cyan, Magenta, Yellow, and Black).

Notes:

- Each toner cartridge includes installation instructions.
- Install only new cartridges in your printer. If a used toner cartridge is installed, then toner remaining amount displayed may not be accurate.
- To enhance print quality, the toner cartridges have been designed to cease functioning at a predetermined point.

For information on how to replace toner cartridges, see the *Toner Cartridge* instruction sheet that came packaged with your printer, or you can view a video about how to replace supplies at www.xerox.com/office/6121MFPdocs.

Routine Maintenance Items

Routine maintenance items are printer parts that have a limited life and require periodic replacement. Replacements may be parts or kits. Routine maintenance items are typically customer replaceable:

- Fuser
- Imaging unit

When to Order Supplies

The control panel displays a warning when the toner supply nears its replacement time, unless you have deactivated this feature (see the Toner Low Prompt entry in the menu table of the [General Setup Menu](#) on page 144). Verify that you have replacements on hand. It is important to order these supplies when the messages first appear to avoid interruptions in your printing. The control panel displays an error message when the supply must be replaced. See [Error Messages](#) on page 179.

You can check the status of the imaging unit to see what percentage of its life span remains:

1. On the printer control panel, press the **Back/Menu** button.
2. Press the **Down Arrow** button to go to **Information** and then press the **OK** button.
3. Arrow down to **Supplies** and press **OK**.
4. Arrow down to **Imaging Unit** to view the remaining life span.

To order supplies, contact your local reseller or go to the Xerox Supplies website at www.xerox.com/office/6121MFPsupplies.

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

Recycling Supplies

For information on recycling supplies, go to www.xerox.com/gwa.

Checking Page Counts

You can check the total number of printed pages at the printer control panel, from CentreWare IS, and from the MCC utility. You can also view counter information by printing the Configuration page (see [Printing the Configuration Page](#) on page 178).

To check the total number of pages printed from the printer control panel:

1. On the printer control panel, press the **Back/Menu** button to enter the System Menu.
2. Press the **Down Arrow** button to go to **Information** and then press the **OK** button.
3. Arrow down to **Usage** and press **OK**. Use the **Down Arrow** button to view the page counts:
 - Total pages
 - Total B&W pages
 - Total color pages
 - Total fax print pages (Phaser 6121MFP/N and /D printer configurations only)
 - Total scanned pages

To check page count totals from CentreWare IS:

1. Open your computer's Web browser and type your printer's IP address into the address field. (If you do not know your printer's IP address, see [Finding Your Printer's IP Address](#) on page 37.)
2. Click the **Login** button on the CentreWare IS page. A password is not required.
3. On the System tab, in the navigation panel on the left side of the page, under **System**, click the plus sign (+) to the left of Administrator to expand the menu.
4. Click **Usage Summary**. On the right, you can see the page count information broken down into total page by color and type, scan type (document glass or auto document feeder), fax, tray used, paper size, and more.

To check page count totals from the MCC utility:

1. Ensure your printer is turned on and connected to your computer via USB cable.
2. Click **Start > Programs > Xerox Office Printing > Phaser 6121MFP > MCC > Phaser 6121MFP MCC**.
3. In the MCC, click the **Connect** icon (first icon in the row).
4. Click the **Download** icon (last icon in the row).
5. In the navigation pane on the left, click the plus (+) sign next to **Machine Information** to expand it.
6. Click **Usage Information** to see the total page counts displayed in the right pane.

See also:

[Setting Up Fax Reports](#) on page 136

[Printing Fax Reports](#) on page 137

Calibrating the Printer

Calibration performs three primary adjustments:

- Color registration
- Toner density
- Toner reproduction curve (used for converting screen colors to CMYK values)

For optimum print quality, the printer automatically performs a calibration cycle after the following events:

- A toner cartridge has been replaced.
- The imaging unit has been replaced.
- 200 pages have printed since the last calibration.
- A big temperature or humidity change has occurred.
- The printer is restarted after settings have been changed.

Normally you would not need to perform a calibration routine unless you are having problems with printing colors.

To perform a manual calibration cycle:

1. On the printer control panel, press the **Back/Menu** button to enter the System Menu.
2. Press the **Down Arrow** button to go to **General Setup** and then press the **OK** button.
3. Arrow down to **Calibrate Now?** and press **OK**.
4. Arrow up to **Yes** and press **OK**. The printer performs a calibration cycle, which takes about 2 minutes.

Moving the Printer

Follow these procedures when moving the printer.

Before moving the printer, do the following:

1. Turn the printer off and disconnect the power cord and other cables from the back of the printer.
2. Wait for the printer to cool down, about 20 minutes.
3. If your printer has an auto document feeder, remove any paper or other media from the feeder or output tray.
4. Remove the dust cover and paper from Tray 1 and then close Tray 1.
5. If your printer configuration includes the 500-sheet feeder, remove it and its lower feeder unit by lifting the printer off it.

Warning: To avoid injury, use two people to lift the printer off the lower feeder unit.

6. If your printer configuration includes the duplex unit (and attachment, if you do not have the 500-sheet feeder), remove these and move them separately. For instructions on how to remove the duplex unit, see the *Remove Duplex Unit* instruction sheet in the documentation packet that came with the printer.

When moving the printer:

- Always use two people to lift and move the printer.
- When lifting the printer, grasp the areas as shown in the figure.



6121-190

- Do not tilt the printer more than 10 degrees to the front or back, or left or right. Tilting the printer more than 10 degrees may cause toner spillage.

Notes:

- Failure to repackage the printer properly for shipment can result in damage to the printer not covered by the warranty, service agreement, or Total Satisfaction Guarantee.
- Damage to the printer caused by improper moving is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee.

Maintenance

After moving the printer:

1. Reinstall any parts you removed.
 - a. If you removed the 500-sheet feeder, put the printer back on top of it.
 - b. If you removed the duplex unit (and attachment if you do not have the 500-sheet feeder), reattach it. See the *Install Duplex Unit* instruction sheet that came packaged with the printer.
2. Fold out Tray 1, add paper, and replace the dust cover.
3. Reconnect the printer to the cables and power cord.
4. Plug in and turn on the printer.

See also:

Installation Guide that came packaged with the printer

Tutorials and other documentation available at www.xerox.com/office/6121MFPdocs.

Troubleshooting

11

This chapter includes:

- [Troubleshooting Overview](#) on page 178
- [Control Panel Messages](#) on page 179
- [Problems with the Printer](#) on page 184
- [Print-Quality Problems](#) on page 189
- [Paper Jams](#) on page 194
- [Problems with Faxing](#) on page 203
- [Help Resources](#) on page 208

See also:

Troubleshooting videos at: www.xerox.com/office/6121MFPdocs

Troubleshooting Overview

This section includes:

- [Printing the Configuration Page](#) on page 178
- [Printing Printer Test Pages](#) on page 178

The printer has internal pages that you can print to view information about your printer's configuration settings and toner status.

Printing the Configuration Page

The Configuration page provides information about your printer, such as:

- General information, such as the serial number, Energy Save mode, tray settings, etc.
- Printer defaults
- Network settings (Phaser 6121MFP/N and /D printer configurations)
- Fax settings (Phaser 6121MFP/N and /D printer configurations)
- Supplies status, including toner cartridge and percent remaining

To print the Configuration page:

1. On the printer control panel, press the **Back/Menu** button to enter the System Menu.
2. Press the **Down Arrow** button to go to **Print Config Page** and then press the **OK** button.
The Configuration page prints.

Printing Printer Test Pages

The printer's test pages and demo page show the printer's current ability to print color, grayscale, etc. You can use these pages when you need to check the printer's performance or for problems with the toner cartridges.

To print test pages:

1. On the printer control panel, press the **Back/Menu** button to enter the System Menu.
2. Press the **Down Arrow** button to go to **Information** and then press the **OK** button.
3. Select **Internal Pages** and press **OK**.
4. Select the test page to print:
 - **Print Demo Page:** Prints a picture using all CMYK colors.
 - **Print Test Page 1:** Prints lines on the page so you can see if there is skew or black toner being deposited in places where it should not be.
 - **Print Test Page 2:** Prints a test page for each CMYK color: yellow, magenta, cyan, and black.
 - **Print Test Page 3:** Prints a page showing all four colors. If there are any white streaks in the printed colors, you know there is a problem with the toner cartridge for that color and that the toner cartridge may need to be replaced, and that the printer laser lens needs to be cleaned.
5. Press **OK**. The test pages print.

Control Panel Messages

This section includes:

- [Status Messages](#) on page 179
- [Error Messages](#) on page 179
- [Service Messages](#) on page 183

The printer uses control panel messages to indicate printer status, errors, and to provide instructions.

Status Messages

Message	Condition
No message; nothing is displayed.	The printer is in Energy Save or Sleep mode.
Accepted	The settings you selected were applied.
Data Receiving	The printer is receiving data.
PC Scan Cancel	The scan job was canceled from the scan driver.
Please Wait!	Color calibration is being performed or the printer is busy.
Print Waiting	The printer is waiting to print.
Printing	The printer is printing.
Searching	The printer is searching data, such as entries in the address book.
Scanning	The printer is scanning the document.
Warming Up	The printer is warming up.

Error Messages

Message	Reason	Action
Address is too long	The email address retrieved from the LDAP server exceeds 64 characters.	The printer cannot handle addresses longer than 64 characters. Use a shorter address.
Unable to connect (xxx) Server	A connection with the specified server could not be established.	Verify the settings specified in the Network Setup and Email Setup menus and then try sending the data again.
Unable to resolve IP for (xxx) Server	The IP address of the specified server could not be obtained from the DNS server.	Verify the settings specified in the Network Setup and Email Setup menus and then try sending the data again.

Message	Reason	Action
Check Tray 1 Paper Load Paper (Press Start Key)	Tray 1 is out of paper.	Load the paper into the tray and then press the Start button.
	Paper has misfed in Tray 1.	Remove the misfed paper.
Communication Error with USB memory	Communication to the USB memory device was interrupted while data was being sent in Scan mode.	Verify the connection to the USB flash drive and then try sending the data again.
Communication Error with (xxx) Server	Communication with the server was interrupted while data was being sent in Scan mode.	Verify the settings specified in the Network Setup and Email Setup menus and then try sending the data again.
Disconnected from USB memory	The connection to the USB memory device was interrupted.	Verify the connection to the USB flash drive and then try sending the data again.
Disconnected from (xxx) Server	The connection to the server was interrupted.	Verify the settings specified in the Network Setup and Email Setup menus and then try sending the data again.
Manual input is limited to 16 fax recipients	There were more than 16 addresses found with an LDAP search.	To narrow the search, increase the number of entered characters to search on and then perform the search again.
Imaging Unit life at end of life. Replace.	It is time to replace the imaging unit.	Replace the imaging unit.
Imaging Unit Low	The imaging unit is nearly empty.	Prepare the new imaging unit.
Job canceled	While a document was being scanned from the document glass in Scan mode, more than one minute passed after the first page of the document was scanned, or the data could not be sent. Therefore, the scan job was automatically canceled.	Turn off the printer and wait several seconds, then turn the printer on. When sending multiple pages, for example, scan the first page and then scan the next page within one minute.
Memory file full	The maximum number of image data files has been reached.	Turn off the printer and wait several seconds, then turn it on again. Decrease the amount of data to be printed (for example, by decreasing the resolution) and then try printing again.
Memory full	The printer has received more data than can be processed with its internal memory.	
No network setting	The network settings were not completely specified when the printer was switched over to Scan mode.	Before scanning in Scan mode, specify the network settings in the Network Setup menu.
No Email server		Before scanning in Scan mode, specify the network settings in the Email Setup menu. See Configuring the SMTP Email Server for Scanning to Email on page 48.

Message	Reason	Action
No suitable paper Check duplex setting	2-sided printing is selected, but paper with a type or size incompatible with 2-sided printing has been selected.	Select Letter- or A4-size plain paper, or select single-sided printing, then try performing the print job again.
No suitable paper Load (xxx) paper	Paper suitable for printing is not loaded in the tray.	Load suitable paper in the paper tray.
Not email address	When the destination for the scanned data was specified, a fax number registered in the address book was selected instead of an email address.	Directly type in the destination or specify an email address registered in the printer's address book. When sending scanned data to an FTP address, only one address can be specified. Delete all specified destinations, or send the scanned data waiting to be sent, then scan again.
Toner not installed Install (xxx) toner.	The indicated toner cartridge is not installed.	Install the indicated toner cartridge.
Not assigned	No Speed Dial destination or Group Dial destination is registered in the address book. Otherwise, no destination has been registered with the specified Speed Dial or Group Dial number.	Directly type in the destination address for the scan data, or register a Speed Dial destination or Group Dial destination and then try specifying the destination address again.
Output tray full Remove output paper	The output tray is full of paper.	Remove all paper from the output tray.
Over search time	Communication with the LDAP server has timed out.	Establish a connection with the LDAP server again.
Tray 2 empty Load (xxx) paper	Tray 2 is out of paper.	Load paper into Tray 2 (the 500-sheet feeder).
Paper size error Load (xxx) paper	The size of paper being printed on is different from the size of paper specified in the printer driver.	Press the Start button to cancel the caution message. To print on paper of the size specified in the printer driver, load paper of the correct size into the specified tray and then try performing the print job again.
Connection failed with host	The connection to the computer was interrupted while data was being sent in Scan mode from the printer.	Check the connection with the computer and the scan driver status and then try sending the data again.
Process Caution – IDC	A process error occurred in the printer.	Open and close the printer top.
Process error-(xxx) Open and close cover		

Message	Reason	Action
Remove original in document feeder	The document is loaded in the auto document feeder while a function is set that requires scanning from the document glass.	Remove the document from the auto document feeder and place the document on the document glass.
Results are over (xxx)	The LDAP search results exceed the maximum specified with Max. Search Results in the LDAP Setting menu.	Change the maximum setting, or change the search conditions (for example, increase the length of the search word), and then try performing the LDAP search again.
Reload (xxx) original into document feeder and press Start key	After a paper jam has been cleared from the auto document feeder, the number of document pages to be reloaded into the auto document feeder is indicated.	Reload into the auto document feeder the number of document pages indicated by (xxx) and then press the Start button.
Memory full at SMTP Server	The memory of the SMTP server has become full.	Free up some space on the disk. If necessary, contact your SMTP server administrator.
Recipient memory is full, cannot accept fax or Email	The maximum number of 236 destinations for the scan data has been reached.	Send the data and then try scanning again. Otherwise, delete unnecessary destinations before adding the desired ones.
Toner life end Replace (CMYK) toner	The indicated toner cartridge has become empty.	Replace the indicated toner cartridge.
Toner empty Replace (CMYK) toner	The indicated toner cartridge has become empty. (This message appears if Toner Out Action in the General Setup menu is set to Stop All .)	
Toner Low (xx)	The indicated toner cartridge is nearly empty.	Prepare the indicated toner cartridge.
Tray 2 open Close Tray 2	Tray 2 cassette is open.	Close the tray by properly inserting and seating the tray in the printer.
Toner Memory Error	A memory error occurred in the toner cartridge.	Re-install the specified toner cartridge.
USB Dev. Not support	A USB device incompatible with this printer is connected.	Disconnect the USB flash drive from this printer and try a different USB device.
USB Hub Not support	A USB hub is connected to this printer.	This printer is not compatible with a USB hub. When connecting USB cables to this printer, do not use a USB hub.
USB memory full	There is no space available on the USB memory device connected to this printer.	Delete data from the USB flash drive to create free space, or use a different USB flash drive.

Message	Reason	Action
Video I/F Error	A video interface error occurred in the printer.	Turn off the printer. After a few seconds, turn on the printer.
Incorrect password for (xxx) Server	The password is incorrect, so the indicated server could not be accessed.	Verify the password and then enter the correct one.
Invalid Toner Change (CMYK) toner	An unapproved toner cartridge is installed.	Install a correct Xerox toner cartridge.
(xxx) cover open Close (xxx) cover	The indicated cover/door is open.	Close the indicated cover or door.
	The imaging unit is not installed.	Install the imaging unit.
	An imaging unit incompatible with the printer is installed.	Replace the imaging unit with a correct one.
(xxx) is disabled	The TCP/IP, FTP, SMTP or SMB settings are disabled.	Enable the TCP/IP, FTP, SMTP or SMB settings in the Connection Setup menu of the System Menu.
(xxx) is not supported	Clone copying cannot be performed with the specified paper size.	The maximum possible size for Clone copying is A4. Specify a paper size of A4 or smaller.
(xxx) server error	The file cannot be saved on the indicated server.	Check the status of the indicated server.

Service Messages

Message	Reason	Action
(Error reason) Code (xxxx)	An error has been detected with the item indicated (xxxx) in the service message.	Follow the instructions (use the Down Arrow button to see the instructions in the printer control panel menu). If the problem persists, contact Technical Support.

Problems with the Printer

This section includes:

- [General Printer Problems](#) on page 184
- [2-Sided Printing Problems](#) on page 187
- [Printer Management Problems](#) on page 188

If you encounter a problem with your printer, use the following table to troubleshoot and fix the problem. For additional troubleshooting information, see [Help Resources](#) on page 208.

Warning: Never open or remove printer covers that are secured with screws unless specifically instructed to do so in the manual. A high voltage component can cause electric shock. Do not try to alter the printer configuration or modify any parts. An unauthorized modification can cause smoke or fire.

Caution: Probable causes of trouble are that the printer, computer, server or other hardware is not correctly set for the network environment you are using, or a printer restriction has been exceeded.

General Printer Problems

Symptom	Cause	Solution
No power to the printer.	The power cord is not correctly plugged into the outlet.	Turn off the printer if on, confirm that the power cord is correctly plugged in, then turn on the printer.
	Something is wrong with the outlet connected to the printer.	Plug another electrical device into the outlet and see whether it operates properly.
	The power switch is not correctly turned on.	Turn off the printer, then turn on the printer.
	The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in Electrical Specifications on page 211.
The control panel displays the Toner Low message much sooner than expected.	One of the toner cartridges may be defective.	Remove the toner cartridges and inspect them for damage. Replace any that are damaged.
	Printed with heavy toner coverage.	Check the paper specifications to ensure you are using the correct type. See Paper Usage Guidelines on page 53, and Usable Paper on page 56. Also check that you are using Xerox-approved toner.

Symptom	Cause	Solution
Cannot print the printer status list.	The tray is out of paper.	Verify that at least Tray 1 is loaded with paper, in place, and secure.
	There is a paper midfeed or jam.	Clear the misfed paper. See Clearing Paper Jams on page 196.
When the paper type or paper size for Tray 1 is changed, the printer control panel displays the message Check Fax Mode .	If a fax is received, it could not be printed on paper of the currently specified type or size. However, you can still copy and print.	Press the Fax button and then check the error details. To print a received fax, change the paper type setting to Plain Paper and the paper size to Letter, A4, or Legal (whichever is in the paper tray).
Printing takes more time than expected.	The printer is set to a slow printing mode (for example, Thick Cardstock).	It takes more time to print with special media. When using regular paper, make sure that the paper type is set properly in the printer driver.
	The printer is set to Energy Saver mode.	It takes more time for printing to start in Energy Saver mode.
	A toner cartridge for a different region or an unapproved toner cartridge is installed (the printer control panel displays the message Wrong Toner X).	Install a correct Xerox toner cartridge approved for your specific printer.
	If an error is detected while the print job is being transmitted while the printer is in Copy mode, it takes a while to process the error and resume the printing job.	Wait. No action is needed.
Blank pages are printed.	One or more of the toner cartridges are defective or empty.	Inspect the toner cartridges. The image will not print correctly or not at all if the cartridges are empty.
	The wrong kind of paper is being used.	Verify that the media type set in the printer driver matches the type of paper loaded in the printer tray.
Not all of the pages print.	A different user accidentally canceled the job.	Try printing the remaining pages.
	The paper tray is empty.	Verify that the tray is loaded with paper.
	A document is printed with an overlay file which has been created by an unsuitable printer driver.	Print the overlay file using a suitable printer driver.

Symptom	Cause	Solution
Some parts of the image are lost during 2-up copying.	When printing envelopes, the scale was specified and then 2-up copying was set.	With 2-up copying, the scale is automatically adjusted. For 2-up copying on media with a narrow printing area, set 2-up copying and then adjust the scale if necessary.
The printer resets or turns off frequently.	The power cord is not correctly plugged into the outlet.	Turn off the printer, confirm that the power cord is correctly plugged into the outlet, then turn on the printer.
	A system error occurred.	Contact Technical Support with the error information.
The printer is making unusual noises.	The printer is not level.	Place the printer on a flat, hard, level surface.
	The paper tray is not installed correctly.	Remove the tray that you are printing from and reinsert it completely into the printer.
	There is a foreign object stuck inside the printer.	Turn off the printer and remove the object. If you cannot remove it, contact Technical Support.
With 2-up on multiple copies, the output is incorrect.	Both the printer driver and the application have been set for collation.	For 2-up copying on multiple copies, choose Collate only in the printer driver's Basic tab. Do not set collation in the application.
Booklet Left and Right Binding output is incorrect.	Both the printer driver and the application have been set for collation.	For Booklet Left Binding and Booklet Right Binding, choose Collate only in the printer driver's Basic tab. Do not set collation in the application.
When copying or scanning with the auto document feeder, a band appears at the end of the image or paper (5 to 6 mm).	A malfunction may have occurred while paper was being transferred with the auto document feeder.	<ul style="list-style-type: none"> If a band appears in the copy after copying, select a copy density setting that is one level darker. If a band appears in the image after scanning, scan using the document glass instead of the auto document feeder.
Cannot copy using the auto document feeder.	Envelope DL or Envelope C6 is set to the auto document feeder.	Place the document on the document glass. With the Envelope DL size, some areas may not be copied.
Scanned images are not clear.	Resolution is set to 150 x 150 dpi while the Original Document Type is set to Mixed or Text.	Set the Original Document Type to Photo .

Symptom	Cause	Solution
Some areas of the scanned image are missing.	Acrobat 8 (Macintosh version) is used for scanning the image.	With the Acrobat Scan setting, turn off the OCR and Filtering functions.
The paper is wrinkled.	The paper is moist from humidity or spilled water.	Remove the moist paper and replace it with new, dry paper.
	The media feed roller or fuser unit is defective.	Inspect them for damage. If necessary, contact Technical Support.
	You are using unsupported media (wrong size, thickness, type, etc.).	Use Xerox-approved media only. See Supported Paper and Media on page 52.
Data was sent to the printer but it does not print.	An error message is displayed in the control panel menu.	Handle according to the message displayed.
It takes a very long time to transfer scan data to the USB flash drive.	The response time may be slow depending on the USB memory device that is used.	Wait until the transfer is finished.
You cannot enter Scan mode or Fax mode.	An error has occurred in Copy mode.	Correct the cause of the error and then select a different mode.

2-Sided Printing Problems

If you have problems when copying or printing on two sides of a sheet, then the media you are using or the settings you are using are probably not correct.

- Make sure that you are using approved media. Only plain paper in either Letter or A4 size can be used in the duplex unit.
- Do not do 2-sided printing on envelopes, labels, postcards, thin or thick card stock, letterhead, or on plain paper with a size other than Letter or A4.
- Make sure you have not mixed media types in the tray.
- In the printer driver Layout tab, under Print on Both Sides, choose **Short Edge Binding** (flipped as on a clipboard) or **Long Edge Binding** (flipped as in a loose-leaf notebook).
- For 2-up on 2-sided pages, choose **Collate** only in the printer driver's Basic tab. Do not set collation in the application.
- Make sure the duplex speed setting is appropriate to your situation. See [Changing the Duplexing Speed](#) on page 187.

Changing the Duplexing Speed

If you are having problems with image transfer during 2-sided printing or copying, you can change the duplexing speed.

To change the duplexing speed:

1. On the printer control panel, press the **Back/Menu** button to enter the System Menu, then press the **Down Arrow** button to go to **General Setup**. Press the **OK** button.

2. Arrow down to **Duplex Speed** and press **OK**.
3. Select from the following options as your situation requires:
 - **Automatic:** The printer will choose the processing speed based on environmental conditions (temperature and humidity).
 - **Speed:** The printer will use the fastest speed available for the media type being used.
 - **Quality:** The printer will use a slower speed for optimal print quality.
4. Press **OK**.

Printer Management Problems

This section includes:

- [Problems Accessing CentreWare IS](#) on page 188
- [Problems Accessing MFP ControlCentre \(MCC\)](#) on page 188

Problems Accessing CentreWare IS

If you cannot access CentreWare IS for your printer, try the following:

- Verify that your network settings are correct (you have correctly typed your printer's IP address into the Web browser address field).
- Verify that your printer is correctly connected to the network.
- If a password has been created to access the printer settings in CentreWare IS, verify that you have the correct password.

Problems Accessing MFP ControlCentre (MCC)

If you are having problems accessing the MCC, try the following:

- Verify that the MCC software has been installed (Windows only). Click **Start > Programs > Xerox Office Printing > Phaser 6121MFP > MCC > Xerox Phaser 6121MFP MCC**. To install the MCC utility, see [Installing the MCC Utility](#) on page 42.
- Verify that your printer is connected correctly to your computer with a standard A/B USB 2.0 cable. See [Connecting the Printer](#) on page 34.
- Verify that your USB port is working correctly.
- Verify that you have downloaded the printer information to the MCC utility. Click the **Connect** icon in the MCC utility and then click the Download icon. For more information, click **Help** in the MCC utility menu bar to access the online help.

Print-Quality Problems

When the print quality is poor, select the closest symptom from the following table and see the corresponding solution to correct the problem. You can also print test pages to more precisely determine the print quality problem. See [Printing Printer Test Pages](#) on page 178.

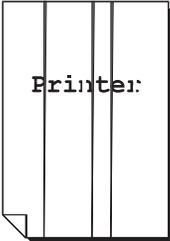
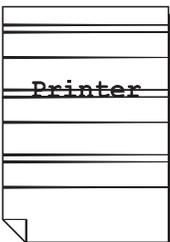
If the print quality does not improve after carrying out the appropriate action, contact Xerox Customer Support or your reseller.

Note: Your printer comes with the option to continue printing even if a toner cartridge is low or out. You can enable or disable this feature. See the Toner Out Action section in the [General Setup Menu](#) on page 144.

Symptom	Cause	Solution
Nothing is printed or there are blank spots on the printed page.	One or more of the toner cartridges may be defective.	Remove the toner cartridge and inspect it for damage.
	The imaging unit may be defective.	Remove the imaging unit and inspect it for damage. If it is damaged, replace it.
	The media is moist from humidity.	Remove the moist media and replace it with new, dry media. Adjust the humidity in the media storage area.
	The media set in the printer driver does not match the media loaded in the printer tray.	Load the correct media in the printer or change the media chosen in the printer driver to match the media loaded in the tray.
	The power source does not match the printer specifications.	Use a power source with the proper specifications. See Electrical Specifications on page 211.
	Several sheets are being fed at the same time.	Remove the media from the tray and check for static electricity. Fan plain paper or other media and then replace it in the tray.
	Media is not set properly in the tray.	Remove the media, tap it to straighten and align it, then return it to the tray and realign the media guides.
The entire sheet is printed in black or other color.	One or more of the toner cartridges may be defective.	Remove the toner cartridges and inspect them for damage. Replace any that are damaged.
	The imaging unit may be defective.	Remove the imaging unit and inspect it for damage. If damaged, replace it.

Symptom	Cause	Solution
<p>The image is too light, or there is low image density.</p> 	The laser lens is dirty.	Clean the laser lens. See Cleaning the Laser Lens on page 168.
	The copy density is set too light.	Select a darker copy density. See Making the Image Lighter or Darker on page 79.
	The paper is damp.	Remove the moist media and replace it with new, dry media.
	There is not much toner left in one of the cartridges.	Replace any cartridges that have low toner.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and inspect them for damage. Replace any that are damaged.
	The media type set in the printer driver does not match the media loaded in the printer tray.	Specify the correct media type in the printer driver.
<p>The image is too dark.</p>	The copy density is set too dark (lighten/darken setting).	Select a lighter copy density. See Making the Image Lighter or Darker on page 79.
	The document was not pressed close enough against the document glass.	Position the document so that it is pressed close enough against the document glass. For details on correctly positioning the document, see Basic Copying on page 76.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and inspect them for damage. Replace any that are damaged.
	The imaging unit may be defective.	Remove the imaging unit and inspect it for damage. If damaged, replace it.
<p>Image is blurred, or the background is lightly stained.</p>	One or more of the toner cartridges may be defective.	Remove the toner cartridges and inspect them for damage. Replace any that are damaged.
	The imaging unit may be defective.	Remove the imaging unit and inspect it for damage. If damaged, replace it.
	The document glass or the document cover is dirty.	Clean the document glass and cover. For details, see Cleaning the Document Glass and Document Cover on page 161.

Symptom	Cause	Solution
The print or color density is uneven.	One or more of the toner cartridges may be defective or low.	Remove the toner cartridges and inspect them for damage. Replace any that are damaged or low.
	The imaging unit may be defective.	Remove the imaging unit and inspect it for damage. If damaged, replace it.
	The printer is not level.	Place the printer on a flat, hard, level surface.
Irregular print or the image appears mottled.	The paper is damp.	Remove the moist paper and replace it with new, dry paper. Adjust the humidity in the media storage area.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use media approved by Xerox for your printer. See Usable Paper on page 56.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and inspect them for damage. Replace any that are damaged.
	The imaging unit may be defective.	Remove the imaging unit and inspect it for damage. If damaged, replace it.
Fuser problems: toner from the image comes off when the image is rubbed because of insufficient fusing.	The paper is damp.	Remove the moist paper and replace it with new, dry paper.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use media approved by Xerox for your printer. See Usable Paper on page 56.
	The media type set in the printer driver does not match the media loaded in the printer tray.	Specify the correct media type in the printer driver.
There are toner smudges or residual images.	One or more of the toner cartridges is defective or installed incorrectly.	Remove and inspect the toner cartridges. Replace any that are defective, and ensure that all cartridges are properly seated.

Symptom	Cause	Solution
<p>There are toner smudges on the back side of the page (whether or not it has been printed on both sides).</p> 	The paper path is dirty with toner.	Print several blank sheets and the excess toner should disappear.
	One or more of the toner cartridges is defective.	Remove and inspect the toner cartridges. Replace any that are defective.
	The imaging unit may be defective.	Remove the imaging unit and inspect it for damage. If damaged, replace it.
<p>Abnormal areas (white, black, or color) appear in a regular pattern.</p> 	The printer's laser lens is dirty.	Clean the laser lens. See Cleaning the Laser Lens on page 168.
	A toner cartridge may be defective.	Remove and inspect the toner cartridges. Replace any that are defective.
	The imaging unit may be defective.	Remove the imaging unit and inspect it for damage. If damaged, replace it.
<p>Image defects.</p> 	The laser lens is dirty.	Clean the laser lens. See Cleaning the Laser Lens on page 168.
	A toner cartridge may be leaking or defective.	Remove the toner cartridge with the color causing the abnormal image. Replace it with a new toner cartridge.
	The imaging unit may be defective.	Remove the imaging unit and inspect it for damage. If damaged, replace it.
<p>Lateral lines or bands appear on the image.</p> 	The printer is not level.	Place the printer on a flat, hard, level surface.
	The paper path is dirty with toner.	Print several blank sheets. The excess toner should disappear.
	One or more of the toner cartridges may be defective.	Remove and inspect the toner cartridges. Replace any that are defective.
	The imaging unit may be defective.	Remove the imaging unit and inspect it for damage. If damaged, replace it.

Symptom	Cause	Solution
Colors look wrong.	One or more of the toner cartridges may be installed incorrectly, may be low, or may be defective.	Check the printer control panel for a Toner Low message. Remove the toner cartridges and verify that the toner is distributed evenly on each cartridge roller, then reinstall the toner cartridges. Replace a cartridge if necessary.
	The Color Matching settings in the Quality tab of the printer driver are incorrect.	Verify the Color Matching settings in the printer driver. Change as necessary.
	The printer needs a color calibration.	Calibrate the printer. See Calibrating the Printer on page 174.
Colors are not registering properly; colors are mixed or have page-to-page variation.	The top cover or front door is open during printer calibration.	Close the cover or door and then perform a color calibration. See Calibrating the Printer on page 174.
	Gradations are not adjusted correctly.	
	The imaging unit is not correctly seated.	Remove the imaging unit and reseal it.
	One or more of the toner cartridges may be defective.	Remove and inspect the toner cartridges. Replace any that are defective.
	The paper is damp.	Remove the moist paper and replace it with new, dry media.
The color has a poor reproduction or has poor density.	The imaging unit may be defective.	Remove the imaging unit and inspect it for damage. If damaged, replace it.
The print quality of the second side of a 2-sided printed page is faded.	The fuser heats the paper to the point where it dries out too much for the toner to transfer.	In the System Menu, change the duplexing speed setting to Quality . See Changing the Duplexing Speed on page 187.

Paper Jams

This section includes:

- [Preventing Paper Jams](#) on page 194
- [Understanding the Media Path](#) on page 195
- [Clearing Paper Jams](#) on page 196

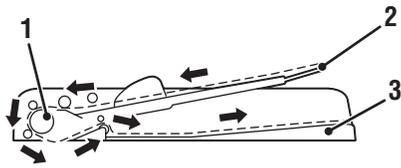
Preventing Paper Jams

To prevent paper and other media misfeeds and printer jams, keep in mind the following guidelines:

- Make sure that the paper used matches the printer's specifications. See [Supported Paper and Media](#) on page 52.
- Media should lie flat, especially on the leading edge.
- The printer is on a hard, flat, level surface.
- Store paper and other media in a dry location away from moisture and humidity.
- Always adjust the media guides in Tray 1 after inserting the media (a guide that is not properly adjusted can cause poor print quality, media misfeeds, and printer damage).
- Load the paper faceup in the tray (many manufacturers place an arrow on the end of the wrapper to indicate the printing side).
- Avoid using media that is folded, wrinkled, or excessively curled.
- Avoid double feeding (remove the media and fan the sheets—they may be sticking together).
- Do not load more than one type/size/weight of media in a tray at the same time.
- Do not overfill the trays.
- Do not allow the output tray to overfill (the output tray has a 100-sheet capacity; misfeeding may occur if you allow more than 100 sheets of media to accumulate at one time).

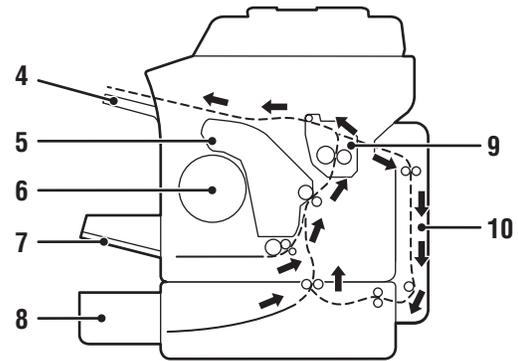
Understanding the Media Path

Understanding the path that paper and other media take through the parts of the printer will help you locate misfed media.



6121-195

1. Auto document feeder media feed rollers
2. Document feed tray
3. Document output tray



6121-193

4. Output tray
5. Imaging unit
6. Toner cartridge carousel
7. Tray 1
8. 500-sheet feeder and lower feed unit
9. Fuser
10. Duplex unit (Phaser 6121MFP/D printer configuration only)

Clearing Paper Jams

This section includes:

- [Clearing Jams at the Fuser \(Inside the Printer\)](#) on page 196
- [Clearing Jams at Tray 1](#) on page 199
- [Clearing Jams at the Auto Document Feeder](#) on page 200
- [Clearing Jams at the 500-Sheet Feeder](#) on page 201
- [Clearing Jams at the Duplex Unit](#) on page 202

Caution: To avoid damage, always remove misfed media gently, without tearing it. Any piece of media left in the printer, whether large or small, can obstruct the media path and cause further misfeeds. Do not reload media that has misfed.

Caution: The image is not fixed on the media before the fusing process. If you touch the printed surface, the toner may stick to your hands, so be careful not to touch the printed face when removing the misfed media. Make sure not to spill any toner inside the printer.

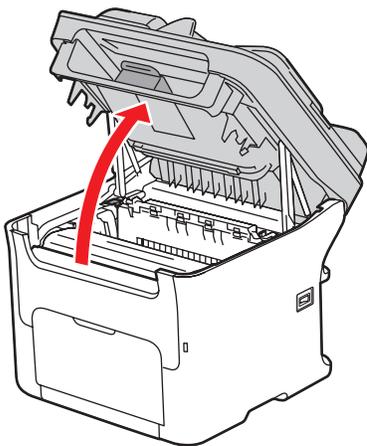
Warning: Unused toner can mess your hands, clothes, or anything else it gets on. If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot, water to rinse the toner off. If toner gets on your skin, wash it off with cool water and a mild soap.

Warning: If you get toner in your eyes, wash it out immediately with cool water and then consult a doctor.

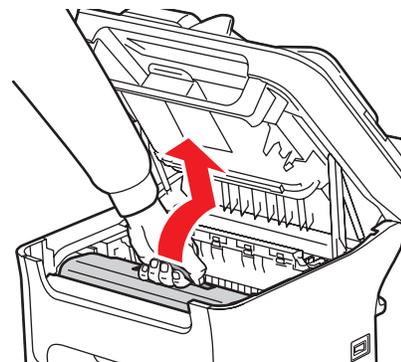
Note: If, after clearing the media misfeed, the misfeed message in the message window persists, open and close the printer top. This should clear the misfeed message.

Clearing Jams at the Fuser (Inside the Printer)

1. Open the printer top (see picture below left). If there is paper in the output tray, remove it, then fold up the output tray before opening the printer top.



6121-022



6121-040

- Grab the handle of the imaging unit and lift it up and slightly to the back and then slowly pull the imaging unit up and out (see the picture above right).

Warning: Never touch a labeled area found on or near the heat roller in the fuser when hot. You can get burned. If a sheet of paper is wrapped around the heat roller, do not try to remove it until the printer has cooled down sufficiently. To avoid injury, switch off the printer and wait 20 minutes for the fuser to cool.

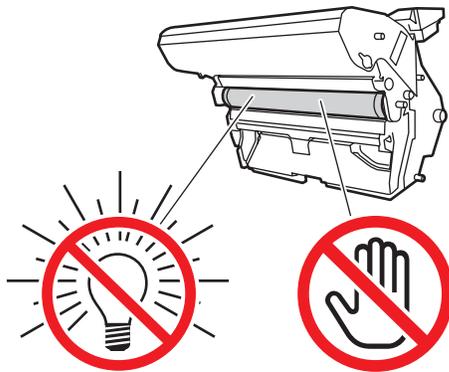


6121-211



6121-184

Caution: Do not touch the PC drum and the transfer belt on the imaging unit (see pictures below).

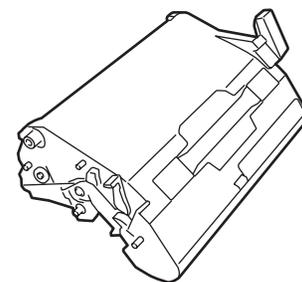


6121-182



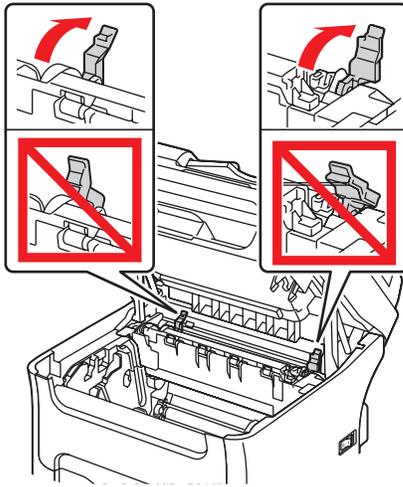
6121-186

- Place the removed imaging unit aside, laying it horizontally as shown in the picture at right. Be sure to keep the imaging unit horizontal and place it where it will not become dirty. Do not leave the imaging unit removed for more than 15 minutes, and do not place it in a location where it would be exposed to direct light, such as sunlight.



6121-187

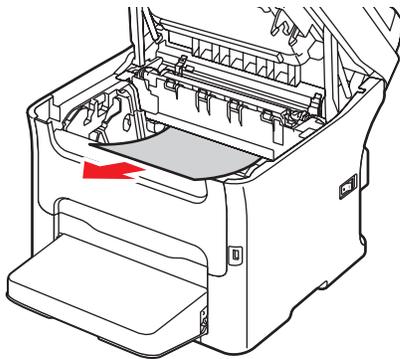
4. Push the fuser separator levers back as far as possible.



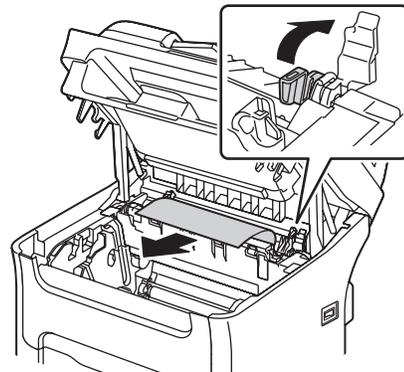
6121-194

Warning: The area around the fuser unit is extremely hot. Touching anything other than the indicated levers may result in burns. If you get burned, immediately cool the skin under cold water, then seek professional medical attention.

5. Remove any misfed media. If a media misfeed occurs near the fuser, pull out the media from below the fuser, as shown in the picture below left.



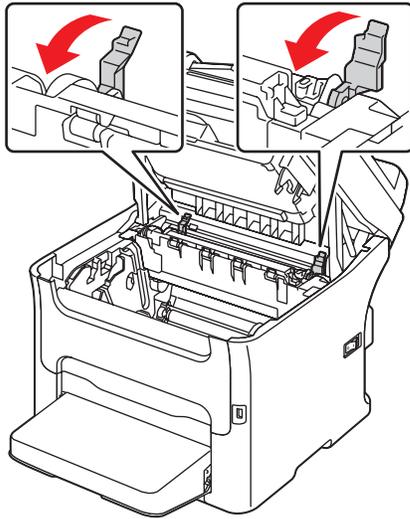
6121-192



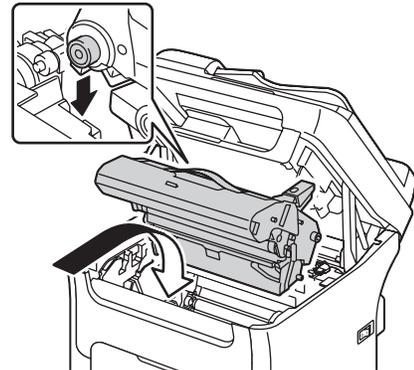
6121-197

Note: If the media cannot be removed from below the fuser, carefully raise the fuser cover and then remove the media from above the fuser as illustrated above right.

- After removing the paper, return the fuser separator levers to their original positions.



6121-200



6115-203

- Slowly insert the imaging unit vertically and then push it slightly down toward you to finish reinstalling the unit.
- Close the printer top.

Clearing Jams at Tray 1

- Remove the dust cover from Tray 1.
- Carefully pull out the misfed paper.



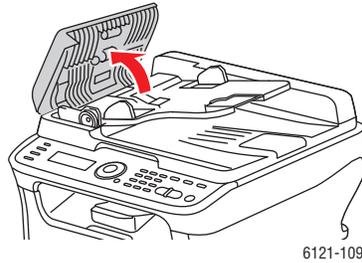
6121-198

Note: If the paper cannot be removed, instead of pulling on it with extra force, clear the misfeed from the inside of the printer using the procedure described in [Clearing Jams at the Fuser \(Inside the Printer\)](#) on page 196.

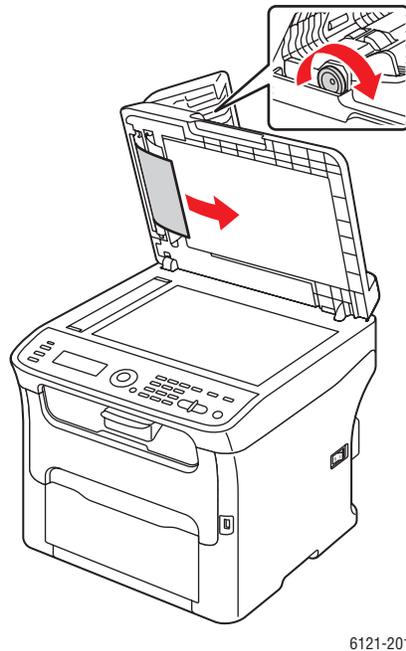
- Reattach the dust cover on Tray 1.
- Press the **Start** button to continue printing.

Clearing Jams at the Auto Document Feeder

1. Open the auto document feeder feed cover and remove any paper in the auto document feeder tray.



2. Open the auto document feeder cover and gently remove any misfed paper, then close the lid.



3. Close the auto document feeder feed cover.

Clearing Jams at the 500-Sheet Feeder

1. Gently pull the 500-sheet feeder out as far as possible and then lift it slightly to pull it out all the way (see images below).

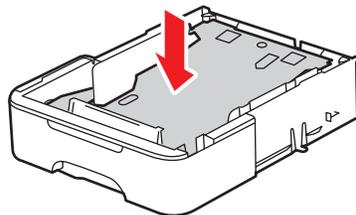


6121-072



6121-206

2. Remove the misfed paper. If necessary, remove the dust cover from Tray 1 and close the tray.
3. Remove the dust cover from the 500-sheet feeder and remove all the paper from the tray.
4. Fan the paper and align its edges.
5. Press down the tray's paper pressure plate to lock it in place.

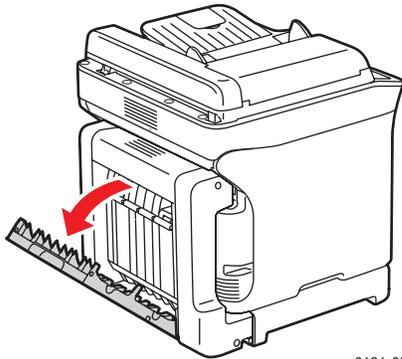


6121-030

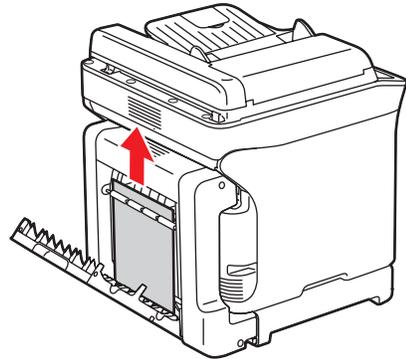
6. Reload the paper in the tray and attach the dust cover.
7. Reinsert the 500-sheet feeder into the printer, then open and close the printer top to clear the misfeed message on the printer control panel.

Clearing Jams at the Duplex Unit

1. Open the duplex unit cover at the back of the printer and then carefully pull out the misfed paper.



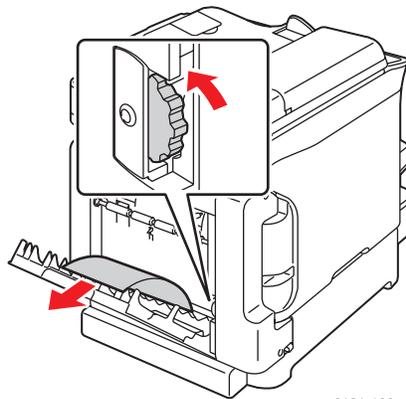
6121-050



6121-061

Note: Always remove the paper in the direction shown in the picture above on the right.

2. If the misfeed occurs at the bottom feed slot and the paper does not stick out far enough to be removed, turn the dial at the right in the direction of the arrow until the paper can be pulled out.



6121-199

3. Close the duplex unit cover.

Problems with Faxing

This section includes:

- [Problems Sending Faxes](#) on page 204
- [Problems Receiving Faxes](#) on page 205
- [Fax Error Messages](#) on page 206

If the fax cannot be sent correctly, refer to the following table and then perform the indicated operation. If the fax still cannot be sent correctly even after performing the described operations, refer to the Xerox Support website, www.xerox.com/office/6121MFPsupport.

Note: For details on the fax error messages, see [Fax Error Messages](#) on page 206. For other error messages, see [Error Messages](#) on page 179.

Problems Sending Faxes

Symptom	Cause	Solution
The document is scanned at an angle.	The document guides are not adjusted to the width of the document.	Slide the document guides to fit the width of the document.
The fax received by the recipient is blurry.	The document is incorrectly positioned.	Position the document correctly. See Sending a Fax from the Document Glass on page 117.
	The document glass is dirty.	Clean the document glass. See Cleaning the Document Glass and Document Cover on page 161.
	The text in the document is printed too faint.	Adjust the resolution or the density. See Setting the Fax Resolution on page 123, and Making the Image Lighter or Darker on page 123.
	There may be a problem with the telephone connection.	Check the telephone line and then try sending the fax again.
	There may be a problem with the recipient's fax machine.	Make a copy to verify that this printer is operating correctly and then, if the copy printed correctly, have the recipient check the condition of their fax machine.
	The fax Lighten/Darken setting is too light.	Darken the fax. See Making the Image Lighter or Darker on page 123.
The fax received by the recipient is blank.	The document was sent with the front side facing down (when the auto document feeder is used).	Load the document faceup in the auto document feeder.

Symptom	Cause	Solution
Transmission is not possible.	The transmission procedure may have been performed incorrectly.	Verify the transmission procedure and then try sending the fax again.
	The fax number may be wrong.	Verify the fax number.
	In the address book, the fax number you want to use may not be associated with the Speed Dial number you are using.	Verify that you are using the correct Speed Dial number.
	The telephone line may be incorrectly connected.	Verify the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the recipient's fax machine.	Contact the recipient.
	Incorrectly configured voice over IP (VOIP). Digital phone service is often not compatible with Fax.	Install dial-tone phone service, or try to troubleshoot VOIP. For more information, go to: www.soft-switch.org

Problems Receiving Faxes

Symptom	Cause	Solution
The received fax is blank.	There may be a problem with the telephone connection or with the caller's fax machine.	Verify that the printer can make clean copies. If it can, have the caller send the fax again.
	The caller may have loaded the pages upside down.	Contact the sender.
Faxes cannot be received automatically.	The printer is set to receive faxes manually.	Set the printer to automatic reception. See Changing the Fax Receive Mode on page 125.
	The memory is full.	Load paper if the output tray is empty, then see if the stored faxes print.
	The telephone line is incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the caller's fax machine.	Make a copy to verify that this printer is operating correctly and then, if the copy printed correctly, have the recipient check the condition of their fax machine.

Symptom	Cause	Solution
	Incorrectly configured voice over IP (VOIP). Digital phone service is often not compatible with Fax.	Install dial-tone phone service, or try to troubleshoot VOIP. For more information, go to: www.soft-switch.org
Expected received faxes do not print.	Faxes are set to be received into memory instead of automatically printed.	Check the Auto RX light on the left of the printer control panel to see if it is blinking. If it is blinking, there are stored received faxes waiting to print. Verify that there is paper of the correct size in the paper tray. If not, load the correct size paper (Letter or A4).

Fax Error Messages

Message	Cause	Solution
Check Fax Mode	If a fax is received, it could not be printed on paper of the currently specified type or size. However, you can still copy and print.	Press the Fax button and then check the error details. To print a received fax, change the paper type setting to Plain Paper and the paper size to Letter, A4, or Legal (whichever is in the paper tray).
Communication error	Communication is not possible because of a problem with the recipient's or sender's fax machine.	Review the transmission results.
Fax Data Lost	Data stored in the memory has been erased.	Check the printed Lost Data report. If transmission data was erased, scan the transmission data again. If received data was erased, have the fax sent again.
Phone line in use Check the handset	The receiver of the connected telephone is off the hook.	Return the telephone receiver to the hook.
Phone line problem Check phone line	The telephone dialing system or telephone wiring system is not set correctly.	Inspect the telephone dialing system or telephone wiring system and use the appropriate configuration menu to make the correct settings.
	The telephone cable is not attached correctly.	Correctly connect the telephone cable.

Message	Cause	Solution
Memory file full	The number of items registered in the memory has exceeded the maximum allowed.	If Memory Receive mode is set to On, cancel the Memory Receive mode and print received documents stored in the memory. See Printing a Stored Received Fax on page 128.
Memory full	While sending or receiving a fax, the size of the data for the scanned image has exceeded the capacity of the memory.	<ul style="list-style-type: none"> • If Memory Receive mode is set to On, cancel the Memory Receive mode and print received documents stored in the printer's memory. See Printing a Stored Received Fax on page 128. • Send the fax manually. See Sending a Fax Manually Using the On Hook Button on page 118.
Redials failed Please resend	All redial attempts failed because either the recipient's line is busy or there was no answer.	Check the condition of the recipient's line and then try sending the fax again.

Help Resources

Xerox provides several websites that offer help for your Phaser 6121MFP printer.

Resource	Link
Quick Start Tutorials (English only)	www.xerox.com/office/6121MFPdocs
Video Tutorials:	
Maintenance	www.xerox.com/office/6121MFPdocs
Installation	www.xerox.com/office/6121MFPdocs
Replacing Supplies	www.xerox.com/office/6121MFPdocs
Troubleshooting	www.xerox.com/office/6121MFPdocs
Recommended Media List	Europe: www.xerox.com/europaper North America: www.xerox.com/paper
Online Support Assistant	www.xerox.com/office/6121MFPsupport
Technical Support	www.xerox.com/office/6121MFPsupport
Contacts	www.xerox.com/office/worldcontacts
Material Safety Data Sheets for identifying materials and providing information on safely handling and storing hazardous materials.	US and Canada: www.xerox.com/msds European Union: www.xerox.com/environment_europe

Printer Specifications

12

This chapter includes:

- [Physical Specifications](#) on page 210
- [Environmental Specifications](#) on page 210
- [Electrical Specifications](#) on page 211
- [Performance Specifications](#) on page 212
- [Controller Specifications](#) on page 213

Physical Specifications

Weights and Dimensions

Part	Specifications
Base Unit	Phaser 6121MFP/S: Width: 405 mm (15.9 in) Height: 427 mm (16.8 in) Depth: 375 mm (14.8 in) Weight: 19.2 Kg (42.3 lb.) Phaser 6121MFP/N and /D: Width: 405 mm (15.9 in) Height: 427 mm (16.8 in) Depth: 423 mm (17 in); with Tray 1 loaded: 443 mm (17.4 in) Weight: 20.8 Kg / 45.9 lb.
Optional 500-Sheet Feeder	Width: 411mm (16.2 in) Height: 116 mm (4.6 in) Depth: 560 mm (22.0 in) Weight: 4.8 Kg / 10.6 lb.
Optional Duplex Unit Duplex Unit base	Weight: 2.46 Kg / 5.4 lb. Weight: 1.73Kb / 3.8 lb.

Environmental Specifications

Environment	Temperature	Relative Humidity
Storage (applies only to CRUs)	0° to 35°C / 32° to 95°F	15% to 80%
Operating	10° to 35°C / 50° to 95°F	10% to 85%
Transportation	-20° to +55°C / -4° to 131°F	35% to 85% (non-condensing)

Electrical Specifications

Power Source

- 110 – 127 VAC, 50 – 60 Hz
- 220 – 240 VAC, 50 – 60 Hz

Power Consumption

These specifications are for the printer configuration with the duplex unit (Phaser 6121MFP/D) and the optional 500-sheet feeder.

- ENERGY STAR qualified product
- Color copy and printing: 120 V = 300 W; 220 V = 286 W
- Monochrome copying and printing: 120 V = 396 W; 220 V = 395 W
- Standby mode: 120V = 80 W; 220 V = 79 W
- Sleep mode: 10 W
- Default time to Sleep Mode: \leq 30 minutes

Performance Specifications

Item	Specification
Print speed	Color: 5 ppm (2-sided printing: 5 ppm) Monochrome: 20 ppm (2-sided printing: 13.2 ppm from Tray 2)
Print resolution	600 x 600 dpi x 1 bit (Standard) 1200 x 600 dpi x 1 bit (Enhanced)
Copy speed with auto document feeder (Phaser 6121MFP/N and /D printer configurations only.)	Color: 3 cpm (600 x 300 dpi) B/W: 10 cpm (600 x 300 dpi) B/W: 20 cpm (300 x 300 dpi)
Copy resolution	600 x 600 dpi x 1 bit
Scan speed (Phaser 6121MFP/N or /D printer configurations only.)	Color: 600 x 600 dpi: 9.94 mm/sec 600 x 300 dpi: 19.88 mm/sec B/W: 600 x 600 dpi: 29.81 mm/sec 600 x 300 dpi: 59.62 mm/sec 300 x 300 dpi: 119.25 mm/sec
Scan resolution	150 x 150 dpi 300 x 300 dpi
Fax Modem speed (Phaser 6121MFP/N or /D printer configurations only.)	V.34 (up to 33.6 k bps)
Fax TX speed (Phaser 6121MFP/N or /D printer configurations only.)	3 sec/page (at V.34)

Controller Specifications

Phaser 6121MFP/S Controller Board

Controller	Function
Controller structure	Main board
Processor	RISC CPU (120 MHz)
Memory	RAM (128 Mb SDRAM) Flash ROM (4 Mb for F/W) Optional: Not available
Hard Disk	Not supported
Host I/F	USB 2.0 (480 Mbps)

Phaser 6121MFP/N or /D Controller Board

Item	Specification
Controller structure	Main board NCU board
Processor	RISC CPU (120 MHz)
Memory	RAM (128 Mb) Flash ROM (32 Mb) Fax (6 Mb)
Hard Disk	Not supported
Host I/F	USB 2.0 (480 Mbps) 10/100Base-T
PSTN (Fax) Connector	Two RJ11 (Phone and Line) for US models; phone port is closed in European models

Regulatory Information



This chapter includes:

- [Electromagnetic Interference](#) on page 216
- [Copy Regulations](#) on page 218
- [Fax Regulations](#) on page 221
- [Material Safety Data Sheets](#) on page 225

Electromagnetic Interference

Xerox has tested this product to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this product in a typical office environment.

United States (FCC Regulations)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential environment. This equipment generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with these instructions, it 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 receiver.
- 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 the dealer or an experienced radio/television technician for help.

Any changes or modifications not expressly approved by Xerox could void the user's authority to operate the equipment. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada (Regulations)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

European Union



The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

- December 12, 2006: Low Voltage Directive 2006/95/EC
- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC

This product, if used properly in accordance with the user's instructions, is neither dangerous for the consumer nor for the environment.

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this product can be obtained from Xerox.

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, etc.
 - Bonds (U.S. 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 Draft 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.
2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. 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.
5. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
6. Passports. Foreign Passports may be photographed.

7. Immigration papers.
8. Draft Registration Cards.
9. 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.

10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, etc. (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 above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. 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.
5. 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).
6. 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.
7. 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.
8. 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.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above 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 cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Fax Regulations

United States

Fax Send Header Requirements

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.

For information on programming this information into your printer, see [Enabling the Printer for Faxing](#) on page 50.

Data Coupler Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that 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 the 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 (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

To order the correct service from the local telephone company, please provide the Facility Interface Code (FIC) and Service Order Code (SOC) listed below:

Facility Interface Code (FIC) = 02LS2

Service Order Code (SOC) = 9.0Y

You may also have to provide the USOC Jack code and the Ringer Equivalence Number (REN).

Warning: Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide. 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.

Repairs to the machine should be made only by a Xerox Service Representative or an authorized Xerox Service provider. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, make sure that the installation of this Xerox equipment does not disable your alarm equipment.

If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

Canada

Note: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users must make sure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should make sure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalent Numbers of all of the devices does not exceed 5. For the Canadian REN value, please see the label on the equipment.

European Union

Radio Equipment & Telecommunications Terminal Equipment Directive

The Facsimile has been approved in accordance with the Council Decision 1999/5/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of a problem you should contact your authorized local dealer in the first instance.

This product has been tested to and is compliant with ES 203 021-1, -2, -3, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. This product provides an user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this product to the network.

Note: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

South Africa

Note: For South African customers: when making external calls from a PBX, the access digit should be followed by a pause dialing character (P) before dialing the external number. For example: 9P1234567890.

New Zealand Telecom Warning Notice

1. 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.

The equipment may not be capable of correct operation at the higher data speeds designated. 33.6 kbps and 56 kbps connections are likely to be restricted to lower bit rates when connected to some PSTN implementations. Telecom will accept no responsibility should difficulties arise in such circumstances.

2. Immediately disconnect this equipment should it become physically damaged, and arrange for its disposal or repair.
3. This modem shall not be used in any manner which could constitute a nuisance to other Telecom customers.
4. This device is equipped with pulse dialing, while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.
5. Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to 'bell tinkle' or noise and may also cause a false answer condition. Should such problems occur, the user should NOT contact the Telecom Faults Service.
6. The preferred method of dialing is to use DTMF tones, as this is faster than pulse (decadic) dialing and is readily available on almost all New Zealand telephone exchanges.
7. Warning Notice: No '111' or other calls can be made from this device during a mains power failure.
8. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.
9. Some parameters required for compliance with Telecom's Telepermit requirements are dependent on the equipment (PC) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom's Specifications:

For repeat calls to the same number:

- 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 attempt.

For automatic calls to different numbers:

- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than 5 seconds between the end of one call attempt and the beginning of another.

10. For correct operation, the total Ringer Equivalence Number (REN) of all devices connected to a single line at any time should not exceed 5.

Material Safety Data Sheets

For Material Safety Data information regarding your Phaser 6121MFP, go to:

North America: www.xerox.com/msds

European Union: www.xerox.com/environment_europe

For the Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts

Recycling and Disposal

B

This chapter includes:

- [All Countries](#) on page 227
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All Countries

If you are managing the disposal of your Xerox product, please note that the product may contain lead, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance website: www.eiae.org. Perchlorate Material: This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

North America

Xerox operates an equipment take back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment or for recycling and disposal information, contact your local authorities.

Other Countries

Please contact your local waste authorities and request disposal guidance.

European Union

Some equipment may be used in both a domestic/household and a professional/business application.

Domestic/Household Environment



Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional/Business Environment

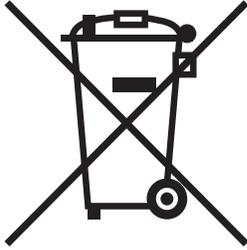


Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, please contact your local reseller or Xerox representative for end of life datebook information.

Information for Users on Collection and Disposal of Old Equipment and Used Batteries



These symbols on the products and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

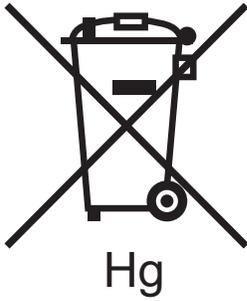
For Business Users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Information on disposal in other countries outside the European Union

These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.

Note for the Battery Symbol



This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

Removal

Batteries should only be replaced by a MANUFACTURER approved service facility.

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